

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

April 13, 2023

ATTENDEES

Board:	Elise Morgan/Pres, Amy Fylan/VP. Carol Hardy, Larry Dashiell, Jim Eveland/Officers. Laurel McAfee/Secretary, Irene Hennessey/Treasurer,
Chairs:	Jann Gilbert, Shirley Piel, Lisa Dashiell, Patrick Steininger, Leo Zinn (phone) Kris Clarke,
Residents:	Nancy Stoll, Lynn Young, Stressla Beavers, Ila Benavidez-Heaster, Diane Fisker, Frank & Janice Abbate, Elizabeth Gerresu, Cy Sabang & Kaelah Ngraked, Barbara Asher,
DRAFT	<i>If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at rwh.boardofdirectors@gmail.com</i>

SECRETARY MINUTES –

Note: Minutes approved as presented for [March](#) 2023.

TREASURERS' REPORT – Irene Hennessey, Leo Zinn

- We didn't have any large unexpected expenses in March. There were no large Maintenance bills to cover. Income actually exceeded expenses by \$11,238.
- Jim negotiated a credit with Portland Water to partially offset the water usage increase caused by the pipe breakage in February. The credit is for \$8,598.
- Reserves are \$92,626 – hopefully we will be able to increase the fund in April.

Note: Financial report approved as presented for [March](#) 2023.

BUDGET – Chair Leo Zinn

- Administration expenses are over budget \$1,573 year to date due to legal fees.
- Landscape expenses are under budget \$2,498 year to date.
- Maintenance is over budget \$18,049, due mainly to the sewer problems in February.
- Pool expenses are under budget \$122.
- Utilities are over budget \$25,180; the water bill is again the culprit.
- Overall, Expenses are over budget \$13,393 for the year.

ARCHITECTURE – Chair Patrick Steininger

- Dwy 60 entrance sign has been quoted at around \$500. Maintenance has put this been put on back burner, for the moment. Further discussion, see
- Dwy 70 discussion about location of Towing sign will be reinstalled on the siding now that the mail boxes have been installed. Dwy 10 also has a Towing sign on siding.

LANDSCAPE – Chair Kris Clarke

- After 3 different bids for trees in Dwy 50, we choose the most cost effective one, which was Mace. The work was completed perfectly and on time.
- Jann had some plants disappear next to her fence line. We do not have an answer as to what happened to them.
- Jann and Laurel have made a suggestion to create a fund to help buy plants that need to be replaced. Our landscape budget covers our monthly payments, major tree work, and start up and repairs of our irrigation system. We have emergency items that arise, like the broken tree clean-up (\$800) that we also have to cover. When all that is taken care of what is left is what we have to buy and plant new plants. We are exploring how we could create a fund to use just for plantings.

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- Our little tree was accidentally cut down by Chrystal Springs and they will replace it.
 - Jim Eveland is donating marigold seeds to those that are interest, call Jim.

MAINTENANCE - Board Oversight Jim Eveland

- Very low-level activity last month, trying to keep expenses down.
- 125th Place: trench repair from sewer blockage has been filled back in; now up to Landscape to clean up the lawn destruction we have wrought.
- Broken tree limbs in D50 have been dropped, chain-sawed-up, and removed.
- Security Light: entrance security light to D70 replaced, following water line break.
- Water Bill Adjustment: applied for from the water company for the \$6000 D40 leakage with a few others. We will get a credit of about \$8500 on our next water bills.
- Plans for this term badly impacted by unexpected water and sewer expenses. As a result, we will not be able to re-side a building this year; and probably not repaint a driveway. This expense per project normally cost \$15-20,000. Houses left to be resided are in Dwy 10-20 equaling 14 buildings.
- 2023 Plans for the year are residing and painting, pending costs.

POOL – Cindy Zinn, Barbara Ascher, Jim Eveland

- Closed for the winter. Saunas are still in use.
- Beginning to make plans to reopen for the upcoming season. We do have a plumbing issue from the end of last year involving blocked main drain line, resulting in recycling flow rate below State regulations requirement. We are in line with a favored vendor to 'scope and ream' the lines. Fingers and all other digits are crossed.

INSURANCE – Chair Jann Gilbert

- No new requests for insurance coverage/claims.
- Offer from Mark Nguyen/State Farm to lower our dwelling cost which will lower annual premium. Possible 5% discount next year with no claims. Dwelling coverage is to rebuild a destroyed building.

