

## RIVERWOOD HOA – Annual Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From [rwh.boardofdirectors@gmail.com](mailto:rwh.boardofdirectors@gmail.com)

Tuesday, October 7, 2025

### ATTENDEES

Board:	Elise Morgan/Pres, Jim Eveland/VP, Carol Hardy, Peter Burns, Scott Benjamin. Officers. Laurel McAfee/Secretary, Monique Mascarinas/Treasurer (absent).
New Board:	Elise Morgan/Pres, Patrick Steininger/VP, Peter Burns, Scott Benjamin, Mary Ann Zimmerman. Officers. Laurel McAfee/Secretary, Irene Hennessey/Treasurer.
Chairs:	Kris Clarke, Jann Gilbert, Ila Benavidez-Heaster,
Residents:	Tori Lungren, Matt Barkley, Barbara Asher, Elizabeth Gerresu, Janice Abbate, Lynn Young,
DRAFT	<i>If anyone needs to edit, add or delete content during the submitted Draft period please contact Laurel McAfee at <a href="mailto:rwh.boardofdirectors@gmail.com">rwh.boardofdirectors@gmail.com</a></i>

### SECRETARY SEPTEMBER MINUTES – Laurel McAfee

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

### TREASURERS' ANNUAL REPORT – Monique Mascarinas (absent).

- For the year Income exceeded Expenses by \$49,562. \$16,000 from the Capital Improvement Fund and \$5,449 from Interest and Other Income were part of this surplus.
  - The outstanding balance for the Roofing Loan is \$248,881.13, the loan will be paid off in 2030. The monthly payment is \$5,681, it we be nice to get this expense retired.
  - The balance in the Reserve Account is \$173,465. Due to some large expenses early in the year, we had to withdraw \$40,000 from Reserves, but we were able to add back in \$47,000 over the course of the year.
  - Recreation fund is up to \$6,327. This money is included in the Reserve Fund and accrues monthly interest.
- **NOTE:** The Treasurer's Report from SEPTEMBER has been **approved**.

### BUDGET ANNUAL REPORT – Chair Leo Zinn

- Administration- under budget \$306
- Landscaping -under budget \$7,670
- Maintenance - over budget \$43,099
- Pool - under budget \$179
- Recreation- under budget \$303
- Utilities- under budget \$10,448
- Web over budget \$252 (Unfortunately a scam for two invoices of \$295 was paid and not recovered)
- Total Expenses -over budget \$25,444

### ARCHITECTURE – Chair Patrick Steininger

- Maintenance helped an Owner identify their venting issue. Request for dog cleanup signs were approved.
- Alteration requests received to modify double entry doors to single door (approved) with side panel. and altering height of garage door (dropped).
- Numerous information &/or permission requests were received for replacing windows, patio door, door material, door color, patio roof and side panels. Some approved, some pending.

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- After Dwy 50 painting project, it was noted needed removal of satellite dish, unpainted trims, and need of downspout and splash guard. Garage doors need fresh paint; residents to be reminded of their responsibility. A request was made to clean up construction and landscape scraps. Professional standards need improvement.
- Unapproved fence toppers for privacy installed by residents are not allowed and will incur a fine if not removed. A written policy narrative can be written about needing a taller fence should go for Committee approval. Determination of how this is paid for should also be determined.

### LANDSCAPE – Chair Kris Clarke

- In the last year we have removed and replaced a dead tree on Shaver, battled an Elder Bug infestation and won, and continued our fight with our irrigation issues.
- We received a boost from the Budget Committee and spent it on \$12,000 in tree work and \$9,650.00 in Irrigation repair.
- On a brighter note, Landscape has been blessed by everyone who has participated in collecting for our Bottle Fund Account, please keep them can & bottles coming. We collected 1200.00, that we spent on our East Bed Project.
  - We purchased plants, along with donated ones, hired a crew to plant in the ugly hard ground and followed it up with an amazingly large group of volunteers who helped haul and spread bark mulch on the large site. The project was headed up by Jann Gilbert and she did an exceptional job of pulling the project together. Thank you very much.
- We hope to continue to complete a new project each year with our Bottle Fund money, but we can't pull it off without your help.
- I'd like to thank Jann (who stepped in when I was out with knee surgery) and the Landscape Committee for all their support, dedication and hard work to help make Riverwood...just a little prettier. Thank you!

### MAINTENANCE

- Most of the Maintenance work was street drain cleaning, gutter cleaning and repair, security-light repair and rewiring, moss treatment for roof and walkways, minor pavement repairs, drainage projects, fence building, general small repairs, etc. Also:

#### Sewer Line Repair

- Underground sewer line clog in upper D30 resulted from deteriorated pipe and poor siting with almost negative slope. Required 150 feet of new trenching to bypass and re-site the original to under Guest Parking to avoid digging up the street. Total cost \$21,000.

#### Water Line Repair

- A break in the D70 main water line required shutoff of water to D70 for about 10 hours. All work performed by vendors, resulting in:
  - Ground-penetrating audio leak-point detection \$475
  - Excavation & repair \$3800
  - Frost prevention heater cable \$28.93
  - Backfill and repair of pavement \$2250
  - Total: \$6553.93

#### Rental Garage Repairs

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- Three sizeable rental-garage repairs were required, two damaged by burglars, and one by an unknown vehicle driver.
  - D20 Break-in involved prying open the “people” door, requiring complete replacement of the door & frame. Because all three doors in that block were flimsy wood, all 3 were replaced with steel doors and steel lock plates.
  - On Shaver, failed attempt to cut a massive padlock, but succeeded ripping a heavy steel locking bolt off the door. Renter had just moved out, nothing stolen. Required new lock, bolt, and repair of the metal door itself.
  - D30 door and guide rail warped by a vehicle leaning into it. Hired our garage-door service vendor to repair it.

