

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

December 8, 2022

ATTENDEES

Board:	Elise Morgan/Pres, Amy Fylan/VP. Carol Hardy, Larry Dashiell, Jim Eveland/Officers. Laurel McAfee/Secretary, Irene Hennessey/Treasurer,
Chairs:	Shirley Piel, Patrick Steininger,
Residents:	Nancy Stoll, Ila Benavidez-Heaster, Cy Sabang & Kaelah Ngiraked,
DRAFT	<i>If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at rw.h.boardofdirectors@gmail.com</i>

SECRETARY MINUTES –

Note: Minutes approved as presented for November 2022.

TREASURERS' REPORT –Irene Hennessey, Leo Zinn

- Expenses exceeded income by \$15,179
- The Water bill was high again \$13.665
- Landscaping (Trees and Other) had a large expense \$8,900
- Paid Property Taxes \$2,333
- Maintenance (Major Repairs) spent \$11,596
- \$3800 Deposit into NW Bank
- \$4800 delinquent check received
- Water bill is down for November by approximately \$10,000.

Our banking with US Bank and Northwest Bank has been updated with current signatories and Board roster. (Elisa Morgan, Larry Dashiell and Laurel McAfee.) We are waiting for confirmation with the State of Oregon as to change HOA officials which usually take a few weeks.

Note: Financial report approved as presented for November 2022.

BUDGET – Chair Leo Zinn

- The Reserve Account is \$155,164 an increase of \$381 (Interest) no Funds were added to the account.
- Legal Expenses were over budget by \$1,627, \$2,498 over for the year
- Landscaping is over budget by \$3,312 for the year
- Total Maintenance is under budget by \$25,154 year to date
- Water is over budget by \$12,179 year to date
- Total Expenses are under budget by \$3,016 for the year

ARCHITECTURE – Chair Patrick Steininger

One pending request for an extension to Dwy 20/30 fence. Privacy between neighbors and those walking between is requested. History shows when a fence replacement is out of cycle, that customer will pay. In cycle, the HOA will pay. Extensions or a higher fence is paid by resident. Consult is needed to make the extension consistent throughout.

Trees are covering a house number where a resident would like an additional house number. Patrick will consult with Landscape Team.

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LANDSCAPE – Chair Kris Clarke (absent)

The Landscaper's are CONTINUING to collect our leaves! Most of the trees are almost bare, so we won't be bombarded by the blowers...as often.

MAINTENANCE

- Dwy 40 Pipes: the flow of our problematic pipes were slightly improved and installed with electrical heaters to prevent the now-exposed pipes from freezing, so the hurry is reduced. Unsure when work will be rescheduled with contracted crew but advance notification will be given. Vendor contract will be expensive.
- Dwy 40 paving is still pending.
- Main Entrance Signs: found a vendor to build, 200/wood, 150/etching, possible wood letters attached at 20/each. \$400/\$2800 for all. Board to decide if we do all signs at once. Research new sign concept.
- Roof leak in Dwy 40 must use the Roofing Vendor because it is under warranty.
- Square roof vent came off with wind storm. HOA has temporary fixed to prevent leakage and we will check on other sound side ventage for preventative measure.
- Storm run in Dwy 30 off is undermining drainage under crawl space events.
- Behind Dwy 30 was a broken wall housing neighborhood rats. Concrete was removed, rats eliminated.

POOL – Chairs Jim Eveland, Barbara Ascher, Cindy Zinn

People are still using the sauna.

INSURANCE – Chair Angelia Warren (absent)

No activity in November.

PARKING – Elise Morgan

White truck in Dwy 30 is pushing the rules of parking overnight. The truck has been notified of issue. Parking in guest by day/driveway at night is not appropriate.

GARAGES & KEYS – Chair Angie Svoboda (absent)

One resident, Frank Abbate, is on the waiting list for a garage.

RECREATION – Chair Shirley Piel

Holiday party on Sunday the 18th at 2:00 pm, Rec Room. Treats and coffee provided. You are all welcome and encouraged to attend.

WELCOME COMMITTEE – Chair Lisa Dashiell

Move Out Check List Sent 11/18/2022 to 12608 NE Prescott Dr –

Note: This property was listed for sale on Zillow for a short period of time, then removed without indication of status. No update received from the owner.

