

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, July 10, 2025

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP, Carol Hardy, Peter Burns (phone) Scott Benjamin. Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer.
Chairs:	Jann Gilbert, Kris Clarke, Lisa Dashiell, Leo Zinn,
Residents:	Ila Benavidez-Heaster, Larry Dashiell, Frank & Janice Abbatt, Cindy Zinn, Tori Lungren
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 JUNE MINUTES – Laurel McAfee

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NOTE: Minutes from the JUNE meeting has been **accepted** as presented.

TREASURERS' JUNE REPORT – Monique Mascarinas

- The Cash Flow for May was positive, Income exceeded Expenses by \$10,818
- The outstanding balance for the Roofing Loan is \$256,597
 - Loan was originated August of 2024 and will be paid off in 2030
 - Current interest rate is 7.971
 - Roofs were completed in 2024
- The balance in the Reserve Account is \$162,621 (we were able to deposit \$25,000 in Reserves over the last two months).
- Recreation fund is up to \$6,296.
- So far, this fiscal year \$10,000 has been collected and deposited in the Reserve Fund.

NOTE: The Treasurer's Report from JUNE has been **approved**.

BUDGET JUNE REPORT – Chair Leo Zinn

- Administration – under budget \$405
- Landscaping – under budget \$5,222
- Maintenance – over budget \$12,085
- Pool – over budget \$750
- Recreation – under budget \$421
- Utilities – under budget \$14,557
- Web over budget \$335
- Total Expenses –under budget \$7,435

ARCHITECTURE – Chair Patrick Steininger

- Dwy 30 lattice work for encroaching blackberries is being use as a fence topping. An AC unit on a 2nd floor window is being used while waiting for fall replacement. Dwy 10 Mailbox package box is losing ground structure.
- Trash bags are best put into cans to prevent animals tearing into kitchen plastic bags. Dwy 30 trash bags are being torn open, maybe raccoons.
- Recycling bins are containing not-acceptable trash which is likely to be pulled out and left on sidewalks by Heiberg. We could use education from our newsletter to residents.

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LANDSCAPE – Chair Kris Clarke

- Best News Ever! Come take a look at our beautiful plantings at our East Bed near the Rec Room. It was a long-planned project (headed up by Jann, many, many thanks!) using our bottle fund money. Jann, Laurel, Cindy worked with a hired crew to plant the space. We are truly appreciative of all our volunteers and Riverwood residents who helped us collect enough to cover this beautification project, thank you!
- We are attending to a few more irrigation tweaks and focusing on making sure all of our fences are “sprinkler free”, of course at a cost. Adjustments were made to all sprinklers hitting a fence. You’re welcome, Maintenance.
- We have an infestation of Elder Bugs along the fence in Dwy 70. An expert arborist has been contacted and we have accepted a plan to be carried out August 13th. We will be thinning two huge trees to allow more sunlight in and following up by injecting the infested trees. Safe for everything but the bugs!
- LANDSCAPE ALERT: It is NEVER acceptable to dump your cuttings or clean up your patio by dumping debris over the fence to the green space. That is our public space, and the HOA IS NOT responsible for your waste. Please bag it up and feed it into your garbage or pay to have it removed. Be respectful of your neighbors and they will be respectful of you. Thank you.

MAINTENANCE - Board Oversight, Jim Eveland

- 99% of efforts continue on the Dwy 50 Refurbish & Repaint project. (Note the added word "Refurbish," as we learn more every day that repairs of deteriorated wood trim, siding, gutters and downspouts, etc., involve more work and expense than the actual painting.)
- All the power washing is done, now is the caulking stage: with literally miles of joints to caulk, the process will take about two weeks. And then the painting begins.
- Thank you to all the cooperative folks in Dwy 50 who keep this project rolling!

POOL – Chair Lisa Dashiell

Current Tasks:

- Successful pool/pump room/electrical room inspection by Multnomah County Health Department with the following recommendations: additional rope floats, USCG approved lifesaving ring. Both have been ordered.
- Volunteer system running smoothly.
- Chair and Vice-Chair Carol met with Leo, Bookkeeper, to review pool expense record for this fiscal year. There are some discrepancies in the record which need reconciliation, putting the pool over budget rather than the approximate \$2000 under budget reported in last month’s financial report.
- In June’s Board meeting, the issue of the trench outside of the pool fencing on the south side was raised by meeting attendees. There was discussion re: which budget the filling in of the trench should fall under – maintenance vs pool. In the past month the Pool Committee was given the opportunity to weigh in on this issue. Decision made by the committee that the trench falls outside the pool fence and should not come under the responsibility of the pool budget. Board decision needed.

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Focus for Coming Month:

- Continue pool tile repair.
- Hang additional hooks for pool toys and safety devices.
- Prepare budget proposal for the next fiscal year.

INSURANCE – Chair Jann Gilbert

- Nothing to report. Premium payment is due July 15th.

NEWSLETTER – Chair Jann Gilbert

- The Riverwood 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.

GARAGES, KEYS – Chair Angie Svoboda

- No report.

RECREATION – Chair Carol Hardy

- Sunday, July 27th at 2:00pm will be our “Dessert Social” to beat the heat. 37 people attended the last Pizza Social was a great success with great Karaoke session.

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 – Driveway 10
- 12618 NE Prescott Drive – Driveway 10
- 4324 NE 125th Place – Driveway 20 – Closing 8/18/25

Welcome Activities

- 4220 NE 125th Pl – Dwy 30E – Anticipate “For Sale” listing in near future.
- 4324 NE 125th Pl – Dwy 20 – 7/7/25 Email to Owners requesting coordination of realtors to provide closing date, buyer(s) name/phone/email so Riverwood Welcome contact can be made upon closing.
- 12618 NE Prescott Dr – Dwy 10 – 8/10/2025 Email to realtor and owner requesting information re: closing date and request to facilitate contact with buyers at time of closing.

