

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, May 8, 2025

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP (absent). Carol Hardy, Peter Burns (phone), Joanie Traversie (absent). Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer (absent).
Chairs:	Jann Gilbert, Kris Clarke
Residents:	Nancy Stoll, Irene Hennessey, Lynn Young, Frank Abbatt,
DRAFT	<i>If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at rwh.boardofdirectors@gmail.com</i>

SECRETARY APRIL MINUTES – Laurel McAfee

NOTE: Minutes from the APRIL meeting have **NOT** been **accepted** as presented.

TREASURERS' APRIL REPORT – Monique Mascarinas (absent)

- The Cash Flow for March was positive, Income exceeded Expenses by \$7,344.
- The outstanding balance for the Roofing Loan is \$264,322
- The balance in the Reserve Account is \$134,843 (we have had to withdraw \$40,000 from Reserves to cover Expenses this fiscal year).
- Recreation fund is up to \$6,254.
- **NOTE:** The Treasurer's Report from APRIL has **NOT** been **approved**.

BUDGET – Chair Leo Zinn (absent)

The year-to-date Budget line items are:

- Administration – over budget \$503
- Landscaping – under budget \$2,699
- Maintenance over budget \$22,062
- Pool – under budget \$4,405
- Recreation – under budget \$217
- Utilities – under budget \$5,715
- Web over budget \$365
- Total Expenses –over budget \$9,891

ARCHITECTURE – Chair Patrick Steininger

- Committee is reviewing a proposal for dog signs along 125th Pl fencing to help curb the piles.

LANDSCAPE – Chair Kris Clarke

- It's Spring! We have been blessed with the most beautiful weather, and everything is growing by leaps and bounds. We are watching over our new planting, keeping them watered to give them a good start. By the way we have a few more bags of free potting soil ready to use in DW 60. Please stop by and take advantage of a great deal.
- We will be receiving an updated report from Crystal Greens on our irrigation start up soon. Fingers crossed we have minimal startup costs.
- Take a walk and enjoy all our beautiful blooming Rhododendrons, we are so lucky!

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MAINTENANCE - Board Oversight, Jim Eveland

- No report

POOL – Chair Lisa Dashiell

Goal: Open pool for the 2025 season May 24, 2025

- Onsite pool committee meeting on 4/12 to review pool tasks needing to be completed before summer season opening. Present: Lisa Dashiell, Jim Eveland, Luke Forsythe, Carol Hardy.

To Be Done Prior to Pool Opening:

- Clean/organize chemical room – Done
- Clean bathrooms – Lisa Dashiell doing – work in process
- Clean deck furniture - Thanks to Monique Mascarinas and Fiona for volunteering to do this.
- Fire Extinguisher – Thanks to Jim Eveland for volunteering to update extinguisher
- Pool License for 2025 – Renewed January 2025. Copy requested and will be posted at the pool once received. Lisa Dashiell to do.
- Inventory pool signage, obtain replacements as needed, and post at pool Lisa will do.
- Email to Riverwood Community at large prior to pool opening reviewing pool rules, guest use of pool and Pool Guest Registration, access code and code safety. Lisa to do.
- A request has been made by a community member to review adult swim time between pool opening to when Parkrose Schools are out for the summer to match what is done after school resumes in the Fall. Pool Committee to discuss and make decision.

Latest Tasks:

- Pool covers have been removed, cleaned, rolled-up and stored away. Water is reasonably clean but pool bottom is quite dirty. Chemistry remains spot-on except for chlorine. Refilling has started and circulation, filtering and vacuuming will begin when the pool is full.
- Filter repair to begin on Monday.