PARKING – Board Oversight Elise Morgan

- *See Architecture report about placement of Towing sign.
- One written warning for tow that resolved the problem. On-going communication with a homeowner in Dwy 70.

GARAGES, KEYS & RENTALS – Chair Angie Svoboda (absent)

- Nothing new to report.

RECREATION – Chair Shirley Piel

- Nothing new to report.
- Garage Sales and Auctions are usually hand-made items or baked items but not on upcoming agenda.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 4120 NE 125th Pl – Remains listed For Sale since 02/16/23

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Welcome Activities

- Emailed Riverwood Resident Information Updates to Driveways 10-50 Updating of Riverwood resident information:
 - Driveway 70 – Updated information received from 8 of the 12 homes
 - Driveway 60 – Updated information received from 6 of the 8 homes
 - Driveway 50 – Updated information received from 7 of the 10 homes
 - Driveway 40 – Updated information received from 6 of the 11 homes
 - Driveway 30E – Updated information received from 2 of the 12 homes
 - Driveway 30W – Updated information received from 4 of the 12 homes
 - Driveway 20 – Updated information received from 4 of the 14 homes
 - Driveway 10 – Updated information received from 1 of the 13 homes

Anticipated Activities

- Send follow up emails to those still needing to respond
- Send USPS to Riverwood residents without email

NEWSLETTER – Chair Jann Gilbert

- Newsletter Committee: No newsletter for May due to vacation.
- April 20 is deadline for the April newsletter.

NEIGHBORHOOD NEWS

- Abandoned car towed.
- Graffiti removal program with the city is still pending.

WEBSITE – Laurel McAfee

- Committee Chair Email addresses are being created and assigned. Current addresses using Gmail may continue to be used and changed down the line.
 - Board confirmed that just one Board email account will be created, answered by the President, delegated from there.
- Board is reviewing that Parking policies are up to date for our website.

NOTE: *Committee reports for this April meeting have been approved.*

OLD BUSINESS:

1. Water Bills: Jim is looking into why there is a difference between incoming water expense and the sewer expense. Water Company has a dated calculation system for output/input.
 - a. Result: Water Bill Adjustment: applied for from the water company for the \$6000 D40 leakage with a few others. We will get a credit of about \$8500 on our next water bills.
2. Dues Discussion:
 - a. Result: A letter was mailed to every owner giving at least a 30 day-notice to implement receiving new dues - \$480 - for May.
3. Hazardous Waste Statement: a statement of Hazards Waste deposal needs to be submitted to Heiberg Hauling from Riverwood HOA. Checklist from Heiberg will be marked, returned and signed by the Board President.
 - a. Result: Document was signed and sent back to the Hauler.

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4. Dog Signage: Discussion about signage around our site asking people to pick-up after their dogs. Email request will be sent to landscape.
 - a. Result: Tabled. Newsletter can support our issue to pickup after dogs. Signage may not be helpful for those that don't care.
 5. Dwy 60 sign has been missing and folks are asking for it to be replaced. Jim will ask both wood and cutting vendors if there would be a discount for the quantity.
 - a. Result: in process.
 - b.
 6. Benches: a request to not forget to secure benches.
 - a. Result: on the to-do list.

NEW BUSINESS:

7. Allaire Henneman has resigned from updating our Rosters. Thank you so much for taking on that task, Allaire! You were so appreciated. Lisa Dashiell our Welcome Committee Chair will be taking on that responsibility. We are so lucky, thank you Lisa.
8. BottleDrop Fund Raiser for Landscape:
 - a. Jann Gilbert presented a way to create some funds for Landscape to purchase flowers, shrubs, foliage. This is separate from the Budget Funding. The HOA will have Green-bags with our HOA tag available for residents to fill. Residents can drop off the bags at many local stores or contact BottleDrop Team member to pick-up and drop-off for them.
9. Financial Reports: Electronic copies will be sent with the Minutes around the first of the month. Some hard copies will be available at Meetings and extra copies held in the Blue Binder.
10. Irrigation will be restarted in spring which is good time to note where sprinklers are over or under watering. Please let your Dwy Rep or Kris Clarke/landscape with a video or photo of the issue.
11. Patrick wants to help include more residents to our meetings. Zoom meetings suggested which would require WiFi, video and speaker equipment, a moderator, and technical facilitator. Costs for coverage and equipment needed. Or just trying to get folks together face to face.

Meeting adjourned 7:44 pm