

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rw.h.boardofdirectors@gmail.com

Thursday, June 12, 2025

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP, Carol Hardy, Peter Burns. Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer (absent).
Chairs:	Jann Gilbert, Kris Clarke, Laurie Watson, Lisa Dashiell,
Residents:	Ila Benavidez-Heaster, Irene Hennessey, Larry Dashiell, Janice Abbatt, Cindy Zinn
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 APRIL & MAY MINUTES – Laurel McAfee

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NOTE: Minutes from the APRIL & MAY meeting have been **accepted** as presented.

TREASURERS' MAY REPORT – Monique Mascarinas (absent)

The Cash Flow for May was positive, Income exceeded Expenses by \$23,741

- The outstanding balance for the Roofing Loan is \$260,473
 - The balance in the Reserve Account is \$150,207 (we were able to deposit \$25,000 in Reserves.
 - Recreation fund is up to \$6,280.
 - An additional financial account was added this month (Capital Improvement Fund) in order to track activity. Since the Fund was started, we have collected \$22,000 from the sale of houses in Riverwood. So far, this fiscal year \$10,000 has been collected and deposited in the Reserve Fund.
- **NOTE:** The Treasurer's Report from APRIL & MAY has been **approved**.

BUDGET – Chair Leo Zinn (absent)

- Administration – over budget \$41
 - Landscaping – under budget \$5,353
 - Maintenance over budget \$13,967
 - Pool – under budget \$2,513
 - Recreation – under budget \$339
 - Utilities – under budget \$10,192
 - Web over budget \$377
- Total Expenses –under budget \$4,012

ARCHITECTURE – Chair Patrick Steininger

- Architecture committee has no requests to report this month.
- We would like to report scrap fencing stored on the rear sides of 4018 & 4020. It is unsightly and needs to be removed. There was also some excessive “trimming” of landscape done by maintenance during siding repairs that has been complained about by numerous residents on Dwy 50.

LANDSCAPE – Chair Kris Clarke

- Crystal Greens (our landscape company) has finished repairing one main-line break in Dwy 30 and feeder breaks in Dwys 10 & 20. Our irrigation system up and running soon. We are lucky, because most of our greenery is established and can withstand heat, but **PLEASE** be on the watch for **new**

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plantings or plants that look stressed and give them a drink! We are discussing browsing out some green spaces to save funds. Our water bill is out of control, thank you Portland!

- Yellow ribbon is available from Kris to put on the plants you don't want trimmed/cut. But remember, that some plants are trimmed at different time during the year.
- The flower/shrub beds east of the Rec Room were transformed over last weekend with 1.5 units of fresh bark dust. It was applied 2-3" deep and cleaned up by a team of generous and hearty workers in under 2 hours! A variety of folks volunteered their space, equipment, time, and muscles to getting the job done with support of those providing coffee and pastries. It was a proud moment for to see the great results that were organized by resident Jann Gilbert. Thank you very much.

MAINTENANCE - Board Oversight, Jim Eveland

- We now have a new water circulation flowmeter in the pump room, an important gauge in our plumbing, which replaces the old pooped-out inaccurate one. And thanks to Luke Forsythe, who did the actual installation including drilling into our 2" pipes, trimming out the hole, and clamping the new meter into place leak-free!
 - NOTE: The finances from Pool work will eventually be separated from the general Maintenance budget.
- Busy but quiet month. Aside from a couple of basic security light repairs, all work has been on replacing our two worst-condition (and most visible) fence lines: those on either side of the walkway between Dwy 20 and Dwy 10.
- Next will be completion of prep-work for the painting the entirety of Dwy 50. Notice to Dwy 50 residents to expect noise from power washing in the coming the 3rd week of June. Painting will start in 4-5 days once siding is dry.

POOL – Chair Lisa Dashiell

Current Tasks:

- Pool volunteers up and running. Thanks to all!
- Door/Gate code changed due to child having access to code.
- Pool Manual - Final copy almost completed and ready to print.
- Monthly pool water sample taken to CareFree Pool and Spa for testing.
- Pool Chemicals - Additional 50# bag of soda bicarb purchased at Cost: \$44.95
- Safety walkthrough with Jim in preparation for inspection by Multnomah County Health Dept.

Donations: \$324

- Basketball hoop and 2 balls - \$69 (05/23/25)
- Pool noodles - \$15
- Two Adirondak chairs; 4 sling chairs - \$140 (05/30/25)
- \$100 – Used to purchase more chairs (06/04/25)

Focus for Coming Month:

- Pool tile repair

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INSURANCE – Chair Jann Gilbert

- We received an inquiry from a new Resident on Dwy 10 regarding what level of insurance they should purchase. The Resident was referred to Mark Nguyen's State Farm Office for specifics.
- No claims were made in May.
- The new premiums for 2025-26 went into effect in March. They are lower than last year's by \$2,327, probably due to no claims for a while.

