

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

March 11, 2024

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP. Carol Hardy, Peter Burns, Joanie Traversie / Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer.
Chairs:	Kris Clarke, Shirley Piel, Jann Gilbert, Lisa Dashiell, Laurie Watson, Angie Svoboda,
Residents:	Ila Benevidez-Heaster, Lynn Young, Nancy Stoll, Irene Hennessee, Bob Christman, Frank Hynes
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 have been approved as presented from [February](#).

TREASURERS' REPORT – Monique Mascarinas, Leo Zinn

- Cash Flow was positive for the month, Income exceeded Expenses by \$163.
- Maintenance spending was low at \$20,910.
- Landscape Crystal Green invoice for February (\$4,893) was not paid since no invoice was received.
- The outstanding balance for the Roofing Loan is \$318,364
- The balance in the Reserve Account is \$157,935
- **Note:** Financial reports for [February](#) meeting have been approved.

BUDGET – Chair Leo Zinn

The year-to-date Budget line items are:

- Administration – under budget \$744.
- Landscaping – over budget \$373 (Contract was not paid for Feb.)
- Maintenance – over budget \$10,543
- Pool – over budget \$4,175
- Recreation – under budget \$130
- Utilities – over budget \$21,342 (High Water usage, hopefully this will go down with no irrigation or leaks)
- Web – under budget \$48
- Total Expenses – over budget \$35,510 (Water over \$21,100, Pool over \$4,175, and Landscaping over \$373)

ARCHITECTURE – Chair Patrick Steininger (absent)

- Nothing to report.

LANDSCAPE – Chair Kris Clarke

- We have a new Account Manager from Crystal Greens. We haven't heard back from him yet, but I'm hoping to have him with us at the next meeting in April.
- Mace moved two large Rhododendrons that had to be transplanted to our east side Rec room. Fingers crossed they take and we can add more plants to finish off the look.
- We are all looking forward to Spring and to decide how to use our Bottle Fund money. It is now at \$333.30, thank you all for participating.

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MAINTENANCE - Jim Eveland, Board Oversight

- Power-washing moss on walkways as the safety issue continues. D70, D60, D50, D40 and Clubhouse areas completed.
- Eastside Dwy 30 non-resident neighbor slowly continuing removal of downed tree that crashed into Shirley's fence and Mary's roof corner. We are very happy they are good neighbors addressing this issue.
- Eastside Dwy 10 non-resident neighbor, whose tree fell on our property, refuses to acknowledge the issue. Our complaint to City resulted in an "injunction to take corrective action." A second visit from a city inspector is imminent. Thank you to the generous forbearance of our resident as we are holding off cleaning it up ourselves until the City has created a corrective action.
- A pair of large rhododendrons were moved from potential damage to a wing of the Clubhouse, to replace two dead ones along the path from Dwy 70. With luck, they will both burst forth in spring.
- Installed a new high-mounted brilliant LED security "Barn Light" in D10, to replace an old, orange-colored sodium vapor light.
- Closed for winter. Sauna still available. The mallards are in residence again.

INSURANCE – Chair Jann Gilbert

- On February 19th, RHA received a Notice of Reinstatement from State Farm. After some phone calls, I learned that this was due to a delayed payment, which was a one-time situation. We are currently covered by State Farm and in good standing.
- On March 1st, 2024, the Riverwood insurance premium increased from \$34,659 to \$36,369.
- During the last winter storm, there was tree damage to some Residents' fences, which generated an inquiry about the HOA insurance coverage. No claim was made to Riverwood's insurance.

PARKING – Chair Laurie Watson (absent)

GARAGES, KEYS – Chair Angie Svoboda (absent)

- Two newer residents have received new Recreation Room keys: one renter from at 12620 and a new resident in Dwy 70.
- No garages have turned over. A resident from 12611 is on the Shaver-garage waiting list.

RECREATION – Chair Shirley Piel

- There will not be a Riverwood Potluck/Social for March due to conflict with Plam Sunday and Easter.
- The Social for April will be Sunday, April 28 with a theme of Breakfast for Dinner. See you all there!
- The Committee hired a person to do housekeeping of the Clubhouse.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- No homes up for sale.

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Welcome Activities

- 12620 NE Prescott Dr - 02/11/2024 in-person orientation meeting with new renters. Riverwood Resident Information form completed and sent to Board and appropriate committee chairs.

Anticipated Activities for March/April

- Anticipate one home to go up for sale in the next month in Dwy 10.

