

The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Dan Goodlett

President, Edgewood Townhouse Association president@etaboard.org

Put ninety families on a twelve-acre plot and you are likely to have some friction. At this month's board meeting, President Dan Goodlett spoke to this matter.

There seems to be some confusion as to the role of the Board in resolving issues that cause disagreements. Back in 2015, the Board of Directors addressed this concern by adopting the following rule:

Dispute Resolution Procedures Edgewood Townhouse Association

Insofar as possible, disputes between homeowners should [be] processed in a civil and respectful manner between the disputants, or more simply neighbor-to-neighbor.

Irresolvable disputes between homeowners should be processed to resolution through the employment of a professional arbitrator. The Board will arrange for the services of an impartial professional arbitrator. Each disputant shall share equally the costs of the arbiter. The arbitrator's decision is final.

Homeowners may choose to process a dispute through the Civil Court System.

The Board should always stay out of neighbor disputes. We don't want to be called out for favoritism for one party or another; after all, Board members are neighbors too. We can't let bias get in the way of achieving an amicable solution.

So how do community members engage the Board on this and other matters? Dan Goodlett suggested a rule be added to our Association Rules. He will ask for a vote to adopt this at the next Board meeting in September. The proposed rule reads:

The president shall act as the voice of the Board. Any requests from non-Board members that involve the spending of money, or involve the exploration of potential contract engagements, or require the expenditure of time or resources of any ETA employee or Board member, should get approval from the Board of Directors. Such approval will be granted or denied at a regularly scheduled monthly business meeting.

The person requesting any of the previously mentioned items is required to contact the Board, either by sending an email to president@etaboard.org or by sending a letter to the President at 95 Westbrook Way, and include the subject line:

"Request to Present to the Board of Directors"

The board may require that the person making request that involve spending to present their proposal at a Board meeting.

Requests should be made no later than the Tuesday preceding the Tuesday of the board meeting.

I hope this gives clarity to those who have found themselves in this situation.

Edgewood Townhouses are a wonderful place to live. We can all help to keep it pleasant by resolving disputes in a friendly manner.

SPECIAL NOTICE

Homeowner Dues are due on the first of each month. If using US Mail send to Edgewood Townhouse Association, 95 Westbrook Way, Eugene, OR 97405

**New Clubhouse WiFi
Password:
ww95ww95@E**

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

ETA Regular Board of Directors Business Meeting:

Tuesday, September 13, 2022, 6:30 PM. Place TBA

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Sharon Kimble, Editor
Email: fyi.editor@etaboard.org

EDGEWOOD TOWNEHOUSE ASSOCIATION QUARTERLY MEETING VIDEOCONFERENCE

Preserve • Restore • Maintain
Tuesday, July 26, 2022

Seven Board members, the ETA Director of Facilities and Operations, and 15 homeowners attended. The meeting was held by videoconference due to the COVID-19 pandemic. Board President Dan Goodlett opened the meeting at 7:09 PM.

Reserve Study Overview and Inflation: Dan began by giving a year-to-date summary of Reserve Study spending. In fiscal year 2022, planned spending on capital projects is about \$484,000. Over the five-year period 2022-2026, planned Reserve Study spending is about \$2 million. Thus far in 2022, we have spent 26% of total planned spending. Frank Gaddini pointed out that there has been an extraordinary amount of work accomplished in July and it won't be invoiced until the end of the month. He went on to said that he feels by the end of the year, perhaps as late as December, we will have achieved most of what we want to do. The following factors have affected progress thus far:

- (1) Getting multiple bids can be a slow process. Some contractors don't want to work on two-story buildings, for example.
- (2) Some of the bigger bills will come in during November and even December when a number of roofing projects will occur.
- (3) Contractors are having difficulties finding qualified labor.
- And, (4) the supply chain has been "impossible." There's no way to control that; we simply have to wait.

