

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

Tuesday – May 17<sup>th</sup> – HOA Clubhouse

**PRESENT**

Cornelia Seigneur, Chair  
Lynn Van Zandt, Secretary

Joe Bowers, Treasurer  
Justin Martin

Laura Christiansen

	TOPIC	DISCUSSION	ACTION
1.	Call to Order	Meeting called to order on May 17, 2022 @ 6:50 PM, by the chair, Cornelia Seigneur.	
2.	Review of previous minutes	Review of minutes of January 20, 2022. Motion to approve by Joe Bowers, seconded by Laura Christiansen, approved by all.	
3.	Financials	<p>Joe Bowers</p> <p>A) FY22 Budget Income ≈\$12,700 against a planned income of ≈\$9,200, due to collections on old accounts. Expenses exceeded plan by ≈\$4,700. Expenses exceeded income by ≈\$1,300, mainly due to FY21 insurance expenses that were paid in FY22. Reserve account is being funded as budgeted.</p> <p>B) Past due invoices Two households still owe large past due balances, another household is past due for two years and two additional households are past due for one year.</p> <p>Question: Is there an automatic lien placed on past due households? Answer: No, there isn't, Joe is researching how to place liens. Also, Title companies are supposed to ask prior to the close of escrow if there are past due balances owed to the HOA but that process is hit and miss.</p> <p>Question: Do we have replacement cost insurance for the Clubhouse? Answer: No,</p>	

