

RIVERBANK HOA MINUTES  
JUNE 3, 2024

Meeting called to order by Laura Christiansen at 6:05 PM

**In attendance:**

Laura Christiansen, Steve Houseworth, John Carnathan, Bob Rouse, Joanne Houseworth

Laura attended to facilitate the official transition from the old Board to the new Board and to officiate the election of new officers. Laura and the new Board members proceeded to vote on the new Board Officers.

**New Board Officer Election:** John Carnathan moved to make Steve Houseworth President. It was seconded and a unanimous vote elected Steve to the position.

Then Steve moved to make John Carnathan Treasurer. It was seconded and a unanimous vote elected John to that position.

Then John moved to make Bob Rouse Secretary. It was seconded and a unanimous vote elected Bob to Secretary. To be fair to Bob, since he was so new to the board, John Carnathan volunteered to be Bob's assistant Secretary for the foreseeable future.

**Board Role and Orientation:** Steve talked a few minutes about the Boards role, rules of the board, and public meeting and planned community (HOA) laws. Key issues summarized:

Per ORS HOA law, a) if there are no Minutes there wasn't a meeting and no decision were made, b) all Board Members must be notified (with adequate notice) of every Board Meeting or it wasn't a Board Meeting and decisions can't be made. c) all HOA Members must be notified of and are welcome to attend every Board Meeting, (excepting executive session).

Rather than wait for the next upcoming Board Meeting, Steve also asked that Meeting Minutes be officially approved by email between all Board Members. He also asked that approved Meeting Minutes be marked, "Minutes Approved by Board of Directors on [Date]".

HOA Budget / Finances / Expenses will be reviewed at each Board Meeting.

At this time Bob decided he did not want to be on the board and resigned.

After he left it was decided that John Carnathan will do both the secretary and treasurer jobs for at least the next year. We also would attempt to find new volunteers to fill out the three empty positions on the board.

**Budget:** It was decided to table discussions about budget till the bank account transition between Joe Bowers and John Carnathan takes place on Joe's return from vacation.

**Certificate of Compliance:** Steve found an Oregon Law stating each HOA must record with the County, a Certificate of Compliance which, in essence, state our HOA Declaration and By-Laws do not have discriminatory language. He announced the document has been completed and will be filed with the County prior to the required timeline.

**Goals / Vision for the Year:** The next agenda item was Board visions or goals for the year:

- Most important is take care of common areas.
- Sport Court Completion and on going maintenance.
- Increase Homeowner communication.
- Offer more Homeowner social events.
- Grow reserve fund, consider adding a building reserve as well as the existing Sport Court reserve.
- Replace PO Box with mailbox at the clubhouse.
- Replace center net on sport court and add three movable supports.
- Replace broken basketball backboard.
- Adopt Sport Court Rules
- Implement a plan to collect on past due HOA fees, Special Assessment, fines and interest.

**Member Non-Payment:** A decision was made to discuss the draft document regarding Member Non Payment Protocols at a later date and possibly at a dedicated meeting. The understanding is that there are two Homeowners who are delinquent and non-payment is having an adverse impact on the HOA.

As a first step, it was decided that the treasurer will send an invoice to the members that are not current on their dues or special assessment every month. We have decided to start reporting members that are more than 90 days late on their dues or special assessments to credit reporting agencies.

**By-Law Review:** Establishing a By-Law Sub-Committee was put on hold until later this summer or early fall so that John has time to finish an important report required by the state for the water district.

**Sport Court Rules:** A set of Sport Court Rules have been drafted. These rules have been created to protect the Sport Court from damage, for safety and provide for order.

**Common Area Insurance:** State Farm is not cooperating with our request for adjustment for our policy to include in writing the club house. They want to increase our fee from \$1350 by \$631.71 and will only insure the clubhouse for \$49,500. Conservative estimate of the replacement value of the Club House is \$120,000. Needless to say we are searching for a new carrier. Hope to have something by June 17, 2024. Our current policy expires on July 2, 2024.

**Official Riverbank HOA Mailing Address:** We are going to replace our current PO Box in Wilsonville with an address and mailbox at the common area. This will not only reduce PO Box costs but also make it easier for the members to just drop off checks or notes to the board and, prevent having to drive to Wilsonville to get new mail. Steve Houseworth is working with Clackamas County

and the Post Office to obtain an address for the clubhouse. Our new street address will be announced soon.

**Quick Decisions:** It was decided to leave the restroom door unlocked and the power on so that it can be used without having to get the key from inside the clubhouse.

We also decided that the Web page will be listed on all documents sent to the members.

John to call exterminator to come out again and spray for ants inside clubhouse and kill the spiders.

**Social Committee:** Joanne Houseworth has volunteered to be the Point person for the social committee. She is planning on bringing back the monthly happy hour and will be working on the annual picnic. Joanne is looking for people to help plan these events. Joanne can be reached through email at The[Board@MYRIVERBANK.ORG](mailto:Board@MYRIVERBANK.ORG) or directly at [joanne@houseworth.us](mailto:joanne@houseworth.us)

Hopefully the first Happy Hour will be June 20, 2024 at the Riverbank Clubhouse at 6:30. This is a BYOB event. Official notice will be posted on the web page, entrance signs, email and flyers.

**Upcoming Meetings:** There are several meetings we need to have in the near future.

- Budget and Billing for 2024-2025
- Finalization of Collection Protocols
- Rules for Sport Courts

Per the Bylaws we will provide notice to HOA Members before each meeting is to take place.

Meeting adjourned at 8:00 PM.

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**Minutes Approved by Board of Directors on June 11, 2024**