

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, May 14, 2026

ATTENDEES

Board:	Elise Morgan/Pres, Patrick Steininger/VP (absent), Peter Burns, 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 Dashiell,
Residents:	Lynn Young, Irene Hennessey, Jim Eveland, Larry Dashiell, Mark Ramos, Kazumi Erickson, Bill Cromb & Ellen Knapton, Karen Esterholdt, Tori Lungren, Bill Alton, Barbara Archer,
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 APRIL 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 APRIL meetings *has been accepted as presented.*

TREASURERS' APRIL REPORT – Chair Judy Robertson

- The Cash Flow for April - Income exceeded Expenses by \$16,348.92
- The outstanding balance for the Roofing Loan is \$216,691.27
- The balance in the Reserve Account is \$198,347.30
- The Recreation portion of Reserve Account is \$6,447.45

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

BUDGET REPORT – Chair Jann Gilbert

- The Budget Committee had its first meeting with the new Chair, Jann Gilbert. We set a regular meeting date of the first Thursday of the month at 11 AM in the Rec Room.
- We were reminded of the Budget Committee's duties with a reading of the Bylaws regarding our committee.
- A budgeting schedule was set up to assign dates for 1) the budget call, 2) the deadline for all RW Committee input and 3) the presentation to the Board.
 - Our first budget call went out by email on 5/7/26, Thursday. The deadline for Committee input is June 1st.
- We also discussed the Reserve Study and Financial Planning and started a parking lot for ideas to address in the future.
- Budget (12 mos.) vs. Actuals (8 mos.)
 - We are at 8 months which equals 67% of the fiscal year.
 - Riverwood's income is at 84%
 - Expenses: Administration is at 77% (about \$550 was not budgeted for)
 - Landscape: 72%
 - Maintenance: 87%
 - General Repairs: 90%
 - Major Repairs: 80%
 - Pool: 31%
 - Recreation: 24%
 - Utilities: 71%

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- Web: 67%

ARCHITECTURE – Chair Patrick Steininger

- Dwy 40 4140 is getting a new Garage Door.

LANDSCAPE – Chair Kris Clarke

- We received and approved our irrigation audit from Crystal Greens. It was performed this last week. There will be additional tweaks as needed, but this is a start. If you note a problem: PLEASE send the information to riverwoodlandscapeteam@gmail.com A picture, the closest address, DW #, and description of what's happening.
- We have accumulated over 80 plants that can be placed around Riverwood. We are looking for just the right place to tuck them in. If you know of any person we could hire to help dig and plant, please share their name and number with us. We have about \$745 in our bottle fund account. The reason we use that for special projects is because we like to leave a cushion in our RW budget in case of an irrigation break in the middle of summer. So, thank you for continuing to share your cans & bottles with us, it is greatly appreciated.
- Enjoy the early summer....you never know how long it will last!

MAINTENANCE – Interim Patrick Steininger

- Replacement fencing has started for D10 12602 giving a main focal point on 125th/Prescott a better look. Its interior fence will be installed before painting starts.
- Residences D20 4316-18, and D60 12605-07 area also getting new back fences. A 12605 fence will be delayed a bit to allow a full-grown Japanese Maple to be dug up from the patio during its dormant winter season and replanted. Its new special home is still being investigated.
Thank you, Robin.
- D40 4130 had a large tree root removed from house walkway and concrete to be repoured.
- Pressure washing was done in various and unknown walkway locations.
- Karen Laird/Mx Committee is collecting Mx Action Requests for our next budget season.

