

RIVERWOOD HOA – Board of Directors - Annual Meeting

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

Tuesday, October 1, 2024

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP. Carol Hardy, Peter Burns, Joanie Traversie/Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer
Chairs:	Leo Zinn, Cindy Zinn, Kris Clarke, Lisa Dashiell, Patrick Steininger, Jann Gilbert, Angie Svoboda, Bill Neville, Laurie Watson,
Residents:	Ila Benevidez-Heaster, Lynn Young, Irene Hennessee, Larry Dashiell, Diane Fisker, Nancy Stoll, Barbara Archer, Susan Dalen, Craig & MaryAnn Zimmerman, Rainn Beavers, Scott Svoboda, Noreen Huddleston, Vera France
DRAFT	<i>If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at rw.h.boardofdirectors@gmail.com</i>

SECRETARY SEPTEMBER MINUTES – Laurel McAfee

CORRECTION: A Dwy 20 parking issue was brought to the attention of Elise M and Laurie W by Larry Dashiell on behalf of a Homeowner. Copies of their concern was sent and verbally noted at the September board meeting. Laurie has confirmed on the 24th receipt of that information.

- Note: Minutes have been approved as presented for August.
 - Note:** Minutes have been **edited** and **approved** as presented for **September**.

BUDGET REPORTS – Leo Zinn, Monique Mascarinas

- The Balance in the Reserve Fund was \$172,038.
- The outstanding balance on the Roof Loan is \$295,433. The loan will mature on January 17, 2030.
- Other financial details were reported in the August Board Meeting. The reports can be found on our website www.riverwoodpdx.org.
- Today, we would like to explore some of the financial challenges that the HOA is experiencing.
- We have two groups of expenses, those that are under contract with a vendor or those that are difficult to control.
 - Group A: Expenses covered under contract with vendor or those difficult to control**
 - Landscape
 - Garbage
 - Water
 - Insurance
 - Debt Services
 - Income Tax, Legal, Office,
 - Property Taxes
 - Administrative, Accounting,
 - Group B: Expensed controlled by Committees**
 - Maintenance
 - Pool
 - Trees & related
- Income in 2024 was \$576,600.
 - Group A Expenses = \$342,944. Group B Expenses = \$194,165 (or 33%.)
- In next year's 2024-25 Budget, we have had to defer any new siding projects and decrease the total Maintenance Budget to \$95,000 from \$124,000 in order to continue the Painting project. Even with cuts, the Budget reflects deficit spending of \$5,923.

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- The continuing challenge is the rising cost of most of our spending categories. Even with Dues increases, we are still falling behind. Some examples are:

	2023	2024	% Increase
Income	\$530,039	\$576,600	8.8
Insurance	\$34,309	\$36,161	5.4
Garbage	\$41,184	\$42,845	4.0
Landscape	\$69,034	\$79,144	14.6
Maintenance	\$129,071	\$162,672	26.0
Water	\$156,727	\$171,949	9.7
Total Exp	\$483,545	\$537,109	11.3

- Although we are seeing increases across the board, the most alarming problem is having to cut projects out of maintenance where the result can be the decrease of property values affects all residents.
- Note:** *Financial reports have been approved for [2023-24](#).*

ARCHITECTURE – Chair Patrick Steininger

- There were no reportable requests for the Architectural Committee.

