

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

Fall has arrived. That means October is right around the corner and our next annual meeting is coming up soon. There are three board members up for election this year, Dan Goodlett, JoAnn Wilson, and Larry Kenton. Everyone in the community is eligible to run for the Board. If you want to do so, you have until October 7, 2022, by 5 PM to submit your self-nomination form to the Clubhouse mail slot.

Meanwhile, you probably have noticed a lot of work being done on our property. Damaged siding is being replaced in preparation for painting, which is ongoing. Roof replacement has begun on a few buildings. Much of this activity causes changes in our regular quiet routine, with workers, noise, and clutter. Signs of progress! Things will be back to normal soon.

After nine months of delays due to the bidding process, waiting for materials and labor availability, we are now moving toward our goals as they were set forth in our Reserve Study. Come early October, all the bills associated with this work will be processed and paid by our bookkeeper. This will give us our first benchmark for revising the Reserve Study. President Dan Goodlett's goal is to have a printed executive summary ready for distribution at our Annual Meeting. Otherwise, business continues as usual.

Many swimmers may have noticed the pool temperature getting colder as the season drew to an end. This was due to the failure of the boiler that heats the pool. Replacement cost will be in excess of \$10,000. The new boiler will be installed soon.

After many working sessions on Zoom, a budget for 2023 was agreed upon and adopted by the ETA Board at our September Board meeting. Most significantly, there have been increases in insurance costs, a total of about \$26,500. There have been substantial increases in our rat control costs which can be traced to bird and wildlife feeding by homeowners.

Finally, we purchased a DVD and sound system for \$100 for use by homeowners at the Clubhouse. Patricia Mullen has been actively promoting Clubhouse activities, including a regular movie night. Many people have signed up for activities. So, get out there, have some fun, and meet new people!

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

**Clubhouse WiFi
Password:
ww95ww95@E**

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

ETA Regular Board of Directors Business Meeting:

Tuesday, October 11, 2022, 6:30 PM. Place TBA

Annual Open Forum Business Meeting and Voting:

Tuesday, October 25, 2022, 7 PM, Clubhouse. Voting will begin earlier, arrangements TBA.

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

**EDGEWOOD TOWNEHOUSE ASSOCIATION
VIDEOCONFERENCE: BOARD OF DIRECTORS
MONTHLY BUSINESS MEETING**

Preserve • Restore • Maintain
Tuesday, September 13, 2022

Call to Order: Board President Dan Goodlett called the meeting to order at 6:53 PM. The meeting, which was delayed due to technical difficulties, was held both in person in the Clubhouse and by videoconference. Board members present were: Dan Goodlett, Jan Connell, Ray Czerwinski, Sheila Dorsey, Larry Kenton, and JoAnn Wilson. Darell Bidstrup, Merryn Gregory, and Patricia Mullen were excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Four homeowners attended in person and seven on Zoom.

Approval of Minutes: The minutes of July 26, 2022, were unanimously approved. The minutes of August 9, 2022, were unanimously approved as amended.

Financial Reports:

- **Treasurer:** Submitted.
- **Reserve Study Coordinator:** Board President Dan Goodlett displayed a chart showing the inflation rate since 1960. The chart illustrated how difficult it is to predict costs over time. What is the trend? The uncertainty is making it hard to predict how we're going to spend our resources over the next ten years. This year, the overall rate of inflation peaked at 8.5%. In the energy sector, it was 32.9%. So much of the materials we use here are petroleum-based—paints, roofing shingles, asphalt, plastic pipe, and so on. Dan is currently working on a model to be able to put high, medium, and low rates of inflation by year into the Reserve Study spreadsheet. He hopes to have that by the Annual Meeting plus an executive summary for homeowners.

Coordinator Reports:

- **Technology Coordinator:** Dan said that he'll propose at the Annual Meeting that we ask homeowners whether they would like to receive the FYI in an electronic or print format or both. The default will be a hard copy. Printing fewer copies will reduce costs.
- **Swimming Pool:** Frank Gaddini reported that to date there have been 840 users of the pool representing 44 of the homeowners. The replacement boiler has been ordered and may arrive as early as this week. Installation has not yet been scheduled. The 2022 pool season closes on Sunday, September 18, at 9:00 PM.

- **Clubhouse Coordinator:** This position is still vacant. To volunteer, please contact Dan at president@etaboard.org.
- **Welcome Coordinator:** No report submitted.

