

RIVERBANK HOA BOARD OF DIRECTORS MEETING MINUTES

MONDAY – JUNE 07, 2021

PRESENT

Cornelia Seigneur, Chair
Joe Bowers, Treasurer

Laura Christiansen, Vice-Chair
Lynn Van Zandt, Secretary

	TOPIC	DISCUSSION	ACTION
1.	Call to Order	Meeting call to order on June 7, 2021 @ 6:59 PM, by the chair, Cornelia Seigneur	Informational
2a.	Treasurer's Report	<p>FISCAL YEAR Our fiscal year runs from July 1st through June 30th. Joe [Bowers] went back over the financials for the past three years and put everything into Excel spreadsheets.</p> <p>CURRENT FINANCIALS As of July 2018, we had ≈ \$8K in the bank, currently we have \$7,600; this money is from the HOA dues as we have no other sources of income. The dues are supposed to be determined by July 1st.</p> <p>BUDGETED EXPENSES Joe shared his spreadsheets with our expenses broken down into: Clubhouse maintenance, tennis/basketball courts maintenance, recurring landscaping, non-recurring landscaping, miscellaneous expenses, etc.</p> <p>HOA DUES Currently our HOA dues should be bringing in \$5,125 per year [41 x \$125] but as there are several homeowners who are not paying, we are only realizing about \$4,000. There are six or seven homeowners who are delinquent and two who are severely delinquent. Also, at some point a side-deal was made with the condo units to pay an unapproved [as far as we know] reduced rate. It needs to be brought</p>	<p>Action items: Cornelia will research property line for the laurel hedges.</p> <p>Cornelia will follow-up with John Carnathan regarding the quotes for the tennis/basketball courts repairs.</p> <p>Cornelia will reach out to Diane Clark regarding the By-Laws she quoted as they are not in our copy.</p> <p>Cornelia will reach out to the neighborhood regarding the fifth Board member.</p> <p>Cornelia will find out the bathroom key doesn't work.</p> <p>Joe will research cost of on-line payment services.</p>

	<p>back up to the regular rate.</p> <p>We currently are not charging the 6% interest for delinquent accounts; we need to start charging that for all accounts. Also, discussion into placing liens on properties.</p> <p>The By-Laws and Declaration have circular references for the annual assessments [By-Laws refer to Declaration, Declaration refer to By-Laws].</p> <p>Annual assessments of \$200 would result in income of \$8,200 [if everyone pays] and allow us to get closer to our budget goals, but we still fall short by \$2,000. An assessment of \$250 per annum would be a good number for us and allow us to meet our goals. Much discussion about what is more palatable: \$225 or \$250?</p> <p>Discussion regarding pushback from homeowners if we raise the annual assessment. Cornelia has already had a homeowner text her and refer to the By-Laws regarding this issue, stating that “the Riverbank By-Laws indicates that resolutions must receive the approval by majority of 2/3 of the votes cast in favor of such a resolution at any meeting”. Laura suggested that we start at the point that the last assessment increase was done, add on the yearly CPI and let them know that if the HOA had kept up with the CPI that the annual assessment would now be \$XXX. Using just inflation, Joe ran some numbers and the assessment would be \$205 at this point based on inflation.</p> <p>Concerns expressed about raising the assessments and then also calling for a special assessment to fix the courts. Cornelia suggested that we do one or the other now and the other next year.</p> <p>Laura asked who uses Clubhouse, who cleans it, how do we know who is using it, who is following-up?</p> <p>MOTION by Laura Christiansen to approve the budget [based on dues of \$225], seconded by Lynn Van Zandt. Vote: Four ayes, no nays, no abstentions.</p>	<p>Joe will get us a PO Box in Wilsonville.</p> <p>Joe will look into tax implications for a non-profit operating with a negative balance sheet.</p> <p>Lynn will go to the Clackamas County Clerk’s office to look for all Declaration amendments and By-Laws.</p> <p>Lynn will look for landscaping maintenance for all the common areas.</p> <p>LYNN will research cloud storage.</p>
--	---	---

BILLINGS AND PAYMENTS

We should be sending bills via US mail and also offering on-line payment services. Since paying on-line costs money, those opting for this service would need to pay the service charge. Also, do we have enough volume to meet on-line-payment service providers' minimums? Would Venmo or PayPal be an option for us? Joe will research.

Joe has set up our accounts on auto-pay and has the HOA checkbook for other expenses.

We also need a PO Box for HOA business rather than using people's personal addresses.

RESERVES

As an HOA we are obligated to have a reserve study and a reserve account. Currently we operate solely off our assessments at a break-even point. Joe did a reserve study out to 2046 [25 years] for large, nonrecurring, expenditures; i.e., resurfacing tennis/basketball courts every 4-6 years, the Riverbank monument maintenance ≈ every 5 years, Clubhouse maintenance, common area improvements, etc. Allowing for a 2% rate of inflation, Joe estimates we should be setting aside \$2,700 per year into this reserve. Much discussion about expenses and whether or not this was enough, also about placing liens on past-due Homeowners. Joe suggested we operate with a negative balance sheet for this year and start moving money into the reserves at a rate of \$225/month [\$2,700 annually]. We can adjust either budget or dues for next fiscal year. Does operating this way expose us to tax issues?

