

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

August 10, 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, Lisa Dashiell, Kris Clarke, Cindy Zinn, Leo Zinn
Residents:	Ila Benavidez-Heaster, Diane Fisker, Lynn Young, Janice Abbate
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 July 2023.

TREASURERS' REPORT – Irene Hennessey, Leo Zinn

- Expenses exceeded income by \$7,930 – June and July Water bills were paid in July.
- Year to date Expenses exceed Income by \$31,953.
- There is activity on the 4120 house – US Bank still owns this property and will be billed monthly for the Dues.
- Delinquent Dues from 4120 residence paid by US Bank - \$9,019 – will be moved to Reserves.
- \$20,000 moved to Reserves in July. Balance will be \$126,858 after the \$9,000 above.
- Two houses were sold in June which brought in another \$4,000 for Reserves.

Note: Financial report approved as presented for July 2023.

BUDGET – Chair Leo Zinn

The year-to-date Budget line items are:

- Administration – under budget \$1,194.
- Landscaping – under budget \$6,371.
- Maintenance – under budget \$6,082.
- Pool – under budget \$1,669.
- Recreation – over budget \$46.
- Utilities – over budget \$38,667.
- Web – under budget \$1,100 – nothing has been spent this year.
- Total Expenses – over budget \$22,297.
 - Balance of Roofing loan in approx. \$342,000
 - The Budget Committee will be preparing the 2023-24 proposed budget as soon as Committee chairs provide the requested estimates for the coming year.
- Proposal: to only have the accountant print enough copies of the Annual Report for those without access to RiverwoodPDX.org in the public section. Past is having copies at the Annual Meeting and getting it to addresses, and also putting it in newsletter.

ARCHITECTURE – Chair Patrick Steininger

- No incoming requests this past month.

LANDSCAPE – Chair Kris Clarke

- Crystal Greens have replaced two planting that were damaged. Mexican Orange bushes for a Dwy 10 owner and a beloved Maple tree near the pool area has been replaced with a new Dogwood. They

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made a fast repair when we had an out-of-control irrigation issue at the same home in Dwy 10, but are still working on a solution the gouges in the grass.

- We know much of the ash from the K-Mart fire has dissipated or been picked up...but it continues to appear each time the wind blows. We are looking forward to a solid answer concerning the Asbestos from Argo Scientific.
- Special thank you to Jann and Laurel for setting up and launching the Landscape Bottle Return Account. Jann believes with the last few bags to deposit; we will have already pulled in about \$100.00. It was a great idea and we look forward to using the funds to add beauty to Riverwood.

MAINTENANCE - Board Oversight Jim Eveland

- Lots of little stuff: Caulked a number of windows before the rain restarts, replaced some gutter downspouts, replaced new clean caulking around the RR toilet, installed new benches compliments of Jann Gilbert.
- Annual fence-rebuilding projects in progress: two in D30 and one in D20 completed so far, plus a few repair sections.

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

- Replaced the leaking main distribution valve in the Pump Room with associated plumbing. Now a smoother operation, a little bit better circulation flow, and no leaks.
- Repaired about 50% of the fallen tiles, but discovered we have a sudden new massive root intrusion on the West end, which is pushing roots out as fast as can be repaired. Digging around outside the fence, we have uncovered at least 5 large tree roots (diameter like my fist) pushing under the concrete. Cutting them out, treating with root killer, etc.
- Traced down the short in the pool light circuit that is 40-year-old aluminum wiring buried under the pool itself. Two Repair options: 1) jackhammer the pool to get to the wires under it, OR 2) drill a hole through the concrete wall of the electrical room as to run new cable around the pool to the lights. Will advise later which route is chosen.
- As recommended, a sodium potash chemical process was put into the pool to help filter any residual asbestos from the K-Mart fire. Unexpected pool expector arrived today and complimented Jim Eveland on successfully handling the problem unlike others in the area. Thank you, Jim.

INSURANCE – Chair Jann Gilbert

- Nothing new to report.

PARKING – Board Oversight Elise Morgan

- The Board is reviewing the readability of our Parking Policies and Fines documents.
- A reminder to contact the Parking Committee if you have special needs. It often pays to communicate.

