

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, January 8, 2026

ATTENDEES

Board:	Elise Morgan/Pres, Patrick Steininger/VP, Peter Burns (absent), Scott Benjamin (absent), Karen Laird. Officers. Laurel McAfee/Secretary, Judy Robertson/Treasurer (absent).
Chairs:	Kris Clarke, Jann Gilbert, Ila Benavidez-Heaster, Tori Lungren, Carol Hardy,
Residents:	Lynn Young, Irene Hennessey, Jim Eveland, Janice Abbott, Stacy Paz, Barbara Westcott,
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 NOVEMBER MINUTES – Laurel McAfee

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

NOTE: There was no December meeting.

TREASURERS' DECEMBER REPORT – Chair Leo Zinn

- The Cash Flow for December was negative, Expenses exceeded Income by \$2,153
- The outstanding balance for the Roofing Loan is \$232,919
- The balance in the Reserve Account is \$183,166
- Recreation fund is up to \$6,391.

• **NOTE:** The Treasurer's Report from DECEMBER has been **accepted**.

BUDGET REPORT – Chair Leo Zinn

The year-to-date Budget line items are:

- Administration – over budget \$4,939 (Property Taxes, \$2,584 and Accounting, \$1,475 were one-time charges for the year) and Legal Expenses are \$2,058, lawyers working on delinquencies.
- Landscaping - under budget \$9,914
- Maintenance - over budget \$19,882 (\$17,193 Fence Repairs, \$23,537 Residing DW 20)
- Pool - over budget \$642
- Recreation – under budget \$237
- Utilities – over budget \$4,763 (Water over \$3,605 and Gas over \$792)
- Web - under budget \$87
- Total Expenses –over budget \$21,778

ADMINISTRATIVE – as of 11/19/25

- Rentals: 6 rentals.
- Delinquencies: 4 delinquencies, total.

ARCHITECTURE – Chair Patrick Steininger

- Nothing to report.

LANDSCAPE – Chair Kris Clarke

- Oregon Tree Service will start tree trimming today, Thursday the 8th and will continue through the 10th. We will also be removing two trees that have rot damage to their trunks.
- We are working with a homeowner who removed a Japanese Maple without approval.

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- The tree will be replaced and a fee paid. Reminder to all Homeowners: permission is required to remove any plant or tree in the public space. That covers every area but your patio. We will be more than willing to work with you if you have a problem or a suggestion.
- Huge thank you to Jann for taking over the Landscape duties the month of December while my family was in town. Her help has been beyond valuable. THANK YOU!

MAINTENANCE – Chair Jim Eveland

- **D40 security light** standard over the mailbox unit **was** repaired due to disintegration of underground twin wire wiring of aluminum conductor, intended for interior use. Replaced roughly 35 feet, by trenching new wiring conduit to connect to the closest working light standard, and boring under a concrete walkway.
- **Roof moss killer** distributed over all; roughly 60% of our 92 homes required it.
- **Power Washed** many walkways with heavy accumulation of moss, a regular safety issue.
- **Twin-flood security light was added** high on a residence wall, to illuminate the walkway from upper D30 to the Rec Room and D70. More work needed to adjust the 2 lights to illuminate the walkway and not into pedestrians' eyes.
- Several **backed up street drains** cleaned out from late-season leaf dropping and mud coming from Shaver/Rossi Farms.
- **Major drainage issue** from the Shaver St. rental garages, to behind the west-side D70 homes. Replaced roughly 250 feet of clogged/collapsed old pipes with roughly 135 feet of new line. This new line receives flow from Shaver St. garage drains and gutter downspouts from 7 buildings. Now directs it into the main street drain line to the east of the Rec Room. Not yet complete, more piping to lay, but this project ameliorates a growing flooding problem east of D70.
- **Emergency fence repair** for D20 home where wind/rain blew down a slew of fence boards. To restrict Owner's pooch from escaping, performed temporary repair. This ancient fence is listed for total replacement in the spring/summer.

POOL – Chair Lisa Dashiell

Monthly Accomplishments

- Pool closure invoice received from Mace for \$400 and submitted to Treasurer for payment. \$500 below budgeted amount due to work of volunteers in clearing leaves and storing pool furniture.
- Requested in newsletter volunteer available to install new bathroom toilets in order to take advantage of water efficient toilet rebates. No volunteer stepped forward. Rebate program expired 12/31/2025. Toilets will not be replaced at this time but will explore future rebate programs and proceed if budget allows.
- Maintenance will take on responsibility for toilet repairs in the future.

Projected Winter/Spring Projects

- Paint bathrooms
- Repair pool deck (hire) and paint (volunteers)

Donations

- 5 gallons of paint designated for pool bathrooms
- 1 gallon of cleaning product for pool bathrooms

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SAFETY & SECURITY – Tori Lungren, Janice Abbatt

- Approved by the Board on December 20th. Headed up by Tori Lungren and Janice Abbate, with the purpose of addressing safety issues such as lighting, sidewalks, and security of the HOA neighborhood addressing crime and crime prevention.
- The Board is currently working on budgeting future requested projects.
- Nothing to report for December.

INSURANCE – Chair Jann Gilbert

- There were no new claims in December.
- However, in May there were changes to Federal level lending rules. For some reason, these changes didn't affect us until December, when Riverwood was asked for insurance documents for the first time. The Committee discovered difficulties working with our insurance agent to get these documents. We hope to set up a meeting in January or February to discuss this situation, as it seems it may happen again in the future.