TENNIS & BASKETBALL COURTS AREA

Discussion about what to do with the tennis/basketball courts and what do the homeowners want? Current estimate is ≈ \$16K to \$20K to fix the courts, which will require a special assessment. Laura suggested to send out a survey to the homeowners about what they want. This can also be an opportunity to inform them of

		<p>the money and the issues. Give them a global overview of the budget [not the detail] and allow them to participate in the process if they choose to do so.</p> <p>HOA USE BY OTHERS</p> <p>People who are on Hebb Park Road that are not part of our HOA are using our courts as part of a side deal that Jay made – we can't have people making side deals. Cornelia shared that her son works for an HOA that opened up their membership to others who are willing to pay because they needed more income. Something for future consideration.</p> <p>LANDSCAPING</p> <p>Discussion about how to move away from using HOA members for services: liability, loss of control, etc. We need to look into hiring a professional landscaping service for all the common areas.</p> <p>DOCUMENTS</p> <p>Currently scanning from historical paper documents to thumb drives. Cloud storage was requested.</p> <p><u>Side questions:</u></p> <ul style="list-style-type: none"> ▪ Who does the laurel hedge belong to? ▪ Is the Riverbank monument lighted? 	
3a.	Secretary	<p>Going through all the records and moving to a thumb drive. Any handwritten notes without dates or context are tossed. Currently at 1991/1992.</p> <p>Joe asked what are the requirements for document storage? Per Lynn, originating documents are to be held forever, everything 4 to 7 years depending upon the type of document. Lynn will research.</p> <p>Research cloud storage.</p>	
4b.	Vice-Chair	<p>Laura's Vision: I would love the Board to operate in a way that respects the privacy that people moved here to have. I don't want to be that association that everybody moved away</p>	

		<p>from, in everybody's business and being bossy-pants about what they can and can't do, and yet, I think to establish some boundaries. How long does somebody get to not take care of their property after a big storm?</p> <p>Joe – there's nothing in the By-Laws addressing that.</p> <p>Laura – is there some sort of emergency fund or neighborhood pitch-in. We need to be fiscally responsible; we need to make sure we have the money to take care of the amenities that are a part of this neighborhood and to be fair and appropriate with our communications to the homeowners in this area. But we have to be responsible and not ignore the fact that there's not enough money to do the basic things. The basic maintenance hasn't been taken care of and so it's that balance of who can argue that after however many years it's been and there's been no increase that it's the wrong thing to do. Nobody loves to pay more money but it's the right thing to do and we shouldn't be shy about doing the appropriate thing. We want to create a place where we connect as a community and have some fun and games and celebrate. [Work parties aren't the same thing.]</p> <p>HOA MEETINGS</p> <p>Make the HOA meetings something people want to come to: provide food, have them bring their own beverages. Don't combine it with a Board meeting, have that be a separate meeting. Or a neighborhood meeting. Give people a forum to speak, respectfully. Discussion segued into administering the By-Laws more stringently with regards to buildings, boats, etc.</p>	
5.	Project Updates	Bathroom is almost done; linoleum needs to be done. Has Mary finished painting?	
6.	Property Upkeep	Lynn will research landscapers.	
7.	Dues	Already discussed in 2a. Joe will bill for past due amounts plus 6% compounded. Invoices will be at \$225.00 for this year.	
8.	Tennis & Basketball Courts	Already discussed in 2a. Cornelia will work with John on the quotes.	

9.	Adding a position to the Board	<p>A notice needs to go out to the neighborhood for adding a fifth position.</p> <p>Discussion segued into Quorum and if we can do what needs to be done. Joe suggested when we get pushback on the new assessment to have the member point out where we are in violation. Laura said nobody cares about the courts or clubhouse so why should they care about the dues? Cornelia pointed out that we need to help them care by making it inviting. Joe suggested that the clubhouse is not inviting and Cornelia said since its concrete it was being used for storage for a while.</p>	
10.	Yearly HOA assessment increase; timing	<p>Laura suggested that we defer the decision for at least a week.</p> <p>Cornelia will reach out to Mary and Jay to ask them for clarification on the guidelines they have shared with Cornelia.</p> <p>Laura suggested rather than asking particular people to join the Board that for inclusion purposes we reach out to the HOA members to see if someone would like to join.</p>	
11.	Bathroom keys	Cornelia will figure out why the key doesn't work.	
12.	Other items	How often should we meet? Quarterly for now? We need to adjust our terms	
	Adjournment	Meeting was adjourned at 10:26 PM	
	TOPICS REQUIRING FOLLOW-UP	<p><u>Action items:</u></p> <p>Cornelia will research property line for the laurel hedges.</p> <p>Cornelia will follow-up with John Carnathan regarding the quotes for the tennis/basketball courts repairs.</p> <p>Cornelia will reach out to Diane Clark regarding the By-Laws she quoted as they are not in our copy.</p> <p>Cornelia will reach out to the neighborhood regarding the fifth Board member.</p> <p>Cornelia will find out the bathroom key doesn't work.</p>	

		<p>Joe will research cost of on-line payment services.</p> <p>Joe will get us a PO Box in Wilsonville.</p> <p>Joe will look into tax implications for a non-profit operating with a negative balance sheet.</p> <p>Lynn will go to the Clackamas County Clerk's office to look for all Declaration amendments and By-Laws.</p> <p>Lynn will look for landscaping maintenance for all the common areas.</p> <p>Lynn will research cloud storage.</p>	
--	--	---	--