

Riverbank HOA Board of Directors Meeting

Date: Friday, March 28, 2025 6:30pm

Location: Riverbank HOA Clubhouse. 31165 SW Riverlane Road

Proposed Agenda

1. Call Meeting to Order
2. Review last Meeting Minutes and Approve This is a requirement of the Public Meeting Law which requires that any official vote must be done in public during a meeting. We can still approve via email and post them as “Draft” minutes and post them on the website until the approved minutes are available.
3. Unfinished Business:
 - a. Collection Rule – Discussion: Complete the written rule and present it to the HOA for vote at the next annual meeting.
 - b. Status of Riverbank No.3 Plat lots/Homes/Addresses as members of the HOA.
 - i. Review the response from Chris’ Title Company (Officer and Lawyer) about this home’s status in Riverbank HOA
 1. Riverbank No3 status in HOA
 2. Their opinion of what should have been done to include Riverbank No.3 in HOA
 3. Table the “Now what??” question to New Business – Scenarios for HOA Membership
 - c. Grounds Maintenance
 - i. Review the bid process and bid selection and Board Approval in Meeting – Alison Smith
 - d. Building Maintenance
 - i. Improved heating source (Capital Spending) – Chris to review the Capital Spending Approval and the installation and test of the heaters
 - ii. Spring Clean-up List – Sue to provide update on the Spring-cleaning event (date, time, list of needs volunteer skills needed, community nominations for the Community “Heavyweights”

- iii. Location of Septic tank – Update by Sue
- iv. Grinding of the sidewalk “uplift” area – Chris to update
- v. Other items – improved lighting
- vi. Court Maintenance – determine when to get a bid for any repairs or maintenance (cleaning). When will nets be returned to the courts?

4. Management Reports

- a. Financial Update
- b. Past Due Account Analysis
- c. Budget Review
- d. Review and approve the Reserve Account
- e. Discuss options for higher interest-bearing account for the Reserve Account

5. New Business

- a. Renewal Information Request from ABI Insurance Company (see request below)

I am updating our file for Riverbank Home Owners Association renewing on July 2nd, and I need some information to prepare this accounts for renewal. Please see below:

- We show 41 units and a clubhouse, a sports court, and a playground at this association, please confirm if this is correct or if anything should be added
- Current Budget and Financials
- Please confirm in email how much is in the reserve account
- The association currently has **\$250,000** in crime coverage. This is calculated by taking the amount in the association’s reserves plus operating (or 3 months dues). If this is not enough coverage, please let us know what to increase it to for the renewal.
- Have there been any new amendments to the Declarations/CC&R’s or Bylaws including insurance resolution?
- Please provide most recent reserve study
- Please confirm the Mailing/Billing address we currently have:
 - 31165 SW River Lane Road
 - West Linn, OR 97068
- Please advise if there is a separate billing address for receiving invoices
- Please provide an updated Board Member list (Titles, Phone #, and Email Address needed)

- b. Update on the Private Road as follow-up to visit at the County Clerk’s office – Liz

- c. Discussion on creating a separate Reserve for Private Road Maintenance (the road in front of the clubhouse which connects the westerly and easterly sections of Riverlane Rd). This is a Private Road which is owned by the HOA.
 - d. Scenarios for additional HOA Membership (specific to the homes in Riverbank No.3 and the 4 lots surveyed and sold before the Platting of Riverbank)
 - e. Discussion about a new Rule to cover the expenses for the HOA providing a package of HOA documents to Home sellers or the Title Company during closing
6. Homeowner Forum: (For discussion of general HOA matters only. No personal issues nor specific homeowners/addresses will be discussed. Maximum 5 minutes per homeowner)
 7. Schedule a Board of Directors Special Meeting to (1) Approve Minutes from 3/28 meeting and plan the Annual Meeting
 8. Adjourn Meeting