NEWSLETTER – Chair Jann Gilbert

- The RW Newsletter continues to be published on the Tuesday following the monthly Board Meeting. A reminder email generally is sent several days before the date for submissions.
- Thank you to everyone who sends in their articles, reports, resources, events, photos, jokes and such. Keep them coming, please! rwh.news@gmail.com

PARKING – Chair Laurie Watson

- The parking committee will need a new Chairperson to replace Laurie who is moving. Thank you, Laurie for all your parking patrol support.
- As parking rep for Dwy 50, I (Patrick) will report that we have had some issues RE: parking. Mace's work trailer was parked here much longer past the time he had been using it on fences and siding repairs. However, once I brought it Jim's attention it was removed.
 - We have had some resident guest's parking for an extended period of time and we believe that they were used as airport long term parking, but not confirmed.
 - There was some heated arguing over a resident "roommate" parking in front of 4016 overnight due to potential vandalism from street parking.

GARAGES, KEYS – Chair Angie Svoboda

- No report.

RECREATION – Chair Carol Hardy

- Sunday, June 29 at 2:00pm will be our next 'PIZZA PROVIDED' potluck with outside games and puzzle entertainment. Please bring sides to contribute to the group.
- We have a junior Recreation supporter, Evelyn, who will be help the committee with their events. Other kids are welcome to join this new Junior Rec Group setting up games and getting involved with our community. Contact Carol Hardy to join.

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.

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For Sale

- 4324 NE 125th Place – Dwy 20
- 12604 NE Prescott Drive – Dwy 10
- 12618 NE Prescott Drive – Dwy 10

Activities

- 12612 NE Prescott Dr – Dwy 10 – 06/06/2025 – Emailed Property Management Co requesting contact information re: tenant
06/06/2025 – Received tenant contact information
06/07/2025 – Emailed Riverwood Manual to new tenant with Request to set up in-person meeting
06/10/2025 – In-person meet and completion of Riverwood Resident Information form
- 12620 NE Prescott Dr – Dwy 10 – 05/24/2025 – Emailed Riverwood Manual
06/10/2025 – In-person meet and completion of Riverwood Resident Information form
- 4238 NE 125th Pl – Dwy 30E – 06/06/2025 – Emailed to arrange time to meet with Welcome Comm.
06/10/2025 – In-person meet and completion of Riverwood Resident Information form
- 4026 NE 125th Pl – Dwy 50 – 06/06/2025 – Emailed owner requesting clarification re: Riverwood communication with roommate
- 12711 NE Shaver St – Dwy 70 – Added spouse to Riverwood contact list; no move-in date yet
- 4220 NE 125th Pl – Dwy 30E – Anticipate going up for sale mid-June; emailed moving out checklist

Anticipated Activities for June/July

- 12711 NE Shaver St – Dwy 70 – Meet with owners once they move into home (transition from tenant to owner occupied.)
- Continue to follow For Sale Listings
- Request Board clarify renter status: 4018 NE 125th Pl – 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

- No report

WEBSITE – William Neville

As the temperature and outdoor activities went up, and time on the web site ticked downward. Not a surprise given the change in seasons for RiverwoodPDX.org.

Stats for May 2025

- Sessions -- 94 (down 26% vs. Previous 30 Days)
- Page views -- 204 (down 34% vs. Previous 30 Days)
- Avg. Session Duration: 1 min 20 seconds (down 14% vs. Previous 30 Days)
- Total Users -- 54 (down 25% vs. Previous 30 Days)
- Bounce Rate -- 56.4% (down 13% vs. Previous 30 Days)
- New Users -- 42 (down 32% vs. Previous 30 Days)

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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.

Note: Committee reports from [MAY](#) approved at 7:12 pm.

