

**RIVERBANK HOMEOWNERS' ASSOCIATION**  
**MEETING MINUTES**

**April 27, 2021**

**PRESENT:**

Cornelia Seigneur, Chair  
Laura Christiansen, Vice-Chair  
Joe Bowers, Incoming treasurer  
Mary Latimer, Outgoing secretary  
Lynn Van Zandt, Incoming secretary  
Molly Rice, Social director  
Justin Martin, Member-at-large  
Sonja Smethers, Member-at-large

**ABSENT:**

Jay Doty, Outgoing treasurer  
Derek Christiansen,  
Member-at-large

**ALSO PRESENT:**

Sue Barton-Venner  
Kaylee & Austin Walker  
Libby & Pete Butler  
Bob Rouse  
Steve Rice

	TOPIC	DISCUSSION	ACTION
1.	Call to Order	Meeting called to order on April 27, 2021, by the Chair, Cornelia Seigneur, at 6:47 pm.	Informational
2.	Review of Previous Minutes	Minutes from the August 3, 2020, meeting were approved.  Self-introductions by attendees.	Informational
3A.	Business for Review & Discussion & No Action  ANNUAL DUES	<p><u>Non-Payment of Dues</u></p> <p>1) Still working on collecting delinquent dues. There are approximately six delinquent households totaling over \$6,000; some are delinquent by &gt;10 years. Households have to be current on dues in order to vote.</p> <p><u>Process of Collection</u></p> <p>2) Discussion into hiring a collection agency, filing a lien, or suing [expensive and time consuming. The Board will continue to discuss and explore our options.</p> <p><u>Increase in Annual Dues</u></p> <p>3) Discussion about raising the annual dues to cover our costs; they have not been increased in many years. Sue Barton-Viner mentioned that she recently had her house appraised and was told the clubhouse and courts in their current condition are <u>not an asset</u>.</p>	Informational  <p><b><u>ACTION ITEMS</u></b>  <b>Continue to explore ways to collect on delinquent accounts.</b></p> <p><b><u>Review by-laws to establish votes needed to increase annual dues.</u></b></p>

		<p>Query: How many households are in our HOA? Mary Latimer responded that she has a map of the households.</p> <p>Query: What do CC&amp;Rs say about votes needed to increase annual dues? No definitive answer at this time.</p>	
3B.	Business for Review and Discussion  BATHROOM PROJECT	<p>Per Bob Rouse: The bathroom is ready to be painted. Mary Latimer said she will paint; the HOA will buy the paint.</p> <p>The plumbing needs to be done, Phil Roach is working on cost and timeline.</p>	<u><a href="#">ACTION ITEMS</a></u> Mary Latimer to buy supplies and paint bathroom.  Phil Roach to get plumbing quotes.
3C.	Business for Review and Discussion  LAWN SERVICE	<p>Bob Rouse has been taking care of the landscaping, mowing approximately every two weeks. Jay Doty charged \$60.00 per hour; Bob is doing it for free. Bob would like the HOA to buy the weed control and bags of fertilizer. There's maintenance and health of the yard to consider. We need to discuss whether or not to hire a service or continue to use Bob, who's willing. We need to get some costs from Lawn Contractors. Also, should we do hardscape or landscape or a balance of both?</p>	<u><a href="#">ACTION ITEM</a></u> Need costs from lawn services contractors.
4A.	New Business  ROOF REPAIR	<p>Bob Rouse has been blowing off as much debris as he can but we need to treat the roof for moss.</p>	<u><a href="#">ACTION ITEM</a></u> Need costs to treat Clubhouse roof for moss.
4B.	New Business  TENNIS COURTS REPAIR	<p>Joe Carnathan is working on getting estimates to repair the basketball and tennis courts, he currently has three. It's been twenty years since anything was last done. At that time a double assessment was done to pay for it.</p> <p>Discussion: Do we resurface or repair; can it even be resurfaced at this point? Maybe not do both sides, repair or replace, do half-court basketball, stripe for a pickle ball court also, bocci ball, maybe change the Clubhouse to a BBQ area? Maybe get feedback from households to see what they would like to have. Not currently being used by many people. Molly Rice suggested having monthly gatherings to encourage more use. We probably need to spend some money to bring everyone together.</p>	<u><a href="#">ACTION ITEM</a></u> Need feedback from Joe Carnathan on costs on courts repairs/resurfacing.  Cornelia Seigneur will reach out to households to for feedback on use of courts.

5.	Treasury Report	<p>Currently &lt;\$8,000 in account. Joe Bowers is working on a budget and should have it done within a month. We need to set up a reserve. The state of Oregon requires a reserve study to be done every two years, it appears that has not been done recently. Our account was frozen due to our non-response to government inquiries. We are a DNC [Domestic Non-profit Corporation].</p> <p>There are four areas that the HOA is responsible for: the clubhouse and courts, the entrance to the neighborhood [currently being done by neighbors], and the two traffic circles [currently being done by neighbors].</p> <p>Query: Where is the money currently going? Response from Joe Bowers is he will know more once he has had a chance to go over the numbers.</p>	<p><b>ACTION ITEM</b> Joe Bowers will prepare budget and financials reports.</p>
6A.	Election of Board Members  SECRETARY	Cornelia Seigneur, Chair, nominated Lynn Van Zandt as secretary, Mary Latimer seconded, membership approved.	
6B.	Election of Board Members  TREASURER	Cornelia Seigneur, Chair, nominated Joe Bowers as treasurer, Bob Rouse seconded, membership approved.	
7.	Other Business from Members Present	There was no other business.	
8.	Adjournment	The meeting was adjourned at 8:07 pm.	
	TOPICS REQUIRING FOLLOW-UP	<ol style="list-style-type: none"> <li>1) Mary Latimer to buy supplies and paint bathroom.</li> <li>2) Need costs from lawn services contractors.</li> <li>3) Need costs to treat Clubhouse roof for moss.</li> <li>4) Need feedback from Joe Carnathan on costs on courts repairs/resurfacing.</li> <li>5) Cornelia Seigneur will reach out to households to for feedback on use of courts.</li> <li>6) Joe Bowers will prepare budget and financials reports.</li> </ol>	

**Please note:** Our next meeting is Monday, June 7<sup>th</sup>, at 6:30 pm, at the tennis courts.