



Rivercliff Estates Homeowner's Association
May 3, 2023, Board Meeting Minutes

Michelle Doering called the meeting to order at 7:08 pm. In attendance: Board Members present: Michelle Doering, David Wahlstrom, Tom Dempsey, Heidi Pearce, Jamie Embry, Eric Leach, and Christine Moore. Committee Members present: Blythe Daniels, Mike Daniels. The April 2023 minutes were read by Christine Moore. Michelle Doering moved to accept the minutes with amendment; David Wahlstrom seconded the motion, and the minutes were approved with amendment. Michelle Doering presented the Agenda for the meeting; the Agenda was approved.

PUBLIC COMMENTS

- One homeowner was present: Vikki Marlow. There were no public comments.

TREASURER'S REPORT:

- Tom Dempsey went over the Month End financials and gave updates on A/R Aging.

CAPITAL RESERVE:

- David Wahlstrom read the minutes of the April 18, 2023, Capital Reserve meeting. Michelle Doering moved to accept the minutes; Eric Leach seconded the motion, and the minutes were approved.
- Michelle Doering reported on the possibility of selling our old clubhouse furniture and will continue pursuing this.

EXTERIOR FACILITIES/MAINTENANCE:

- Eric Leach reported that Carlos had been de-mossing roofs and cleaning gutters as needed.

ARCHITECTURAL:

- Jamie Embry reported that two new architectural applications had been received for a front door and screen door. A request to install a solar panel was denied.
- She noted that the list of exterior repairs she is making is long. She will upload the information to our Google drive for easy access.
- She also brought up the issue of units requesting garage door painting to make sure the color is consistent. Michelle Doering said the paint is in the clubhouse.

SECURITY:

- Mike Daniels gave an update on the security system for the clubhouse. The system was ordered and initially cancelled by mistake. It has been reordered and should be delivered in the next day or so.
- Blythe Daniels brought up that she had noticed families who are not residents of Rivercliff coming to play in our common areas.

HOSPITALITY/CLUB HOUSE:

- Christine Moore reported no new reservations for the clubhouse.
- Blythe Daniels reported she had delivered two welcome baskets to new homeowners.
- Michelle Doering said that all door locks at the clubhouse are being changed and that the old keys would no longer be usable. She also reported that she had sent emails to the remaining residents who still had not picked up their fobs.

GROUNDS AND LANDSCAPING:

- Heidi Pearce reported that the grass had been cut quite short; as per Crystal Greens, this will help when they fertilize later. Heidi is keeping track of when they mow and will review their billing statements.

- She and Carlos had walked the grounds to identify shrubs, etc., that needed trimming before the siding is power washed. They had placed pink flags to mark plants to be trimmed.
- Tom Dempsey asked about the plants that had been trimmed around the pool. Michelle Doering said Nathan Doering had trimmed them and will power wash around the pool.
- Michelle mentioned that Signe Larson told her two people had signed up for the Garden Club and one spot remained open. A notice regarding the last open spot will be included in the next newsletter.

PESTS:

- Jamie Embry said that Summit had come out and reset mole traps; she will continue to monitor the affected areas.

POOL:

- Michelle Doering continued the discussion about other options for maintaining our pool. Vikki Marlow is interested in taking the position to be in charge of pool care and maintenance and has discussed this with Michelle. Michelle will give WetKat notice of cancelling weekly maintenance but we will continue to have them perform seasonal maintenance.
- Michelle mentioned that she had created a new pool monitor notebook for monitors to log information, use as a reference, etc.
- Tom Dempsey made a motion to buy a sump pump, available on Amazon for \$150. Eric Leach seconded the motion, and it was approved.
- A motion was made to hire an in-house/homeowner vendor (Vikki Marlow) to do the pool maintenance at \$50 per week/\$200 per month for one year and supervise pool monitors, starting June 15, 2023. The motion was approved. This arrangement can be revisited after this first summer season.
- The pool is scheduled to open on Memorial Day Weekend, and Michelle announced there will be a pool party and potluck from 12-4 pm on Saturday, May 27, 2023. The Board will provide types of burgers, hot dogs, and buns.

RENTAL COORDINATOR:

- Michelle Doering reported no news.

OLD BUSINESS:

- Michelle Doering mentioned the garage sale to be held in July. A reminder will be included in the next newsletter.
- Michelle also reported that she had looked into a program to get free toilets that a homeowner had mentioned. She was unable to find any information about such a program.

NEW BUSINESS:

- Michelle Doering discussed the upcoming Annual Meeting to be held June 7, 2023. Letters to residents about the meeting need to be mailed by May 26, 2023. She has the letter and ballots drafted. She will finalize the letters and ballots and mail them.
- She mentioned there are three Board positions that will be up for vote: President, Architectural Committee, and Secretary. A reminder about the meeting and the open positions will be included in the next newsletter.
- Tom Dempsey brought up the possibility of adopting a Code of Civility to be added as an amendment to our Bylaws. He read a sample used by another community. After discussion, it was decided that Tom will confer with our attorney and the Board will discuss the matter further.
- Michelle Doering introduced some possible logos to be used in updating the Rivercliff Estates letterhead, etc. She will continue working on this.
- Michelle also announced she had created a private Facebook page for Rivercliff homeowners; access to the page will be by invite only. She will be the administrator of the page and will approve all posts before posting.

The meeting was adjourned at 8:49 pm. The next meeting, the Annual Meeting, will be held on June 7, 2023.

Respectfully,

Christine Moore, Secretary