### Paint Entire D50

- After last year’s total driveway repaint of D60, D50 turned out to be a much more involved project: all but 3 homes of the 12 are street facing and exposed to the heavy weather from the south; and four are 2-story buildings. Much more deteriorated trim wood was replaced, as well as some Hardi-Board; and more gutter/downspout work. No need for outside vendors to complete the job.

### POOL – Chair Lisa Dashiell

- The pool season has come to close on Sunday 9/28.
- This has been a year of leadership transition in the management of the pool. Jim Eveland continued to oversee the pool from September to April. He has continued to serve as our consultant as those new to the Pool Committee learn the nuances of pool care. Many thanks to Jim for his years of service.
- There were 2 major expenses in the pump room with the heater being replaced in September, and a leak repair in May.
- The saunas continue to be open year-round.
- The safety inspection by the Oregon Health Department was routine with only a couple minor deficiencies which were quickly addressed.
- The 2025 pool season has gone smoothly with the help of many volunteers. Without Riverwood volunteers the pool could not function. It has been a summer gathering place bringing neighbors together. Again, many thanks to those who keep our pool in working order.

### 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.
- A claim thought to be a roofing leak was found to be a condensation drip from a newer air-tight attic. Claim averted with resident and Riverwood maintenance efforts.
- In July, a visitor to a Dwy 30 Resident tripped over a driveway ramp while walking to the Resident’s mailbox. The visitor sustained several injuries with an out-of-pocket cost expected reach \$300. The claim was paid, receipts received, and a waiver was signed by the visitor.
- From Riverwood’s insurance underwriting we learned that someone not an arborist by trade cutting trees on our property would not be covered for accident or injury to themselves or property.

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### NEWSLETTER – Chair Jann Gilbert

- The Newsletter was produced and emailed to Residents 12 out of the last 12 months. In January 2025, the Newsletter publishing date moved to the Tuesday following the Board meeting, with a deadline of noon on the same day.

**PARKING** – The parking committee currently needs a new Chairperson. Please contact a Board member if interested.

### GARAGES, KEYS – Chair Angie Svoboda

- No report.

### RECREATION – Chair Carol Hardy

- This year has seen many changes as we said goodbye to Shirely Piel our friend and previous Recreation Committee Chair.
- We continue to celebrate each month with a Potluck and Games event and if lucky, Karaoke.
- This year, we hosted a Pizza potluck and Ice Cream social this year. While not having a fundraiser, our energies were put into spring cleaning and organizing the recreation areas.
- Thank you to all that stepped up to help!

### WELCOME COMMITTEE – Chair Lisa Dashiell

- **Current Homes for Sale** - 12604 NE Prescott Dr
- **Current Rental Homes Available** - None
- **Homes Sold Total: 8**
  - 4120 NE 125th
  - 4220 NE 125th
  - 4238 NE 125th
  - 4316 NE 125th
  - 4324 NE 125th
  - 4320 NE 125th
  - 12618 NE Prescott
  - 12620 NE Prescott
- **Rental Homes with New Tenants: 12612 NE Prescott Drive x2**
- **Rental Transitioned to Owner Resident: 12611 NE Shaver Street**
- **Owner Transitioned to Rental Resident: 12615 NE Shaver St**
- **Owner Status Unknown: 4018 NE 125th Place**
- **Projects/Activities:** Submit updated Riverwood Rosters to Riverwood Newsletter every other month.

• **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](mailto:rwh.welcome@gmail.com).

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### WEBSITE – William Neville

<b>FY2025 SUMMARY</b>	Views	Visitors	Average views per Visitor	Posts Published
Sep-24	128	58	2.21	4
Oct-24	243	84	2.89	5
Nov-24	99	53	1.87	4
Dec-24	119	55	2.16	4
Jan-25	87	47	1.85	3
Feb-25	151	64	2.36	4
Mar-25	120	54	2.22	5
Apr-25	266	90	2.96	4
May-25	203	68	2.99	3
Jun-25	268	76	3.53	4
Jul-25	332	114	2.91	3
Aug-25	420	89	4.72	4
<b>TOTAL</b>	<b>2436</b>	<b>852</b>	<b>2.72</b>	<b>47</b>

Bill Neville, Web Guy

Please contact the web guy ([web@riverwoodPDX.org](mailto: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 RHA 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 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)
  - f. **RESPONSE: This topic is to be tabled until a new maintenance manager. TABLED**

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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. 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. On Riverwood Rosters, rental/tenant information including owners' information are listed on those homes. 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. Elise is working on this situation. (7/10/25)
  - c. **RESPONSE**:
6. 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**:
7. 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**:

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### OCTOBER NEW BUSINESS:

1. Maintenance Manager
  2. Payment Delinquencies
  3. Rental Residence to confirm
  4. Open Treasurer position
  5. Needing Committee Volunteers and Driveway Reps
  6. Upcoming Policy Meetings in October & November
- 

Motion to adjourn.

Meeting adjourned at 7:45 pm