

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

Thursday, November 14, 2024

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP. Carol Hardy, Peter Burns, Joanie Traversie/Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer (absent)
Chairs:	Kris Clarke, Jann Gilbert, Lisa Dashiell,
Residents:	Ila Benevidez-Heaster, Lynn Young, Irene Hennessee, Larry Dashiell, Diane Fisker
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 OCTOBER MINUTES – Laurel McAfee

Note 1 to Committee Chairs: Currently, Monthly Meetings begin with details from Committee activities (which are sent to the secretary prior to the meeting.) To expedite this meeting time and offer more time for discussions on Old & New Business, the board is asking Chairs to verbally summarize the most important details (if any) at the meeting. If committee activities are ‘the normal/usual’ nothing needs to be spoken, and everyone will read for themselves when minutes are emailed/posted online. Topics concerning finances, work impacting the property or residents, and special new events or immediate notices that might bring up conversation are certainly welcome topics for the Committee summaries.

Note 2 to Committee Chairs: These Minutes of record of HOA functioning are considered a legal document with the state. Agents will often use a year’s worth of minutes for sales of homes within the HOA. The HOA uses them for reference of past discussions and projects. Please reply each month to the request for committee summaries with whatever small or big issues come to you. Put it on your calendar. We really do need to hear from you. Thank you for the work you do.

Note: Minutes have been **approved** as presented for OCTOBER.

TREASURERS’ OCTOBER REPORT – Monique Mascarinas, Leo Zinn (ab

- Cash Flow was positive for the month, Income exceeded Expenses by \$4,684
- The outstanding balance for the Roofing Loan is \$287,659
- The balance in the Reserve Account is \$147,987
- Recreation fund is up to \$6,166
- Zelle discussion with Monique.

- **Note:** The Treasurer’s Report from OCTOBER has been **approved**.

BUDGET – Chair Leo Zinn (absent)

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

- Administration – under budget \$2,133
- Landscaping –over budget \$2,786
- Maintenance - under budget \$14,633 (No expenses were paid in October)
- Pool – under budget \$1,009
- Recreation – over budget \$162 (paid for refrigerator and delivery to Rec. Room)
- Utilities – over budget \$14,457 - Water is the big user (\$41,214, over budget \$12,547)
- Web – under budget \$83
- Total Expenses –under budget \$474

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NOTE: On-line access to the PWB account is needed to make comparisons of our annual expenditures. If we use an email to communicate, a decision needs to be made who owns a Riverwood email address. (see New Business.)

ARCHITECTURE – Chair Patrick Steininger (absent)

- No report available.

LANDSCAPE – Chair Kris Clarke

- It's LEAF TIME!
- Oregon Tree Company gave us a bid of \$14k! He broke it down by highlighting the most needed work. Jann and I walked the property and doubled check all the marked trees and came back at \$10,050. Still a lot, but about the same as last year. I feel it's a safety issue and will be sending the approval in today. Add \$275 for the Permit to cut the tree from City of Portland.
- Oregon Tree company will be on our property on Saturday, November 23rd, at 8:15 am, to do tree work for road clearances and tree health. Don't forget your ear plugs!

MAINTENANCE - Jim Eveland, Board Oversight

- Residing: This month has been focused primarily on winter preparations: street-drain cleaning, gutter cleaning, roof moss treatment, etc. These tasks will continue through November.
- Replaced one very long 2-home fence along 125th. This was one of the few remaining 50 years old original construction.
- We have an underground sewer repair project to start soon in upper Dwy30, near 4226. The bad news is that the line runs under both a concrete sideway and some blacktop pavement; since it requires professional excavation and pavement repair, we cannot do it ourselves. The good news is that it is only about 6 feet long, and seems to be a one-home spur, so the work should not affect other residents. Further, the blacktop section is in a Guest Parking area, so the work should not impact traffic. Estimated cost: about \$6k.

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

- Remains closed for the season.

INSURANCE – Chair Jann Gilbert

- There were no new claims filed or inquiries or requests for certificates of insurance in the month of October. The next premium increase will come in March 2025.
- The insurance committee continues to seek members from any and all driveways.

NEWSLETTER – Chair Jann Gilbert

- The Newsletter committee is considering a change in publishing date. The new date will be the Tuesday following the Riverwood board meeting. This would generally be the third Tuesday of the month, although occasionally it would fall on a different Tuesday.
- As usual, a reminder would go out five days before the deadline, which would be the Friday after the board meeting. This would allow the committee to include more neighborhood events and would stabilize the scheduling for the committee.

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- This new schedule will start in 2025. Here are the new dates:
 - January 14
 - February 18
 - March 18
 - April 15
 - May 13
 - June 17
 - July 15
 - August 19
 - September 16
 - October 14
 - November 18
 - December 16

Thank you for your patience with this change!

PARKING – Chair Laurie Watson (absent)

- No report available.

GARAGES, KEYS – Chair Angie Svoboda (absent)

- No report available.

RECREATION – Chair Shirley Piel (absent)

- Next potluck will be Sunday, December 1st with a theme of “Thanksgiving Left Overs.”

WELCOME COMMITTEE – Chair Lisa Dashiell

- We have 5 confirmed rental properties and 2 unconfirmed rental status properties in Riverwood.