LANDSCAPE – Chair Kris Clarke

- Crystal Green had a major change up in their management. In April we were introduced to our 3rd manager, Kelley Moss. She has worked hard to restore our confidence in the company and has responded to our concerns. She is working hard to train her crew that we are homeowners not a business site, and we want our plants to look natural. We held all trimming, except building clearance to let our plants fill out. We are now starting to reshape, starting at DW 10 and up, please be patient.
- It was year of Irrigation Hell! Almost 10 grand. 1 broken Main line and 7 Lateral Breaks started our season. And before it's asked, the irrigation was not running, so we were not losing water. An inactive Clock, tree root breaks and an aging system made for a challenging year. Crystal Green is bringing on a new Head of Irrigation and we are looking forward to working with him and hopefully a quieter year.
- Oregon Tree Service did great job this year. (Out of three other services use in past years.) Along with our regular trimming we removed 3 dead trees, one being a huge one in DW 40's green space. Notice of tree trimming by our tree service will be put into our Newsletter to remind residents.
- And after the wicked February ice storm we only lost small limbs, while most of Portland had huge problems, and Crystal Greens had us cleaned up in two days.
- Jann Gilbert & Laurel McAfee on our Landscape Committee came up with a great idea to save money to beautify Riverwood by creating a Bottle collection Acct. At the end of our fiscal year we had gathered 766.95! We have decided to focus on public spaces, and this year will be the east side of the Rec Room walkway area. We thank all of you for participating, keep those cans and bottles coming! Yes, we take glass bottles but intersperse them with cans and plastic bottles.
- A special thanks to the Landscape Ladies, they are the best!

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MAINTENANCE - Jim Eveland, Board Oversight

- **Residing:** Resided one building in Dwy 10 with HardiBoard, as we have every year since 2015.
- **Street Drains:** Dwy 70 accumulated a pond of water on the street. Camera scoped it to a tree root invasion about 20' away; it was dug up and repaired. Upper Dwy 30 also accumulated water; the blockage was cleared without requiring an outside vendor.
- **Moss Removal:** Chemical applied to all roofs three times; rain and hose-washing removed the dead material. Power-blasted moss from all walkways as it can become a safety issue.
- **Vandalism:** Replaced shattered rental-garage door where thieves had broken in. Repaired another adjacent door and replaced locks on another. Somehow, the bad guys had a key. Short-snaked clogged Rec Room toilet after someone trashed the place. followed by \$300 vendor power-jetting of the downstream sewer line.
- **Downed Trees:** Eastside of Dwy 30 a non-Riverwood neighbor's tree crashed into a fence. Neighbor removed the fallen tree and helped with repair of fence (which was due for replacement.) Thank you to our good neighbor.
 - Eastside Dwy 10 a non-Riverwood neighbor tree fell on our property, damaging a fence and filling back yard with trunk and branches. While neighbor refused to anything, we filed a complaint with the City which resulted in an "injunction to take corrective action", and a fine. Neighbor removed the tree and repaired the damage, at much greater expense to himself.
- **Security Lights:** A new high-mounted brilliant LED security "Barn Light" was installed in Dwy 10, to replace an old, orange-colored sodium vapor light.
 - Several security light problems were repaired, the biggest being the Southern entrance lamp at Dwy 30. The wiring under the yellow and black speed bumps had deteriorated. New cable was pulled through without having to lift the bumps. Four other dead security lights were repaired in Dwy 30; required digging up about 50' of ancient, buried aluminum wiring.
- **Metro Paint:** Metro Paint is a city-sponsored paint recycler, where paint in volume can be purchased at 10% the price of big retailers. Although, they have ceased to offer several of our special colors, we were able to "home blend" for the Dwy 60 paint job. But are having a problem reproducing the Dwy 30's "special green". There are shades of a similar color that are in the offering. Samples of what we can use will come to the membership in a vote for the color used.
 - All of Dwy 60 homes were repainted, which also involved a great deal of wood trim and siding repair. Massive job, our first such project, was completed satisfactorily, but at significantly greater expense than estimated, because of the extensive repairs required.
- **Looking Forward:** After a greatly expensive year, there is no reason to expect costs to stop rising. There is still a plan to perform both major new projects in the coming year, such as repainting of the entirety of Dwy 50 homes and another building. For now, however, we have elected to hold off on scheduling the residing project until the mid-year financial assessment.

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

- **Fence:** The west end pool fence, blown down in a storm, was totally rebuilt.