A homeowner asked about the effects of inflation. Dan responded that we're not yet in a good position to make any meaningful calculations of how it is affecting our plans. Frank gave some examples of the rising cost of materials. For instance, when we get a bid on asphalt roofing shingles, a petroleum-based product, contractors will give us a bid that's good for only 20 days due to price volatility. The vapor barriers on our roofs are also a petroleum product. Paint, too, is sourced from petroleum. In April 2021 a quart of latex paint was \$12. Today, it's \$19. Plastic pipe that was formerly about \$10 for 10 feet is \$48 today. To help manage some of the increases, Frank is trying to see if we can do even more roofing and paint projects before the end of this year. By locking in the projects and having the contractor buy and store the product until year's end, we can help contain increasing costs in the short term.

Safety Committee: Ingrid Wendt announced that she and her co-chair, Linda Sage, resigned as of July 16. Ingrid said that she and Linda had enjoyed working with the Board and the community but the time had come to turn over the reins. She reviewed some of the Committee's accomplishments over the years and encouraged other homeowners to consider volunteering to take their places. Ingrid and Linda have gathered a lot of information on wildfires and earthquakes that can be shared with their successors and Ingrid would be glad to talk with anyone who is interested in volunteering. Ingrid said there was one outstanding issue she sees as critical—better signage for first responders to locate individual units in case of emergency. Preparatory work was done last year to develop

such signage but more work remains. Dan apologized on behalf of the Board for not yet getting this done.

Adjournment: The meeting was adjourned at 8:02 PM.

JoAnn Wilson, ETA Secretary, Email: secretary@etaboard.org.

EDGEWOOD TOWNEHOUSE ASSOCIATION VIDEOCONFERENCE: BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

Preserve • Restore • Maintain
Tuesday, August 9, 2022

Call to Order: Board President Dan Goodlett called the meeting to order at 6:36 PM. The meeting was held by videoconference. Board members present were: Dan Goodlett, Darell Bidstrup, Ray Czerwinski, Merryn Gregory, Larry Kenton, Patricia Mullen, and JoAnn Wilson. Jan Connell and Sheila Dorsey were excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Nine homeowners attended.

Approval of Minutes: The minutes of July 12, 2022, were unanimously approved.

Financial Reports:

Treasurer: Submitted. There are a few changes to the presentation of our financial statements due to adoption of FASB ASC 606. Contact Ray at treasurer@etaboard.org for further details.

Reserve Study Coordinator: Dan Goodlett said that all of the transactions for July had not been recorded as of the Board meeting. He will update the reserve study as soon as those figures are available.

ETA Safety Committee Report: The committee co-chairs resigned last month due to personal circumstances. Dan said he would still like to address a Safety Committee initiative not yet completed—improving unit signage for emergency responders—at a later meeting.

Landscape Committee Report: Patricia Mullen reported that committee members plan to repurpose plants and possibly do some fertilizing after the weather cools.

Coordinator Reports:

Technology Coordinator: No report submitted.

Swimming Pool: The swimming pool was closed today by a Lane County Board of Health inspector because the pool's drain does not comply with current code. The closing was not due to the pool's chemistry or water quality which are both near perfect. Frank said he plans to immediately appeal the closure to the Lane County Board of Supervisors and Oregon Health Authority. Frank will also begin to work with contractors on repairs but they would be complex. The closure order has the potential to end the 2022 pool season.

As of the date of this publication, the pool has been reopened. The pool remains safe, sanitary, and a great place to have fun!

Clubhouse Coordinator: A volunteer is still needed. Any interested homeowner is encouraged to contact Dan at president@etaboard.org.

Welcome Coordinator: Ruth Kenney met with the homeowners at 60 BB and gave them the Welcome Packet.

Facility Report: Submitted.

Educational Minute: Frank was too busy on other HOA business to prepare a presentation for this month.

Old Business:

1. **Complying with OR 2534: Update.** Frank said that we are close to being able to certify that ETA's governing documents contain no discriminatory language. Sheila Dorsey reviewed them closely and identified instances of using "him" when referring to a homeowner. The Board agreed it was better to avoid using gender-specific pronouns. Frank will send Sheila's changes to Board members for a final review. After that, Dan, as Board President, will submit the verification that ETA conforms to the requirements of the law.

