

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, April 9, 2026

ATTENDEES

Board:	Elise Morgan/Pres, Patrick Steininger/VP (absent), Peter Burns (absent), Scott Benjamin, Karen Laird. Officers: Laurel McAfee/Secretary, Judy Robertson/Treasurer, Jann Gilbert/Bookkeeper.
Chairs:	Kris Clarke, Jann Gilbert, Ila Benavidez-Heaster, Carol Hardy, Lisa & Larry Dashiell, Angie & Scott Svodoba,
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 **MARCH** 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 **MARCH** meetings *has been accepted as presented.*

TREASURERS' **MARCH** 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 \$220,723.41
- The balance in the Reserve Account is \$188,347.30
- New line-items to be accounted monthly will be the Transfer Fee.
- FYI: When the USBank checking account is high, 10% was recommended the amount to be forwarded to NWBank at a higher interest rate. All transfer fees from a title company go into the Reserve Account at NWBank.

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

BUDGET REPORT – Chair Jann Gilbert

- As of March 31st, we are 58% of the way through the fiscal year (Sept 1 - Aug 31).
- At this time, the committees have spent the following percentage of their annual budget:
 - Administration: 60%
 - Landscape: 66%
 - Maintenance: 74%
 - Pool: 29%
 - Recreation: 24%
 - Utilities: 56%
 - Web: 49%
 - Total Annual Budget Spent as of March 31, 2026: **54%**
- The board has accepted the mid-year review of this budget.

ARCHITECTURE – Chair Patrick Steininger

- Nothing to report.

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, April 9, 2026

LANDSCAPE – Chair Kris Clarke

- We are in the process of receiving our quotes for our Spring Irrigation Inspection. We have a few breaks, root problems and broken heads to contend with. We also have a disconnect for two of our clocks and will not have our final quote till they're repaired and the area they service is tested.
- The resident that pulled out an expensive Japanese maple has been fined. The fine has been received by the HOA and a new tree was purchased and planted in its place.
- We are looking for new Volunteers to represent a few DW's. DW 40 and DW 70. We'd enjoy having you join us. Thanks.
- We would like to extend a special THANK YOU to Laurel McAfee for joining our committee. For sharing your thoughtful views, planning expertise and humor. And an EXTRA BIG THANKS for your offer to help when we are ready to have a physical dig and planting day. Your time and help is greatly appreciated!
- **We are a community of volunteers. PLEASE HELP US MAKE RIVERWOOD AS BEAUTIFUL AS WE CAN AND VOLUNTEER.** Thank you!

MAINTENANCE – Interim Patrick Steininger

- 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 being done.
- The Maintenance Committee – getting quotes for soft washing, chimney maintenance and repairs grout, and caps 44 brick. D10 will need so chimney repair going in the next budget. They meet with Mace on Mondays sharing info and learning about his work.
- The Maintenance Budget - 54% spent of annual budget. Storm drain cleaning. Working toward painting of triplex in D20, and new fences for four addresses.
- The Maintenance Request System – information about whom to contact being delivered to all residents.

POOL – Chair Lisa Dashiell

Monthly Accomplishments

- Completed painting of women's bathroom
- Many thanks to the volunteers to helped with this project.
- Ordered supplies for pool deck repair
- Hung CPR sign
- AED: Received notification of grant discount of \$500 for AED (Automated External Defibrillator).
- Remaining cost exceeds budget. Will consider for next fiscal year.

Projected Spring Projects

April:

- Paint men's bathroom – volunteers
- Explore custom making of second pool step's handrail
- Repair pool deck - Mace

May:

- Pool area signage
- Paint pool deck
- Prepare for pool opening May 23, 2026

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, April 9, 2026

SAFETY & SECURITY – Chair needed

- The committee needs someone to oversee our Safety and Security.
- Notice of trip points on our walkways should be communicated to Maintenance. Last month a concrete grinder was brought in to correct many situations.
- Safety & Security funding will come from the maintenance budget and recorded appropriately for reference.

INSURANCE – Chair

- Nothing to report.
- Jann has an updated job description if anyone is interested in the position.
- A Chair is needed to know our insurance policies and coverage.

NEWSLETTER – Chair

- The RW Newsletter Committee needs volunteers.
- New software is being researched that can be a contribution to Riverwood having a news station to go to.
- We still have a need for paper copies for those without internet access. Ila reaches out to those residents to get hard copies and answer to issues.

PARKING

- There is inconsiderate parking happening in some driveways. Please don't let your visitors inconvenience your neighbors.
- The Parking Committee always needs volunteers and a Chair.

GARAGES, KEYS – Chair Angie Svoboda

- No keys have been requested
- No changes have been requested in our garages. Three names on the waiting list.
- There will be assessment of rental garages on repair and replacement needs this summer.

OUTREACH – Chair Karen Laird

- Craft activities 11am to 1pm on the 3rd Saturday of each month.
- Sewing, knitting, painting, paper crafts and lots of fun conversations take place.

RECREATION – Chair Carol Hardy

- There will be a Game Day & Snacks on **Sunday April 12th at 2:00** in the Rec Room. Feel free to bring a snack to share and enjoy the fun and camaraderie. Thank you all for your participation and Welcome to our Newcomers.
- Always the last Sunday of each month, the Recreation Committee looking forward to seeing our Riverwood Community at our International Theme Potluck on **Sunday April 26th at 2:00**...with Games to follow.
- Goal to make the 2nd Sunday of each month as Game Night with a variety of game options.

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, April 9, 2026

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 12605 NE Shaver Street – Dwy 60

Welcome Activities

- 4238 NE 125th Place – Dwy 30E - 03/15/2026 – In-person meeting with new owners. Completed Riverwood Resident Information Form and sent it to the Board and appropriate committee Chairs.

Action

- Submitted Board of Directors and Committee assignments page of roster to be attached to the Newsletter.

Anticipated Activities for April/May

- 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 March 2026.

After a new year's surge for February 2026, traffic for the web at RiverwoodPDX.org dropped off with decreases for number of users, the number of sessions, and new users.

- Sessions -- 319 (down 35% vs. Previous 30 Days)
- Page views — 465 (down 22% vs. Previous 30 Days)
- Avg. Session Duration: 12 seconds (up 57% vs. Previous 30 Days)
- Total Users -- 296 (down 38% vs. Previous 30 Days)
- Bounce Rate — 86.5% (down 7% vs. Previous 30 Days)
- New Users — 291 (down 38% 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 **MARCH** were approved at 7:25 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**

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, April 9, 2026

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 report. (3/12/26)
 - c. **RESPONSE**: There is an interim committee consisting of Patrick Steininger, Elise Morgan, Laurel McAfee and Karen Laird.
 - d. **Contact Karen Laird by email for general needs. Contact Patrick Steininger by phone for emergencies.**
 - e. Jann has created a data base for water usage through the years. This is in response to tracking of water leaks. (4/9/26)

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)
 - f. **RESPONSE**: We are receiving the monthly dues paid by the estate. Legal process will come to play when the property goes to probate and the will is finalized. The Board is overseeing this lengthy project. (4/9/26) **TABLED**

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)
 - b. **RESPONSE**: On Hold.

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. **RESPONSE**: The Board and new Financial Officers will be meeting to review status of reports, budgets, and updated procedures for new financial team. (4/9/26)

7. 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)
 - a. **RESPONSE**: New website options have been under research for programs that specifically deal with the functioning of homeowner associations. The problems we are having is with using Quick Books which is meant for small businesses. Judy and Scott experienced a presentation from PayHOA that shown many attributes towards

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, April 9, 2026

- maintenance action request, pay online, and each resident can access their own accounts. It will be a more direct management and resource system for our administrators and residents to work with.
- b. The new system costs less than Quick Books. Our current webmaster is in support of building a new system. The process of on-boarding will be done by the company.
 - c. Judy is taking a seminar to fix QB issues before the transition to a new system. She will be also experiencing a 30 free trial with more than just Judy/Treasurer to try it. Hoping that Scott and Judy will work on moving to build a new management system for us. (4/9/26)
8. 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. 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)
- a. **RESPONSE:** The Nom Comm team includes Karen Esterholdt and Carol Hardy with Peter at the helm. They will be socializing and checking-in with residents to inspire everyone to find an area that they can support. More folks are welcome to support the nomination system with the need for HOA involvement.
 - b. **RESPONSE:** The Nom Comm met and decided to go out to meet the residents and introduce the Board and Committees to motivate interest in volunteering. They will be knocking on doors in driveways with flyers to insert in door. (4/9/26) **DONE**
9. 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)
- a. **RESPONSE:** D30 Driveway paving will be included in 2026-2027 budget. Let Maintenance know if your personal driveway asphalt is deteriorating. (4/9/26) **DONE.**
10. 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)
- a. **RESPONSE:** Current work is ongoing to find a new website that will offer a 'pay-on-line' function. **DONE**
-

MARCH NEW BUSINESS:

Motion to adjourn.

Meeting adjourned at 7:50 pm