NEWSLETTER – Chair Jann Gilbert

- The newsletter continues to be created and distributed on the 20th of each month.
- The last two months we only had a small number of contributors. Please take the time to send in whatever you think might be of interest to the community.
- The newsletter is no longer being printed. One of our residents, Ila, volunteered to take care of that last month. It is unknown if she will continue that service. Thank you, Ila.
- We currently have 13 Newsletters to hand deliver to Riverwood residents.

NEIGHBORHOOD NEWS –

- Volunteer needed: Due to the constant activity about our surrounding street and development issues, our Riverwood HOA could use a committee chair to offer a monthly summary to our meetings and minutes. Notice of needing a volunteer will go in the next Newsletter.
- Campers and abandoned autos are a constant occurrence in our neighborhoods. Some reference information was forwarded to the website in hopes of page to offer suggestions on contact links and writing to the city for help. Stay tuned.
- Email mention of a possible Argay Neighborhood meeting regarding campers and use of our Rec Room. No notice given prior to this meeting.
- Argay Newsletter (<https://www.facebook.com/argayneighborhood/>) is a good source of information about the land use appeal for the Kmart/Prologis site. Word is that the company is expecting 85 trucks per day. Air quality, noise quality of planes, trains and trucks should be an issue.

WEBSITE – Chair William Neville

- Web activity for the past 30 days was again a little flat. Hopefully folks are enjoying the seasonal transitions instead of sticking their noses in a computer screen.
- Web expenditures are under budget at mid-year. Here is the Web Report for February;...
 - Sessions -- 46-21% vs. Previous 30 Days
 - Pageviews -- 60-47% vs. Previous 30 Days
 - Avg. Session Duration 34-63% vs. Previous 30 Days
 - Total Users -- 38-20% vs. Previous 30 Days
 - Bounce Rate -- 67.4-9% vs. Previous 30 Days
 - New Users -- 33-20% vs. Previous 30 Days

Note: Committee reports from [February](#) have been approved.

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OLD BUSINESS:

1. Dwy 40 Remodel Dumpster: Contractor will be using a dumpster likely located in Guest parking during the remodel. Driveway residents will receive more information as to dates, placement, and assurances to proper safety access for all.
 - a. Response: Deconstruction is almost done and no dumpster was needed. *Done*
2. Neighborhood Noise:
 - a. Noise control from commercial and National Guard airplanes is becoming a nuisance. Illa will be looking into regulations and contracting the Port of Portland. Illa has been calling to find a direct access to answer questions about noise issues. No direct answers, yet.
 - b. Response:
 - c. There is also a dog near Dwy 10 that is barking a lot. Peter B will look into Portland noise rules. Peter is aware of this situation. Information has been passed along that campers are irritating a local dog.
 - d. Response: nothing happening, yet.
 - e. Another issue is with a very loud neighborhood car. Next step is to identify the car and contact Laurie Watson/Parking Chair.
 - f. Response:
3. Maintenance Supervisor: still waiting for a committee to be created to do the work of submitting a job description with details for the search of this new person. (The Supervisor position is a job about acknowledging and sequencing of property projects.)
 - a. Response: This Maintenance Hiring Committee is to address scope of work, cost, hours, team, interviewing and is comprised of Jim Eveland, Jann Gilbert, Lynn Young, and Laurel McAfee. Barbara will write a paragraph for the Newsletter. Laurel will coordinate documentation and meeting communications.

NEW BUSINESS:

4. Maintenance Supervisor Committee first meeting to be scheduled for: **Monday March 18 at 10:30**
5. Should we have a board member or main contact oversee our Renters and Policies? Our rosters could use a signification of Renter contact.
 - i. Response: We DO have a main contact for all renter information, the HOA president. The President is the primary contact for receiving requests to rent and information regarding rental properties. Requests forms and HOA rental policy can be found on www.RiverwoodPDX.org and communicate through rwh.boardofdirectors@gmail.com email.
 - ii. All email from rwh.boardofdirectors@gmail.com is forwarded to the President or specifically requested board member(s).
 - iii. Riverwood rosters currently notate Rental Owners and Renters. The President will have notation of overseeing rental properties.

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6. Crime rate for our neighborhood is increasing. Jim is suggesting a camera system throughout the HOA driveways. This type of system would have light sensor with camera attached. He expects costs approximately at \$1000-2000. He would like to proceed with the effort to create a proposal for this type of project.
 - iv. A priority sequence was suggested that new solid doors be installed, sensor lights, then cameras.
 - v. This proposal is suggested to be included in the scope of work for the new Maintenance Supervisor.
 - vi. It is suggested that the Board have a discussion outside of the Membership Meeting to address the issues of what are the benefits, camera placement and CCR rules, inclusion of Architecture Committee, pathway gates, etc.
 - vii. This is not for the current 2024-25 budget.
 - viii. Response:

Meeting adjourned 7:21 pm