POOL – Chair Lisa Dashiell

- **Goal:** Pool opening 05/23/2026

Month's Accomplishments

- Winter pool cover removed and focus on preparing water for summer season
- Delay of pool deck repair and painting due to stop work order from Board. Revised goal is to buy deck paint at end of this fiscal year, repair deck in October 2026 and paint Spring 2026.
- Lisa Dashiell and Jann Gilbert trained in pumphoom tasks for support of Pete Burns and Luke Forsythe during Summer season.
- New signage hung
- Repair of Kreepy Krauly vacuum
- Additional chemicals and supplies ordered
- Cindy Zinn: Organizing pool volunteer schedule
- Preparation of pool deck, deck furniture, and misc. in preparation for opening

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- Obtained bid for pool deck repair from 4Sons Concrete: \$4550 (did not include plan for drainage of water which had been discussed at time of bid)
- Reactivation of Emergency phone with CenturyLink – To be activated 05/22/2026 – Anticipated cost \$66.32/month
 - Set up CenturyLink online account
- Ordered 4 new deck lounges from Lowes
- Painted women’s bathroom and started painting men’s bathroom
- Submitted Maintenance work order on leaking urinal in men’s bathroom

Costs

- Supplies: \$1186.69
- Labor: \$2400
- Phone: \$66.32

Donations:

- \$100: Thank you, Rebecca Jones,
 - This will be applied to cost of 4 new deck lounges

SAFETY & SECURITY – Chair needed

- The committee needs someone to oversee our Safety and Security.
- Notice of trip hazards or need of white stripes on our walkways should be communicated to Maintenance. As well as lighting issues,
- Safety & Security funding will come from the maintenance budget and recorded appropriately for reference.

INSURANCE – Chair Jann Gilbert

- No claims were made in April. The premiums continue to be paid and will probably increase on March 1st, 2027.

NEWSLETTER – Chair Barbara Edwards

- The RHA Newsletter Committee Chair has come forward volunteering to write our community newsletter. **Barbara Edwards of Dwy 10** will be meeting with Jann this week. She will be using the same email address.
- New software is being researched that can be a contribution to Riverwood having an on-line news page to go to.
- We still have a need for paper copies for those without internet access to the newsletter. 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

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- 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

- Always the last Sunday of each month, the Recreation Committee looking forward to seeing our Riverwood Community at our **Ice Cream Social Theme Potluck on Sunday May31st 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.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 12605 NE Shaver Street – Dwy 60
- 4218 NE 125th PI – Dwy 30E

Welcome Activities

- 12605 NE Shaver St – Dwy 60 – 04/27/2026 - Listed on Zillow as sale pending. Email sent to owner with Move Out Checklist and requesting seller’s realtor coordinate with buyer’s realtor to provide new owner’s contact information and closing date.
- 4218 NE 125th PI – Dwy 30E – 04/27/2026 – Emailed Move Out Checklist
- 4202 NE 125th PI – Dwy 30W – 05/08/2026 – Updated roster information
- 12517 NE Shaver St – Dwy 60 – 05/09/2026 – Emailed requesting confirmation of intent to move. Awaiting response.

Anticipated Activities for May/June

- Continue to follow For Sale Listings
- Await clarification from Board on status of 4018 NE 125th Place
- Send out Riverwood Rosters in June

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

Traffic for the web at RiverwoodPDX.org dropped off with decreases for number of users, the number of sessions, and new users.

Stats for April 2026.

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- Sessions -- 185 (down 44% vs. Previous 30 Days)
Page views — 486 (up 4% vs. Previous 30 Days)
Avg. Session Duration: 51 seconds (up 300% vs. Previous 30 Days)
Total Users -- 153 (down 51% vs. Previous 30 Days)
Bounce Rate — 66.5% (down 24% vs. Previous 30 Days)
New Users — 147 (down 52% 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 **APRIL** 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**
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:
 - b. **RESPONSE:** There is an interim committee consisting of Patrick Steininger, Elise Morgan, Laurel McAfee and Karen Laird.
 - c. **Contact Karen Laird by email for general maintenance needs. Contact Patrick Steininger by phone for emergencies. (4/9/26)**
 - d. Karen is setting up an initial meeting of those noting their interest in supporting the Maintenance Committee. For anyone interested, we are very much in need of residents to take-on small and not-so-small functions around our property. Please contact Karen if you can find a little time during the month to walk a vendor or few around the property.
 - e. The Mx committee's first active project - that any resident is open to do - will be to assess property features like fencing, painting, siding, walkways, lighting fixtures, drains, tree stumps, house entries, garage doors, and other elements. This assessment will help us begin a new reserve study and prepare maintenance plans for the upcoming budget agenda season. (5/14/26) **DONE**
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)