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 Gaddini said that the pages in ETA's governing documents which contain gender-specific pronouns have been revised and will be sent to Board members for review at a later meeting. After that, Dan, as Board President, will submit the verification that ETA's governing documents contain no discriminatory language.
2. **Improving Signage for Emergency Responders.** The topic was postponed until the October Board meeting.
3. **Financial Policy Statement.** The Board unanimously approved the following rule:

The President shall act as the voice of the Board. Any requests from non-Board members that involve the spending of money, or that involve the exploration of potential contract engagements, or that 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 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."

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

- The Board also agreed that the same process shall be used by all non-officer Board members if that person wishes to have an item added to the agenda of a business meeting. In addition to sending the request to the ETA President at president@etaboard.org, the Board member should cc: vp@etaboard.org, secretary@etaboard.org, and treasurer@etaboard.org.
4. **Late Fee Assessment Protocol.** Frank reviewed a protocol for the ETA bookkeeper to use when processing late fees. It is consistent with the Processing Fees policy unanimously agreed upon by the Board at its August 9, 2022, Board Business Meeting (see: August 2022 FYI). By consensus, the Board agreed that the protocol should be communicated to our bookkeeper.

New Business:

1. Parking Waivers. None submitted.
2. Approval of SA 2022 Line Items. Unlike previous years, the Special Assessment passed in October 2021 did not detail specific projects the monies would be spent on nor what would go into Reserves. Dan pointed out that we have to be able to show homeowners the details of how the money was spent and that it was spent according to a plan. Dan suggested that every project that falls into the five-year Reserve Study chart would be considered a Special Assessment project and the remainder would go into Reserves. The Board agreed by consensus to these criteria.
3. FY 2023 Operating Budget. ETA Treasurer Ray Czerwinski presented the FY 2023 Budget as drafted by Finance Committee members (Ray, Dan, and Frank). There is an overall increase of 4.9% over FY 2022. Ray said that insurance represented the largest dollar increase over the previous year. EWEB costs are also climbing steeply. According to research Frank did for 2023, insurance costs are expected to climb 10-14% and EWEB costs by 7.5-8%. Ray also pointed to an expenditure that is much higher in 2022 than budgeted for and within our power to manage: pest control. We budgeted \$5,750 for 2022; we have thus far spent \$13,497. A lot of that results from feeding the wildlife. In the 2023 budget, pest control is budgeted for \$15,000. Total Operating Budgets for FYs 2022 and 2023 are, respectively, \$295,624 and \$310,000. Larry Kenton moved to accept the FY 2023 Operating Budget. Jan Connell seconded. The budget was unanimously approved.
4. Thinking about the Future: The Next Five Years. Frank began by saying that costs are going up steadily and the association needs to begin to look at how it will handle that challenge. Our CC&Rs limit dues increases to 4% annually without going to the membership for a supermajority vote. (Article IV, Section 3, (a)). That 4% is being eroded away. Frank suggested that the Board begin considering changing the CC&Rs to increase the limit. Frank concluded that as managers of the association we need to start thinking about the future and not hamstring future Boards. Ray summed it up by saying that the 4% cap is just "straight-up inadequate."
5. Annual Meeting: The Annual Meeting will take place in the Clubhouse only. There will be no option for attending on Zoom. At its next meeting the Board will discuss more particulars, including the start time for voting. The meeting itself will begin at 7:00 PM.

New Ideas and Questions

Frank presented a draft document designating adult swimming hours for the 2023 Pool Season. The Board will discuss the idea at a later time.

Announcements

1. Board of Directors Nominee Forms: Return to the Clubhouse mailbox no later than Friday, October 7, 2022, at 5:00 PM.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, October 11, 2022, at 6:30 PM.
3. The Annual Meeting: Tuesday, October 25, 2022, at the Clubhouse. Time TBA.

Adjournment: The meeting was adjourned at 8:42 PM.

Executive Session

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

Looking Back Over August and September 2022 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in August 2022. August was a very productive months for our facility and grounds maintenance. During the month we recorded and completed one hundred fifty-three (153) work jobs.

More than one-third of our work focused on Special Assessment projects. We continued with our carpentry repairs, replacing ultraviolet and weather degraded trim and siding panels. Once the carpentry was complete, our painters began the process of applying two coats of protective paint over the exterior surfaces. Really important jobs that we addressed were the replacement of domestic water supply valves at 131 and 133 Westbrook Way. During the month we also replaced the single membrane roof at 136 Brae Burn Drive and restored the patio wall siding. At 136 Westbrook Way we restored all of the degraded wall siding in the patio area.

