

## RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From [rwh.boardofdirectors@gmail.com](mailto:rwh.boardofdirectors@gmail.com)

February 9, 2023

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### ATTENDEES

|            |                                                                                                                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board:     | Elise Morgan/Pres, Carol Hardy, Larry Dashiell, Jim Eveland/Officers.<br>Laurel McAfee/Secretary, Irene Hennessey/Treasurer, Amy Fylan/VP.                                                                 |
| Chairs:    | Shirley Piel, Jan Gilbert                                                                                                                                                                                  |
| Residents: | Ila Benavidez-Heaster, Frank, Janice, Elizabeth                                                                                                                                                            |
| DRAFT      | <i>If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at <a href="mailto:rwh.boardofdirectors@gmail.com">rwh.boardofdirectors@gmail.com</a></i> |

### SECRETARY MINUTES –

Thank you, Jann, for stepping in.

**Note:** Minutes approved as presented for *January 2023*.

### TREASURERS' REPORT –Irene Hennessey, Leo Zinn

**Note:** Financial report approved as presented for *January 2023*.

### BUDGET – Chair Leo Zinn

- After the withdrawal of funds to cover the repaving expense, the Reserve Account is \$122,069.
- The good news is that the repaving was under budget by \$3,000.
- Administration Expenses are over budget by \$3,376
- If the January bill for Landscaping is added, they are about even for the year.
- The \$41,990 for paving brought Maintenance over budget \$4,610 year to date.
- Pool expenses are over \$1,753
- Utilities are over \$13,668 (Water is the biggest culprit at \$12,812 over for the year).
- Overall, Operating Expenses are exceeding the Budget by \$18,824.
- The Reserve Study calls for \$4,000 a month to be added – we have not been able to do that.

### ARCHITECTURE – Chair Patrick Steininger (absent)

it was brought up that a Resident on DW40 wants a new patio door. Jim will discuss with the Resident.

### LANDSCAPE – Chair Kris Clarke (absent)

Nothing to report.

### MAINTENANCE

- Water and sewer breaks were reported on various driveways.
- Also, a house on DW40 has been uninhabited for two years and was found to have had severe water leak(s). Jim has spoken to the Water Bureau about a reduction in the bill, however, the Bureau wants to see confirmation of repairs before they will discuss a reduction.
  - It was expressed that this situation could provide a lesson: in future, the HOA
  - Board could enter an empty home at some point to check for leaks or issues that might affect the HOA

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- The bills for the various water issues are on separate accounts and so the resolution of each issue can be tracked.
  - It was suggested by Jann that a payment plan be requested for these high bills, rather than remove more money from Reserves to pay the entire bill and (perhaps) have to deal with a credit at a later date.
  - Larry suggested a notice in the Newsletter warning Residents of what a water leak could mean, both to the HOA and to the Resident. It could mention how to shut off water to the home or how to shut off water just to the outside faucet.
  - At minimum, we should be covering our outside faucets with styrofoam covers, to help prevent freezing and then breaking upon thawing.
    - No one was assigned this action item.
  - DW30 underground wiring was replaced.

**POOL Committee**– Chairs Jim Eveland, Barbara Ascher, Cindy Zinn  
the saunas are still available for use during the winter! Thank you, Jim.

**INSURANCE** – Chair Jann Gilbert

**PARKING** – Board Oversight Elise Morgan

Nothing to report by Elise.

- Carol brought up an issue on DW 40–both parking and garbage are an issue.
  - The Board needs to write a letter to the Resident responsible which will both help with tracking to a resolution and help with documenting an ongoing problem in case there should be fines.

**GARAGES, KEYS & RENTALS** – Chair Angie Svoboda

See old business, below.

**RECREATION** – Chair Shirley Piel

New event is being planned – Feb. 26 at 2 PM: come and play Bingo! Reported by Shirley.

**WELCOME COMMITTEE** – Chair Lisa Dashiell

- No properties up for sale or sold

Welcome Activities:

- Board approved Riverwood Manual Recycling document sent to William Neville for addition to Riverwood web site
- Residents of Driveway 70 emailed/contacted requesting any updates on who lives in home, emergency contacts, and vehicle information. Six of twelve residents have responded. Reminders sent to remaining six.

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### Anticipated Activities:

- Follow up contact with Driveway 70 residents for update of any Riverwood Orientation form information.
- In February email/contact Driveway 60 residents with request for update of Riverwood Orientation form information. Lisa is hoping to update contact info from all the driveways.
- Dwy recycling is being discussed about ordering large bins for driveways. Patrick to pursue and relates to our multi-housing status with county designation and the city taxing status.

### NEWSLETTER – Chair Jann Gilbert

The newsletter deadline is still the 20th of the month.

### NEIGHBORHOOD NEWS

Nothing to add.

### WEBSITE – Laurel McAfee

Suggested to WebMaster our committee addresses (all ending with @RiverwoodPDX.org)

- Riverwood Board (assigned to the President)
- Riverwood Secretary (assigned to the Secretary, or not)
- Architecture
- Bookkeeper
- Budget (not an immediate need?)
- Garages (will include keys)
- Insurance
- Landscape
- Maintenance (always include pool maintenance)
- Parking
- Pool (New: scheduling testers, etc.) (not an immediate need?)
- Newsletter
- Recreation (room, event scheduling, library)
- Treasurer
- Website
- Welcome (New: would oversee roster)

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### OLD BUSINESS:

1. Update from Jim: He has drafted a Solar & Wind Policy for Riverwood HOA. It must be reviewed and approved by the Board before becoming part of our policies. At this time, no one has looked at outside policies for additional ideas. Larry brought up battery packs as a new issue that might be added.
2. Pool Committee will have some updates and suggestions on pool usage.
  - a. How do we check who has access to pool? (Presented by Jim)

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### NEW BUSINESS:

3. The Mid-year Budget Review is due in March. Leo suggested an HOA fee increase in this month's budget report. Last increase was in 2021. There are many reasons to increase the fee (including an income shortfall) and a few not to increase. Also, Residents must be given 30-days-notice of any increase. People at the meeting discussed how best to make Residents aware of this situation.
4. Larry suggested a "blip" in the Newsletter and gave some wording. No one was assigned to write this. He also suggested posting notices on the mailboxes about a discussion at next month's Board meeting.
5. Ila brought up the topic of building more community at Riverwood. There were no specific ideas presented and she told me after the meeting that she would continue to work on this. Jann thanked the Board for their efforts and there was applause!

The meeting was adjourned by Elise at 8:05 PM.: