

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, March 12, 2026

ATTENDEES

Board:	Elise Morgan/Pres, Patrick Steininger/VP (absent), Peter Burns (absent), Scott Benjamin, Karen Laird. Officers: Laurel McAfee/Secretary, Judy Robertson/Treasurer, Leo Zinn/Bookkeeper (absent).
Chairs:	Kris Clarke, Jann Gilbert, Ila Benavidez-Heaster, Carol Hardy, Lisa Dashiell, Angie & Scott Svodoba ch,
Residents:	Lynn Young, Irene Hennessey, Jim Eveland, Larry Dashiell,
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 **FEBRUARY** MINUTES – Laurel McAfee

New: Laurel has moved all HOA correspondence to rwh.boardofdirectors@gmail.com. For personal or immediate attention, phone texting and comcast address are always available.

*NOTE: Minutes from the **JANUARY** meetings **has not been accepted as presented.***

TREASURERS' **FEBRUARY** REPORT – Chair Judy Robertson

- The Cash Flow for February was positive, Income exceeding expenses by \$1,439.13
- The outstanding balance for the Roofing Loan is \$224,932.68
- The balance in the Reserve Account is \$185,936.71
- New line-items to be accounted monthly will be the Transfer Fee.

*NOTE: The Treasurer's Report as presented from **FEBRUARY** has been accepted.*

BUDGET REPORT – Chair Jann Gilbert

The month's Budget line items are not available as our new Financial Staff – Judy & Jann – are transitioning to their new positions. Please give them your patience as they learn new software and navigate the exciting world of finance!

- This is official! Jann is going to learn from Leo and Judy and take over as Budget Committee chair.
- As part of this transition, March will be my last Newsletter. Also, I am working on a document to help the next person who takes over the Insurance Committee. I will let go of the Insurance Committee May 1st.
- In both cases, I am still available to help anyone who wants to work on either Committee: Newsletter or Insurance. Thank you for your patience as I make these changes! Signed, Jann Gilbert

ARCHITECTURE – Chair Patrick Steininger (absent)

- Nothing to report.

LANDSCAPE – Chair Kris Clarke

- We had a Crain fly and Moss treatment applied to our grass. You may see our grass go through some changes as we try to eradicate the moss and fill-in with healthy grass.

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- Oregon Tree Service has removed and ground down two large sick trees on our property. They will be replaced by two new trees, not necessarily in the same areas. If you would like to make a suggestion, we will take that under consideration.
- We are on the top of Crystal Greens list for our Spring pre check for irrigation system.
- We would like to focus on beautifying the pool area this year. Both West and East sides. We rely on Volunteers and our Bottle Fund Account to fund to keep our costs as low as possible. PLEASE contribute as often as you can, it really makes a difference.
- We will be on the lookout for a rototiller that we could borrow, hopefully with a person who knows how to use it. We'd like to prep the soil before we start planting.
- We say it often but once again.... **We are a community of volunteers. PLEASE HELP US MAKE RIVERWOOD AS BEAUTIFUL AS WE CAN AND VOLUNTEER.** Thank you!

MAINTENANCE – volunteer Jim Eveland

- Mace has been seen pressure washing walkways.
- Jim continues to meet with Mace to provide projects to do.
 - While the Board was working to create a maintenance committee and a letter to motivate residents to volunteer, but it hasn't yet happened.
 - Jim reiterates that sense of responsibility that is needed by other residents to get involved. Due to health, his support in directing Mace will be ending on at the end Friday March 13, 2026. He is happy to continue as a consultant.
 - The Board also needs to assign someone to schedule projects
 - At this point, we will need to hire someone to do this job. Scott has a website that folks can advertise projects and receive bids. Which is great to find workers, but someone that oversees and delegates the work is the true basic need.
- The Board has been asked to take more responsibility for our Maintenance project delegation. Aside from scheduled large projects, the daily assigning of property projects is needed.
 - The Board will receive an Excel spreadsheet containing Jim's seasonal list of monthly type projects.
 - **NEW:** Scott Benjamin can be contacted by email (by day) or by phone (in evening) for maintenance requests. (Phone pictures of issues are helpful, labeled with address or driveway, in the evening, only.)
 - Ila reminded us that not all residents have email to contact for help.
 - Emergency requests are being discussed. Until confirmed, everyone should know where their water shut off valve is located should a leak be found.

POOL – Chair Lisa Dashiell

Monthly Accomplishments

- Started painting of women's bathroom.
- Met with Mace to discuss repair of pool deck in preparation for painting; agreed on specific plan.
- Ordered caulk for repair of pool deck cracks and Health Department mandated CPR signage.

Projected Spring Projects

- March- Paint women's bathroom – volunteers
- March - Explore grant for AED (Automated External Defibrillator)

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- April - Paint men's bathroom – volunteers
- April - Explore custom making of second pool step's handrail
- April - Repair pool deck - Mace
- May - Pool area signage
- May - Paint pool deck
- May - Prepare for pool opening May 23, 2026, Memorial Day weekend.

SAFETY & SECURITY –

- The grinding down of concrete trip hazards took place in February around the walkways inside of the Riverwood complex. If we missed one (with your name on it), our apologies. No doubt this service will come again, and we will notify all in advance for suggestions.
- We need a Committee Chair. Tori Lungren has stepped down as Chair and Jan isn't available to lead.

INSURANCE – Chair Jann Gilbert

- There were no claims in January or February. There was a request for HOA insurance documents, which were received from State Farm after many conversations and in-person visits.
- Like the Newsletter, this committee is also undergoing a change in leadership. We are searching for someone who can responsibly investigate Resident claims (and hopefully find resolutions that don't increase Riverwood insurance premiums!). There will be a document to guide the Chair, as well as help from the outgoing Chair. My last day will be May 1st.
- Please contact Jann Gilbert, 503-880-1364, to learn more.