We also focused on a number of irrigation upgrades and repairs at several sites. Outside of 36 Westbrook Way we replaced a section of irrigation main pipe. Pressure washing curbs and gutters along Westbrook Way was another project that we pursued during the month

Autumn is here and leaves will begin their fall from the many beautiful trees that canopy over our townhomes. The Ponderosa pines have already begun their quiet

needle procession to the ground. Be ready for our deciduous trees to change color and begin their defoliation cycle again.

Our pest management contractor was also busy during this period. We continue to bait for rat everywhere throughout our community. As we move toward colder wetter weather, please help us. Please, please, *please* stop feeding wild life. The birds, turkeys, squirrels, and deer *do not need our help to survive* – there is plenty of wild food stock for them to forage. Please do not feed them, because when you do, you are also feeding the rats. And, none of us likes seeing the rats.

So why do we maintain the building and grounds? Below are some of the reasons and scope of our work why we maintain the building and facilities.

Why We Maintain the Buildings. Building maintenance is the continuous care of a facility and its grounds to keep it safe, clean, and operable. Organizations with successful building maintenance plans ensure that all areas of their facilities are in good condition. This includes electrical and underground plumbing systems, grounds and lawn, parking lots, restrooms, infrastructure, the Clubhouse, Pool, and more.

The tasks associated with building maintenance are meant to keep buildings in good condition. Regular maintenance such as equipment inspections, external building maintenance, cleaning and sanitation, and lawn care ensure facilities remain well kept. Not only will the buildings and facilities look better, but well-kept facilities positively influence property values. Another benefit of routinely maintaining our buildings is fewer out-of-the-blue breakdowns, leaky roofs, dry/wet rot. and other unwanted building concerns. Properly caring for the buildings, facilities, and other assets allows us to discover variances in performance, loose parts, degrading property, or system failures. Instead of these creating large issues down the road, routine building maintenance enables us to find problems before they occur.

The drawbacks of poorly maintained buildings stretch even further than unkempt grounds or a leaky roof. Failing to care for our buildings correctly can also lead to homeowner, guests, staff, service contractors, and visitor safety hazards. That leaky roof can lead to slips, and faulty wooden boardwalks could severely injure someone.

Routine and preventive maintenance goes a long way to preserving our buildings. Maybe more than you think. Preventive maintenance significantly reduces maintenance costs, and routine building maintenance is no different. Issues that go unmanaged and unplanned for

long periods of time end up costing the organization much more than fixing small concerns along the way.

Why We Maintain the Grounds. A well-maintained property doesn't mean having only clean facilities and working building systems. The space outside of the buildings itself has to also be subjected to regular maintenance. This is where grounds maintenance comes into play to ensure the property surrounding the facilities is functional and leaves a good first impression.

There are many types of outdoor spaces. Grounds maintenance covers a wide variety of needs and services including a lot of seasonal work. It has three main purposes: 1) Create a pleasant outdoor environment; 2) Ensure a functional outdoor environment; 3) Preserve property values.

Below is a list of tasks that are routinely performed as a part of grounds maintenance at Edgewood Townhouses:

- Lawn maintenance, edging, weeding, and fertilization;
- Hedge and shrub pruning, cutting and maintenance;
- Tree work, tree planting, pruning, surgery, and felling;
- Fence maintenance;
- Pruning, weeding, and cultivation of shrub beds;
- Pest control;
- Irrigation system maintenance and repair;
- Groundwater drainage and collection basins;
- Snow and ice clearance;
- Pool deck maintenance;
- Cleaning of open spaces, picking up litter, emptying bins, etc.;
- Maintenance of hard surfaces like sidewalks, driveways, asphalt roads, and concrete curbs.

It is a big list, but there aren't any surprises here. Every organization that owns a facility needs some form of grounds maintenance to Preserve, Restore, and Maintain the facility's longevity and property values.

GOOD TO KNOW INFORMATION FOR RESIDENTS

As we move forward with roof replacements, please be patient. There will be loud noises from workers tearing the existing shingles off. Debris will fall into patio areas. There will be workers' voices, footsteps on the roof, hammering, power tools, truck engines idling, and compressors. Roof construction projects generally begin early in the morning starting as early as 7 AM and continuing through the late afternoon for three days. You can be sure that we will clean everything up after all the new shingles are installed at the conclusion of the project. Please exercise caution, patience, and understanding during these projects. Replacement of roofs is part of our Special Assessment projects. We are finally getting new roofs!