NEWSLETTER – Chair Jann Gilbert

- The newsletter will continue to be published on the Tuesday following the monthly Board Meeting. If this changes due to holidays or vacations, you will be notified by email.
- Submissions due by Tuesday, 1/13 at noon.

PARKING

- Folks interested in being a part of the Parking Committee

GARAGES, KEYS – Chair Angie Svoboda

- Letters of Garage Rental fee increase to \$150 were sent to current renters and wait list residents.
- The current monthly rate of \$100 has been in effect since 2021 and is well below current commercial storage unit rental rates in Portland. There has been a significant wait list time for a garage rental (we only have 15 available for 92 residences)
- Several doors need to be replaced, which includes not only the cost of the doors but also labor and the cost of new locks.
- Current Status: 15 renters, 4 on waitlist

RECREATION – Chair Carol Hardy

- New popular event is Game Nights, usually on the first Monday of the month.
- Also, a 'CrafterNoon' Event is being scheduled for Saturday of every month at 11:00 am to 1:00pm

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 12604 NE Prescott Drive – Driveway 10 – sale pending
- 12605 NE Shaver Street – Driveway 60 – sale pending, bumpable offer

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Welcome Activities

- **4248 NE 125th Pl – Dwy 30W – 12/16/2025**– Emailed Move-out Check List and requested coordination of realtors for Welcome notification of closing date, name and contact information of buyer.
12/26/2025 – Emailed Riverwood manual to new owners
01/03/2026 – In-person meeting with new owners
01/05/2025 – Riverwood Resident Information form sent to Board **and appropriate committee chairs**
- **12605 NE Shaver St – Dwy 60 – 12/16/2025** - Emailed Move-out Check List and requested coordination of realtors for Welcome notification of closing date, name and contact information of buyer.
- **12604 NE Prescott Dr – Dwy 10 – 12/16/2025** - Emailed Move-out Check List and requested coordination of realtors for Welcome notification of closing date, name and contact information of buyer.

Anticipated Activities for November/December

- Continue to follow For Sale Listings
- Await clarification from Board on status of 4018 NE 125th Place
- December Newsletter – Riverwood Rosters attached
- Riverwood Roster - Added Board assignments and new committees.

NOTE: if you find any conflicting resident contact/roster information such as names, phone numbers, etc., please contact Lisa Dashiell/Welcome Committee rwh.welcome@gmail.com.

WEBSITE – William Neville

Stats for December 2025.

- Traffic was up substantially this past month, perhaps due to holiday surge, at RiverwoodPDX.org with increases for number of users, the number of sessions, and new users for RiverwoodPDX.org.
- Sessions -- 751 (up 236% vs. Previous 30 Days)
- Page views — 895 (up % vs. Previous 30 Days)
- Avg. Session Duration: 14 seconds (down 77% vs. Previous 30 Days)
- Total Users -- 715 (up 314% vs. Previous 30 Days)
- Bounce Rate — 86.2% (down 34% vs. Previous 30 Days)
- New Users — 709 (up 338% vs. previous 30 days)

NOTE: 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 **DECEMBER** approved at 0:00 pm.

OLD BUSINESS:

1. 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**

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2. 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**:

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. **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**

4. Maintenance Committee:
 - a. Board members are working to define a new Committee with their scope of work.

5. Rental Status:
 - a. 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)
 - c. **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)
 - d. **RESPONSE**: Jeremy is Stan Clarke’s nephew. Scott Clarke, Stan’s nephew has been paid by Scott who is working to get the county’s recognition to handle the estate accounts.

6. 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: TABLED**

7. Board confirmed Officers Judy Roberts as Treasurer, Laurel McAfee as Secretary, and Leo Zinn as Bookkeeper. Also, MaryAnn Zimmerman resigned from the Board and the position has been filled with Karen Laird. **DONE**

8. Safety & Security Committee – has been approved by the Board. Headed up by Tori Lungren and Janice Abbatt, with the purpose of addressing safety issues such as lighting, sidewalks, and

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security of the HOA neighborhood addressing crime and crime prevention. This Committee will be added will have their reports added to regular business. **DONE**

JANUARY NEW BUSINESS:

9. Two more committees have submitted their proposals for approval to the Board.
 - a. Outreach – addressing resources for the elderly, and informative sessions on a variety of topics. Their next meeting will be **Friday, January 16, 2026, at 1pm** in Rec Room inviting everyone from all driveways to attend. First project is an Emergency Call/Text Tree.
 - b. Nomination Committee – Already ordained in the CCRs, is a small committee will be annually active the months prior to the Annual Meeting to help bring Board candidates to the ballot.
 - c. Parking, Garages, and Architecture Policies – still in the works for Board Review.
10. Monthly Dues Increase: Letters were posted Monday 1/5 to all homeowners announcing an increase \$50 of dues to \$600 per month, effective March 1, 2026.
11. Monthly Garage Dues will also increase by \$50 to \$150 effective March 1, 2026. Letters also sent Monday 1/5.
12. Reserve Study – Leo, Patick and Jim have been collaborating on updating the last Reserve Study from 2021 for future maintenance and replacement costs. *Regarding our past roof replacement of 70% of our homes and getting a bank loan saved us approximately \$500,000.* Re-roofing are not current concern, but certainly a topic for the Study.

Motion to adjourn.

Meeting adjourned at 7:xx pm