

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, August 14, 2025

ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP, Carol Hardy, Peter Burns (absent), Scott Benjamin (absent). Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer (absent).
Chairs:	Jann Gilbert, Lisa Dashiell, Leo Zinn, Ila Benavidez-Heaster, Scott & Angie Svoboda
Residents:	Larry Dashiell, Frank Abbatt, Cindy Zinn, Tori Lungren, Irene Hennessey, Mark Ramos, Mark Allen, Lynn Young,
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 JULY MINUTES – Laurel McAfee

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

TREASURERS' JULY REPORT – Monique Mascarinas (absent).

- The Cash Flow for July was negative, Expenses exceeded Income by \$3,124.33
- The outstanding balance for the Roofing Loan is \$252,750.58
- The balance in the Reserve Account is \$173,052
- Recreation fund is up to \$6,312.
- So far, this fiscal year \$10,000 has been collected and deposited in the Reserve Fund.

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

BUDGET JULY REPORT – Chair Leo Zinn

- Administration – under budget \$865
- Landscaping – under budget \$8,019
- Maintenance – over budget \$26,887
- Pool – over budget \$82
- Recreation – under budget \$244
- Utilities – under budget \$14,241
- Web over budget \$294 (Unfortunately a scam for two invoices of \$295 was paid and not recovered)
- Total Expenses – over budget \$3,894

ARCHITECTURE – Chair Patrick Steininger

- DW30 had one request for entry door replacement with modification to eliminate double doors and replace with single door and side panel. Request was approved.
- DW50 had one request for patio door replacement. Request was approved provided it was a bronze exterior color. Door was professionally installed and after Mace replaced a small portion of rotted corner trim and caulk prior to painting.
- Painting performed by Mace with 3-4 helpers for homes on DW50. There were a few issues with prior communication to and from some residents. Some patio landscaping trimmings were littered. A satellite dish was unable to be removed. A false timeframe was given to one resident. Also, a member of the painting crew opened a resident's patio gate without permission allowing a pet to escape. When said resident asked who opened, the gate they were told the gate was

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already open, a flagrant lie. The resident was then told by Mace that the painting crew would stop and then return at the time he originally told they would be working on the unit.

- A general visual walkthrough DW50 painting was completed. 4014 satellite dish trim will need replacing at some time in the near future, but it is painted now and need dish R&R. 4016 has irregular painting on the front window trim. 4010 has an unpainted strip below the patio door which needs to be completed. 4010 also needs a downspout elbow with a splash guard installed at the garage corner.
- Garage door trims began and ended painting today.
- Overall, the paint looks very nice and fresh! It was much needed. However, with fresh house paint now spotlights the faded garage doors need to be freshened up as well. The worst ones are sunward facing 4102, 4104 especially on 125th, but the majority need some fresh paint. Garage doors are the owners' responsibility, and I will draw up a letter to present to residents reminding them of their responsibility for this.
- A potential home buyer inquired about the size of garage door. A proposal is suggested for this size adjustment to be approved.
- Last month an unofficial fence lattice topper was noted on an HOA fence that is an infraction. This can be eliminated by phone call to determine owner response, then a letter noting penalty fines. A reasonable date can be determined such as 30 days to take it down. There is another topper issue on 125th to be remedied. Toppers are being used as a privacy issue, but they are one HOA fence property.
 - **NOTE:** Written policy narrative can be written about needing a taller fence should go for Committee approval. Determination of how this is paid for should be determined.

LANDSCAPE – Chair Kris Clarke (absent)

- Crystal Greens has completed the overview of all sprinkler heads, installed drip line in green space behind Dwy 30 and they have adjusted all heads near the fence lines so that no water will hit them. Although we have received two pictures of troubled spots to be attended to.
- Crystal Greens has added a charge for the City Required Back-flow Testing. \$150.00 per test with a price tag of \$1050.00. We will be looking into another way to test at a lower cost next year and perhaps another company to take over the irrigation.
- Elder Bug Spraying and tree trimming of two trees in DW 70 has been completed.
- Bottle can account is down to \$54.
- Dwy 70 sprinklers near bug infestation were adjusted and turned off for the treatment.

