

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

Thursday, March 20, 2025

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP. Carol Hardy, Peter Burns (absent), Joanie Traversie (absent) Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer (absent).
Chairs:	Jann Gilbert, Lisa Dashiell, Bill Neville, Laurie Watson
Residents:	Ila Benavidez-Heaster, Irene Hennessey, Janice Abbatt, Larry Dashiell, Nancy Stoll
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 FEBRUARY MINUTES – Laurel McAfee

Note: Minutes from the FEBRUARY meeting have been **approved**.

TREASURERS' FEBRUARY REPORT – Monique Mascarinas, Leo Zinn

- The Cash Flow for February was negative, Expenses exceeded Income by \$5,136.64
 - The outstanding balance for the Roofing Loan is \$272.290
 - The balance in the Reserve Account is \$134,449.38 (we have had to withdraw \$40,000 from Reserves to cover Expenses this fiscal year).
 - Recreation fund is up to \$6,233.
- **Note:** The Treasurer's Report from FEBRUARY has been **approved**.

BUDGET – Chair Leo Zinn (absent)

The year-to-date Budget line items are:

- Administration – under budget \$1,052 (Legal Expenses show negative \$1,552 due to court order for payment of legal fees for delinquent HOA dues.)
- Landscaping – over budget \$6,879
- Maintenance over budget \$30,868
- Pool – under budget \$3,234
- Recreation – over budget \$78
- Utilities – over budget \$1,764 - Water is the big user (\$75,793, over budget \$4,126)
- Web – over budget \$99
- Total Expenses – over budget \$35,707
- **Mid-Year Budget Review** was received from Leo will be approved by the Board via email this next week. This new budget should have the new increase in Dues.

Note: The current budget already exists; however, it expires with the Fiscal year, which is during the open season. Thus, the new budget will be created sometime in the July/August timeframe. Jim will add a section to the manual about creating and tracking a budget, to include major cost items and items that irregularly occur that we should remember.

ARCHITECTURE – Chair Patrick Steininger (absent)

- Nothing to report.

LANDSCAPE – Chair Kris Clarke

- It's SPRINGTIME and the buds are popping! And the slugs are out and about!

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- We had our first 2025 Landscape Meeting with Kelley from Crystal Greens. She is celebrating her 1 year anniversary with the company and us.
 - We feel we've worked through many of our previous problems and are looking forward to a smoother path. Within the next 2 months, we'll have this year's irrigation review report. Depending on the startup cost, we will be looking into having mulch put on all our beds. We are really hoping that we can pull that off.
 - We are getting Kelley's consultation on our planting area east of the Rec Room.
- On to Spring Plantings: a HUGE THANK YOU to Jann for researching, picking up and planting native plants from EAST MULTNOMAH SOIL AND WATER DISTRICT- NATIVE PLANT SALE. We have 3 of each of Black Twinberry, Red Flowering Currant, Salmonberry, Oceanspray and 5 of the beautiful Mock Orange bushes!
 - At this point you will see them planted (by Jann and her helper, Juan from Eva's Garden) around the property denoted by a white flag or a wooden stake. They look like twigs at this point, but we're excited to watch them grow and flower in the next few years. We used a small amount of our bottle fund for this project, with a balance \$847.

MAINTENANCE - Board Oversight, Jim Eveland

- Working on damaged trim on Dwy 50 buildings, in preparation for a future painting.
 - Moss control also addressed.
 - The budget for driveway paving is not yet in the budget.
- Rental Garage on Shaver was broken into and locks, bolts and trim fixed.
- A replacement control panel for the Men's sauna has been order for installation prior to the summer season.

POOL – Chair Lisa Dashiell

- Remains closed for the season.
- Monthly removal of leaves accumulated on the winter cover.
- The Pool Committee has transitioned its new leadership and is proud to announce their new committee email: rwh.pool@gmail.com
Lisa Dashiell will be administrator for the site, as it starts.
 - Volunteer Scheduling: Cindy Zinn
 - Pool/Bathrooms/Saunas: Lisa Dashiell, Carol Hardy
 - Pump Room: Pete Burns, Luke Forsythe.
- Jim and Lisa are working on a comprehensive written manual for pool operation.
- Jim to provide itemized pool budget and expenses, and update of facility keys.

