

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

Thursday, February 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.
Chairs:	Kris Clarke, Jann Gilbert,
Residents:	Ila Benevidez-Heaster, Irene Hennessey, Janice Abbatt,
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 **JANUARY** MINUTES – Laurel McAfee

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

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

- Cash flow for January was negative; Expenses exceeded Income by \$9,468.46.
- The Outstanding balance for the Roofing Loan is \$275,878.13.
- The balance in the Reserve Account is \$134,139.30 (we had to withdraw \$40,000 from reserves to cover Expenses for this fiscal year.)
- Recreation fund is up to \$6,219.
- *Leak is Dwy 60, Mace's invoice for repairs and equipment were submitted.*
 - **Note:** The Treasurer's Report from **JANUARY** has been **approved**.

BUDGET – Chair Leo Zinn (absent)

The year-to-date Budget line items are:

- Administration – under budget \$823 (Legal Expenses show negative \$1,552 due to court order for payment of legal fees for delinquent HOA dues.)
- Landscaping – over budget \$7,322.)
- Maintenance – over budget \$17,004.
- Pool – under budget \$2,565
- Recreation – over budget \$192
- Utilities – over budget \$5,859 – Water is the big user (\$75,793, over budget \$4,126.)
- Web – under budget \$154
- Total Expenses – over budget \$26,835.

(This budget does not include budget adjustments, submitted requests, etc. for the next financial calendar year.)

- Next month's Year to Date on Water is not likely to
 - Water usage data is being tracked by Jann for 2016-25 can be available to anyone. It is deemed that Dwys 10-20-30 each have a separate meter, Dwys 40-50 on one meter, Dwys 60-70 and the Pool/Recreation room are on one meter.
- Reporting on the Reserve Fund discussed, such as reporting and tracking the deposits of incoming Transfer Fees on sold addresses. Monique with Leo's help will research past Transfer Fee records and add this line-item into financial reports.
- A request for a written process of the bookkeeping and treasurer responsibilities and areas of recording and information tracking.

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ARCHITECTURE – Chair Patrick Steininger (absent)

- One inquiry this past month regarding a rooftop bathroom vent needing to be added to a home in Dwy 50. Since this was beyond the scope of Architecture committee, they were referred to Maintenance committee for approval. *The owner had a problem with a roof vent, thinking it was a dryer vent. RHOA Maintenance will look to find the best exit strategy for the Owner but it is still the Owner's responsibility.*

LANDSCAPE – Chair Kris Clarke

- We have asked that our bushes grow out to look more natural. We have achieved that and now it's time to reshape them. Crystal Greens would like to walk each driveway and adjust as needed. We will be setting dates to do that as the weather allows. If you have any specific needs, please contact your Dwy Rep and they will add it to our request list. Thank you for your patience, we hope as we move into Spring, we will look beautiful and more aligned with our plan.
- Landscape Bottle/Can Fund is currently at \$1,110.20.

MAINTENANCE - Board Oversight, Jim Eveland

- Continued street drain cleanouts, only 2 more to go.
- Continuing roof moss treatment; very heavy this year.
- Main water line break under the pavement in Dwy 70. Required 3 vendors: sonic underground leak location, excavation and plumbing repair, and blacktop patching. Total cost plus our time was approximately \$6500.
- Rental garage 'M' on Shaver was repaired. Someone tried to cut the padlock; failing that, ripped the heavy steel locking bolt right off the door. Must have made a horrible noise. Fortunately, our renter had just moved out, so nothing stolen.
- Another rental garage in Dwy 30 where the door guide rail is warped. Despite our attempt to fix it, no go. Must drag out our garage-door service vendor, guessing cost about \$200.

POOL – Cindy Zinn, Barbara Ascher, Carol Hardy,

- Remains closed for the season.
- Monthly removal of leaves accumulated on the winter cover.
- Working on a comprehensive written manual for pool operation. Roughly 3/4 done, but of course the last part is the hardest.

