

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

July 13, 2023

ATTENDEES

Board:	Elise Morgan/Pres, Amy Fylan/VP. Carol Hardy, Larry Dashiell, Jim Eveland/Officers. Laurel McAfee/Secretary, Irene Hennessey/Treasurer.
Chairs:	Shirley Piel, Jann Gilbert, Lisa Dashiell, Kris Clarke, Cindy Zinn, Leo Zinn, Patrick Steininger,
Residents:	Ila Benavidez-Heaster, Diane Fisker, Daisy
DRAFT	If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at rw.h.boardofdirectors@gmail.com

SECRETARY MINUTES –

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

TREASURERS' REPORT – Irene Hennessey, Leo Zinn

- Income exceeded Expenses by \$36,473 – due mainly to hardly any Maintenance Expense
- Year to date Expenses exceed Income by \$24,023 – due to Water and Sewer repair
- We will move \$20,000 to Reserves in June. Balance is \$113,191.35.
- Two houses were sold in June which will bring in another \$4,000 for Reserves.
- There is activity on the 4120 house – we are awaiting news on a possible sale by US Bank to another company.

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

BUDGET – Chair Leo Zinn

The year-to-date Budget line items are:

- Administration – under budget \$250
- Landscaping – under budget \$4,851
- Maintenance – under budget \$2,159 – little was spent in June
- Pool – under budget \$1,280
- Recreation – over budget \$71
- Utilities – over budget \$19,940
- Web – under budget \$1,000 – nothing has been spent this year
- Total Expenses – over budget \$10,475
- Committee Meetings: Meet in July/Aug with gathering committee financial requests and mid-year Feb for any adjustments. Budget schedule is October 1 to September 1

ARCHITECTURE – Chair Patrick Steininger

- No incoming requests this past month.

LANDSCAPE – Chair Kris Clarke

- Monday June 12, monthly landscape meeting held with two representatives from Chrystal Springs. The team wanted to express our displeasure with some of the trimmings that had taken place, a lack of clean-up of small limbs, damaging mowing, flower beds and irrigation issues. Our Account Manager walked the property with the Lead Overseer. They were also unhappy with how the trimmings looked and the lack of clean space. Management representative said they will work to do better training with their personnel. They also addressed the irrigation irregularities and are fine-tuning on those spaces. With a special look at the addressed green space drainage problem in Dwy 40. (*The drainage issue in*

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Dwy 40 was corrected by HOA maintenance with turning off a spray head.) Clover spotted in the grass was sprayed the next day.

MAINTENANCE - Board Oversight Jim Eveland

- Continuing low-level activity just doing little stuff, trying to keep expenses down. Much of our resources have been dedicated to support of Landscape this month.
- D60 Entrance Sign: Completed and installed. Apologies that it took so long: had to learn how to do it, and went through a lot of scrap wood!
- The street-number sign from the top is repaired and will be re-installed soon.
- 20-foot tree underground limb fed by sewer line drip was excavated. Sewer repair at the attached house identified under floor roots which notified us of the problem.
- Have begun annual fence-rebuilding projects.
- Committee Meetings: Weekly meetings with Mace.

POOL – Cindy Zinn, Barbara Ascher, Carol Hardy, Jim Eveland

- Opened early this season, all seems to be going well.
- Folks seem to like the paint job.
- Lisa Dashiell bought two new blue/white floats for the safety line, installed them to replace a broken one. Thank you, Lisa!
- Repaired about 50% of the broken tiles, will continue in the coming weeks.
- Rebuilt the large distribution control valve in the Pump Room; it's been leaking and it's time to replace it (about \$200). Hopefully the \$20 rebuild-parts kit and a couple hours work will let it last another year or so.

INSURANCE – Chair Jann Gilbert

- Coverage runs March 1 – Feb 28 (or 29) each year. Due to State Farm's review of the policy in early 2023, our premiums went up last March. This was due to an increase in our Dwelling Coverage, which is the calculated cost of replacing our buildings. This was done by underwriters.
- In conversations with our State Farm agent, it was suggested that we decrease the Dwelling Coverage back to 2022 levels as it was part of the 2023 premium increase. The HOA Board agreed to the decreased Dwelling Coverage amount and we were told by State Farm premiums would revert back to 2022 levels as well.
- However, later hearing from our Agent Mark Nguyen, that due to the age of our buildings there is a surcharge in our policy. This ended costing us more in premiums that Mark has expected. So, while the premiums this year did decrease, they did not decrease as much as expected.