Current Tasks:

- Pool Manual: Finalize the draft Pool Manual. Lisa will do and send to Pool Committee for review
- Pool Chemicals: Chemicals for the 2025 season ordered and expense receipts emailed to Monique, Treasurer, for reimbursement. Cost \$1396.84
- Preparing for pool Opening: Mace has generously agreed to gift the power washing of the pool deck without a charge to Riverwood. Cost: \$800
- Painting Pool Deck: Lisa met with Mace to review plan to fill non-working drainage trough with concrete, grind down trip hazards on the deck, caulk cracks as need. Awaiting cost estimate from Mace.
- Pump Room Repair, Upper Bulkhead Replacement: Jim obtained cost for repair from Carefree Pool and Spa Supply and will arrange the scheduling of the repair. Requested Jim coordinate repair with Pete and Luke so that one of them can be present for repair if possible. Cost \$1174.50
- Emergency Phone: Jim activated the emergency phone line with Century Link effective May 1, 2025. He added Lisa Dashiell and Carol Hardy as authorized to activate/de-activate in the future. CenturyLink would not remove Jim, requiring notification from Lisa or Carol. Estimated for May-September: Cost \$294.32
- Thanks, Jim, for making the pump room fix and emergency phone happen.

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Future Projects

- 1. Repair women's bathroom door frame
- 2. Paint bathrooms
- 3. Paint pool deck – Spring 2026
- 4. Paint pool surface – Spring 2027

INSURANCE – Chair Jann Gilbert

- On March 1, 2025, the Riverwood insurance premium decreased from \$36,369 to \$34,042. That is a decrease of \$2,327.
- The annual Board of Directors' Fidelity Bond premium is due on June 2, 2025. It has remained \$647.
- No inquiries were made, and no claims were filed in March.

NEWSLETTER – Chair Jann Gilbert

- **REPEAT:** 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

- A driveway representative is needed for Dwy 60. Contact Laurie.
- No report.

GARAGES, KEYS – Chair Angie Svoboda

- No report.

RECREATION – Chair Carol Hardy

- Sunday, May 25 at 2:00pm will be our next 'Cinco de Mayo' potluck with games and puzzle entertainment. Yes, there will be karaoke with Peter.

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 or text Lisa Dashiell at 503-293-6861.

For Sale

- 12604 NE Prescott Drive – Dwy 10
- 12618 NE Prescott Drive – Dwy 10
- 12620 NE Prescott Drive – Dwy 10 - Closing 05/23/202
- 4324 NE 125th Place – Dwy 20 - Welcome

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Activities

- 12604 NE Prescott Dr – Dwy 10 – 05/03/2025 – Emailed Move-out Checklist
- 12612 NE Prescott Dr – Dwy 10 – 04/28/2025 Emailed copy of Riverwood Manual per owner request.
Per owner, tenant is vacating by 05/01/2025 and property will be turned over to a management company to oversee.
Submitted by Lisa Dashiell.
- 12620 NE Prescott Dr – Dwy 10 – Received new owner(s) names and contact information from realtor.
Planned closing. 05/23/2025.
04/28/2025 – Initial email contact with pending new owners.
- 4316 NE 125th Pl – Dwy 20 – 05/01/2025 – In-person meeting to complete Riverwood Resident Information form. Emailed form to Board and appropriate committees.
- 4237 NE 125th Pl – Dwy 30E – 04/21/2025 Email to Riverwood Board requesting information Board may have re: intent of property owner.
04/27/2025 Per son/Rian, he is on the property title so home is considered owner occupied.
Will arrange a time to meet with Welcome Committee.
- 12711 NE Shaver St – Dwy 70 – 04/28/2025 – Tenant has moved out. Intent is for owner to move in. Home will transition from rental to owner occupied. Board notified.

Anticipated Activities for April/May

- 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 rwh.welcome@gmail.com.

NEIGHBORHOOD NEWS

- Nothing to report

WEBSITE – William Neville

- Traffic was moving up this past month at RiverwoodPDX.org with significant increases in sessions and page views for RiverwoodPDX.org.

Stats for April 2025.

- Sessions -- 129 (up 72% vs. Previous 30 Days)
 - Page views -- 302 (up 94% vs. Previous 30 Days)
 - Avg. Session Duration: 1 min 29 seconds (down 53% vs. Previous 30 Days)
 - Total Users -- 75 (down 28% vs. Previous 30 Days)
 - Bounce Rate -- 46.5% (down 13% vs. Previous 30 Days)
- If you would like to activate your username and password for the residents-only section of our website, please contact the web guy Bill Neville web@riverwoodPDX.org.

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Note: Committee reports from APRIL have been approved at 7:xx pm.

