

RIVERBANK HOA
NEW BOARD MEMBER MEETING MINUTES
05-25-2023 @ 6:307:45 PM
CLUBHOUSE

In attendance at this meeting were:

Board Chair – Laura Christiansen
Member at Large – Justin Martin
Outgoing Treasurer – Joe Bowers
Outgoing Secretary – Lynn Van Zandt
Member at Large – Cornelia Seigneur
New Member – John Carnathan
New Member – Steve Houseworth

TOPIC	DISCUSSION	Presenter
1. A. Call to Order B. Ground Rules C. Agenda Recap	<p>A. The meeting was called to order at <u>6:30</u>:45 PM by the Chair.</p> <p>B. A reminder to be respectful, don't talk over anyone, and try to keep your remarks short.</p> <p>C. <u>Don't discuss personal confidential information in the community.</u></p> <p>C. Briefly discussed the agenda.</p>	Laura Christiansen, Chair
2. First Order of Business: <u>Election of officers, is Who is going to do what on the new board that takes effect on 5/30/2023</u>	<p>Laura <u>will remain decided to stay</u> on the Board as Chairperson at least until her terms ends in 2024.</p> <p>Justin has agreed to take on the Treasurer responsibility.</p> <p>Cornelia will remain a Member at Large</p> <p>Steve requested he also be a Member at Large till he has more time on the board so he can learn.</p> <p>John said he will do anything they need him to do. Which turned out to be Secretary.</p> <p>Lynn motioned for a vote and Justin <u>2nd seconded</u>, and the vote was unanimous for all to accept the positions listed above.</p>	Laura Christiansen

3.	<p>Financials</p> <p>A. Budget</p> <p>B. Sports Courts Repair Special Assessment</p> <p>A. New bid overview</p> <p>B. \$975 to \$550 per household</p> <p>C. Full-size basketball</p> <p>D. Tennis court</p> <p>E. Pickle ball court</p>	<p>A. Joe led a discussion on the proposed budgets he presented at the earlier meeting. At this time Lynn and Joe excused themselves. Cornelia also excused herself because she wasn't feeling well.</p> <p>The remainder of the Board decided to accept 2023-2024 Budget Proposal B that moved a small amount out of the reserve fund and was reallocated to maintenance of tennis courts. There was a unanimous voice vote to accept Proposal B. Budget attached.</p> <p>Joe said he was going to check with the 5 people that had paid the \$975 already and see what they want to do and let Justin know.</p> <p>Secretary will hand deliver a reminder of the Special Assessment and send email to make sure the Board does everything we can to keep this project moving and get it done late this summer.</p>	<p>Joe Bowers, Outgoing Treasurer.</p> <p>Laura Christiansen</p>
4.	<p>Ground Rules/Ethics</p>	<p>Our HOA meetings are governed by Oregon Public Meeting Laws. Steve brought to the attention of the board there are only 3 circumstances where the board can go into executive session and not have to disclose what was said to the members. Those circumstances are personnel issues, discussion of communication from legal counsel, and contract negotiation.</p> <p>We all agreed to disclose any conflicts of interest, behave in a professional</p>	<p>Laura Christiansen</p>

		<p>manner, and communicate.</p> <p>We also all agreed that any labor done by contractors or people from the neighborhood that is done for pay will require a contract.</p>	
5.	<p>New Business</p> <p>A. Web Site</p> <p>B. Summer Picnic</p> <p>C. Work Party</p>	<p>Steve Houseworth offered to builde a website for the HOA which was met with enthusiastic approval</p> <p>Steve hopes to have a prototype for us to see in a few weeks. It will include things like a calendar of events, preferred vendors, list of people in the neighborhood that have given permission to publish their contact information.</p> <p>After some discussion the board by voice vote picked the name of the web site to be MyRiverbank.org.</p> <p>As soon as the web site goes live the Secretary will put a banner in the club house window of the new name.</p> <p>Scheduled for Thursday September 14, 2023.</p> <p>Work Party to remove broken concrete walkway has been tentatively scheduled for Monday 6/5/2023 at 6:30 PM</p> <p>John will send out request for volunteers and arrange for a trailer to haul the stuff away.</p>	<p>Steve Houseworth</p> <p>Laura Christiansen</p> <p>John Carnathan</p>
6.	Next meeting	June 20 at 6:30 PM at John Carnathan's house. 31204 Riverlane Road	
7.	Adjournment	The meeting was adjourned at 8: 41 PM by the Chair.	Laura Christiansen

Partial list of work to be done.

- A. Remove broken concrete
- B. Lay pavers
- C. Finish bathroom
 - 1. Repair the hole in the floor
 - 2. Reattach the toilet paper holder
 - 3. Finish trim around the vanity
- D. Clean clubhouse
- E. Paint bus stop

Need to contact pest control to identify what is damaging the ceiling of the clubhouse. (I'm not sure we identified who would call them.)

DRAFT