

RIVERWOOD HOA – Board of Directors Meetings

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, December 12, 2024

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP. Carol Hardy, Peter Burns (absent), Joanie Traversie (absent) /Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer.
Chairs:	Jann Gilbert, Lisa Dashiell, Cindy Zinn,
Residents:	Ila Benevidez-Heaster, Irene Hennessey, Larry Dashiell, Diane Fisker
DRAFT	If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at rwh.boardofdirectors@gmail.com

SECRETARY **NOVEMBER** MINUTES – Laurel McAfee

- Correction in... Done.

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

TREASURERS' **NOVEMBER** REPORT – Monique Mascarinas, Leo Zinn

- Cash Flow was positive for the month, Income exceeded Expenses by \$986.45
- The outstanding balance for the Roofing Loan is \$283,765.09
- The balance in the Reserve Account is \$148,370.77
- Recreation fund is up to \$6,185
- **Note:** The Treasurer's Report from **NOVEMBER** has been **approved**.

BUDGET – Chair Leo Zinn (absent)

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

- Administration: Over budget \$2,133 (Legal Expenses show negative \$1,252 due to court order for payment of legal fees for delinquent HOA dues)
- Landscaping: Over budget \$500
- Maintenance: Under budget \$6,061
- Pool: Under budget \$1,677
- Recreation: Over budget \$153
- Utilities: Over budget \$11,040 - Water is the big user (\$52,061, over budget \$9,061)
- Web: Under budget \$71
- Total Expenses: Over budget \$4,124

ARCHITECTURE – Chair Patrick Steininger (absent)

- Nothing to report.

LANDSCAPE – Chair Kris Clarke (absent)

- Oregon Tree Service will be removing the dead tree on Shaver on December 27th. They will remove all the wood, debris, and ground the stump to be able to plant a new tree in its place. He will acquire the new Maple to be planted.
- And of course, the leaf clean-up continues!
- A big Thank You to Jann for holding down the fort!

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MAINTENANCE - Board Oversight, Jim Eveland

- Rebuilt five deteriorated fences, completing our target for this year.
- Lots of gutter and street-drain cleaning, due to seasonal leaf dropping. This will continue through January as required.
- Underground sewer repair project in upper Dwy 30 projected to be 6 to 15 feet of dig-up, repair and re-pave: turned out to be 150 feet. Original line in horrible condition, and poorly sited with almost no slope. Rerouted to where it should have gone to begin with. Project will be completed Thursday. Original \$6K cost has become \$21K.
- Another break-in of rental garages, this time in Dwy 20, by prying open the “people” door. Enough of this: replacing all three doors in the block with steel doors and steel lock plates. Keys will go out to those garage inhabitants.
- Lights are being left on and the room is unlocked for work men. Jim will turn off and lock the door after the workers.

POOL – Cindy Zinn, Barbara Ascher, Carol Hardy,

- Remains closed for the season.
- Monthly removal of leaves accumulated on the winter cover.

INSURANCE – Chair Jann Gilbert

- Nothing to report this month. Insurance premiums are paid monthly. The annual premium review is in March.

NEWSLETTER – Chair Jann Gilbert

- Nothing new to report. In January, a new schedule will be implemented. See publication schedule from the November minutes.

PARKING – Chair Laurie Watson (absent)

- Nothing to report.

GARAGES, KEYS – Chair Angie Svoboda

- Keys for the recreation room have been distributed. It has been suggested that keys not be given to new residents until they meet with the Welcome Committee/Lisa Dashiell.

RECREATION – Chair Shirley Piel (absent)

- Sunday, December 29th will be our end of year Potluck with entertainment from ‘Karaoke Pete’.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- No homes listed for sale

Welcome Activities

- 4316 NE 125th Pl – Dwy 20: Emailed request to schedule time to meet and target move-in date.

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- 4320 NE 125th Pl – Dwy 20: 12/12/2024 – Emailed Riverwood documents and request to set up an in-person meeting.
- 12612 NE Prescott Dr – Dwy 10: 11/14/2024 – Received completed tenant's Riverwood Resident Information Form from owner.
- 12620 NE Prescott Dr – Dwy 10:
 - 11/19/2024 Email to management company requesting update on tenant status.
 - 11/19/2024 Notified by owner that management company is no longer involved. No new tenants.
 - 12/12/2024 Email to owner requesting confirmation of phone number.

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: 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 (absent)

Traffic was down this past month RiverwoodPDX.org likely because holidays gave folks something other to do than to surf the web. 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 November 2024

Sessions -- 62 (down 44% vs. Previous 30 Days)

Page views -- 126 (down 47% vs. Previous 30 Days)

Avg. Session Duration: 50 seconds (down 19% vs. Previous 30 Days)

Total Users -- 49 (down 34% vs. Previous 30 Days)

Bounce Rate -- 53.2% (down 4% vs. Previous 30 Day)

New Users -- 45 (own 32% vs. Previous 30 Days)

Note: Committee reports from [NOVEMBER](#) have been approved at 6:51pm.

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.
 - b. **RESPONSE from Jim:** A proposal will not be created by the Board. Lisa suggests including the City Contract to have a bigger voice when negotiating with Heiburg.

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- i. Board Next Step: Create a clear understanding of HOA needs, create a meeting with Rodrigo, and find out if any negotiation is possible. It is thought Heiburg will do what they want if we stay with commercial contract. Commercial accounts will increase in July 2025. But moving to a Residential contract may not get what we need.
 - c. **RESPONSE:** The Board and attendees have agreed to Table this topic until the February 13, 2025 Board meeting.
 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:** The out pane of the window is cracked throughout the glass and dirty. The Board is sending this issue to Patrick/Architecture committee to communicate with the residents to correct the visual representation.
 3. US Bank Checking: Monique is working to get full access to our online checking account. Current goals are to 1) set up auto pay to specific vendors, 2) set up a USBank HOA Zelle account to receive HOA dues/payments directly from residents' accounts (a bank-to-bank digital transaction), and 3) reduce checks needing to be mailed or submitted to the Treasurer.

NOTE: Residents are encouraged to set up 'auto pay' from their bank accounts with payments mailed directly to Riverwood's POBox on a specific date. Make life easier!

 - a. **RESPONSE:** Monique will be using her holiday time to pursue this access issue.
 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. 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
 - b. **RESPONSE:** Trees are being counted, new contracts have been made, securing that the HOA has this opportunity.
 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. Discussion to be directed toward covering our expenses. Monthly cash flow is not always meeting our needs. (Such as future expense on aging plumbing in each driveway.)
 - a. Currently we are meeting our 'oops' projects financially. But the future is uncertain.
 - b. How do we create:
 - i. The Reserve Fund (maybe not a priority)
 - ii. New 20-Year Study (maybe not a priority)
 - iii. Increased Monthly Dues (research when we can increase)