OLD BUSINESS:

1. Portland Residential Garbage Rates:
 - f. Suggestion from Rodrigo was to stay with our current hauler, which is already a confirmed for our area, as not all Residential. (4/20/25).
 - g. **RESPONSE:**
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.
 - e. **This topic is to be tabled for a few months until a new maintenance manager. TABLED**
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.
 - d. **RESPONSE:** With the number of Riverwood homes in transition (Welcome Committee) and working on the pool opening (Pool Committee), I am **setting aside the Water Project work until at least the last half of June. (5/8/25) TABLED**
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. Jim is working on making a RHOA Maintenance Manuals.
 - b. **RECEIVED:** Pool manual received and being finalized (4/10/25) **DONE**
 - c. **RESPONSE:** Maintenance manual in Progress.
5. Maintenance Committee Chairperson: NOTE: This continuous need for a Maintenance Manager is Riverwood's most important issue impacting our financial and management future.
 - b. 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)
 - f. **RESPONSE:** Board met this week creating a list of places to consider regarding finding someone for this position. Little revisions to the scope of work will be looked at. Flyers are also being prepared. Suggested that one Board Member be in charge looking into Maintenance Service Company to research/advertise for this position. (5/8/25)
6. Financial Reports:
 - a. **RESPONSE:** Transfer Fee listed has been tracked since November of 2022. Since then, there have been 10 units purchased providing \$20,000 added to the Reserve Fund. These funds are part of the Reserve Fund deposited at NW Bank with other income in the Profit & Loss statement. Leo will 'line item' received funds in the Profit & Loss Report. (5/8/25) **DONE**

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7. Bookkeeping:

- a. **RESPONSE**: Job Description In progress.

8. Grant Offering: **RESPONSE**: A snag, our tax person says we have no special standing under IRS rules for HOAs. We are a not-for-profit on the State level, although we can apply for that on a federal level. Application to create a tax exemption will create some costs but may be worth it for the future. (4/10/25)

- i. A 301.C.6 federal can be applied for as a cultural entity.
 - ii. An HOA concept normally holds a community definition.
 - iii. Shared wall, diverse, and a planned community concept is a possible opportunity to explore.
- c. **RESPONSE**: We do not have an IRS non-profit status to be considered for this grant. Hence, the grant is not available to us. Water billing is being tracked and the month that water billing changed will be noted. (5/8/25) **DONE**.

9. Resident Involvement: Ila brings up the process that we don't have a sustained system of bringing in resident involvement to support the HOA functioning. It is a system that is not growing. The Board is good at addressing its issues to meet state requirements. How do we correct this situation with setting future goals and increasing involvement? (4/10/25)

- a. **RESPONSE**: Carol will be staying on the Board while we will be losing two members, Jim and Joanie. Board terms are three years: we will be filling for the remainder of Joanie's term. New Board member voting is in September/October.
- I. Discussion suggested that Committee chairs encourage new residents into the fold and involvement. All committee would be smart to have back-up leaders.
 - II. Encouragement by our welcome committee is the first opportunity to promote the culture and obligations of living in a HOA.
 - III. The idea of a Welcome Meeting for new residents came about to answer their questions, review important policies and greet new residents. A committee for this type of meeting would be needed. Contact Laurel/Secretary if you want to discuss and or contribute. (5/8/25)
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APRIL NEW BUSINESS:

10. Dog Signs: A proposal was submitted to the Architecture Committee of small signs on 125th to remind apartment dwellers to pick up after their dogs. The committee is reviewing the project.
11. Rental Status: Looking to describe the formalities of declaring a rental and owner status. The Welcome Committee's involvement with the sales and residents could help with the HOA learning any plans for a home. Only title holders are listed on our roster and should be the first line in communications. The goal is to prevent situations of confusion. There is a board member with oversight.

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12. Noise Complaints: We are looking to review our rules on noise rules for day and night. This goes for barking dogs and loud music complaints. Multnomah County has an animal control contact. Portland Policy for noise rules are complicated, will be investigated. Our CC&Rs and ByLaws will be reviewed.
 13. Budget & Water Rate: The Board recommend that Leo review and adjust the water budget for the proposed new water rates. He agreed. Jann will check with the water billing formula to confirm the cost of adjustment.
 14. Pool Pass.

Motion to adjourn.

Meeting adjourned after 8:01 pm