

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, June 18, 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 MAY 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. **TABLED for CORRECTIONS**

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

TREASURERS' MAY REPORT – Chair Judy Robertson

- **NOTE:** The official email address for the Treasurer is: rwh.treasurer1@gmail.com
- The Cash Flow for May was negative, Expenses exceeding Income by \$1,450.41
- The outstanding balance for the Roofing Loan is \$212,525.87
- The balance in the Reserve Account is \$199,126.52
- The balance of the Recreation portion of Reserve account \$6,460.09
- **NOTE:** The Treasurer's Report as presented from MAY has been **accepted**.

BUDGET REPORT – Chair Jann Gilbert

- The Budget Committee began meeting in May with the new Chair.
 - The current committee consists of Laurel McAfee, Bill Neville, Michelle Woods, Karen Hansen-Laird, David Tallmon and Jann Gilbert (chair).
- We set a schedule for Budget Calls and deadlines and discussed the Reserve Study and Financial Planning. We also started a parking lot for ideas to address in the future.
 - On May 7th, we sent out the Budget Call for the upcoming fiscal year. We hope to have all the necessary input by the end of June and to provide it to the Board at August meeting.
- Budget (12 mos.) vs. Actuals at 9 mos. into the fiscal year:
 - We are at 75% of our fiscal year.
 - Income: 76%
 - Expenses:
 - Administration: 77%
 - Legal: 108%
 - Landscape: 78%
 - Maintenance: 92%
 - Pool: 53%
 - Recreation: 24%
 - Utilities (including Web): 71%
 - **Total Operating Expenses: 70%**

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NOTE: Jann is looking for more folks to be on Budget meeting to make proposals, special projects, take a broad and narrow focus on the money that is spent.

ARCHITECTURE – Chair Patrick Steininger

- Driveway 30 request for window shade. Approved.
- Driveway 60 request for garage door replacement. Approved.
- Driveway 30 request for attic vent installation. Approved. Completed.
- Driveway 30 request for fence topper in 2022 just now being installed and there are some issues as to the request meeting the expectation of initial request granted.

LANDSCAPE – Chair Kris Clarke

- We have been blessed with lush green grass this year after putting an extra focus on it in the fall. We still have a few spots we are treating by reseeding, but as a whole, we are extremely happy with the outcome.
- Our irrigation is up and running, and we have tweaked all the reported problems. Crystal Greens will now conduct a mid-season irrigation audit to make sure we are updated. We may be able to add an additional weather sensor to our system that will only help curtail our water use, only when needed...not just timed out.
- As soon as the weather cools down, we'll be starting to plant a collection of "gathered" plants. We were gifted some Shasta daisies plants and would like to include some at each driveway to show some consistency. If you have a spot, you think needs a plant let us know. We have many to choose from and might have just the one to fit the bill.
- *PLEASE: Don't forget we are still collecting pop cans & bottles for our Landscape fund.

MAINTENANCE – Interim Patrick Steininger

- Maintenance is this week finalizing its Budget request to the Budget Committee for the 26-27 financial year.
 - There are painting projects in D20 & D70 and residing & painting a wall in D40.
 - Attention to our roofs with 22 exposed Chimney repairs and many Pipe Boot replacements due to hungry squirrels.
 - A portion of D30 will be repaved, and a new mailbox installed from D20.
 - Included is the constant repair to the house trim and fences, including new man doors for a few Rental Garages, and the constant upkeep of our largest purchase, our roofs and gutters.
 - Assessments and Quotes have been received for current prices and support of a future Reserve Study.
 - Mx is asking residents to check out their fences for broken parts that we can address.
- With the new Interim Mx Committee getting started, their Outreach will contact residents prior to projects.

POOL – Chair Lisa Dashiell

Month's Activities

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- Pool opened for the summer season May 23.
- Chemical check team formed (thank you Cindy Zenn) and process reviewed.
- Pump room team in place (Luke Forsythe, Pete Burns, Jann Gilbert, Lisa Dashiell)
 - Continue to work on chemical stability which has been a challenge this year with need for the higher levels of chemicals used due to changes in Portland's water source. Result is higher chemical costs due to volume increase.
 - Police report filed after 2 episodes of pool break-in and vandalism. Thanks to all who helped clean up after these episodes and provided reports and pictures/videos of the kids involved.

Disappointment

- The pool surface was repainted last Fall. Upon uncovering the pool, it's refilling, and use, several issues are apparent:
- There is some staining of the pool surface similar to the staining which has happened at East Portland Community Center's pool. The theory is that the staining is a combination result of Portland's water source change and an algae bloom.
- There is some bubbling and chipping of the new paint likely due to the unexpected cool wet weather at the time of painting and back to hiring Mace as he was much more successful with the previous paint job.

Costs

- Supplies: Yet to be fully calculated
 - Labor: \$1350.00
 - Phone: \$66.32

Donations

- \$100 Kroger gift card from participating in a survey and interview with City of Portland. Used to purchase 3 chairs and bathroom cleaning supplies.

SAFETY & SECURITY – Chair needed

- The committee needs someone to oversee our Safety and Security.
- Retiming the Security lighting is currently on a back burner to swap out the clocks for photocells probably in the fall.

