

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

May 9, 2024

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP. Carol Hardy, Peter Burns (absent), Joanie Traversie / Officers. Laurel McAfee/Secretary (absent), Monique Mascarinas/Treasurer.
Chairs:	Shirley Piel, Jann Gilbert, Laurie Watson, Kris Clarke,
Residents:	Irene Hennessey, Lynn Young, Ila Benevidez-Heaster, Barbara Asher, Nancy Stoll,
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 – Laurel McAfee

- Our QuickBooks accounting software has been a bit unreliable with not sending emails and/or not sending all pages of each month's documents. Please forgive our confusion with sending those out to the membership this month.
- **Note:** Minutes have been approved as presented from [April](#).

TREASURERS' APRIL REPORT– Monique Mascarinas, Leo Zinn

- Cash Flow was positive for the month, Income exceeded Expenses by \$6,620
- The outstanding balance for the Roofing Loan is \$310,661
- The balance in the Reserve Account is \$163,910
- **Note:** Financial reports for [April](#) meeting have been approved.

BUDGET – Chair Leo Zinn (absent)

The year-to-date Budget line items: (Reflects mid-year revision)

- Administration – under budget \$1,102.
- Landscaping – over budget \$1,766
- Maintenance –under budget \$2,333
- Pool – under budget \$817
- Recreation – under budget \$714
- Utilities – over budget \$25,130 -Water is the big user
- Web – under budget \$239
- Total Expenses – over budget \$21,694

ARCHITECTURE – Chair Patrick Steininger (absent)

- Nothing to report.

LANDSCAPE – Chair Kris Clarke

- Received our irrigation report: with a surprising amount of \$7, 560.00. Jim and I had a follow up appointment asking for a complete breakdown. We felt they made their case. We are addressing our biggest problems first.
 - 1 Mainline break, 6 lateral breaks = \$3,922.00
 - These breaks were not part of our water problem as they happened over the winter when the system is shut down.
 - We will eventually follow up with the adjustments when our budget allows. \$3,638.00.
- Kelley, our new manager is continuing to assess our property and will advise the crew for any upcoming pruning.

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MAINTENANCE - Jim Eveland, Board Oversight

- Working on the side-by-side fences in Dwy 30. They were quite old and ready for replacement, and a neighbor's tree fall helped us break up the old fence! Two more fences to go this season.
- Preparing to paint Dwy 60; the first 'all-driveway' paint project we've ever done. Residents will be asked to clear plants and "stuff" all around their buildings. As part of the project, we will be replacing a lot of ancient trim boards.
 - We buy our paint from Metro Paint, a municipal-supported paint recycler. They take excess and outdated paint from local companies and residents. It is cleaned, brought up to top-quality standards, and blended it into a basic array of 12 colors. The price to us is roughly 1/10 what it would cost at Home Depot.
 - Styles change over the years. The result is that Metro, based on what they are currently receiving, can no longer supply the colors we have been using. We are attempting a little home blending, to see how close we can get; and hope to have samples in a week or so. Riverwood will have some color-choosing to do in the near future.

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

- West-end pool fence has been rebuilt. Awaiting delivery of a tree-root barrier material, so we can then fill in the long peripheral trench.
- Closed for winter. Sauna still available.
- Pool Committee is anxious to begin spring cleaning and furniture set-out.

INSURANCE – Chair Jann Gilbert

- Nothing to report.

PARKING – Chair Laurie Watson

- Nothing to report.

GARAGES, KEYS – Chair Angie Svoboda (absent)

- No report.

RECREATION – Chair Shirley Piel (absent)

- Next Social will be Sunday May 26, 2:00pm in the Clubhouse area with the theme of Italian. Bring what will tie in with this theme. Don't forget your own table service and a beverage. Games after the meal for all who are interested.

WELCOME COMMITTEE – Chair Lisa Dashiell (absent)

For Sale

- 4120 NE 125th Place – Driveway 40

Welcome Activities

- 4120 NE 125th Place – 05/04/2024 Emailed Move Out Check List
05/04/2024 Emailed Owner's realtor
- 12612 NE Prescott Dr - 05/04/2024 Emailed Move Out Check List

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Anticipated Activities for April/May

- None known at this time.

NOTE: if you find any conflicting resident contact/roster information such as names, phones numbers, etc., please contact Lisa Dashiell/Welcome Committee.

NEWSLETTER & NEIGHBORHOOD NEWS – Chair Jann Gilbert

- Nothing new to report on the Newsletter.

WEBSITE – William Neville (absent)

- No report.

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

OLD BUSINESS:

1. New Maintenance Supervisor: a committee was created to do the work of confirming a job description with details for the search of this new person. This Committee includes Jim, Jann, Lynn, and Laurel.
 - a. New Proposal: (sent to the Board) to eliminate hiring an outside person, this Committee is proposing a hire from within the HOA community. A new resource to handle the financial reporting has appeared allowing restructuring our supervisory needs to Mace. Discussion about upgrading Mace's responsibilities and why hiring Anna for Data work. Mace has taken on more work responsibilities and requires less supervision from Jim. Anna already uses her computer to help Mace with invoicing. Ili requested a bonus for Mace. No action taken.
 - b. Response: Board voted to hire Mace and Anna. Done.
 2. Dues Increase:
 - a. Jim explained why the RHA still needs a dues increase even without hiring a new person from the outside. Discussion took place about amount of increase and needing to send 30-day dues increase notice to RHA owners. The Board planned to meet at a separate time to discuss, but after questions from audience, Jim polled audience about going forward. Attendees voted for \$20 a month increase in dues as of July 1st.
 - b. Response: Board voted to increase dues effective July 1, 2024. Jim and Elisa will work on Dues Increase Letter that should be sent the week of May 27.
 3. Neighborhood Noise:
 - a. There is also a dog near Dwy 10 that is barking a lot.
Response: Peter spoke with dog owner in Dwy 20. The noise/situation has calmed down.
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NEW BUSINESS:

4. New Rental Application: We have an application for 12612/Dwy 10 to be a rental. We currently have 7 rentals, and adding this one would put us at 8 rentals which is within our bylaws at Riverwood. So, for the record, Elise is asking for an email response from all board members for approval of this rental request? After approved by the Board, Tom Bucceri can be informed, and he can then get documentation of rental agreements etc. to the President as required for HOA policies.
 - a. Response: The Board approved, via email, this application for a rental unit.

Meeting adjourned after 7:00 pm