GARAGES, KEYS – Chair Angie Svoboda (absent)

- There is still a "Wait List" for garages.

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RECREATION – Chair Shirley Piel

- Sunday August 27th at 2:00pm another Pot Luck at the Rec Room and surrounding area. Ice cream and music provided.
- Fund Raiser: Can and plastic bottles collected and green bags available.

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 – Sold; contact with realtor who is a family member of new owner; anticipate new owner to move in October.
- 12601 NE Shaver St – Sale pending; emailed realtor with Riverwood website and request to facilitate contact with buyer upon closing.
- 12615 NE Shaver St – Up for sale likely this week; in contact with owner's daughter and realtor 08/06/2023.

Welcome Activities

- 12624 NE Prescott Dr – Forwarded completed Riverwood Resident Information form to Board, Secretary, Bookkeeper, Newsletter, and Garages/Keys.
- Initiated Riverwood communication during K-mart site fire.
- Provided K-mart fire ash samples found in Riverwood to Argos Scientific for independent testing (results to be part of Parkrose/Argay Community meeting 08/15/2023.)

Anticipated Activities for August

- Call residents who have not responded to emailed and mailed Riverwood Resident Information update requests. Have yet to hear back from 15 residents.
- Re-organize Riverwood manual consistent to Riverwood website.
- Update manual in Community Room.
- Welcome contact with owners and realtors of properties for sale.
- Waiting to hear from Off-Site Owner communicating with their Renters about parking issues. To be addressed by Elise and information from Lisa.

NEWSLETTER & NEIGHBORHOOD NEWS –

- Deadline for next newsletter submissions is August 17th. The Newsletter needs a volunteer to deliver 4 hard copies each month to Driveways 20 & 30, for August, September and possibly October.

WEBSITE – Laurel McAfee

- Bill has worked on a load of spam that arrived in the mail.
- Residents should expect to hear from our Web Master on how to sign-in to RiverwoodPDX.org.

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. Landscape Committee Bottle/Can Drive Fund Raiser:
 - a. Result: see prior Landscape notes. Next collection date is at 8/27 Pot Luck. **Done**.
3. 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: Notice in July Newsletter written by Larry.

Board Of Directors, Riverwood HOA is just two months away from the Annual Board Meeting on October 3rd (the first Tuesday in October). As a self-managed Homeowners Association, we need help to continue the good works that people have volunteered for and contributed to over the last fifty years! We will need two new Board Members, Maintenance Committee members and Chair and additional committee members for various committees. Your support keeps the HOA fees lower because we do not have to pay others for the work, we can do it ourselves. Please contact any Board Member or our Secretary with questions. More information and requests will be forthcoming in the near future. Thank you for your consideration and support. The community needs you!

Larry Dashiell, HOA Board. Done
4. 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.

Result: Leo sent the report. **Done**
5. Sunshade discussion to move the shade to the west window due to Board Meetings. If this is not workable for the morning meetings, we will purchase another shade for both windows. Jim will buy it. **Done**

NEW BUSINESS:

6. Information privacy for Riverwood Residents and Owners information/roster to be discussed. Current topic is the access of paper Rosters in public places, such as the Rec Room.
 - a. Result: No paper Rosters should be placed in the Rec Room due to non-residents that also use this room. Updated rosters will go out with the newsletter and those in need of a paper copy should contact Lisa/Welcome for a paper copy. **Done**
7. Bookkeeping inquired into the process of collecting unpaid increased fees, the fines they accrue, and the legal fees it entails. Riverwood's CC&RS refer to ability of the HOA to charge interest fees and collect legal fees that are incurred by this process.

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- a. Result: The Board unanimously confirmed the process and moved to refer this type of outstanding debt to our Attorneys as soon as it occurs. While the HOA will send the FAQs to their attorneys, it is the Law Firm that will communicate with the resident. **Done**
 - 8. REMINDER: Ballots for HOA Board positions need will go out in September. For residents, ballots may be returned in person to mail slot across from the Rec Room, off-site owners would use the mail. Counting ballots can be happen at the **Annual Meeting on Tuesday October 3, 2023 at 7:00pm.**

Meeting adjourned 7:40 pm