2. **A Model of a Parking User Fees.** Frank made clear at the outset of his remarks that he was only presenting ideas, not proposing that the Board institute a parking fee. He said that the idea of a parking fee is that parking in designated parking is on common ground and no one should disproportionately utilize those spaces. Merryn Gregory asked if he was thinking about the idea of having a limited number. Frank replied that there are currently 61 designated parking spaces. Patricia said she was initially thinking of having the rented spaces in different locations but perhaps it would make sense to let homeowners who paid a user fee park where they want. She continued that she had looked at parking fees downtown and learned that it costs about \$300/month. Frank said that was very high and we would need to find a benchmark that is comparable for Edgewood. Patricia added that parking in designated spaces has gone up recently, a phenomenon that's common during the summer.

Darell Bidstrup said he was in favor of doing something, but he thought the number of permits should be limited and there shouldn't be a guarantee where someone paying the fee could park. He asked about enforcement. Patricia replied that she had looked at other HOAs. Some had stickers and if a car was parked where it shouldn't be, it would be towed. She also mentioned the hang tags ETA used several years ago. Larry Kenton asked if this would eliminate our current waiver process. Patricia replied that the waiver system would remain in place for homeowners who needed to use their garages temporarily for purposes such as storage while moving in or while contractor projects were underway. The Board agreed that a parking user fee is an idea it wants to continue pursuing.

New Business:

1. **Parking Waivers.** None submitted.

2. **Processing Fees.** Frank said there was a need to manage instances where homeowners repeatedly require additional attention to collect dues. The time that is involved on the part of ETA's professional staff—its bookkeeper and the Director of Facilities and Operations (Frank)—as well as upon the

Board President, is considerable. The processing fee would be charged in instances where monthly dues remain unpaid after 90 days and the Board starts the lien process. After discussion, the Board unanimously agreed to adopt the following policy:

Each month that the professional staff manages a delinquent homeowner's dues, we will assess a \$100 per month processing fee, beginning on the 91st day, for the extra administrative time involved processing and tracking the delinquent account. The \$100 processing fee will be added in addition to the late penalty fee.

Additionally, any special action (notarization of liens and foreclosure documents, attorney engagement, recording of documents, USPS mailing, filings, and satisfactions) undertaken in any month to process collection of delinquent home owner dues will be charged \$100 per action.

A homeowner may petition the Board of Directors for a waiver of said processing fees if extenuating circumstances exist.

Dan will add this to the Rules and Forms section of the ETA website. It will be effective immediately.

3. **Grievance Resolution Process.** Dan said that the Board is approached occasionally to settle a dispute between homeowners. While it is not the Board's responsibility to settle such disputes, there are Dispute Resolution Procedures contained in the ETA Rules and Procedures. They read as follows:

Insofar as possible, disputes between homeowners should [be] processed in a civil and respectful manner between the disputants, or more simply neighbor-to-neighbor.

Irresolvable disputes between homeowners should be processed to resolution through the employment of a professional arbitrator. The Board will arrange for the services of an impartial professional arbitrator. Each disputant shall share equally the costs of the arbiter. The arbitrator's decision is final.

Homeowners may choose to process a dispute through the Civil Court System.

Board of Director Approval October 13, 2015

4. **Gate at Brookside and Westbrook Way.** Frank said the traditional time for opening the gate is mid-August. He will open it on Friday, August 12. The gate generally stays open through mid-October. This timeframe corresponds with the annual fire season.

5. **Financial Policy Statement.** Dan began by reading from the ETA *By-Laws*, Duties of the Board of Directors (Article VIII). Those duties are as follows:

A. Contract for services for the maintenance of common areas in accordance with the Declaration and such other services necessary for the management of the Association.

B. Hire employees as deemed necessary for the management of the Association and to prescribe their duties.

C. Supervise all officers, agents and employees of the Association and to see that their duties are properly performed.

D. Cause the Common Area and Associations real property to be maintained.

Based upon the duties as outlined, Dan suggests the following possible rule for consideration at a later date:

The president shall act as the voice of the Board. Any requests from non-board members that involve the spending of money, or involve the exploration of potential contract engagements, or require the expenditure of time or resources of any ETA employee or Board member should get approval from the Board of Directors. Such approval will be granted or denied at a regular scheduled monthly business meeting. The person requesting any of the previous mentioned items is required to contact the Board, either by sending an email to president@etaboard.org or by sending a letter to the president at 95 Westbrook Way and will include the subject line: "Request to Present to the Board of Directors."

