

The FYI

A Private Residential Community

Newsletter for the Edgewood Townehouse Association

MESSAGE FROM THE BOARD

Preserve. Restore. Maintain.

Robert Bruce Trafton,

President, Edgewood Townehouse Association etapresident@email.com

During the second month of the year, the Board had time at its monthly Business Meeting to discuss all of the comments submitted by homeowners who attended the January Open Forum Quarterly Business Meeting, and debriefing over the informational proposal over our Association's Master Insurance Policy by the American Family Insurance Agent.

Our current insurance carrier had increased our premiums by 25% since the December 14, 2016 Ice Storm. Indeed, our deductible was increased by 33% too. Motivated to research options for coverage, premiums, and deductibles from other companies, we began the review. Since December 2017, the Board had been reviewing proposals for the Association's Master Insurance Policy from different companies, and American Family has respectfully responded. At the January Open Forum Quarterly Business Meeting, Kevin Reimer and Catherine Jeffrey of Kevin Reimer Insurance representing American Family Insurance met with us; presented information about their coverage, premiums, and deductibles; and took questions from the audience of homeowner. In comparison to our current carrier and other competitors submitting proposals, American Family offered equal to, or better, coverage at premium costs and deductibles significantly lower.

At our February Board Business Meeting a decision to terminate our Master Insurance Policy coverage with State Farm and commence a new policy with American Family was unanimously approved. Our new Master Insurance Policy has now begun with the Kevin Reimer American Family Insurance Agency. With the change, we will be saving nearly \$10 thousand dollars in premium payments this year and have great coverage.

Another important matter that we are working on is the recruitment and selection of a professional bookkeeper or professional bookkeeping service. As volunteers serving on the Board, we commit a great amount of personal time to the management of our Association. Our treasurer, Michele Coney has been serving as our interim bookkeeper for the past year, spending many hours of her personal time assuring that our home owner dues (HOD) are collected and our bills are paid. Over the next month, we will be interviewing qualified bookkeeping professionals to manage our affairs.

A last note for this month is about our new website. It has been under construction by Dan Goodlett for the past several months, and we currently have a new working website. Most importantly, we have our Conditions, Covenants, and Restrictions (CCR), Rules, Bylaws, and FYI Newsletters posted on the site. Our website is operational, but not complete. Over the next few months, we will be adding more information and private access features exclusively for homeowners. Please visit our new website at www.edgewoodtownehouseassociation.org/ It has an exciting fresh new look!

UPCOMING EVENTS

Next Regular Board Business Meeting:

Tuesday, March 13, 2018 at 6.30 pm in the Clubhouse.

ETA Potluck:

Sunday, February 25, 2018 at 5 pm in the Clubhouse. Please bring a dish to share.

April Quarterly Open Forum Business Meeting:

Tuesday, April 24, 2018 at 7 pm in the Clubhouse.

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The Edgewood Townehouse Association Board of Directors meets the Second Tuesday of each month to conduct Association business in a "closed forum" format. Quarterly "open forum" Business Meetings are held on the fourth Tuesday of January, April, July, and October.

EDGEWOOD TOWNEHOUSE ASSOCIATION

Board of Directors Monthly Business Meeting

Preserve – Restore – Maintain

Tuesday, February 13, 2018

Call to Order: The meeting was called to order at 6:30 p.m. Board members present were: Bruce Trafton, Darell Bidstrup, Michele Coney, Christine Donahue, Sharon Kimble, Michael Maulding, Don Pasquali, Jennifer Smith, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Operations and Facilities. Three homeowners were in attendance (1WW, 35WW, 120WW).

Approval of Minutes: The Board unanimously approved the minutes of January 9, 2018.

Standing Reports:

1. Facility Report: Submitted
2. Treasurer's Report: Submitted
3. Website Coordinator: See Old Business below.
4. Swimming Pool: Closed
5. Clubhouse Coordinator: No report submitted
6. Hospitality Coordinator: Submitted. A potluck will be held on February 25, 2018, in the Clubhouse at 5:00 PM.
7. Welcome Coordinator: Pending
- 8.

