

**RIVERBANK HOA  
BOARD OF DIRECTORS'  
MEETING MINUTES**

**THURSDAY – JANUARY 20, 2022**

**PRESENT**

Cornelia Seigneur, Chair  
Lynn Van Zandt, Secretary

Laura Christiansen, Vice-Chair    Joe Bowers, Treasurer  
Justin Martin  
[left meeting at 8:18 PM]

	TOPIC	DISCUSSION	ACTION
1.	Call to Order	Meeting called to order on January 20, 2022, @ 6:39 PM, by the chair, Cornelia Seigneur.	
2.	Review of previous minutes	Minutes of October 21, 2021: Joe moved, Cornelia seconded, approved unanimously. [There was a question about Justin agreeing to get the bids for the sports courts – this occurred at 1:47:12 of the 10-21-2021 meeting].	
3.	Old business	<ul style="list-style-type: none"><li>▪ Lynn is researching whether we are required to file a <i>Form 1120-H U.S. Income Tax Return for Homeowners Associations</i>. The form has been filed in the past but not recently. Joe said we are a Domestic Non-profit Corporation. Laura spoke to two HOA attorneys and learned that these types of attorneys help guide us through these types of questions. Justin suggested reaching out to a CPA because he did a quick internet search and feels we need to file a return. Laura will make an introductory call to the HOA attorneys for further information and her friend who is a CPA.</li><li>▪ Lynn working on the 'key points' document.</li><li>▪ Joe is still working on getting our bank changed.</li><li>▪ Joe handed out balance sheet, up through January is actual. Joe will have a budget proposal prepared for our next meeting. Justin asked if we are breaking even on our finances. Joe responded that due to the Clubhouse expenses we are over on the Clubhouse maintenance line item by</li></ul>	<p>Lynn will continue to follow-up</p> <p>Lynn Joe and Cornelia to get bank changed</p> <p>Joe preparing budget for FY23</p>

		<p>\$3K which overruns our overall budget by about \$2K but net revenue will be favorable by about \$2,500 due to collecting on past-due accounts. Justin asked what percentage of our income are our expenses? Joe replied 100% if we include the \$2,400 in reserve funds. Will probably underrun on the landscaping, water and heat are right on budget. The heat has been turned up a little so that the Clubhouse is warm when people come in and Joe will monitor to see what that does to the bill.</p> <ul style="list-style-type: none"> <li>▪ Joe – past due invoices. Currently have five households past due, some are catching up. Joe asked Lynn for additional address labels so that he can continue to send dunning notices. Prepared the past-due invoices using Justin's language suggestions, "We reserve the right to take further action without additional notification" but has not yet placed any liens. Laura asked her attorney for references to HOA attorneys: Kevin Harker and Greg Coxey. Justin will reach out for some quick advice. He will also be our point of contact. If anyone has any questions for the HOA attorney, give them to Justin. Joe's question: Is there a route they recommend for collections on past-due accounts: letter from an attorney, lien? Justin will get costs on those.</li> <li>▪ Justin: Sports courts – we need to determine the scope of the work and we need money to pay for it. Cornelia suggested Justin contact Diane Harris to get a contact for resurfacing the courts. Discussion about what kind of sports courts we want [full-court basketball, pickle ball, etc.]. Need written quotes.</li> <li>▪ Laura reached out to the homeowners that are concerned about a shipping container being placed on an adjacent property. A walk through the neighborhood shows that</li> </ul>	<p>Justin will call the HOA attorneys</p> <p>Justin to get bids for the sports courts</p>
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		<p>there are, what appear to be, many violations. Do we have any history of the HOA receiving and approving modifications to property so that there is a precedent? Is the shipping container out of compliance? What is the HOA's role? Advice from an attorney is needed.</p>	
4.	New Business	<ul style="list-style-type: none"> <li>▪ Cornelia: 37096 River Lane Road – water leak. Homeowner feels HOA is responsible for their water leak. Joe talked to our insurance agent and we would be covered if it is shown to be our neglect. Justin said if we get a letter from a lawyer, we just give it to our insurance company to handle.</li> <li>▪ Joe: we need a gutter for the Clubhouse, it's causing hazardous conditions on the walkway. Lynn moved that Joe get quotes for new gutters, Laura seconded, approved unanimously.</li> <li>▪ Joe: tearing out second bathroom to make it into storage.</li> <li>▪ Cornelia: we need a water heater in the bathroom. Current electrical will not handle a water heater, will cost \$1,000-\$1,500 to run an electrical outlet into bathroom.</li> <li>▪ Joe will remove old basketball hoop.</li> <li>▪ Joe: sidewalk on North side of Clubhouse needs to be repaired, it's dangerous. Laura suggested that when the courts get redone that the sidewalk get redone at the same time.</li> <li>▪ Laura: we need to post "use at your own risk" signs. Lynn will get.</li> <li>▪ Cornelia: need new play structure. Joe is budgeting one for next year. Also suggested that we add a picnic table.</li> <li>▪ Laura pointed out that our railings need to be secured as they are currently a safety hazard. Cornelia can get Scott and Damon to fix, Joe said to get a quote first.</li> <li>▪ Joe said we can't spend any more money and we need to get quotes before work is done so we have an idea of our costs.</li> </ul>	<p>Joe to get quotes</p> <p>Tabled</p> <p>Lynn will get signs</p> <p>Cornelia to get quote</p>

		<ul style="list-style-type: none"> <li>▪ Joe suggested doing a regular get together at the Clubhouse – have people bring their own alcohol. How formal do we want them to be? Joe envisioning very casual. Cornelia suggests HOA providing some food at some point.</li> </ul>	
5.	Meetings	<ul style="list-style-type: none"> <li>▪ Next Board meeting is tentatively set as April 14<sup>th</sup>.</li> <li>▪ Due to Covid concerns annual meeting will be rescheduled from May, tentatively July 15<sup>th</sup>.</li> <li>▪ Party in August?</li> </ul>	
6.	Adjournment	Meeting was adjourned at 8:45 PM by Cornelia Seigneur.	