



Rivercliff Estates Homeowner's Association  
April 5, 2023, Board Meeting Minutes

Michelle Doering called the meeting to order at 7:03 pm. In attendance: Board Members present: Michelle Doering, David Wahlstrom, Tom Dempsey, Heidi Pearce, Jamie Embry, Eric Leach, and Christine Moore. Committee Member present: Blythe Daniels, Mike Daniels; Lori Dawson, bookkeeper, also present. The March 2023 minutes were read by Christine Moore. Michelle Doering moved to accept the minutes with corrections; Heidi Pearce seconded the motion, and the minutes with corrections were approved. Michelle Doering presented the Agenda for the meeting; the Agenda was approved.

**PUBLIC COMMENTS**

- Five Homeowners were present: Vikki Marlow, Mike Vrazena, Susan Patterson, Yuriy Yermokov, and Brett Clemons.
- Mike Vrazena discussed setting up a wireless sound connection in the clubhouse.
- Blythe Daniels reported that she still had not heard from Carlos regarding her ceiling leak. She will contact Carlos directly.
- Susan Patterson mentioned that she had contacted Heidi Pearce regarding parked cars on Rose Parkway that she suspected were stolen. She had also reported them to the City. The topic of parked cars on Rose Parkway, a public road, was discussed, and consensus was that anyone with a concern needs to report them to the Portland Police Bureau.

**TREASURER'S REPORT:**

- Tom Dempsey went over the Month End financials for March and gave updates on A/R Aging. He also updated the Board on ongoing legal actions.
- There was a discussion about the responsibility of answering HOA questionnaires from title companies, which had previously been handled by Linda Itami. It was decided that Lori Dawson will now handle these questionnaires; Christine Moore will forward any such requests that are received via email to Lori. Heidi Pearce moved for the Board to pay Lori Dawson her regular rate of \$60 per questionnaire to complete the forms sent from lenders regarding the HOA. Christine Moore seconded the motion, and the motion was approved.

**CAPITAL RESERVE:**

- David Wahlstrom read the minutes of the March 21, 2023, Capital Reserve meeting. The next meeting is April 18, 2023.
- David moved to approve the power washing contract with Snugs; Eric Leach seconded the motion, and it was approved.

**EXTERIOR FACILITIES/MAINTENANCE:**

- Eric Leach reported that Snugs will be power washing our units this spring. He is waiting for the date confirmation. Once the date has been confirmed, a notice will be sent out.
- He mentioned that B&G was able to replace a water shut-off valve and therefore water did not have to be turned off on the Rose Parkway loop.
- Regarding the stairs to be replaced behind NE Siskiyou Court, he will check with Carlos about the project.
- Regarding a clogged gutter at Unit 96, an elbow joint was found to be clogged and was fixed. Other chimneys, gutters, and siding will be checked by Carlos and repaired by him if possible.
- A squirrel problem at Unit 22 was resolved.
- Eric mentioned that Carlos checked a broken light along the path to the Clubhouse and said he thought it needed an electrician. Lori Dawson will check for an electrician in our vendors' list.

**ARCHITECTURAL:**

- Jamie Embry reported that she is finishing the list of units needing garage door window notices. The list will be forwarded to Christine Moore, who will send out emails requesting a response and/or fix to the issue within 30 days.

- She also mentioned that radon had been discovered in Unit 12.
- Jamie said she would confirm that the requested heat pump/air conditioner in Unit 85 had been installed the day before as scheduled. The owner of Unit 85 mentioned to Jamie that the water company has a program to replace older toilets for free. Michelle Doering will check into this.

#### **SECURITY:**

- Mike Daniels reported on his discussion at the last Capital Reserve meeting. He discussed the sample package he had put together using the Ring system for the Clubhouse, including 7 total cameras and that can be expanded later if needed. The cost is \$850 and \$10 a month to view and keep recordings for 90 days. It is a self-installation program, and someone from the Board will need to be present at the installation. He believes it will take approximately 15 minutes per camera to install and that Carlos could do the installation.
- David Wahlstrom moved that the Board buy the suggested system and to include money for Carlos to install it. Christine Moore seconded the motion, and it was approved.

#### **HOSPITALITY/CLUB HOUSE:**

- Christine Moore reported no new reservations for the clubhouse. Michelle mentioned Unit 64 had requested a reservation, but at this point no deposits have been received.
- Blythe Daniels reported she had delivered welcome baskets to 2 new homeowners.

#### **GROUNDS AND LANDSCAPING:**

- Heidi Pearce reported that Crystal Greens had picked up a lot of yard debris, and due to the weather, they came on Thursday instead of Friday. Residents should continue to put out their yard debris on Fridays and Crystal Greens will continue to pick that up on Fridays, regardless of whether they mowed on Thursday.
- She reported that the contract with Crystal Greens has been agreed upon.
- Regarding the upcoming pressure washing, Heidi would like to coordinate the pressure washing with Carlos as some trees and shrubs may need to be trimmed as they are close to the buildings. She will let Christine Moore know what to include in the next newsletter notifying residents of the power washing.
- Heidi gave a shout-out to Vikki Marlow for her help with landscaping.

#### **PESTS:**

- Jamie Embry reported no updates regarding pests, but that she is making a list of areas that need attention.

#### **POOL:**

- Michelle Doering reported that she had checked past invoices from WetKat and that their monthly fee had increased \$50 per week. She is looking for a new provider and having difficulty finding one. She will continue looking and also consider alternatives.
- Michelle also requested that a request for Pool Monitors be included in the next newsletter. The pool needs to be checked 3 times a day, every day.

#### **RENTAL COORDINATOR:**

- Michelle Doering reported that 12 units are currently being rented. She also mentioned that many people have still not picked up their fobs.

#### **OLD BUSINESS:**

- Tom Dempsey updated the Board regarding the insurance claim by Unit 36.

#### **NEW BUSINESS:**

- Christine Moore will be moving this summer and will complete her term as Secretary on June 1, 2023.
- Our garage sale will be held the weekend of July 8-9, 2023. This will be included in the next newsletter.
- Michelle mentioned that Signe Larson told her there were 3 spaces open in the Garden Club at \$50 per plot per year. This will be included in the next newsletter. She would like email responses by April 15, 2023.
- Michelle brought up the issue of our land lease for discussion.

- Jamie Embry mentioned that Mike Daniels has suggested a Memorial Day party at the pool as an opportunity to get to know our neighbors. All agreed this was a great idea, and further plans will be made.
- Heidi Pearce brought up the issue of residents speeding through our complex. A reminder of the speed limit will be included in the next newsletter.

The meeting was adjourned at 8:45 pm. The next meeting will be held on May 3, 2023.

Respectfully,

Christine Moore, Secretary