Old Business:

1. Website Redevelopment Update: ETA webmaster Dan Goodlett will work with ETA's Website Board contact, Darell Bidstrup, and other interested Board members to determine some basic characteristics of ETA's website so it can "go live" in the coming week. The old website will remain online through December 31, 2018, and will link to the redeveloped site. ETA Director of Operations and Facilities Frank Gaddini will provide PDF files of issues of the FYI not yet online (June 2017 forward).
2. Parking: The Board thanked member Don Pasquali for his ongoing help in monitoring the parking waiver program.
3. Residency Issues, House Trades, Leasing: The Board discussed the topic of house trades. There were a number of suggestions for information homeowners should submit prior to initiating a house trade. The Board will continue its discussion of house trades at the next business meeting. Other residency issues will be deferred to a later meeting.
4. Memoria: A committee of Michele Coney, Christine Donahue, and Sharon Kimble presented a draft revision of ETA's Memoria program to better meet the intent of conveying condolences and promoting the welfare of ETA residents. Director of Operations and Facilities Frank Gaddini presented his review of the practices of other HOAs with regard to memoria. The Board voted unanimously to adopt the clarifying language of the Board Committee. It limits expenditure amounts to \$25 and specifies memorial acknowledgements which will benefit all ETA residents such as a shrub or other vegetation to be planted on ETA property. If the deceased was a non-ETA resident but a loved one of a living resident, only a card will be sent.
5. Master Insurance Policy Update: The Board voted unanimously to approve the bid of the Kevin Reimer American Family Insurance Agency "at the cost quoted." President Trafton will immediately notify American Family and our current insurance carrier, State Farm, of the Board's decision.
6. Bookkeeping Services: Treasurer Michele Coney has identified a highly qualified bookkeeper for the Board to consider. Before a decision is reached about hiring a bookkeeper or a bookkeeping service, Frank Gaddini will check bookkeeping services firms to see what they provide HOAs. A bookkeeper or bookkeeping services firm will not be selected until the Board conducts interviews.
7. Goal for FY 2018: The Board designated the following goals for FY 2018: Architectural Review of Clubhouse for ADA Compliance.

New Business:

1. Reading of Homeowner Letters: President Trafton read a homeowner letter (27WW) regarding Honoraria; home exchanges; homeowner letters as a regular agenda item; comments from Quarterly Meetings; and the Monument sign. President Trafton read a second letter from a homeowner (35WW) outlining insurance concerns relating to water damage to the townhouse's interior.
2. Waivers: Waiver to park in designated parking through June 31, 2018, due to water damage repair and reconstruction at 35WW. Approved.

Announcements:

1. The next regularly scheduled Board of Directors Meeting: Tuesday, March 13, 2018, in the Clubhouse at 6:30 PM.

Executive Session

The meeting was adjourned at 9:32 PM.

JoAnn Wilson, Secretary | etasecretary@email.com

Looking Back Over January 2018 Facilities and Operations Report

Frank L. Gaddini,
etadirector@email.com

This report is a review of facility and grounds work performed in January 2018.

January can only be described as "pleasantly mild!" The month recorded normal temperatures, but below average precipitation levels.

During the month, we recorded and completed one hundred nineteen (119) jobs. A substantial part of our work was roof and gutter cleaning and applying moss control to two-thirds of our community's Roofs. Our leaf removal and disposal contract ended although there remains several trees that have not yet defoliated. But, our most durable job was the installment of a new groundwater management system at 2 through 54 Westbrook Way.

The original groundwater system drained into a French-drain on the Willamette Street parkway. After serving us well for forty-eight years, we replaced the system with oversized drain pipe underground, and clean-out access at every downspout to easily flush out any collected debris in the future. The project also included replacement of cracked sidewalk, new EWEB valve control boxes, and an opportunity to reorganize much of the existing shrubbery to accommodate the new drain lines.

We also responded to a drainage problem at 35 Westbrook Way. Tree roots strangled, cracked, and invaded a portion of the sewer drain line. We repaired the line using a non-invasive technique that avoided removal of a large Maple tree and excavation through softscapes and hardscapes. That repair should serve us well for decades to come.