Welcome Activities Updated draft of Riverwood Manual Recycling Information sent to Board for review and approval

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NEWSLETTER – Chair Jann Gilbert (absent)

NEIGHBORHOOD NEWS

FYI: Our Post Office drive through no longer has the blue drop mail boxes. USPS has warned the public not to use the drop boxes after hours. They will eventually be replaced. Take advantage of the drop

WEBSITE – Laurel McAfee

Items to work on:

- Set up a Working meeting date for Board
- Create a Website Committee of administrators responsible of updating content on the site.
- Confirm a Website Policy for Security and how to use this resource to our advantage.
- Confirm Committee email addresses needed and any specific info needed on Request Forms for each/any. Chairs are welcome to email me with their requests.
- Confirm any procedural methods that could result from the use of the Website.

OLD BUSINESS:

1. Review where we are with the “Buyer Assessment Fee Process.” The amendment is now active. Monday 12/5: Secretary mailed to all owners a copy of the Amendment 2, Buyer Assessment Fee. (Presented by Elise) Lisa will submit a copy to our Website.
2. Pool Committee will have some updates and suggestions on pool usage. How do we check who has access to pool? (Presented by Jim)
3. Waiting for approval of edited ‘ABCs of Riverwood’ document. (Presented by Lisa Dashiell)
[Response:](#) I believe the "ABCs of Riverwood" were approved in November. Since then, I sent out an updated “Recycling” document for the Board to review and approve. The only feedback I received was a brief edit from Jim which was made. That document is still waiting for approval of the Board.
4. Comments from Board on Maintenance Proposal (Presented by Jim Eveland):
[To be discuss after meeting.](#)
5. Rolling Recycling Bins were once discussed with the understanding the hauling company is disorganized and working on their supply chain issues. Where does this issue stand? (Presented by Jim Eveland)
[Response:](#) They would supply but need to be rolled to street curb. Hyberg/Jesse mgr.
6. Is there a means to get us off of Commercial pickup with Multnomah Co/Multi-family housing property. Commercial prices get increased higher than private or residential rates.
[Response:](#) Larry explained. (I need to hear it again.)
7. Water Check Program: (Presented by Jann Gilbert) Desire to continue checking with residents to prevent any water leaking, running toilets, etc. Simple topics as running toilets, tightening valves can be done by the HOA. Idea presented was an Instant hot water heater that are great in saving a few gallons waiting for kitchen or shower hot water. Linn and Shirley will create an article about product options and savings.
[Response:](#) The instant hot water is an inline pump on top of a hot water heater with jumper valves

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at faucet that circulates the hot water. Amazon sells for \$130 for equipment only, via Patrick. The number of faucets may be an issue. Has potential of increase of minimal electrical use for heating.

NEW BUSINESS:

Board Members overseeing committees:

President Elise Morgan – keys, garages, parking

Vice President Amy Fylan – landscape, parking

Member Carol Hardy – architecture, recreation

Member Jim Eveland – maintenance, pool, insurance

Member Larry Dashiell – publicity, welcome, budget

Officers recorded with the State: President, Vice President, Treasurer, Secretary

8. November Landscape fee was over for approx. \$8500. Is this a balance for the contract or a fee for trees? (Requested by Larry)

Response: Yes, it was the end of the three-year tree contract. It was broken down into three phases.

9. Request from Allaire Henneman asking the Board to review their committee assignments and the possibility of a Chair/Board member be in conflict of interest acting as a Mediator.

Response: When an issue is brought to the Board, the committee board person will recuse themselves. At the moment we do not have enough volunteers to cover all the chair positions and are in need of non-Board volunteers to step into Committee Chair positions for **Parking, Maintenance, and Pool.**

The **Treasurer** position is also open with instruction available. This position holds just part of the financial responsibilities of the checking accounts and pickup at our PO Mail Box. The Bookkeeper addresses balancing of accounts and financial reports.

10. The Board will be discussing how to use meetings more effectively and use of the website to better broadcast HOA information. *Those without internet are considered.*

Response: A meeting date will be determined.

11. The Secretary is asking that Committee Chairs to submit their summaries of the prior month at the 1st of each month.

Response: This was agreed feasible and a timely monthly reminder will be sent. Board, Chairs, and Membership will receive Minutes at least 4 days prior to meetings, are encouraged to read and submit to Secretary any questions or new issues for the UPCOMING meeting. By eliminating much of the verbal summaries at meetings, it will allow more time to spend on addressing questions about the committee news plus the new and old business topics.

12. Question about maturity date of the Roofing Loan.

Response: It is a 15-year loan ending in 2030. Documents are available.

13. Past Insurance information might have been digitalized by Stanley Clarke.

Response: Laurel will check with Stanley.

14. One HOA property, owned by a bank, will be submitted in a public auction on January 17, 2023. If someone were to pay the outstanding debts it would likely not be auctioned. Riverwood HOA does

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have a lien on the property but Attorney fees are considerably greater than the cost of the lien.
(Larry)

Meeting adjourned 7:45 pm