	<p>due to the additional expense that would have hit this year's budget. We can talk about adding it to next year's budget.</p> <p>Question: Is it worth seeing if we can lower our insurance rate? Answer: Maybe, but Joe can't take that on, also it's hard to find a company that will insure an HOA.</p> <p>Question: Does the Clubhouse have an actual address to make it easier to get insurance quotes? Answer: No, and there are other things that need prioritizing.</p> <p>Discussion about ROI [return on investment, both time and expense] and prioritizing what our needs/wants/goals are.</p> <p><b>FY23 Budget</b>  Costs have increased, i.e., electricity, landscaping, etc., so proposed budget for FY23 is \$11,600 [which includes \$1,000 for reserve study/Clubhouse maintenance which is not passed on to the households] or ≈\$260 per household for annual dues. In prior meetings we talked about tying the dues increases to the CPI which typically runs about 3%, but for this year it's 8.5%.</p> <p>How does it appear to raise the dues AND ask for a special assessment? We need to present it that we are running a business and that costs go up and we need to raise the dues in order to maintain our property values. In addition, for <u>years</u> the HOA was underfunded.</p> <p>How much should the new dues be? <u>Much</u> discussion on what the dues should be this year. Joe briefly shared some of the costs of the FY23 budget lines [electrical \$600, pest control \$360, landscaping \$3,600, non-reoccurring landscaping \$500, clubhouse maintenance \$300, sports courts</p>	
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	<p>maintenance \$500, reserve funds \$210, miscellaneous \$150, etc.]. He feels \$260 a year would give us enough money to do everything we need. \$260 does NOT cover things we would like to do: replace the play structure, new lights for the clubhouse, adding a gutter to the south side of the clubhouse, painting the clubhouse, etc. A suggestion was made to raise the dues to \$275 or \$295, both of which would give us a cushion.</p> <p>Question regarding the possible lawyer costs for the 30796 River Lane Road water issue; Joe did not budget for that. Laura and Joe have not heard back from any of the lawyers they contacted.</p> <p>Lynn Van Zandt moved that the annual dues for FY23 be \$275 per household. Justin Martin seconded the motion. The motion passed unanimously.</p> <p>Suggestion made that some of our 'wants' could be shared with the neighborhood in the hopes people would volunteer to pay for them. Additional suggestion that we could hold neighborhood competitive fundraisers to raise money for the wants. These are one-time expenses and don't need to be a part of the annual budget.</p> <p>A mention was made of also needing new bark dust once a new play structure was installed and the suggestion was made to reach out to companies like Nike that recycle their shoes for playground cover. This has the advantage of not having splinters, it doesn't dissolve and the bugs don't eat it.</p> <p>Joe suggested starting with a letter to notify the households of the new rate for the annual dues now that we've had a year to assess our needs and costs.</p>	<p><b>Joe to create a letter to the neighborhood regarding the annual dues.</b></p>
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4.	Old Business	<p>A) Easement Cornelia shared that 30796 River Lane Road asked us if we would fix their easement and she responded that it is not our responsibility to do so.</p> <p>Lynn Van Zandt shared Article 13 of the Declaration regarding assignment to the Association “without further consent or acceptance” and asked if that opens us up to any liability? We still feel we have no exposure.</p> <p>Question regarding where the easements are and what they are for – Lynn shared article 7.2 of the Declaration that defines the easements and their use. Question as to what the actual issue is at 30796 River Lane Road, which is that their drainage pipe cracked and since they believe it is in the easement, they want the HOA to assume liability.</p> <p>Question as to who installed the pipe? Answer is no one knows for sure.</p> <p>We need to be able to run these types of questions by an attorney.</p> <p>Cornelia will remain the point of contact for any correspondence regarding this issue; refer any contact from the homeowners to Cornelia.</p> <p>B) Lawn/property update Joe has already covered.</p> <p>C) Bus stop/shed update Molly is willing to paint it if we buy the paint. She would also like to turn it into a “Little Library”. Discussion about whether or not this is something we want to spend funds, energy and time on at this point.</p>	<p><b>Cornelia will reach out to Molly about color ideas. We will add this item to the Annual Meeting agenda. Cornelia will get a</b></p>
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	<p>D) Clubhouse railings This is a safety issue as they are very loose. Cornelia said that Scott and Damon said it wouldn't be a big deal, does not have a quote as yet.</p> <p>E) Change of bank</p> <p>F) Gutter Ballpark quote of \$600, we have \$1,000 in our clubhouse reserve budget. Do we need this done? This is another safety issue as the run-off creates a very slippery sidewalk on the south side.</p> <p>G) Shipping container Laura Christiansen drafted a letter to the homeowners at 483 Riverwood Drive regarding the shipping container being used for storage. What is our recourse if the container is not moved?</p> <p>Laura approved to send out a letter to the homeowners regarding the container.</p> <p>H) Tax filing status Lynn tried to sign up for IRS.gov but the site wanted too much personal information.</p> <p>I) "Key Points" document Lynn paraphrased bylaws for our use. She will research Declaration again after discovering that points that appear in the Declaration that was commonly distributed do not appear in any of the filings with Clackamas County.</p> <p>J) "Use at your own risk" signs Lynn said the signs will be installed on May 23<sup>rd</sup>.</p>	<p>quote.</p> <p>Pending</p> <p>Joe will get formal quotes for the gutter installation.</p> <p>Lynn will reach out to RRWD CPA and Woodbend HOA regarding tax status.</p>
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	<p>K) Sports courts updates</p> <p>Sports Courts refurbishing is going to cost approximately \$35,000 or \$854 per HOA household, which involves repairing all the cracks and repainting. This is NOT a complete redo, that would run ≈\$110,000 [tearing everything off and starting from scratch]. We should also include annual maintenance in the budget to keep up the courts for ≈\$2,000 per year.</p> <p>Question: How do we plan for those households that we know won't pay? Discussion about the fairness of making everyone else pay more to cover for those who won't. Currently, out of 41 households, we have 5 that aren't paying, or a collection rate of 87.8%. This could change once we start proposing a special assessment.</p> <p>We need to start a PR campaign to talk up this project. Pickleball, tennis, full-court basketball, include pictures of the "after". Every event that is held at the Clubhouse should include a talking point about the new Sports Courts. During the summer, have monthly events to help create a buzz. A suggestion was made that we break the special assessment into two payments over a period of time.</p> <p>L) Lawyer</p> <p>Questions for a lawyer: Can we start enforcing rules and regulations if they haven't been enforced in so long? Answer: Lynn responded that the Declaration addresses that in article 12.</p> <p>What is our stance on issues homeowners complain about? What is our stance when we see violations? Do we have means of enforcement? Are we going to be an HOA with an architecture</p>	<p><b>Lynn</b> will reach out to the other HOA to see if they have an attorney whom they have used and been pleased with.</p> <p><b>Justin</b> will try to get pricing for bringing our issues to a lawyer.</p> <p><b>Lynn</b> will research</p>
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		<p>review board and start communicating to the homeowners that they need prior approval to make changes to their properties? Historically, this has not been enforced for a long period.</p> <p>We need to send a letter out stating that the board does needs to approve changes to your property.</p> <p>We also need to adopt guidelines by which decisions are made so that the judgements of the board are not subjective.</p>	HOAs history of architecture approvals.
5.	New Business	<p>A) HOA yearly cost increase. Dues raised to \$275.00.</p> <p>B) Board elections. Cornelia and Laura's terms are up as of August. Lynn clarified that the membership votes for the members of the Board of Directors, but the BOD decides who will be the officers.</p> <p>Much discussion regarding the need for a quorum and getting proxies from those who will not or cannot attend.</p> <p>C) Board member roles Joe would like to define board member roles and not have to have everyone's input on everything. If you have input, present it timely and concisely.</p> <p>D) Architecture Committee and property modifications. We have a plan in place to address these concerns.</p> <p>E) Next Clubhouse get together. Need to plan get togethers for the Clubhouse, "Second Friday" and theme it to whatever holiday is closest.</p>	Cornelia will ask Molly to plan these.
6.	Other New	Confidentiality and expectation of privacy.	

	Business	<p>The question was raised as to whether or not homeowners that bring issues to the BOD, or issues that the BOD are dealing with (past due accounts for instance) can expect their concerns to remain private and confidential.</p> <p>Informal complaints made to directors regarding dogs off leash. We will wait for a formal complaint.</p>	
7.	Next Meeting [Annual]	Date of annual meeting will be July 21 <sup>st</sup> .	
8.	Adjournment	Meeting was adjourned at 9:41 PM by Cornelia Seigneur.	