

MINUTES
Riverbank Homeowner's Association
Board of Directors Meeting
Thursday, February 09, 2023, @ 6:30 PM
Clubhouse

Present:

Laura Christiansen, Chair

Cornelia Seigneur, Member-at-large

Joe Bowers, Treasurer

Lynn Van Zandt, Secretary

Justin Martin, Member-at-large

AGENDA ITEM	DISCUSSION	ACTION ITEM
1. Call to Order	The meeting was called to order at 6:35 PM by Laura Christiansen, Chair	
2. Welcome & opening remarks	<p>Laura Christiansen - As we start this year:</p> <ul style="list-style-type: none">▪ How do we move forward?▪ What should we consider changing in terms of gaining efficiency?▪ How do we spend our time?▪ How do we hold one another accountable for the things we're supposed to do?▪ How do we report in, to whom do we report it, i.e., does everybody need to be involved in every communication?▪ What is the right way to keep the board updated?▪ We should be able to finish our board meeting business in an hour if we "parking lot" some of the bigger topics and convene separately with the key	

	<p>players to discuss them; or at least have s designated end time.</p> <p>Discussion about how to track projects, how to update, and how often we should meet. We're failing at our follow-up. What is the best method to follow up? Does meeting quarterly still make sense? If we can make them more efficient it would. We need to assign ownership of projects.</p>	
3. Review/approval of previous minutes	Due to time restraints, this was tabled.	Parked
4. Treasurer's report	<p>Joe Bowers: Halfway through the budget year, we have about \$9,000 in the main account with about \$4,500 in expenses coming up including \$1,200 for lawn maintenance; \$1,300 for insurance, and \$600 for power washing the sports courts.</p> <p>There is \$6,000 in the reserve fund, which is a separate account. This is for sports court maintenance and other items.</p> <p>Financially we're in good shape; we still have four households that are behind in their dues, two that are one year behind, and two that are significantly past due. We need to file a lien; Lynn will follow up with how to do that. Justin will forward the contact information for the flat-fee law firm he found.</p> <p>The sports courts need to be power-washed, or some other method of cleaning. Joe got an estimate of \$700-\$750. Rebecca Roach has volunteered to do the power</p>	Lynn Van Zandt Justin Martin

	<p>washing, we could pay her a couple of hundred dollars to do it, we could offer also to rent her a machine. What is the right time to do the power washing? Late spring. Ask Rebecca what she would charge to do it. John Carnathan said he could apply the same bleach-based application he used last year to reduce the slipperiness. Should we lock the courts after the bleach application until it dissipates?</p> <p>A. Clubhouse maintenance \$1,200 in reserve for Clubhouse maintenance. What should that be spent on? We had talked about the gutters, the bathroom door, and the railings. We decided to take care of safety items: #1-railings, #2-gutter, and #3-bathroom door.</p> <p>B. Lawn maintenance The current service is doing a good job; \$200 every time he comes out; he doesn't come out every month. The condos supposedly pay \$55 a week. Let's ask for a quote. Make sure they don't blow the stuff into others' yards.</p>	<p>Cornelia Seigneur</p> <p>Lynn Van Zandt will get the name of the service.</p>
5. Old Business	<p>A. Bids for motion-activated timers for the heaters. Bids were received from Al Calcagno and John Carnathan, but we don't have the money in this year's budget. Joe talked to an electrician who felt the bids were too low to be up to code.</p> <p>B. By-laws and Declaration to be sent to the</p>	<p>Consider this for next year's budget.</p>

	<p>membership</p> <p>C. File the by-laws with Clackamas County Clerk. Are they required to be filed? The one we have been working from is dated 1973. Per Justin, the files of organization are filed with the state of Oregon. The best thing would be to consult with a lawyer for a couple of hours. Justin will reach out to the state Farm lawyer.</p> <p>Parked item: Updating the by-laws.</p> <p>D. Create a directory for the residents, we need permission from the membership to share their information</p> <p>E. Quotes to repair Clubhouse railings See 4A - Joe and Cornelia</p> <p>F. Clubhouse gutter quotes See 4A - Joe and Cornelia</p> <p>G. Tax filing status; reach out to RRWD CPA and Woodbend HOA</p> <p>H. Need history of HOA's architecture approvals and rejections. From the annual meeting, it was apparent that the neighborhood doesn't want the HOA too much in their business. We will deal with everything on a case-by-case basis as it's presented to us with the emphasis on getting the involved neighbors to resolve it amongst themselves.</p> <p>The problem now is that people don't even submit</p>	<p>Lynn Van Zandt</p> <p>Lynn Van Zandt</p> <p>Justin Martin</p> <p>Lynn Van Zandt</p> <p>Lynn Van Zandt</p> <p>Lynn Van Zandt</p> <p>Lynn Van Zandt</p>
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	<p>J. State Farm Claim update - Justin Martin Due to attorney-client privilege discussion was off the record</p> <p>K. Second Friday Agreed to change to once a quarter. Notify neighbors. Also, ask for RSVPs so we have some idea of how many are coming. On-going problem with dogs at the event, eating or nosing the food. Send out notices that at group events, dogs should be left at home or must be on a leash. No dogs in the Clubhouse. Maybe we could ask people to form a committee?</p> <p>L. Container New issue with the container; due to the loss of foliage it can now be seen clearly. Gabe said he would cover it and has not done so as yet. Lynn will talk to the homeowners.</p>	Lynn Van Zandt
6. New Business	<p>A. Welcome kits Just a little something to give newcomers a welcome kit that includes the by-laws and declaration and the meeting dates and times.</p> <p>B. Common address – PO Box key Everyone needs to use the PO Box, Joe will give the extra key to Lynn. As Joe wants to manage the incoming money, Lynn will not check the box.</p> <p>C. Paver donation Laura and Derek would like to donate their pavers</p>	<p>Laura Christiansen</p> <p>Joe Bowers</p>

	<p>to solve the problem of the broken pathway on the north side of the Clubhouse. We should schedule a work party in June.</p> <p>D. Pre-annual meeting We need to get together beforehand to discuss the annual meeting presentation and finalize the agenda.</p> <p>E. Annual Meeting By-laws say we meet in May, but June is more convenient and we can hold it outdoors.</p> <p>F. Board members' roles</p> <p>G. Timeliness of responses Get better</p> <p>H. Best method of communication Texting seems to work</p> <p>I. Provide Chair with updates on projects being managed</p> <p>J. The whole board doesn't need to be dialed in Lynn will keep a spreadsheet and update it as appropriate</p> <p>K. Determining who needs to be kept up to date</p> <p>L. Website by Steve Houseworth Yes, we need ideas of what should be on it: email address, Declaration, By-laws, PO Box address, the code for the Clubhouse key, our meeting schedules, the minutes of our meetings, the list of officers, and recommended vendors (need to update). Lynn will</p>	<p>Lynn Van Zandt</p> <p>Lynn Van Zandt</p> <p>Lynn Van Zandt</p>
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	work with Steve Houseworth.	
7. Other new business	Pre-annual meeting – June 9 th Annual meeting – June 23 rd We have the paint for the bus stop. It's blue, which doesn't match anything. Consensus was that it was supposed to be white.	
8. Adjournment	The meeting was adjourned at 9:03 PM	