

**Riverbank HOA Board of Directors Meeting  
Friday, March 28, 2025  
Riverbank HOA Clubhouse  
31165 SW Riverlane Road**

**1. Call meeting to order:**

- a. called to order at 6:32
- b. Those in attendance: Liz Hammack, Chris Seigneur, Gordon Rabing, Sue Barton-Venner, Bob Rouse, Derek Christianson, Laura Christianson, Greg Giboney

**2. Review Last Meeting Minutes and Approve. This is a requirement of the Public Meeting Law which requires that any official vote must be done in public during a meeting. We still can approve via email and post them as “Draft” minutes and post them on the website until the approved minutes are available.**

- a. minutes of 10/14/2024 meeting approved

**3. Unfinished Business:**

**a. Collection Rule - Discussion: Complete the written rule and present it to the HOA for vote at the next annual meeting**

- 1) only one family that has not paid 2024 dues
- 2) a second family, through a payment plan, is working on paying down the amount owed.
- 3) there was no discussion of a collection rule.

**b. Status of Riverbank #3 in HOA:**

**Review the response of Chris’ Title Company (Officer and Lawyer) about his home’s status in Riverbank HOA**

- 1) Riverbank 3 status in HOA
  - a) Chris’ title company, re: HOA, Riverbank #3, not in, “There is no specific instrument that extends the covenants themselves to Riverbank No. 3.”
- 2) Their opinion of what should have been done to include Riverbank # 3 in HOA
  - a) Chris now pushing on title insurance, as they had insisted on closing that they were in HOA and charged accordingly

**3) Table the “Now what?” question to New Business- Scenarios for HOA membership**

**c. Grounds Maintenance:**

**1) Review the bid process and bid selection and Board Approval in Meeting - Alison Smith**

- a. Alison got 5 bids which were to include cutting and edging the lawn and keeping the tennis court clean

- b. the contract will run April 1, thru November 30.
- c. new contract is for \$240/month with José Hernandez

**d. Building Maintenance:**

**1. Improved heating source (Capital Spending) Chris to review the Capital Spending Approval and the installation and test of the heaters**

- a) Baseboards are gone, 2 Cadet heaters are in
- b) costs: \$208/heater \$776/electrician \$1/hr per heater to run them

**2. Spring clean-up list: Sue to provide update on the Spring cleaning event (date, time, list of needs, skills, community nominations for**

**Community "Heavyweights:"**

- a) following discussion re: liability, roof and gutter maintenance to be done professionally. Need bids.
- b) pressure washing, painting of area where base boards were removed, windows washed inside and out, vacuum, ferns cut back
- c) dry rot to be repaired at a later date
- d) Clean-up to be scheduled for May 17. Defer to May 24, if inclement weather.
- e) It was decided that community "heavyweights" recognition would be more appropriate at the Summer picnic where there is greater attendance.

**3. Location of Septic Tank - Update by Sue:**

- a) The metal detector registered lots of clicks in only 2 areas - by the cable/utility (?) box near the street and North of the East Clubhouse door adjacent to the sidewalk and the restroom. The clicks were

not

consistent like one would expect an intact metal box to be but they did form a rectangle.

**4. Grinding of Sidewalk "uplift" area - Chris to update:**

- a. Chris will rent a grinder and complete the leveling of the sidewalk.

**5. Other Items - Improved lighting:**

- a. following discussion of improvement cost, it was decided that table lighting will work for now.
- b. amazingly, we learned the lights hanging in there are actually worth something to a mid century modern buyer.

**6. Court maintenance - Determine when to get a bid for any repairs or maintenance (cleaning). When will nets be returned to courts?**

- a) cleaning must be done by people who did the initial refurbishing or the

warranty may be void,

- 1) Chris will call to schedule cleaning of court to happen after pollen season is over

#### **4 Management Reports**

##### **a. Financial Update**

- 1) special meeting to go over reserve analysis

##### **b. Past Due accounts**

- 1) one mandatory account is unpaid, one mandatory is on a payment plan to become current. 6 voluntary are unpaid

##### **c. Budget Review-**

- 1) Budget was approved

##### **d Review and approve the Reserve Account**

##### **e. Discuss options for higher interest-bearing account for the Reserve Account**

- 1) this needs to be investigated
  - a) Greg and Chris will investigate.

#### **5 New Business**

##### **a. Renewal Information Request from ABI Insurance Company**

- 1) Chris has all the needed records

##### **b. Update on the Private Road as follow-up to visit at the County Clerk's office - Liz**

- 1) 30801 SW Riverlane Rd property has no easement for use of the private road
- 2) 2 trees are causing road damage - need to investigate lot line to determine tree ownership (30801 or HOA)

##### **c. Scenarios for additional HOA Membership (specific to homes in Riverbank 3 and 4 lots surveyed and sold before the Platting of Riverbank 3)**

- 1) Chris moved to consult with an attorney regarding Riverbank 3  
Sue seconded the motion
- 2) Liz will draft the background and scope of work - parameters to be discussed at special meeting

##### **d. Discussion on creating a separate Reserve for Private Road Maintenance (road in front of clubhouse which connects the**

**westerly and easterly sections of Riverlane Rd.) This is a Private Road which is owned by the HOA.**

1) this will be discussed at the June Board Meeting.

**e. Scenarios for additional HOA Membership (specific to homes in Riverbank 3 and the 4 lots surveyed and sold before the Platting of Riverbank).**

1) this was not addressed, pending attorney's opinion

**f. Discussion about a new rule to cover the expenses for the HOA providing a package of HOA documents to Home sellers or the Title Company during closing.**

1) It was generally agreed that a packet should be compiled and a fee charged, though a specific fee was not set.

**6. Homeowner Forum: (For discussion of general HOA matters only. No personal personal issues nor specific homeowners/addresses will be discussed. Maximum of 5 minutes per homeowner)**

a. no issues were addressed

**7. Schedule a Board of Directors Special Meeting to (1) Approve Minutes from 3/28 meeting and to plan the Annual Meeting.**

a. next Board of Directors Meeting will be scheduled via e-mail

**8. Adjourn Meeting**

Meeting was adjourned at 9:10 P