INSURANCE – Chair Jann Gilbert

- There were no claims or information requests made in January.
- The new insurance premiums from State Farm for March 2025 thru February 2026 will be \$34,042.
 - The previous premium amount was \$36,369.
 - That is a decrease of \$2,327! YAY!
- In June, we will be billed for our annual Fidelity Bond premium. It is currently \$647.
- It is suggested that a 10% budget increase to (hopefully) cover any increases.

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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.

PARKING – Chair Laurie Watson (absent)

- No report.

GARAGES, KEYS – Chair Angie Svoboda (absent)

- No report.
- Garage M should be available to the next person on the waiting list.

RECREATION – Chair Shirley Piel (absent)

- Sunday, February 23rd at 2:00pm will be our “Soup & Condiment Potluck” with games and puzzle entertainment. No karaoke.

WELCOME COMMITTEE – Chair Lisa Dashiell (absent)

For Sale

- No homes listed for sale

Welcome Activities

- 4316 NE 125th Place – Dwy 20 – 02/09/2025 Continuing to follow so in-person meeting can be set up upon move-in.
- 4324 NE 125th Place – Dwy 20 – will be occupied by the new Owner.
- 12620 NE Prescott Dr – Dwy 10 – 02/09/2025 Follow up email requesting confirmation of phone number and update on tenant status.

Anticipated Activities for January/February

- 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
- 4018 needs to be notified of their Tenant status and the HOA Rules. Occupants are not family or known to the HOA.

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

NEIGHBORHOOD NEWS –

- We received a purported email from Elise soliciting gift cards for hospice patients. This is a scam and should be ignored and deleted. Please be wise about responding or even opening emails without checking the sending email address for credibility.

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WEBSITE – William Neville (absent)

- Traffic was flat this past month at RiverwoodPDX.org; however, the visitors we had stayed on the site a bit longer than in prior months. 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 January 2025:
 - Sessions -- 54 (down 15% vs. Previous 30 Days)
 - Page views -- 118 (up 3% vs. Previous 30 Days)
 - Avg. Session Duration: 1 min 38 seconds (up 76% vs. Previous 30 Days)
 - Total Users -- 45 (down 19% vs. Previous 30 Days)
 - Bounce Rate -- 51.9% (down 12% vs. Previous 30 Days)
 - New Users -- 36 (down 27% vs. Previous 30 Days)

Note: Committee reports from JANUARY have been approved at 7:25 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.
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 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"
3. US Bank Checking (Monique):
 - a. **RESPONSE:** 2/20 Monique will continue to work with US Bank on improving account access. Looking for another bank. **DONE**
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 tree sizes over 15' tall or canopy size.

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- 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 Not available.
 5. 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:**
 6. Maintenance Committee Chairperson: **NOTE: This continuous need for a Maintenance Manager is Riverwood's most important issue impacting our financial and management future.**
 - a. We still need a person to take over for Jim's retirement. Without someone from our community to step in, we eventually will be looking for a professional maintenance contractor (company) to fill this position. This position will be paid, and possibly require another financial increase. Peter has offered some time to learn more about the job, take on a limited responsibility while we find someone to step up to manage the work we need. His offer is not necessarily to do the work.
 - b. By mid-June, we will need to find someone to attend to Pool Management and Maintenance. Lisa Dashiell has volunteered her time for Pool management but as with all committees will need back up. Maintenance of the Pool is also a separate budget from overall property maintenance.
 - c. **RESPONSE:** A **reminder** that a person working on Management or Maintenance from Riverwood HOA cannot be paid. Outside management taking any management and/or labor would need to be paid. We have Mace for the labor, but management is very much needed, hopefully without going to a maintenance company.
 - i. In prior years, residents were mostly retired and looking to be involved in the social and functioning of their HOA community. Today, we are in this situation with many of our residents still working and busy with life.
 7. Request (1/9/25) Board to clarify renter status on:R
 - o 4324 NE 125th Place – Dwy 20 – owners Francis and Diane Gallina
 - o 4018 NE 125th Place – Dwy 50 – owner Stan Clarke (see New Business)
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FEBRUARY NEW BUSINESS:

8. 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.
9. 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

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accept 501.C4; and waiting to hear from them. Jann has brought this grant program to our attention.

Motion to adjourn.

Meeting adjourned after 8:05 pm