INSURANCE – Chair Jann Gilbert

- Nothing to report.

NEWSLETTER – Chair Jann Gilbert

- January began the new deadline/publication date for the Riverwood newsletter. It is the Tuesday following the Board meeting. Don't forget to send in your articles of interest to Residents about resources, advertisements, events and committee information to rwh.news@gmail.com.

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PARKING – Chair Laurie Watson

- A driveway representative is needed for Dwy 60. Contact Laurie if you can volunteer.
- Dwy 10 issues concluded a few months back. Outside of the HOA on Prescott has new vehicle issues. Laurie will be added to the community email chain.

GARAGES, KEYS – Chair Angie Svoboda

- Nothing to report.

RECREATION – Chair Shirley Piel (absent)

- Sunday, March 30th at 2:00pm will be our “Bring Your Favorite Dish” Potluck with games and puzzle entertainment. No karaoke.
- Carol Hardy is the new chair of the Rec Committee due to Shirley’s moving. Thank you so much for your support.

WELCOME COMMITTEE – Chair Lisa Dashiell

- Are you putting your home up for sale?
- Are you the owner of a rental and are getting a new tenant?
- Are you renting and planning to move?
- Are you a new resident and haven't heard from the Welcome Committee?
- For any of the above, please notify the Welcome Committee at rwh.welcome@gmail.com or text Lisa Dashiell at 503-293-6861.

For Sale

- 12618 NE Prescott Drive – Dwy 10
- 12620 NE Prescott Drive – Dwy 10

Welcome Activities

- 12618 Ne Prescott Dr – Dwy 10 – 03/17/2025 Emailed Move-out Checklist
- 12620 NE Prescott Dr – Dwy 10 – 03/17/2025 Emailed Move-out Checklist
- 4316 NE 125th Pl – Dwy 20 – 03/17/2025 Email to request target move-in date and set up in-person meeting
- 4324 NE 125th Pl – Dwy 20 – 03/17/2025 Email requesting contact information for designated owner who will be moving into the home.
- 12715 NE Shaver St – Dwy 70 – 02/28/2025 Updated email address. 03/15/2025 Emailed to rwh.newsletter@gmail.com for March Newsletter entry:

Anticipated Activities for March/April

- Continue to follow For Sale Listings
- Request Board clarify renter status: 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

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WEBSITE – William Neville (absent)

- Traffic was on the upswing this past month at RiverwoodPDX.org; however, the visitors we had reviewed more content pages that the previous month.
- Stats for February.
Sessions -- 90 (up 64% vs. Previous 30 Days)
Page views -- 197 (up 66% vs. Previous 30 Days)
Avg. Session Duration: 1 min 1 second (down 37% vs. Previous 30 Days)
Total Users -- 67 (up 49% vs. Previous 30 Days)
Bounce Rate -- 58.8% (up 10% vs. Previous 30 Days)
New Users -- 61 (up 65% vs. Previous 30 Days)
 - **NOTE:** 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.

Note: Committee reports from FEBRUARY have been approved at 6:58 pm.

OLD BUSINESS:

