

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From lrmcafee@comcast.net

ATTENDEES

DATE: July 14, 2022

Board:	Larry Dashiell/Pres, Nancy Stoll/VP. Amy Fylan, Carol Hardy, Elise Morgan/Directors. Laurel McAfee/Secretary, Irene Hennessey/Treasurer.
Chairs:	Kris Clarke, Shirley Piel, Jim Eveland, Lisa Dashiell, Patrick Steininger
Guests:	Leo Zinn, Jann Gilbert, Ila Benavidez-Heaster, Ashleigh Norment

SECRETARY MINUTES – June minutes Accepted.

TREASURERS REPORT – Irene Hennessey

In the June report we see under the Income Section the Garage Sale Proceeds of \$1,219.83. This amount will be added to the accumulated amount under the Fundraising Special Project budget for a total of \$6,179.83 now in that budget. \$1,942 of that amount is designated for the maintenance path, most of that amount having been donated by homeowners. This is the one budget item that gets carried forward from year to year, since it is designated money for Special Projects.

There is \$22,000 remaining in the Water budget and we have just 2 more payments to make this fiscal year. The principal left on the roofing loan is \$389,986.16. We started the fiscal year with \$80,000 in our Reserves account. We have added \$73,858.23 in this fiscal year for a balance of \$153,000+. This is \$25,282.23 over the amount we had budgeted to add to Reserves so is very significant.

Report Accepted.

NEIGHBORHOOD NEWS – Robin Redwine

Reports on transient issues will continue to be sent to our support at the Parkrose School District. Robin couldn't attend meeting put passed on news that "Newsletter deadline extended to Friday July 22nd. Please send me news items at this newsletter email address." Thanks Robin.

WELCOME COMMITTEE - Lisa Dashiell

Welcome Letter and Riverwood Documents Sent

- 12606 NE Prescott Dr – 05/19/2022 initial contact via USPS; re-mailed 06/28/2022; emailed 07/09/2022
- 4012 NE 125th Pl – 05/24/2022 initial contact via USPS; re-mailed 06/28/2022; emailed 07/14/2022
- 4140 NE 125th Pl – 06/27/2022 via email

Riverwood Questionnaire Received

- 12620 NE Prescott Dr – 06/21/2022
- 12606 NE Prescott Dr – 07/09/2022
- 4012 NE 125th Pl - 07/13/2022

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From lrmcafee@comcast.net

ARCHITECTURE – Patrick Steininger

Request for folding picnic tables that are mobile and can be put away during winter months was submitted. New house number boards for driveway entrance signs were revealed. Patrick and Jim with install.

BUDGET – Leo Zinn

Nothing new, all is good.

PARKING – Elise Morgan

Residents' vehicles are doing a better job.

Three written notices were given and issues corrected. Dwy 10 parking issue with Renter was sent to home owner and issue corrected.

LANDSCAPE – Kris Clarke

Working with company about individual trimming of shrubs. Identifying how to record and identify what each resident request is still being discussed. Possible new crew being implemented into our schedule.

MAINTENANCE – Chair Jim Eveland

Little projects happening all over. Residing on the rec room building will start before summer is over. Major project will be repaving Dwy 40 which has soft pavement from heavy trucks turning around during heat wave.

POOL – Chairs Jim Eveland, Barbara Ascher, Cindy Zinn

Lack of deck doesn't seem to be an impact to the public. Latest priority has been re-white-painting curbs and step for safety. New signage of Multnomah Co is posted about emergency protocol and no life guards. Entire surface area power washed and new wings were repainted.

Main pump rebuilt after eight years and a flow restrictor valve replaced in the circulation piping. 950lbs of sand in the filter will be replaced in primary filter after 12 years. Normal lifespan is 5-8 years. Unsure if pool will be closed for this work.

Day to day operations by RHA volunteers is running very well. Thanks to all.

ISSURANCE – Angelia Warren

A resident in Dwy 10 reported a water leakage and mold in the wall of their unit on 6/10/22. Larry referred them to Jim to see if it was an inside or outside issue to start and provided Jann and myself as the Insurance committee contacts. Jim met with the homeowner to review the damages and reported that it was a window leak, which is the homeowner's responsibility. There was no insurance claim filed. Jim repaired the problem and prevented the resident from purchasing a whole new window frame.

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From lrmcafee@comcast.net

KEYS & GARAGES – Angie Svoboda

Rental Garage:

All Garages are being rented at this time.

New letters attached on G30, H30, I30, J30 and K30 for identification

Waiting List:

No one on waiting list at this time

Keys:

All old pool key cards with the master were returned to Jim Eveland

Rec room key given to Cindy Zinn

Rec Rm key given to Pete Burns at 4314 NE 125th Pl

RECREATION – Chair Shirley Piel

Party on 7/23 around the recreation room with pizza and ice cream, music provided. Bring your own beverage,

Committee Reports are accepted

OLD BUSINESS:

1. Driveway signs: Update driveway boards with numbers
 - a. Thank you to Nancy for paying for this project.
2. Meeting Notice for board meetings is still a goal to happen.
3. Transfer/Maintenance Fee: Review outcome and next steps on maintenance/sales fee (hoping to have Attorney feedback by then).
 - a. A first count took place then Leo received more. Total count needed: 79=yes; 9=no; 10 residents abstained. 100% was needed to be official. 75% return is needed. All ballots need to be mailed but yet to be determined how we receive them back to Riverwood. Requirement are under the Oregon Community Act.
 - i. Returned ballots by mail usually do not return enough vote to qualify the Fee. But we can pick up ballots personally. We need 75% home owner's approval ballots returned.
 - ii. The increase of fees in the future needs to be specific noted, such as reviewed every 10 years or a percentage increase.
 - iii. We are taking on a risk if we pass without 100% response.
 - b. New Buyers Fee Amendment needs to have exact verbiage is required, same wording for CCR.
 - c. Legal verification for the amendment must show verification of home owner voting. Residents need to be informed that the review process was approved which will lead to the official ballot mailing. This vote will cost us legal fees. We have until the next budget review in October.

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From lrmcafee@comcast.net

- d. Contacts with the Attorney will be Larry, Leo and Nancy.
- 4. Update Web Site conversation
 - a. A 'Request for Proposal' is in the works to detail domain names, costs, phases of build, content management, etc. Bill Neville of Dwy 10 is a major resource for the project.
 - b. Laurel will set up a meeting with the board to confirm public documents and details.
 - c. Laurel is also requesting each Committee Chair write a Scope of Work about their committee responsibilities. Email lrmcafee@comcast.net by next board meeting. Please include
 - i. Weekly time spent in hours
 - ii. Number of team members and what they do.
 - iii. Any background or experience needed/helpful
 - iv. List of details of doing the current job.
 - v. Other people you interact with, resident and/or vendor. Vendor Contact information helpful.
 - vi. Please review any/all policies relevant to the committee for reference and/or being obsolete.
- 5. Notice of continuing committee vacancies.
 - a. Still looking for Maintenance Chair starting 10/1/22
 - b. How to fill existing and upcoming openings? – not discussed.
 - c. Recruitment for two term-expiring board members in September.
- 6. Locks for pool gate and rest room revisit.
- 7. Mailbox on Dwy 70 was demolished by FedEx and Jim gave FedEx contact information to USPS; we will bill FedEx.

NEW BUSINESS:

- 8. Upcoming voting process, responsibilities.
 - a. What is the process?
- 9. Budget thoughts?
 - a. A bookkeeper to support the Treasurer.
 - b. Money for website.
- 10. Wasp season is hitting heavy which eat wood. Be on look out.

Meeting adjourned 7:27pm