Part of this month's durable repairs also included exterior siding replacement at 2, 16, 24, and 71 Westbrook Way as well as new gutters and downspouts at five townhomes.

EDGEWOOD TOWNEHOUSE ASSOCIATION

January Open Forum First Quarterly Business Meeting

Preserve – Restore – Maintain

The first 2018 ETA Quarterly Meeting was held at 7:00 PM on Tuesday, January 23, 2018, in the Clubhouse. Attendees included 22 homeowners, members of the ETA Board, and the ETA Facilities & Operations Manager. After brief opening remarks, Board President Bruce Trafton introduced Kevin Reimer and Catherine Jeffrey of Kevin Reimer Insurance representing American Family Insurance. They attended to discuss their agency's bid for ETA's master insurance policy.

Mr. Reimer gave a brief overview of the proposed coverages and premium cost and took many questions from the homeowners. Attendees asked about American Family Insurance (the company's history, products, where it operates, etc.), earthquake insurance coverages, negligence, and claims history to name a few of the topics of interest. The Board has not yet made a final decision about ETA's master policy carrier.

After the American Family representatives left the meeting, President Trafton opened the meeting for general discussion and questions.

- In response to interest in the particulars on ETA's search for other insurance bids, Bruce Trafton reviewed the bids of the two other carriers ETA contacted, both of whose bids were higher than that of American Family. One homeowner expressed concern about who are the financial backers of American Family. Other homeowners wondered why American Family was actively seeking association policies both locally and statewide.
- A homeowner asked about the possibility of being more proactive when there are known root incursions to sewer lines; several residents shared their concern about this issue. The homeowner also suggested that ETA might be able to save money on leaf removal by implementing a homeowner volunteer plan and/or utilizing high school students who have community service obligations.
- A homeowner asked about the sign to be installed on the monument.
- It was announced that there will be an ETA potluck on Sunday, February 25, 2018, in the Clubhouse, at 5:00 PM.
- A resident expressed concern about the "availability" of financial reports, i.e., annual budget, monthly P&L's, and accounting of major expenses such as moving the maintenance shed. ETA Treasurer Michele Coney, in addition to the information already provided, will address the matter.
- A couple of residents suggested that information could be distributed along with the FYI and/or placed on the ETA website once the password-protected option is added.
- A homeowner mentioned the possibility of seeking recognition for excellence, grants, or funds as ETA approaches its 50th Anniversary. Interested residents, especially those with grant-writing experience, should contact Marilyn Cohen.
- A homeowner spoke of cultivating a greater sense of community at ETA and asked about regular potlucks before Quarterly Meetings.
- A concerned homeowner spoke of the need for clearer signage pointing to front doors. This is a convenience for visitors but especially needed for emergency responders.

President Bruce Trafton adjourned the meeting at 8:44 PM. Cookies, coffee and tea were available.

JoAnn Wilson, Secretary
etasecretary@email.com

THINGS TO KNOW IN FEBRUARY

1. Edgewood Townhouse Association Dispute Resolution Procedures

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.

2. Edgewood Townhouse Association Parking Policy

In January 2017 the Board of Directors revised our parking policy as follows:

1. All homeowners should park vehicles in garages.
2. Temporary parking by homeowners or their guests must be in designated parking spaces.
3. Waivers for Special Circumstances. Homeowners may request waiver of the Parking Policy in the event of exceptional or extraneous circumstances.

Waiver Forms are available by contacting the Board, the Facilities and Operations Director, or the Clubhouse. The Board will review each case and render a final decision.

3. Edgewood Townhouse Association Front Door Entryways and Balconies Guidelines

Edgewood Townhouses are set in a private park-like community, which is reserved for the exclusive use and enjoyment of owners, their families, and guests.

1. Front door entryways and/or balconies are common property, please decorate accordingly.
2. Owners may not alter the front door entryway and/or balcony surfaces using tile, glued carpet, or paint.
3. Owners may fly only the American flag.

If you have any question about the suitability of an item you are considering placing at your front door entryway and/or balcony, please contact the Director of Facilities.