1. Portland Residential Garbage Rates:
 - c. **RESPONSE:** The Board and attendees have agreed to **TABLE** this topic until the February 13, 2025, Board and Membership meeting. A face-to-face meeting has been scheduled with Rodrigo for next week. Discussion about a customized pick up of trash and recycling but not to include more trucks on driveways is a goal for us but pending if Heiburg is open to new ideas.
 - d. **RESPONSE:** Three Board members met with Rodrigo. We will be hearing from Rodrigo with info for contacting other garbage companies for their bids. Jann will forward information she has from past connections. (2/20/25)
2. Broken windowpane in Dwy 50 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.
 - d. **RESPONSE:** 2/12 Email: "I have not heard of this issue. But I would respond with that I have brought up this issue with the board in the past regarding a method of citation and or enforcement regarding homeowner infractions of unsightly lack of upkeep and maintenance of their own property. There was no solution given to this deficiency. The architectural committee has no actionable authority to rely on in these matters written in our bylaws nor CC&Rs. I suppose the board could write a letter to the party in regards to the infraction that could be delivered to them but I don't know how it could be enforced if they decide to ignore it. Because if they haven't fixed whatever is wrong already then they either aren't able to or are unwilling to address it themselves. Patrick"
 - e. **RESPONSE:** While we are dealing with this one broken window, there are other unsightly window issues that could also be included in overall HOA visual standards.
This topic is to be tabled for a few months until a new maintenance manager.

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3. 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.
 - c. **RESPONSE** (Lisa/Larry): 2/20 Still in motion, will remain in Old Business.
 4. Maintenance Manuals: What is the Board going to do with the Maintenance position? Such as pool and maintenance manuals, ordering pool supplies, etc.?
 - a. **RESPONSE**: Jim is working on making a RHOA Manual of overall Maintenance with his experienced information. A Pool Manual will be available to us, soon.
 - b. **RECEIVED**:
 5. Maintenance Committee Chairperson: **NOTE: This continuous need for a Maintenance Manager is Riverwood's most important issue impacting our financial and management future.**
 - a. Discussion of past hires and strategy of a new hire while also having Mose on the financial books. It was newly noted that Anna is NOT billing us for her computer work.
 - i. Carol spoke to a local retired contractor about our needs which gives us one potential opportunity.
 - b. **RESPONSE**: Jim Eastland suggests the board confirm that we will need to hire an outside contractor. This includes the need to review the job description and scope of work for this person. Jann Gilbert has submitted to the board the documentation from last year's work on exactly this topic. The board needs to move forward on scope and advertise. (2/20/25)
 6. Request (1/9/25) Board to clarify renter status on:
 - o 4324 NE 125th Place – Dwy 20 – owners Francis and Diane Gallina
 - a. **RESPONSE**:
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MARCH NEW BUSINESS:

7. 4018 NE 125th Place – Dwy 50, needs to be notified of their Tenant status and the HOA Rules. Occupants are not family or known to the HOA. (2/20/25)
 - a. **RESPONSE**: Jim has been in contact with Power of Attorney for Stan Clarke to confirm that no owners is in resident which creates a Rental Residence. Owner/Tenant application and
 - i. RHOA rental application to be sent to POA with a FIRM deadline. The Board has the ability to accept/decline tenant residents. CCR's have many options if this residence does not meet HOA acceptance.
 - ii. Scott Clarke is to generate a POA Owner/Tenant contract. Once those documents are received by HOA Welcome will also get more information on residents.

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- iii. The Board voted to approve 12615 NE Shaver for a rental residence.
- 8. Financial Reports: A request for inserting Transfer Fee deposits into our monthly/annual Financial Reports. Monique, with Leo's help, will research past Transfer Fee records from newly sold addresses and add this line-item into financial records. (2/20/25)
 - a. **RESPONSE**:
- 9. Bookkeeping: A request for a written process of the bookkeeping and treasurer responsibilities and areas of recording and information tracking. Past job description written by previous Treasurer/Bookkeeper was forwarded to them for reference. (2/20/25)
 - a. **RESPONSE**:
- 10. Grant Offering: A new grant offering from within Portland has opened for up-grading housing, plumbing, wiring, etc. directed towards efficiency. We have asked the organization if they will accept 501.C4; and waiting to hear from them. Jann has brought this grant program to our attention. (2/20/25)
 - a. **RESPONSE**: Portland Clean Energy Fund. Lisa and Jann met regarding a recommendation to pursue the grant again with the main priority to be on 1) water conservations and 2) homes becoming more efficient. (3/20/25)
 - i. The HOA needs to receive a copy of our 301.C.4.
 - ii. A demographic survey from residents is needed.

Motion to adjourn.

Meeting adjourned after 7:42 pm