OLD BUSINESS:

1. Maintenance Manuals: What is the Board going to do with the Maintenance position and Manual?
 - a. Jim is working on making a RHOA Maintenance Manuals.
 - b. **RESPONSE**: Maintenance manual in Progress. ETA?
2. Bookkeeping: (2/20/25)
 - a. **RESPONSE**: Job Description and Quickbooks instructions received 6/12/25. **DONE**
3. 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. (11/14/24)
 - e. **This topic is to be tabled for a few months until a new maintenance manager. TABLED**
4. Portland Residential Garbage Rates:
 - a. 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).
 - b. **RESPONSE**: A sit down with Heiburg is needed to complete our decision making and their process for billing. We are likely to stay as a commercial account, if Heiburg is open to with us as a unique contract. A new HOA ask is for recycle bins to be picked up at the door which is a new process.
5. 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) HOLD**
6. Maintenance Committee Chairperson: NOTE: This continuous need for a Maintenance Manager is Riverwood's most important issue impacting our financial and management future. (1/9/25)
 - 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. It was suggested from the membership that we have a Plan B in case no one responds to advertisements for a Maintenance Supervisor. One option for a Plan B is for a Board Member to research maintenance service companies that might fill this position. Perhaps an Account Manager or such. (5/8/25)
 - g. **RESPONSE**: A Craig's List advertisement was posted for two weeks with no response. We did receive interest from a nonresident that is familiar about Riverwood. It would be

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beneficial to have a couple more applicants to do a comparison. The ad will be put on Craig's List again for another two weeks, starting soon. (6/12/25)

7. 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.
 - b. **RESPONSE**: A meeting of the Welcome Committee with new residents already occurs to answer questions, review important documents/policies, and greet. An invitation and encouragement to volunteer within the community is extended at this meeting. However, I do not push for a volunteer decision at this meeting, as new residents are typically in the midst of moving, settling in, and getting to know their new neighborhood. As Welcome Chair, I do not feel a need for Welcome to repeat this, but certainly if other committee chairs wish to set up a meeting with new residents, they would be free to do so. (6/12/25)
 - c. **RESPONSE**: Carol is meeting many residents at the pool which has become a social activity even when not swimming. Offering another a personal invitation to join is a receptive first step to increasing our involvement. Thank you, Carol. (6/12/25) **DONE**
8. 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. Board received proposal. One supporting response from the Arch Committee. Signs have been ordered at minimal cost and put up this month. (5/8/25)
 - a. **RESPONSE**: A letter from the Board to the apartment complex might be a positive move. It will be up to the latest management if we get support. We can all be aware of strangers coming onto the property with their dogs. Also, dog and squirrel repellent, not harmful to bees, was suggested.
9. Rental Status: Looking for written description of 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 of the Rental Program. (5/8/25)
 - a. **RESPONSE**: Request for Board re: 4018 NE 125th Pl Dwy - Has application for rental occupancy, tenant contract been received from POA, and identification/contact information received on who is living in home? If not, what are the next steps? (6/12/25)
10. Noise & Animal 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

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contact. Portland Policy for noise rules are complicated, will be investigated. Our CC&Rs and ByLaws will be reviewed. (5/8/25)

RESPONSE:

- a. Per Noise, it is the responsibility of residents to contact the owners of offending noise and to mutually agree on a resolution.
- b. For reference, the city states that “night hours” are between and 10pm to 7am where in Residential zones dBA (decibel) reading maximum is 50 dBA as measured at the property line. Day hours dBA should not exceed 55 dBA.
- c. Per Animals, Our HOA documentation states that no residents may breed animals on the property. Under Landscaping policies, “It is imperative that dog owners clean up their pet’s wastes.” The City can submit a citation to offenders with photo proof.
- d. Under Portland City Code “It is a violation for any animal to unreasonably cause annoyance, alarm, noise disturbance at any time of the day or night by repetitive barking, whining, screeching... occurred either as an episode of continuous noise lasting for a minimum period of ten minutes or repeated episodes of intermittent noise lasting for a minimum period of thirty minutes.” The City can submit a citation to offenders with audio proof. (6/12/25) **DONE**

11. 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. (5/8/25)

RESPONSE: Leo will be contacted by Cindy.

JUNE NEW BUSINESS:

12. Delinquent Fees. Update from Board on status of monthly HOA fee receipt: Are all Riverwood homes up to date on payment of monthly HOA fee? (6/12/25)
 - a. If not, how many homes are delinquent?
 - b. If not, what is the total amount currently owed in delinquent fees?
 - c. What is being done to collect delinquent fees?
 - d. How will residents be notified of delinquency?

RESPONSE: Some work has been done to collect delinquent fees. This is a currently a discovery process and will eventually move to a recovery process. (6/12/25)

13. Parking in Dwy 10 Guest Parking dealing drugs: Call the Police non-emergency number anytime noting: on private property, selling and/or using of drugs, take pictures of car VIN numbers. Jim will install an action camera directed at the area for best proof.

Motion to adjourn.

Meeting adjourned at 8:00 pm