Requests should be made no later than the Tuesday preceding the Tuesday of the Board meeting.

In addition, all non-officer Board members should use the same process if that person wishes to have an item added to the agenda of the meeting. Please cc: vp@etaboard.org, secretary@etaboard.org and treasurer@etaboard.org.

New Ideas and Questions

Patricia suggested putting up a bulletin board for community activities. She will work with Frank to see if the bulletin board currently outside the entrance to the Clubhouse can be purposed for this use.

Announcements:

1. The next regularly scheduled Board of Directors Business Meeting: Tuesday, September 13, 2022, at 6:30 PM, by Videoconference (Zoom).
2. The Annual Meeting: Tuesday, October 25, 2022. Time and place TBA.

Adjournment: The meeting was adjourned at 8:11 PM.

The Board took a five-minute break.

Executive Session

JoAnn Wilson, ETA Secretary. Email: secretary@etaboard.org

Looking Back Over July 2019 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

July was named after Julius Caesar. It was named by the Roman Senate in honor of the Roman general Julius Caesar in 44 B.C., it being the month of his birth. July was a perfect month. We had unbounded sunshine.

In July 2019 we recorded and completed one hundred twenty-six (126) jobs. Our focus during the month was preparing for our Special Assessment projects. We prepared five building for painting. Buildings 1 -11, 35-67, 100-136, 121-137, and 140-150 were inspected for cracked corner trim, deteriorated exterior

wall paneling, and visible dry/wet rot. As we completed these building, we began the repainting of the front sides of the buildings with our own color, "ETA Brown". As we move forward into August, we plan to complete the lion's share of our Special Assessment Paint Projects for FY 2022.

A long awaited project completed from our Reserve Fund was the repair and repaving of over six-hundred square feet of asphalt in driveway 4, (35 through 67 Westbrook Way) that degraded over years of water seeping into cracks and undermining the subgrade soils. The work went well and our repair will provide service for decades to come.

An important job we pursued was the replacement of the water control valve at 60 Brae Burn Drive. The waterline sprung a leak, and we coordinated with EWEB and our plumber to replace the valve and install a new water meter and control box. Another important job we completed was the replacement of the irrigation control clock located at 101 Westbrook Way. The former irrigation control clock failed after approximately 25 years of service.

Our routine maintenance included a repair of the irrigation main line that sprouted an underground leak in front of 54 Westbrook Way. Our repair was successful. We also replaced twenty-five sprinklers throughout the community. We have nearly 3,000 sprinklers in the ground, and we routinely reset or replace about 100 per year. We also pressured washed about 1,000 feet of curb and gutter and two of our parking bays. The two parking bays at the entrance of Westbrook Way had their parking stall lines repainted. We also painted the parking stall lines in the Overflow Parking lot.

As we move forward, we need to agree on a persistent problem of pest invasion into our homes. **Rat, rat, rat continues to be problematic.** We can prevent these pests from invading our homes by following three practices; 1) stop feeding the wildlife; 2) keep your waste containers closed and in your garage other than on waste collection day; 3) keep cat and dog food in closed bins and remove uneaten food immediately after your pet eats. And finally, encourage your neighbors to practice the three items in this list. Pest management cost over \$1,400 in the month of July. If we continue on this path, we will have spent over \$10,000 in pest abatement for the year. Let's work together in a common-sense way to agree to decrease the rat invasion problem.

GOOD TO KNOW INFORMATION FOR RESIDENTS

New Rule for Edgewood Townhouse Association

The Board of Directors has implemented a new rule to comply with our new Master Insurance Policy with Farmers Insurance.

Use of Barbeques. *Use of briquettes and/or lump charcoal barbecues and wood-burning fire pits within the unit's lot line is prohibited. Use of natural gas, propane, and/or electric stoves and/or barbeques is allowed.*