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- **Tree Roots & Ivy:** Growth had pushed all-the-way under the paving, pushing out the tiles. Took the opportunity to stop the intrusion by extending the holes for new fenceposts into a trench; and installing a 2-feet-deep plastic root barrier all around.
- **New Life-Saving Ring & Rope:** Rope replaced the original deteriorating set.
- **Pool Lights:** Lights had been dead for about a year, due to disintegration of the old aluminum wiring running under the pool. The root-fix problem gave us an opportunity: the trench was perfect for dropping in new lighting cables all around the periphery.
- **Main Distribution Valve:** Valve rebuilt once 2 years ago, began leaking again. Had to replace it, which involved major plumbing work as all pipes had been glued.
- **Pool Heater:** After more than 10 years, the pool heater suddenly began leaking hot water. The leak seemed to grow daily in size, covering the pump room floor. Rather than risk a sudden middle-of-the-night rupture (and lose 48,000 gallons), we shut the pool down for emergency repairs. We decided to replace the heater ourselves, rather than pay \$7,000+ to have it done. Bought the new replacement for \$3200. Because these things are not stocked on the shelf, delivery took more than a week. Old unit removed, new one installed; all water and gas piping, electrical, and chimney exhaust work completed, and system tested with full pressure and flow 4 days after the new heater arrived. Everything just worked out better than we expected.
- **Looking Forward:** we had hoped to resurface the pavement all 'round the pool, but between the heater, valve, and the root-battle, our budget had been depleted. A plan for the coming year.

INSURANCE – Chair Jann Gilbert

- There was one inquiry regarding a potential claim in the month of December. It did not go forward.
- There have been three requests for information or certificates of insurance this calendar year. Two were due to sewer issues on Dwy 70. Another was due to a leaking dishwasher on Dwy 10. All three were referred to their own insurance companies, which are currently covering repairs.

From the March Report:

- On March 1st, 2024, the Riverwood insurance premium increased from \$35,930 to \$36,392.
- During the last winter storm, a neighbor's tree came down and there was tree damage to some Residents' fences on Dwy 30E, which generated an inquiry about the HOA insurance coverage. No claim was made to Riverwood's insurance.

NEWSLETTER – Chair Jann Gilbert (absent)

- The newsletter was produced and emailed to residents 12 out of the last 12 months. During the last year, printing the newsletter for residents without email was taken over by ilá Benavidez-Heaster. Thank you, ilá!
- The newsletter will be published on October 15th this month. After that the deadline continues to on the 20th of each month, with a deadline of noon. Please send your contributions to rwh.news@gmail.com. We can't do it without you!!

PARKING – Chair Laurie Watson

- "Thank you" to our Volunteer Parking Committee Members, who have been diligent in reporting violations this year!

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- Many violations have been misunderstandings, and most residents are quick to resolve issues. This year our HOA did need to tow a few residents to correct a common error, which is residents parking in "guest" parking. You can always check your yellow sheet ("Riverwood HOA Parking Rules & Policies"), if you have questions. If you need clarification, you can contact Laurie Watson, Parking Chair.
- If you would like to assist our HOA to run smoothly, the Parking Committee is looking for a Volunteer for Dwy 60. Please contact Laurie Watson if you are interested in volunteering to assist!

GARAGES, KEYS – Chair Angie Svoboda

- No report.

RECREATION – Chair Shirley Piel

- The Social life of the community have been very successful this year. Monthly potlucks have center mostly around a theme. The high light of the year was a Karaoke Party hosted by Pete Burns great fun had by all. Another will be scheduled in the near future.
- We hired Anna (Mace's wife) to do the cleaning of the Rec Rm. We are very pleased with her work.
- We put a request last year for Jim and Mase to investigate the cost of replacement of the flooring and painting will need to bring addressed soon. A tentative plan is in the works for a Riverwood fund raising Garage Sale.
- The next social will be our Halloween Party on the last Sunday, October 27. Karaoke will again be provided.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- Driveway 20: 4320 NE 125th Place

