

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, July 9, 2026

ATTENDEES

Board:	Elise Morgan/Pres, Patrick Steininger/VP, 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, Cindy Zinn,
Residents:	Lynn Young, Irene Hennessey, Kazumi Erickson, Nancy Stoll, Janice Abbate, Dixon Ngirated
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 JUNE 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 JUNE meetings **has** been accepted as presented.

TREASURERS' JUNE REPORT – Chair Judy Robertson

- **NOTE:** The official email address for the Treasurer is: rwh.treasurer1@gmail.com
- The Cash Flow for June was positive, Income exceeded Expenses by \$23,020.42
- After June payment the outstanding balance for the Roofing Loan is \$208,286.92
- The balance in the Reserve Account is \$201,561.02 The recreation portion of the reserve account is \$6,461.35
- **NOTE:** The Treasurer's Report as presented from JUNE has been **accepted**.

BUDGET REPORT – Chair Jann Gilbert

- The Budget Committee **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.
- Tonight's meeting will be reviewing the proposed budget for the 2026-27 year.

ARCHITECTURE – Chair Patrick Steininger. (riverwood.architectural@gmail.com)

- Nothing to report.

LANDSCAPE – Chair Kris Clarke. (riverwoodlandscapeteam@gmail.com)

Landscape Budget: Landscape is broken into two separate categories.

Crystal Greens: set monthly contract that covers:

- mowing, edging, blowing, trimming of bushes, under 12 feet
- spraying of pre-emergent weed control,
- removal of small limb and debris,
- and a massive leaf removal in the fall.

Trees and Other:

- This is more variable but only in terms of damage control of trees or irrigation related work.
- We have our tree work attended to in the fall and as we move forward, it has been more and more expensive as our trees age and die out.

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, July 9, 2026

- Tree removal: The City requires permits to remove the tree and proof that you have re-planted required species and size of tree to the city. Add all that up and it's expensive. We hold our breath that we do not have any winter weather related damage as we move into spring.
- Time to start irrigation. Irrigation start-up always brings up repairs, missing heads, broken pipes, roots encroaching on pipes that have to be addressed. We have a Spring audit where they inspect each section of our irrigation for damage and make ready for start-up. As with our trees our irrigation is ancient and is always requiring repairs.
 - Mid-season irrigation inspection follows to tweak anything that we have missed or that has changed with our first inspection, and needs updated at that time.... which is another cost?
- So.... until those two items are fully addressed, we cannot even begin to think of any special projects because we do not know how much money we have left in our budget until we've reached the final audit. We do not proceed until we know.
- That is why we developed the "Bottle Fund Account" it allows us to have some money to put towards a special project that's not tied to the budget because....
- We don't spend what we don't have.

MAINTENANCE – Interim Karen Laird

- The **Maintenance** Committee arranged for Mace to clean gutters in the areas that have the greatest problem with leaf clogging.
- D20: We have gotten quotes for painting the triplex in DW 20 (it was re-sided with primed Hardi Plank but has yet to be painted).
- D20: We got an estimate on the replacement of the community mailbox, also in DW20.
- D30: We accepted a quote for asphalt paving to be done on DW 30. Because of the cost, the paving has been divided into 3 sections, and spread over 3 years, starting with the back side of DW 30E. That work will occur on **Friday, August 21 from 7a-5p**. We will remind residents ahead, but all cars will have to be off that part of the driveway until the work is finished.
- D40: We got a quote on replacing part of the siding on a property on DW 40.
- Other projects in the works are chimney repairs, pipe boot repair, and some trim work in DW 70.
- The new fiscal year begins on September 1, so several of those projects will begin right around that time.

POOL – Chair Lisa Dashiell (rwh.pool@gmail.com)

Month's Activities

- Installation of new handrails from upper deck to pool deck
- Purchase of 2 new toilets for the women's bathroom as the current toilets have overflowed multiple times. Contractor assessment is that they need to be replaced. They are probably 50 y/o toilets. A Riverwood resident has volunteered to install them. (Thanks Matt Barkley!)
- No Smoking/Vaping signage added
- Decorative tile cleaned

Costs

- Creepy Krawly Hose Swivels: \$9.99
- No Smoking/Vaping Signs: \$14.99

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, July 9, 2026

- Labor: \$160
- Phone: \$66.32
- Handrails: \$89.99
- Toilets: \$56715
- Chemicals: \$827.92

SAFETY & SECURITY – Chair needed

- The committee needs someone to oversee our Safety and Security.
- The areas of walkway and entryway trip hazards have been assessed by Maintenance for either grinding the dangerous or marking with a yellow stripe to beware. All reports of trip hazards are welcome to the Mx Committee.

INSURANCE – Chair Jann Gilbert

- No claims were made in June.

NEWSLETTER – Chair Barbara Edwards

- No report.

PARKING – Attendants Needed

- No report.

GARAGES, KEYS – Chair Angie Svoboda

- There will be assessment of rental garages on repair and replacement needs this summer. If a garage is going to become available, let Angie know so repairs can happen between move-out/move-in.

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 July 26, at 2pm. The theme will be

WELCOME COMMITTEE – Chair Lisa Dashiell (rwh.welcome@gmail.com)

For Sale

- 12517 NE Shaver St – Driveway 60 – Closing 07/13/2026
- 4244 NE 125th Pl – Driveway 30W – For Sale

Welcome Activities

- 12517 NE Shaver St – D60 - 06/15/2026 – Email sent to realtor requesting coordination with buyer's realtor as sale is pending.
- 12605 NE Shaver St – D60 – 06/15/2026 – Follow up email sent
06/26/2026 – Riverwood Manual emailed

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, July 9, 2026

07/05/2026 – Follow up text requesting rescheduling of Meeting

07/08/2026 – In-person meeting with new owners

- 4218 NE 125th Pl – D30E – 06/15/2026 – Welcome email sent to buyer,
Email to Riverwood Secretary to verify intent to have owner resident
vs rental.
07/06/2026 – Emailed to verify closing occurred 07/02/2026
07/08/2026 – Confirmed move-in; emailed Riverwood Manual
- 4244 NE 125th Pl – D30W – 06/18/2026 – Emailed Move-out Check List

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.

WEBSITE – William Neville. (web@riverwoodPDX.org)

As the weather heats up, the time on computer monitors cools off. Traffic for the web
at RiverwoodPDX.org dropped off with decreases in activity down across the platform with fewer but
longer interactions.

- Stats for June 2026.
Sessions — 91 (down 32% vs. Previous 30 Days)
Page views — 334 (up 31% vs. Previous 30 Days)
Avg. Session Duration: 96 seconds (up 111% vs. Previous 30 Days)
Total Users -- 76 (down 22% vs. Previous 30 Days)
Bounce Rate — 56% (down 6% vs. Previous 30 Days)
New Users — 68 (down 26% vs. previous 30 days)

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. (6/26)

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 [June](#) were approved at 7:46 pm.

RIVERWOOD HOA – Membership Meeting

PO BOX 20453 PORTLAND, OR 97294

From rwh.boardofdirectors@gmail.com

Thursday, July 9, 2026

OLD BUSINESS:

1. 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:**
 - h. This is a project looking for someone to research (6/18/26)
 - i. **RESPONSE: HOLD**
2. 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**
3. 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)
4. 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).
5. 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)

NEW BUSINESS:

PROJECT LIST

6. Portland Residential Garbage Rates:
 - a. Parking, Garages, and Architecture Policy updated.

Motion to adjourn.

Meeting adjourned at 8:00 pm