

Riverbank HOA Board of Directors Meeting

Date: Thursday, January 23, 2025

Location: Riverbank HOA Clubhouse, 31165 SW Riverlane Rd.

**Board Members Present:** Chris Seigneur, Alison Smith, Liz Hammack, Gordon Rabing, Sue Barton-Venner

**Attendees:** Cornelia Seigneur, Richard Hanson (both left before meeting was fully underway)

**1. Meeting called to order by Liz Hammack at 6:33 PM**

**2. Unfinished Business:**

**a. Collection Rule** -Addition of a rule that the Board can pursue Small Claims Court for collection of "Past Due Dues, Fees and Assessments"

- 1) Based on current payment status, this is not an urgent issue, so this was tabled until next meeting.

**b. Status of Riverbank No. 3 Lots/Homes/Addresses as members of the HOA. Summary of (1) Diligence done with Title Company and (2) HOA dues record review.**

- 1) Chris sent a letter to the Title Officer who handled the sale of his house.
  - a. Chris requested the review of just the "Agreement for Transfer to Riverbank Homeowners Association" (73-037271) document supplied with his Owners Policy of Title Insurance.
  - b. His letter stated he is in Riverbank #3 and the document explicitly lists Riverbank #1 & #2 but not #3.
  - c. The Title Officer returned a letter stating that his property is not subject to the assessments nor conditions or restrictions of the Riverbank HOA. His Title company said his house is not in the HOA.
  - d. Chris will send another letter to the Title Officer requesting their lawyer review additional documents.
    - i. The agreement for transfer points to the HOA Bylaws and Declarations of Restrictions. Between those two documents there are 5 inclusive references to the effect of any subsequent plats of Riverbank are part of the Riverbank HOA. This appears to indicate Riverbank #3 is part of the Riverbank HOA.
- 2) Liz reviewed the available HOA Historical Records, Minutes and Dues Rolls. The minutes were informative in so much as it was determined and confirmed by Gordon Rabing that HOA dues were not levied until the home was built. No dues were levied on lots only.

The Due Rolls shows us that in 1996 (time of transfer from Paul Hebb Trust to the HOA) there were 38 homes paying dues. In 1998 there were 40 homes, and in 1999 there were 41 homes paying dues. No conclusions were made on this information by the Board.

**c. Grounds and Building Maintenance: (1) Bid for Common Area Maintenance, (2) Dry Rot repair update**

- 1) Alison reported that Mike got 2 bids: \$200/week and the second bid will be coming in. Bob Rouse may be interested also. The clippings do not need to be hauled away. They can be put in the compost pile located at the back of the property. This should lower bid amounts.
- 2) Dry Rot remains in the door jam and molding of the door into the main building. It was suggested that Bob Rouse and John Carnathan may be willing to make the necessary repairs.

**d. Website Maintenance: myriverbank.org**

- 1) Steve Houseworth is happy to continue maintaining the website at no charge. We will look at any financial arrangement at the next fiscal year.

**3. Management Report**

a) Financial update

- Chris reported we are in good financial shape (Balance Sheet and statement of Year-to-Date Revenue and Expenses are attached).
- There are two members who have not paid this year's dues and one member with several years of non-payment who is making payments toward fulfillment of his debt.
- During the records review, it was noted that the HOA was deeded the private road that runs past the clubhouse and connects the "Eastern and Western Riverlanes".  
The conversion deed recording number is 86-47768. A discussion ensued as to whether we need a separate Reserve Fund specifically for maintenance of the private road.  
More information gathering needed.

**4. New Business**

- a) Discussion and possible vote on approach and, if needed, funding for Spring cleanup of the roof and outside walls of the Clubhouse
  - It was moved and seconded and passed that the Social Committee would plan a Fun Spring Cleanup concurrent with agreeable weather.
- b) Discussion and possible vote on solutions for the potential trip hazard that is currently painted red on the path to the clubhouse.
  - Chris suggested renting a concrete grinder and grinding the

raised portion flush with the rest of the sidewalk. He says he will make it gorgeous!

c) Discussion and possible vote on next steps and funding allowance (if any) to close the Membership question.

- This was tabled until next meeting.

d) Discussion and possible vote on 2025 Maintenance needs for the Courts, Building and Grounds.

- No member of the Board has the information regarding maintenance of the courts. Chris will check with John Carnathan. The puddling of water may be a concern.
- Gordon suggested improved lighting and a heating source that actually heats the building would make the clubhouse a much more usable place, and one where people would want to gather.
  - Liz moved to have Gordon investigate the cost of improved lights and heating.
  - It was seconded and passed. Gordon will bring cost estimates to the next meeting.

e) Location of Septic Tank for the Clubhouse and its last maintenance

- No member of the Board knows where the Septic tank is located.
  - It's believed the tank is probably metal, so Sue will rent a metal detector and try to locate it that way.

## **5 Committee Updates**

a) Social Committee

- The committee would like to know just what the neighborhood would like to see happen as far as social events.
  - The Halloween party was a bust. The Xmas party was a big success.
  - Sue will send out a questionnaire soliciting input
- Social Committee will coordinate a FUN Spring/Summer Cleanup
- Gordon suggested honoring in some way, people in the neighborhood who go above and beyond for the good of the order- perhaps a "Heavyweight Party"  
it was agreed this was a good idea, names were suggested. The Social Committee will plan the event.

**The meeting was adjourned at 8:00 PM**

***Minutes were approved by all Board Members on 2/5/2025***