Current Rental Homes Available

- Driveway 10: 12620 NE Prescott Drive

Homes Sold

November 2023

- Driveway 10: 12622 NE Prescott Drive
- Driveway 30W: 4210 NE 125th Place

December 2023

- Driveway 30W: 4210 NE 125th Place
- Driveway 60: 12615 NE Shaver Street
- Driveway 60: 12601 NE Shaver Street
- Driveway 20: 4312 NE 125th Place

September 2024

- Driveway 40: 4120 NE 125th Place
- Driveway 20: 4316 NE 125th Place
- Driveway 40: 4244 NE 125th Place

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Rental Homes with New Tenants

- Driveway 20: 12620 NE Prescott Drive
- Driveway 10: 12612 NE Prescott Drive

Welcome Projects/Activities

- Update of Riverwood Manual: Completed.
- Explored transition from commercial to residential garbage/recycling status: Awaiting Board decision.
- Submit updated Riverwood Rosters to Riverwood Newsletter every other month.

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

NEIGHBORHOOD NEWS –

- Nothing to report.

WEBSITE – William Neville

Month	Views	Visitors
Sep-23	113	32
Oct-23	298	17
Nov-23	113	45
Dec-23	133	81
Jan-24	96	43
Feb-24	54	33
Mar-24	5	52
Apr-24	90	60
May-24	98	53
Jun-24	116	55
Jul-24	146	78
Aug-24	282	74
FY 2024 SUMMARY:	Total Views =	623

Note: Committee Summary reports for **2023-24** have been approved.

OLD BUSINESS:

1. Portland Residential Garbage Rates:
 - a. **RESPONSE:** Board has yet to meet
2. Broken windowpane in Dwy 60 has been needing repair for over two years. Owners cannot afford to repair/replace. Owners will be contacted to determine a way to correct situation.
 - a. **RESPONSE:**
3. Board Election has **ONE** vacancy:
 - a. **RESPONSE:** Elise Morgan has been re-elected to the Board. Board members chose to maintain current positions and Elise as President. **DONE**

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4. Budget Discussion: Water costs are increasing our bill. Dollar Rates and Usage should be calculated for annual comparisons. Run offs from rooftops to downspouts toward sewers is a new billing practice increasing our bill. Discounts available for to tree sizes over 15' tall or canopy size.
- Education to owners on water rates suggested.
 - Someone to contact PWB to get more information would be very helpful.
- RESPONSE:** Lisa and Larry Dashiell will do research for us.

NEW BUSINESS:

5. How we Budget to Cover our Expenses. The HOA budget often defers maintenance and landscaping costs to fit a calculated budget based on current income. It may be a satisfactory way of meeting the priority of needs, but it is not addressing the longer picture.
- The Reserve Fund is being used for expenses that won't fit in the budget. While this fund is based on logical projections, but the balance is not where it should be. A goal of depositing \$4,000 per month into the fund fails to be met due to increasing expenses. To be fully funded by meeting 100% replacement costs has not been practical for us and is creating a liability.
 - Our property is deteriorating, and it is noticeable. The lack of future planning in years prior did is not allowing us to keep up with future expectations. We are not keeping up with maintenance and upkeep of the grounds and buildings.
 - Managing Riverwood should be seen as a business. An itemization plan as to where funds are pulled for bigger projects, such as painting, driveway paving, etc. is important for future budgeting. Revisiting the 20 Year Study is suggested along with the 2023-24 Budget Summary and figures (above).
 - More conversations and hard decisions are needed with the community. Board and Committee members should get together to explore the 20 Year Study. Leo will invite other volunteers into. Financial impacts to residents would consider such factors of Board decisions, membership votes, and legal expenses.
 - RESPONSE:** Board to meet.
6. Corporate Transparency Act = As the deadline approaches for compliance with the Corporate Transparency Act (CTA), Homeowners Associations (HOAs) across the United States must evaluate their structures to determine their obligations under the new reporting requirements. Due diligence is needed by January 22, 2025.
- RESPONSE:** Board to meet.
7. This is the only meeting in October.

Motion to adjourn.

Meeting adjourned at 8:06 pm