



Rivercliff Estates Homeowner's Association  
December 7, 2022, Board Meeting Minutes

Michelle Doering called the meeting to order at 7:02 pm. In attendance: Board Members present: Michelle Doering, David Wahlstrom, Tom Dempsey, Heidi Pearce, Christine Moore, and Eric Leach. Committee Members present: Blythe Daniels, Michael Daniels. The November Meeting Minutes were read by Christine Moore. Michelle Doering moved to approve the minutes, the motion was seconded, and the minutes were approved. Michelle Doering presented the Agenda; the Agenda was approved.

**PUBLIC COMMENTS:**

- Five Homeowners were present: Vikki Marlow, Mike Vraneza, Penny Kelly, Tracy Bower, and Brett Clemons.
- Penny Kelly brought up the issue of the late delivery of our mail and suggested our address numbers be replaced with larger ones. The security of our mailboxes was discussed. Replacing mailboxes will be referred to Capital Reserve.
- Mike Vraneza gave an update on the dogs and home on property adjacent to ours. He will continue to pursue assistance in this problem. He also mentioned damage to our fences due to downed trees. Michelle Doering suggested that the issue of replacing our fence be referred to Capital Reserve.
- Vikki Marlow thanked Tom Dempsey for his work on our downed trees.
- Michelle Doering reported on unleashed dogs and people not cleaning up after them. Their identity has not been confirmed. Once they have been identified, a letter will be sent regarding a possible fine. A reminder about the rules for pets will be included in the next newsletter.
- There was a discussion on how Heiberg Garbage and Recycling tracks the residents who leave out more than what is allotted to each unit per our Rules. A reminder about our rules regarding trash and recycling will be included in the next newsletter.
- Brett Clemons asked about how to make payments of our HOA fees easier, i.e., electronically, etc. Options for that will be looked into.

**TREASURER'S REPORT:**

- Tom Dempsey went over the Month End financials. He updated the Board on three units that have been in arrears.
- Tom presented the 2023 Proposed Budget, and the Board went over it line-by-line. Michelle Doering moved to approve the budget, and David Wahlstrom seconded the motion. The 2023 budget was approved. Once David Wahlstrom and Linda Itami determine the exact increases in each unit's HOA fees for 2023, they will mail out letters advising our homeowners. Christine Moore will send out an email alerting homeowners and residents that a letter regarding the increase in the HOA fees will be arriving shortly.

●

**CAPITAL RESERVE:**

- David Wahlstrom read the minutes of the November 2022, Capital Reserve meeting. A motion to approve the minutes as amended was made by Michelle Doering, it was seconded, and the minutes were approved.

●

**EXTERIOR FACILITIES/MAINTENANCE:**

- Eric Leach reported on progress regarding three units with roof leaks as well as the gutter issues at Unit 90-C. He also updated the Board regarding visitor parking areas (painting stripes and trimming greenery around the signs).
- Eric also reported that he has been looking into new locking mailboxes.
- He stated that Carlos Vences will begin gutter inspection and cleaning in the next couple of weeks. A notice regarding that will be included in the December newsletter.
- Eric also mentioned that he is investigating possible locations for speed bumps, as well as working on ways to repair the steps behind Building D.
- Eric reported that Carlos Vences has not done any work on the HVAC system at the Clubhouse but that Eric will ask him to check the furnace filter.

- Michelle Doering brought up an issue with Unit 1 and the problems tree roots near the driveway are causing, especially with flooding. This issue will be referred to Capital Reserve.

**ARCHITECTURAL:**

- Jamie Embry reported a request for a new garage door for Unit 77-C, which was approved. A request was made by Unit 6 to install a Ring camera; this was approved.

**SECURITY:**

- Michelle Doering reported on the distribution of fobs. For all the remaining residents who have not picked up their fobs, they will need to contact Michelle directly to arrange with her to get their fobs. A reminder about this will be included in the next newsletter.

**HOSPITALITY/CLUB HOUSE:**

- Christine Moore reported that there are three reservations for the Clubhouse, two in December and one in February.

**GROUNDS AND LANDSCAPING:**

- Heidi Pearce discussed budget issues regarding landscaping and adjusting costs for the 2023 budget. Jamie Embry will assist her in looking into new landscaping companies.
- She also reported that she was happy with the job the Evergreen Tree Service did in removing three trees recently.
- Heidi mentioned that the landscapers currently have a key to the Clubhouse so they can use the restroom. Michelle Doering will order a lock box to keep a fob in for them to use.

**PESTS:**

- Moles are still active in some areas. Christine Moore will email Linda Itami to ask her to have traps replaced where needed.

**POOL:**

- No news.

The meeting was adjourned at 8:45 pm. The next meeting will be held on January 4, 2023.

Respectfully,  
Christine Moore, Secretary