- Premiums Year-to-Date:

March/April/May	\$2974 / month = \$8922
June	\$2646 / month = \$2646
July-Feb (expectation)	\$2888 / month = \$23,104
Expected total premiums for 2023	= \$34,672C

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• Annual Comparisons:

Premiums this 2023 year with annual review increase:	\$35,688
Premiums after dwelling coverage decrease:	\$32,644
Current Premiums with surcharge for building age:	\$34,659

PARKING – Board Oversight Elise Morgan

- Two (2) 'potential' tow notices were given out in June, and one Parking Fine notice sent. Notes about parking issues given but no infractions notices had to be given.

GARAGES, KEYS – Chair Angie Svoboda (absent)

- There is a "Wait List" for garages.

RECREATION – Chair Shirley Piel

- On Sunday 7/30 at 2:00pm, another last Sunday of the Month, Picnic Pot Luck Picnic with games and sharing. Committee will provide beverages and sport games on the lawn.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 4120 NE 125th Pl – Remains listed For Sale since 02/16/23; price dropping
- 4210 NE 125th Pl – Sales pending; Move-out Checklist emailed 06/10/2023 and 06/27/2023
- 12601 NE Shaver St – Up for sale; Moveout Checklist emailed 06/16/2023
- 12615 NE Shaver St – Up for sale in the near future; in contact with owner's daughter

Welcome Activities

- Mailed via USPS to Riverwood residents who have not responded to emails or do not have email.
- 12624 NE Prescott Dr – 06/13/2023 emailed new resident Welcome Letter, Riverwood Resident Information Form, and Riverwood Manual.

Anticipated Activities for July and August

- Meet with new owner of 12624 NE Prescott, Daisy.
- Call residents who have not responded to emailed and mailed Riverwood Resident.
- Information update requests. Have yet to hear back from 19 residents.
- Re-organize Riverwood manual consistent to Riverwood website.
- Update manual in Community Room and offer a new digital manual to anyone who requests.

NEWSLETTER & NEIGHBORHOOD NEWS –

- Little to report as of this date.

WEBSITE – Laurel McAfee

- Website has been up and running – RiverwoodPDX.org.
- Residents are encouraged to contact the website and create their private and secure account. The kind of information that is directed towards residents will require a password. Don't be left out from access to important information and resources.

Note: Committee reports for this July meeting have been approved.

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OLD BUSINESS:

1. We are inquiring about a fixed rate contract with Heilburg Garbage Hauling. The Portland City Council is looking at commercial rates.
 - a. Garbage Contract: From a reliable source: If Riverwood isn't in a fixed rate contract with Heiberg, it is recommended to try to sign a new contract with guaranteed rates either with them or another hauler as soon as possible.

Rapidly evolving and expedited decision-making by the Mayor's front page commitment is to not raise garbage rates. That control is only for single family residences, not multifamily (commercial) residences of which Riverwood is one. Then, Metro just announced yesterday a hefty increase on dump fees. It is anticipated that haulers absorbing those two things will likely do rate hikes in commercial to remain solvent.
 - b. Question, what can we do? When broken down into a cost/unit, fee is about \$35/month.
 - c. Result:
2. Need to check on EIN (tax id number) is correct on website.
 - a. Result: Corrected on General Information Form. **Done.**
3. Letter from IRS responding to request for statement as a non-profit but without tax relief.
 - a. Result: There are documents available to download from Oregon HOA Laws and Resources website that note our status and ID#, but list us as a corporate entity not a 501.3.C entity. **Done.**
4. A new Sun Shade cost will be \$278.00. Free installation from Maintenance. **Will be Done.**
5. Landscape Committee Bottle/Can Drive Fund Raiser:
 - a. Result:

NEW BUSINESS:

6. Late night noise disturbances in Dwy 70 and at the pool. Noise disturbances impact many people because we live close together. While the HOA can address situations with offending owners and tenants, our first line of defense should be to call the Police Non-Emergency or 311, that will record the event.
 - a. Result: The Board would still like to be notified to record the issue and follow for recurrences.
7. Residents that want to advertise an item for sale can use the Riverwood Newsletter or the Riverwood Facebook page. **Done**
8. Larry reminded us that to start recruiting for two new Board Members. Voting will take place the first Tuesday of October. The Board will use the newsletter and website to reach residents.
 - a. Result:
9. The recent Reserve Study needs to be sent to NW Bank regarding our roof loan. Depreciation status to be factored into the study by Leo with plans for the future.
 - a. Result:
10. Inquiring about historical information about Riverwood's creation and past address owners was discussed. Anyone interested in the research would be greatly appreciated. **Done**

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11. Information privacy for Riverwood Residents and Owners to be discussed. Current topic is the access to paper Rosters in public places, such as the Rec Room. If anyone is wishing to comment on this topic are welcome to contact Laurel McAfee.
 - a. Result:

Meeting adjourned 7:50 pm