MAINTENANCE

- Coming down to the end of the massive Dwy 50 refurbish and repaint project; what remains is hand-painting all the brown trim, and then cleaning up the remaining mess. Should be completed in less than two weeks.
- Returning to a lot of deferred "miscellaneous" tasks like completing the root barrier around the pool, installing a number of new security lights, doing more trip-point safety painting, etc.
- In two months, we will begin the annual pre-rainy-season prep; cleaning out all the street drains, completing some drainage projects, and beginning round of gutter cleaning.

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- New security lights are going in Dwy 10, solar powered, motion sensor, very bright street type lighting to help deter our drug selling problems.
- A new Maintenance Supervisor has been interviewed by Jim and the Board of Directors. This person, Dale, has a broad experience base has been given an offer to work with us.
- Budget and maintenance have determined that we must issue a 1009 tax form with this new person. He has stepped back because he does not have an official license. Jim is giving him information about this tax situation which is not a new requirement. We have not issued a 1099 tax form in the past but realize we need to do this. Mace has been notified of this and is prepared with his own tax prepared.

POOL – Chair Lisa Dashiell

Current Tasks:

- Volunteer system continues to run smoothly.
- Leak in the pump room repaired by CareFree Pool & Spa. Thanks to Luke for the early catch.
- Additional hooks added to the pool fence for hanging pool toys, life jackets, and floats. Thanks, Elise.
- Submitted Pool Budget recommendation for 2025-2026.

Focus for Coming Month:

- Continue pool tile repair.
- Move chemicals out of the pump room and up to the chemical room in compliance with Multnomah County Health Department.
- Separation of tasks and budget between General and Pool Maintenance.

NOTE: Many thanks to the Pool Committee and all the volunteers who have kept the pool up running and beautiful while I needed to step away to care for my mother. A “good to see you” will be welcomed by Lisa Dashiell when you see her.

INSURANCE – Chair Jann Gilbert

- In July, a Guest was visiting Riverwood and headed for the mailboxes on DW 30 to get the Resident’s mail. On the way, they tripped on the ramp that comes off the pathway and into the driveway.
 - The Guest experienced some injuries and is asking for reimbursement for their out-of-pocket expenses.
- The Board & Insurance Committee discussed the best course of action: to make a claim on the RW policy or to reimburse the Guest’s expenses. It was decided to ask for receipts and to reimburse the Guest. In the long run, this will be the least expensive route.
- Jann reached out to her on 8/10/25 and learned that:
 - The Guest’s injuries are healing very well. Her cast has been removed and there is no longer follow up.
 - She will contact us when she has her final bill.
- One new Resident asked for clarification on exactly what individual insurance to get.
- A Resident has offered to trim some of our larger trees for us. In checking with the Riverwood insurance company (Mark Nguyen State Farm Insurance),

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- Jann learned from Underwriting that “since they are not an arborist by trade, there would be some coverage concern. If they got injured while trimming the trees, then that would be an expected injury,” so any claim would not be covered.
- He recommended against having the homeowner do the work of trimming. He pointed out that a licensed contractor would have their own insurance.
- Others have pointed out that it is not only injury to the homeowner that is a concern, but also potential injury to nearby people, landscape and buildings. This is why contractors carry liability insurance.
- No other inquiries were made and nor claims were filed in July.

NEWSLETTER – Chair Jann Gilbert

- The Noon deadline and publication dates for the Riverwood newsletter is the Tuesday following the Board meeting. Here are the expected final dates for 2025. *Please put these dates in your calendar!* And don't forget to send in your committee information, resources, advertisements, events and articles of interest to Residents to: rwh.news@gmail.com.
 - August 19
 - September 16
 - October 14
(Annual Mtg: 10/7)
 - November 18
 - December 16

PARKING – Chair

- The parking committee currently needs a new Chairperson. Please contact a Board member if interested.