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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 –
 - 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. Ticket System for Action Requests: 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. (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 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)
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MARCH NEW BUSINESS:

8. Handyman Position on Hold
 - a. This review of the hiring of workers to work in the HOA came about with the retirement of the former maintenance chair and many questions came about our handyman's pay, his scheduling, his lack of certification and future ability to work at Riverwood.
 - b. Mace Lopez, at the beginning of this transition in management, had been working for the HOA for many years without certification and liability insurance. There were no signed contracts or work agreements, pay process, or understanding of his relationship to Riverwood. It became important to put all professional and legal standards into place for Mace but also the official accounting of the HOA. Past understanding was to shepherd him into the professional certification. This was lost along the way. Residents feel bad for not correcting the situation.
 - c. As a non-certified handyman, there are a variety of job they can handle. Limited to *painting and repairing of fences or gates, installing trim, power washing walkways, non-ladder gutter cleaning, drain cleaning, grinding or sanding concrete, fixing broken tiles,*

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changing light fixtures, replacing bulbs, caulking, changing door hardware, repairing wood items. While Mace has been doing work well beyond this scope, without certified training and or liability insurance to cover him, the HOA couldn't take the risk of going beyond the Handyman title.

- d. With notifying Mace of the professional items available to him, he is working to get his handyman's license and continue work at Riverwood. He has a Spanish speaking mentor working with him through the process while he still works.
- e. In the interim, he signed a document of Hold Harmless which only takes the place until we have a copy of his Liability Insurance. Once liability insurance is obtained, a new HH or contract can be exacted. He will still have the option of working on handyman general maintenance work around our property, work for other businesses, projects for Committees and personal residents.

9. Handyman Notes from the Meeting:

- a. Why do we not hire someone as an employee? Is it financially feasible to pay for insurance, and hourly pay? **A:** Hiring as an employee is more work and expense that can be managed by the Board or selected Administrators.
- b. A concern about paying him at a contractor's rate will be increase our expenses, plus the possibility of his moving on for bigger employment. **A:** Mace was paid similar current labor rates in the past without the overhead of working contractors. His certification is likely to be as a Handyman which is different than a construction contractor. When we schedule for all projects, we are constrained by an annual budget that we're given. We want Mace to find his success wherever he goes.
- c. Can a Committee Chair or Resident go to a HOA list of certified contractors to select a contractor for their project? **A:** Yes. And hearing from Residents about successful personal work and adding a new contractor to the list just what we'd like to do. Those contractors we hire would also be available to you. All should have a CCB that can be reviewed online.
- d. As a business, we should have been getting quotes for future projects and general maintenance. Expecting him to handle all HOA projects is not appropriate. Some of his bids have been the most expensive quotes, sometimes the selection of vendor is not about cost. Some of his quality is being questioned.
 - A.** Bids from professionals are currently being taking in a variety of disciplines. Quotes are always in writing, to be signed/agreed between both parties. Costs can sometimes be negotiated.
 - A.** Bids from professionals are selected for a variety reasons, not just cost. Availability, timing, workability of the contractor and team, training, experience and knowledge, materials used, standards used, AND the warranty they provide.
 - A.** Quotes from Riverwood for HOA work may be offered based on finances and time required. Those, too, can be negotiated.
- e. Were Reserve Account funds used in the past four months on Maintenance projects.
 - A.** No.

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Motion to adjourn.

Meeting adjourned at 7:50 pm