NEWSLETTER – Chair Jann Gilbert

- The RW Newsletter will come out on March 17th this month. Please have your articles and other contributions in by Noon to rwh.news@gmail.com.
 - This committee is also undergoing a change. The editor is moving to the Budget Committee, to take over for Leo, who is moving on after years of service!!! Thank you, Leo!
 - March will be the last Newsletter that I will produce. Anyone who is interested is welcome to contact me. The format and content will be up to you (and your readers!!!). I will be available to work with the next person who takes on this creative endeavor!
 - Thank you for almost 3 years of creativity and fun! Please contact Jann Gilbert, 503-880-1364, to learn more.
 - **Remember:** this HOA runs on volunteers. Without you, it doesn't run! Without volunteers the next step is a management company, which will raise the monthly dues significantly. Please volunteer wherever you can to keep costs down and Riverwood running smoothly!!! Thank you!
- Jann Gilbert

PARKING

- Need a Committee Chair.
- No report.

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GARAGES, KEYS – Chair Angie Svoboda

- Nothing new for February.
- Three names on the waiting list.

RECREATION – Chair Carol Hardy

- Rec committee had a successful Soups' On Potluck with several delicious Soups followed up by playing games.
- In March, Elise will be Hosting Game Day on Sunday 15th at 2:00. Bring snacks to share.
- Jann has been doing an amazing job organizing Riverwood neighbors who enjoy making seasonal decorations for us to enjoy in the Recreation room. Thank you, ladies.
- We want to Thank Jann who provided some lovely Valentine Decorations & also Jann, Judy, Elise & Lynn for doing a beautiful job of decorating. ❤️ Thankyou.
- We are trying to incorporate a monthly Game Night...Please let Elise know if you are interested.
- Karen Laird has been Hosting a Crafts Day once a month on a Saturday from 11:00/1:00 Please contact her for dates.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 12605 NE Shaver Street – Driveway 60

Welcome Activities

- 4238 NE 125th Place – Dwy 30E - 02/17/2026 – Emailed requesting closing date and coordination of realtors to obtain new owner contact information.
- 4238 NE 125th Place – Dwy 30E – 03/10/2026 – Emailed Riverwood Manual and requested setup of day/time to meet.

Anticipated Activities for March/April

- Continue to follow For Sale Listings
- Await clarification from Board on status of 4018 NE 125th Place

***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.*

WEBSITE – William Neville

Stats for February 2026.

Traffic for the web at RiverwoodPDX.org in blooming this spring with increases for number of users, the number of sessions, and new users. Stats for January 2026.

- Sessions — 481 (up 21% vs. Previous 30 Days)
- Page views — 577 (down 12% vs. Previous 30 Days)
- Avg. Session Duration: 7 seconds (down 72% vs. Previous 30 Days)
- Total Users -- 468 (up 28% vs. Previous 30 Days)
- Bounce Rate — 93.6% (down 6% vs. Previous 30 Days)
- New Users — 465 (up 28% vs. previous 30 days)

***NOTE:** Please contact the web guy (web@riverwoodPDX.org) if you would like to*

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activate your username and password for the residents-only section of our website.

NOTE: Committee reports from **FEBRUARY** were approved at 7:35 pm.

NOTE: All of Tonight's Committee Summaries were written by resident volunteers. You, too, can be a supporting member of the Riverwood Homeowner's Association!

OLD BUSINESS:

1. Portland Residential Garbage Rates:
 - c. **RESPONSE: HOLD**

2. 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: HOLD**

3. Maintenance Committee:
 - a. Board members are working to define a new Committee with their scope of work. On going work. (1/8/26)
 - b. See discussion in this February Committee ~~ro~~ report.

4. 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:** Stan's nephew is working to get the county's recognition to handle the estate accounts. (1/8/26).

5. Two more Committees are working on their proposals for approval to the Board.
 - a. Parking, Garages, and Architecture Policies – still in the works for Board Review. (1/8/26)

6. 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 is not current concern, but certainly a topic for the Study. (1/8/26)
 - a. Now that Jann is on the Budget Committee, expect more conversations to come forward.

MARCH NEW BUSINESS:

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1. Board Member Scott Benjamin has taken on the project of developing a bid for a 'Ticket System' for our website. This is to create an improved system of notifying Architecture, Landscape, Maintenance, and Pool Committees of resident 'Action Requests' about their homes or common areas needing attention. While this is happening, Bill is looking at using Google as the home base repository for Riverwood documents. (LM 3/12/26)
2. The Board is looking for volunteers for a Nomination Committee that would find residents willing to run/serve as volunteer positions within Riverwood. This includes running for the Board in September. This nomination committee wouldn't turn down anyone interested in serving on the Board, the Maintenance committee, Insurance committee, Parking committee, Landscape committee, Safety & Security committee, Newsletter committee or any other committee you are interested in. Board Member Peter Burns (971-401-7493) is ready to take your call and help you find your place supporting the Riverwood community. (LM 3/12/26)
3. The upper portion of Dwy 30 has asphalt falling apart, rock scattering everywhere. At the lower portion, two potholes are deteriorating at the entrance. Last estimate to do a whole driveway is \$50,000. No doubt individual home driveways should be checked for future project reference (3/12/26)
4. Many residents request an electronic payment option, such as Venmo and Zelle for paying dues. Our business account at USBank would require changing, if that service is available. There is also a problem for our Treasurer receiving given cash which places her under a legal scrutiny. (3/12/26)

Motion to adjourn.

Meeting adjourned at 7:35 pm