INSURANCE – Chair Jann Gilbert

- No claims were made in April.
- There was one request for our Certificate of Insurance by a prospective buyer. The annual meeting with Mark Nguyen, our State Farm agent, is outstanding, waiting for everyone to have a free moment to meet.

NEWSLETTER – Chair Barbara Edwards

- No report.

PARKING

- Dwy 20 is getting Peter Burns as their driveway rep. He will contact other reps as to what should be done by a representatives. Thank you, Peter

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- There is inconsiderate parking happening in some driveways. Please don't let your visitors inconvenience your neighbors.
- There are always folks that are parking overnight in guest parking, even while residing in a residence.
- Are parking lines a possibility?
- The Parking Committee always needs volunteers and a Chair.

GARAGES, KEYS – Chair Angie Svoboda

- 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

- Next Social/Potluck will be June 28th with the theme of Pic Nic Food. Ice cream bars are to be expected.
- Game Night will 2nd Sunday of the month at 2:00pm.
- Mary Ann Zimmerman has been doing a fabulous job taking care of the Rec Room, organizing puzzles and games, etc. Thank you, MaryAnn.
- Paper request forms are needed in the Rec Room, kept in book area.

WELCOME COMMITTEE – Chair Lisa Dashiell

For Sale

- 4218 NE 125th PI – Driveway 30E, closing on 7/2
- 12517 NE Shaver St – Driveway 60, closing 7/13

Welcome Activities

- 4202 NE 125th PI – Dwy 30W – 05/08/2026 – Updated roster information and update sent to Board and appropriate committee chairs
- 12517 NE Shaver St – Dwy 60 – 05/09/2026 – Move-out Checklist emailed
- 12605 NE Shaver St – Dwy 60 – Closed 05/27/2026 – Email sent to new owner requesting
- Verification of email, phone contact, request to set up in-person meeting.
- 06/08/2026 - Current Rosters emailed to Barbara Edwards for June Newsletter

Anticipated Activities for June/July

- 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.

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WEBSITE – William Neville

- Traffic for the web at RiverwoodPDX.org dropped off with decreases in activity down across the platform, perhaps due to more outdoor activities and less time in front of a computer screen.

Stats for May 2026.

- Sessions — 11`7 (down 47% vs. Previous 30 Days)
- Page views — 287 (down 41% vs. Previous 30 Days)
- Avg. Session Duration: 48 seconds (up 19% vs. Previous 30 Days)
- Total Users -- 95 (down 50% vs. Previous 30 Days)
- Bounce Rate — 52.1% (up 29% vs. Previous 30 Days)
- New Users — 89 (down 52% vs. previous 30 days)ju

PAYHOA – Judy Robertson, Jann Gilbert

- Judy will make a payment to start our subscription.
- PayHOA will be populating most of the site but Patrick and Scott will also download much of our stuff.
- Connor suggested that they start the new site before the trial site is taken down.
- PayHOA meetings will be implemented not only to start the site but teach and inform all of us that will be using the new site to manage the HOA and residents wanting to use its resources.

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 **MAY** were approved at 0:00 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:

RESPONSE: Heiburg Is upping rates 5% for garbage.

- d. **TABLED/PROJECT LIST** (6/18/26)

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:**

- e. There is way of calculating property to help bring down our account by tree count, roof coverage. Redirect our roof drainage into our landscaping. Encourage residents to go the Water Bureau to learn more about.
- f. PCEF is a program for energy conservation that

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- g. CG does over land maps that might provide us with images of trees and area of our property. There is a possibility of mapping from Mt Hood Roofing.
 - h. This is a project looking for someone to research (6/18/26)
 - i. **RESPONSE: HOLD**
3. 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? (1/8/26)
 - b. **RESPONSE: HOLD**
4. 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: HOLD**
5. Reserve Study – Leo, Patick and Jim were 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)
6. 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 (4/9/26).
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MAY NEW BUSINESS:

7. Scooters on Property? Kids riding electric bikes in our driveways have become a hazard.
- a. On Renter Scooters, kids vary in ages, possibly Riverwood kids.
 - b. For Riverwood kids, talk to their parents of their neighbors. Outside kids, take pictures for proof, send around emails.
There isn't much the HOA can do but each person do what they feel safe in stopping kids from doing the dangerous. **DONE**
8. E-Mail Blasts – Just a confirmation who is sending out Blasts to Residents (and have big contact lists):
- a. Laurel McAfee/Riverwood Secretary = Board News, Maintenance News.
 - b. Barbara Edwards/Newsletter = Neighborhood News.

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- c. Lisa Dashiell/Pool = Pool News. **DONE**
- 9. Is Zoom is available for monthly board meetings?
 - a. There is no money to supply WiFi and equipment and no oversight to set it up on monthly basis. **DONE**
- 10. Residents are feeding the squirrels, birds, etc. that are causing rodents to want to live here. Jann has a crawlspace full of rats.
 - a. Squirrels Prevention: Read Kris's article in the HOA Newsletter.
 - b. It was suggested that we create a policy against feeding the wildlife.
 - c. **RESPONSE:** A proposal is in the works. (6/18/26)
- 11. Questions to Maintenance Committee regarding work offered to Mace were answered. He had turned down a coupled projects and is continuing with his work on gutter cleaning on numerous addresses.

Motion to adjourn.

Meeting adjourned at 8:00 pm