GARAGES, KEYS – Chair Angie Svoboda

- No significant changes. Shirley Piel is moving out of her garage; Scott is moving out which may be a garage soon opening.

RECREATION – Chair Carol Hardy

- Sunday, August 31st 2:00pm will be our “International Theme” potluck.

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 – Sale listed as pending on Zillow
- 4324 NE 125th Place – Driveway 20 – Closing 08/18/2025
- 4220 NE 125th Place – Driveway 30 E – Closing 08/14/2025

Welcome Activities

- 12618 NE Prescott Drive – Dwy 10 – 08/09/2025 Email to owner and grand-daughter requesting

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information re: closing date and request to facilitate contact with buyers at time of closing.

- 4324 NE 125th Place – Dwy 20 – 08/09/2025 Email to owners requesting coordination of realtors to provide buyer's phone/email so Riverwood Welcome contact can be made upon closing.
- 4220 NE 125th Place – Dwy 30E – 08/09/2025 Email to owners requesting coordination of realtors to provide buyer's phone/email so Riverwood Welcome contact can be made upon closing.
- 12711 NE Shaver St – Dwy 70 – No owner move-in date, as of yet.

Anticipated Activities for August/September

- 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 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

- Tori had meet up with Police, a good meeting. Suggestions from the Captain, no trespassing signs with a verbiage that support legal results. There are a number of Tow companies being used and our contract name should be told to the police. Riverwood has a contract with Retriever Towing which may do this cruising rounds which could come up to \$3600/yr. The HOA needs to check with our and other companies the cost of this cruising option.
- Portland Environmental Office has us on the list for orange barriers. We should know where they should be placed when this office says they are ready to deliver. Board to determine. Tori is a liaison to Portland Policy.
- Portland Police would like to patrol our area more and have been seen in our neighborhood. But we need to understand low numbers of police and large retirement group is coming for the force.
- Dwy 10 has a residential car abandoned in our lot. Elise will contact the owner to set up moving the car out of our lot. This move is overdue.

WEBSITE – William Neville

Stats for July 2025

Traffic was up in July with modest increases across all categories for RiverwoodPDX.org.

Sessions -- 113 (up 9% vs. Previous 30 Days)

Page views -- 316 (up 18% vs. Previous 30 Days)

Avg. Session Duration: 1 min 35 seconds (up 38% vs. Previous 30 Days)

Total Users -- 81 (up 10% vs. Previous 30 Days)

Bounce Rate -- 45.1% (down 3% vs. Previous 30 Days)

New Users -- 76 (up 9% vs. previous 30 days)

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Bill Neville, Web Guy

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 JULY approved at 0:00 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 working 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)
 - c. **RESPONSE**:
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)
 - e. 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)
 - f. **RESPONSE**: We could use a Maintenance Committee Chairperson.
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)

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- 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. Elise is working on this situation. (7/10/25)
 - c. **RESPONSE:**
7. Parking in Dwy 10: Guest Parking dealing drugs:
- c. 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. ↓
 - f. 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)
 - g. **RESPONSE:**
8. Changing Banks for Checking Account: Monique made an appointment with Key Bank to talk about moving the HOA checking account over to Key Bank. **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)
- e. **RESPONSE:**
-

AUGUST NEW BUSINESS:

9. Water Usage: A notice to all residences to watch their water usage. It is impossible to determine when and where people decrease their water usage, such as by fewer showers, fewer dish and clothes washing, etc. It is not always about number of people in the home. It is all about personal choices on how use water. **DONE**
- a. **NOTE:** A suggestion for a written policy about driveway washing of cars.
10. Delinquency:
- a. Delinquent Dues: The HOA had three large delinquencies; one bill has been repaid. One is in bankruptcy that we will follow legally where we are one of two. Another is an outstanding debt that was also of the turned over to our attorney.
 - b. A 4th delinquency is 90 days in arrears and will be turned over to our lawyers.
 - c. **NOTE:** Treasurer/Bookkeeper need a standard narrative letter created for all types of financial issues.

Motion to adjourn.

Meeting adjourned at 7:50 pm