For Sale

- 4320 NE 125th Place – Dwy 20 – Sale Pending, 10/28/2024 Emailed buyer’s realtor requesting closing date and new owner contact information

Welcome Activities

- 4316 NE 125th Place – Dwy 20 – 10/03/2024 Emailed Riverwood Manual, Emailed request to schedule time to meet
- 12612 NE Prescott Dr – Dwy 10 – 10/28/2024 Email to management company requesting update on tenant status
- 12612 NE Prescott Dr – Dwy 10 – 11/12/2024 Emailed owner requesting having tenants complete Riverwood Resident Information form and return (emailed tenants x3 without response.)
- 4120 NE 125th Place – Dwy 40 – 10/28/2024 Emailed Riverwood Manual, Met with owners.

Anticipated Activities for November/December

- Continue to follow For Sale Listings
- Request Board clarify renter status on:
 - 4324 NE 125th Place – Dwy 20 – owners Francis and Diane Gallina
 - 4018 NE 125th Place – Dwy 50 – owner Stan Clarke

NOTE: We have 5 confirmed rental properties and 2 unconfirmed rental status properties in Riverwood.

***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 reported.

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WEBSITE – William Neville

- Traffic was relatively flat this past month RiverwoodPDX.org. New visitors on site has increased. Please contact the web guy (web@riverwoodPDX.org) if you would like to activate your username and password for the residents-only section of our website.

Stats for October 2024

- Sessions -- 100 (down 4% vs. Previous 30 Days)
- Page views -- 211 (down 2% vs. Previous 30 Days)
- Avg. Session Duration: 1 minute 3 seconds (down 20% vs. Previous 30 Days)
- Total Users -- 71 (up 11% vs. Previous 30 Days)
- Bounce Rate -- 54% (down 4% vs. Previous 30 Days)
- New Users -- 63 (up 9% vs. Previous 30 Days)

Note: Committee reports from OCTOBER have been approved.

OLD BUSINESS:

1. Portland Residential Garbage Rates:
 - a. **RESPONSE from Board:** the Board met October 30th reviewing the differences between Residential and Commercial contracts, the services offered and financial impacts to the HOA. A proposal was made to negotiate with Heiburg (on our current commercial plan or a new residential plan) and is to be written by Jim Eveland. It is to include services
 - important to residents (recycling pickup at houses)
 - services the HOA does not need (no need for compost pickup),
 - and services that would help HOA finances. (fewer trucks in driveways),
 - 90-day notices of any rate increase.
 - b. **RESPONSE from Jim:** A proposal has been written but yet to be confirmed by the Board. Lisa suggests including the City Contract to have a bigger voice when negotiating with Heiburg.
 - i. The idea to get a Residential Status with Commercial service.
 - ii. Residential contracts are a city regulated rate and timeline for evaluation, with we are not
 - iii. Current commercial rates go up annually and month to month without advance notice.
 - iv. Question: What determines street pickup: Bins. Trucks.
 - v. Board Next Step: Review the Proposal with Rodrigo and find out if negotiation is possible.
 - c. **RESPONSE** from Heiburg:
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:** 11/14: HOA needs to determine if there is any glass in the window. There are resources to help owners to replace window. Owners are required to maintain their home windows, but they probably need some support.
 - b. **RESPONSE:**

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3. US Bank Checking: Leo has access to our online checking account.
 - a. **RESPONSE**: Monique does not have access and has technical issues creating her identity to get access. The Bank is not very responsive. We are working on it.
 4. Water 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.
 - a. Education to owners on water rates suggested.
 - b. 11/14: Discussion to get a 'timed meter' on each of our 5 meters to find out if there are over-night leaks or continuous flow.
 - c. **RESPONSE**: Lisa and Larry have contacted PWB. Noted that the Water Bureau at a local fair where Lisa is asking for a Contact Person/Representative from PWB to help us
 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. How do we create a
 - a. The Reserve Fund
 - b. Deteriorating property
 - c. New 20-Year Study
 - i. 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 Lynn, Jann, Jim when Leo is available.
 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.
 - a. **RESPONSE**: Board to meet on which people to report.
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NOVEMBER NEW BUSINESS:

7. RiverwoodPDX.org website: Bill Neville mentioned that email addresses were created for Committees. We would like to learn if those addresses are attached to the Website for retrieval and response. Can more than one person be attached to that committee address? It looks like we will be needing a public facing email address that might be used to communicate with the city of Portland, or Heilburg Garbage & Recycling, etc.
 - a. **RESPONSE**: For a start, Bill has set up the email – secretary@riverwoodPDX.org – that will need the Boards' sign-off to use. This address may be used by more than one person at a time as a joint mailbox for 'out-reach,' such as to our projects dealing with Water and Garbage. Laurel will maintain management of the account users and passwords. Please contact Bill to set up your access and use this account. If joint use becomes annoying or

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cumbersome, we can address it in the future. The [rwh.boardofdirectors@gmail](mailto:rwh.boardofdirectors@gmail.com) address will remain for 'in-house' HOA residents.

Motion to adjourn.

Meeting adjourned after 7:54 pm