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- 12711 NE Shaver St – Dwy 70 – No owner move-in date as of yet.

Anticipated Activities for July/August

- 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 on: 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

- Nothing to report.

WEBSITE – William Neville

Stats for June 2025

Traffic edged up this past month at RiverwoodPDX.org with modest increases across most categories for RiverwoodPDX.org.

- Sessions -- 104 (up 14% vs. Previous 30 Days)
- Page views -- 274 (up 37% vs. Previous 30 Days)
- Avg. Session Duration: 1 min 11 seconds (up 6% vs. Previous 30 Days)
- Total Users -- 75 (up 45%% vs. Previous 30 Days)
- Bounce Rate -- 53.8% (down 3% vs. Previous 30 Days)
- New Users -- 70 (up 71% vs. previous 30 days)

Note: Committee reports from JUNE approved at 7:10 pm.

OLD BUSINESS:

1. Maintenance Manuals: What is the Board going to do with the Maintenance position and Maintenance Manual?
 - a. Jim is working on making a RHOA Maintenance Manuals.
 - b. **RESPONSE:** Maintenance manual in Progress. ETA?
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. (11/14/24)
 - e. **This topic is to be tabled for a few months until a new maintenance manager. TABLED**
3. 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. (6/12/25)

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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. **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**
5. 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)
- c. **RESPONSE**: 2nd advertisement in Craig's List provided no inquiries. Jim has spoken to a part time resident offering to volunteer for the position. Hayden Island friend, Rick Miller, is a handyman offering his assistance. Another name was suggested.
 - d. In the next two weeks new media and newspaper options will be explored for another advertisement, such as the Argay Newspaper. Jann Gilbert has volunteered to work with Jim Eveland. (7/10/25)
6. 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 – 50. Still waiting the application for rental occupancy, tenant contract to be received from POA, and identification/contact information on who is living in home? What are the next steps? (6/12/25)
 - b. **RESPONSE**: As written in our official HOA documents, fines are allowed and will be directed to this estate for not completing the application process while people are living in the home. (7/10/25)
- NOTE: RHA: Enforcement Fine Schedule:**
- "15. Renting a unit without prior permission from the Board of Directors: \$500 per month, renewing monthly, to be paid by the owner of the unit."
- "16. Failure of the landlord to provide the Riverwood Homeowners Association with the names and contact information of renters as well as a copy of a written receipt verifying that the landlord has provided the renter with a copy of the CC&R's, By-laws and Amendments: \$50 per month until this requirement is satisfied."
7. 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 Cindy. Per Leo, no adjustment is needed, and we will meet the water budget as he calculated. **DONE**
8. 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?

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- 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)

RESPONSE: Letters were sent by Leo to delinquent residents notifying them of their account. All residents in delinquency should be communicating their situation or details with Board President, Elise Morgan who will begin communicating with our Attorney. (7/10/25) **DONE**

9. 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 can install a trail action camera directed at the area for best proof but is not a long-term solution.

RESPONSE: A meeting on the subject of 'Encroaching Crime' was set up by Tori Lungren of Dwy 10 with Lucy Moody, Director of Communications and Outreach Support for Councilman Jaime Dunphy's office. Meeting was held Wednesday, July 9 in our Rec Room and attended by a couple dozen residents. Guests of the meeting surveyed the parking area of issue and witnessed firsthand the drug trade constantly happening. By Riverwood residents being vocal and persistent have now become heard by multiple agencies on the city's radar for the cause and effect of homeless encampments with drug activities and gun violence.

- a. Also attending were representatives from (PEMO) Portland Environmental Management and Argay Neighborhood. We learned some of our issues are with Multnomah County. Suggestions of some tools the HOA can do are a 'No Trespassing' &/or 'You are on Camera' signs, and bright flood lights to counteract parking.
- b. As individuals, the Argay Neighborhood Email Chain will keep you posted of street activities and with others in the Argay-hood. We will receive new city contacts/emails and have been given a city dashboard to view and follow reports and street activity. ↴
- c. <https://www.portland.gov/homelessness-impact-reduction/impact-reduction-program-dashboard-and-performance-measures>
- d. Constant reports, not the quantity of reports, are more effective for those with the city collating the incoming issues. Email members should coordinate who/when they make reports. *(It only takes one push of the button to call the elevator. Multiple pushing doesn't help.)*
- e. We have some resources from Riverwood and the Argay Neighborhood that can help with technology, equipment, and installation. This type of project can be coordinated between HOA Maintenance and Architecture committees. Suggestion of a new Security Committee be created. (7/10/25)

JULY NEW BUSINESS:

10. Monique made an appointment with Key Bank to talk about moving the HOA checking account over to Key Bank. The lady was knowledgeable and very nice. The more she talked about the features of a business checking account there, the more I realized how subpar US Bank is.
Just a few Key features:

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- Residents who want to pay electronically can be emailed a link and QR code.
 - Received dues checks can be deposited at home by using a scanner.
 - A business card is available for anyone interested in learning more.

RESPONSE: We have a convenience using US Bank around the corner from us, but we can't get Monique onto the account. Other banks can be considered to opening a Business Account. Monique will create a comparison chart researching various local banks, showing us our options. Info from US Bank will also be included but by attending another branch. (7/10/25)

11. Introduction: Scott Benjamin is joining the Board replacing Joanie's position. Welcome on board!

Motion to adjourn.

Meeting adjourned at 7:35 pm