

Riverbend Condominium Homeowners' Association
Board of Directors meeting
February 22, 2016

Time: 11:30am

Location: Unit 131

Purpose of the meeting: Review and discuss draft reserve study conducted by Justin Barnhart, Building Science Consultant for Riverbend

Present at the meeting:

Board of Directors: Augie Gallego, Charles Collins and Bill Eklund

HOA members: Don Wilson, Carol Cooperman, Gary Grandmaison, Jim Worthum, Malcom Putnam and Michael Jackson

CAP representative: Britton Powell

Riverbend Maintenance supervisor: Steve Summers

Guest: Justin Barnhart, Building Science Consultant for Riverbend

Highlighted items indicate Action Items for the Board

Justin Barnhart was introduced and presented information pertaining to his qualifications and experience, how the study was conducted and how calculations were made. A copy of his first draft of the Reserve Study was presented with the understanding that there were still items that were incomplete due to information he did not have at the time the document was prepared. Also, adjustments in many of the included budgeted items would be required after review and input by the Board. A copy of the initial draft will be included with these minutes.

General “ball park” figures, offered to provide a perspective of the overall proposal, included the following:

- Current reserve balance for our HOA is approximately \$263,177
- We are currently funded at about 33%
- The “ideal” funding level for our HOA is approximately 60%, with the comment that few HOAs maintain this level of funding.
- It was strongly recommended that our reserves never fall below 30%
- An example of a major future maintenance expense we will face, and must provide adequate reserves to avoid a large special assessment, is a new roof. This cost is estimated to be about \$200,000 or about \$48,000 per building. We probably have about 15 years of remaining life in our current roof.

Charles stated that the Board would be reviewing the report, modifying where needed and, in collaboration with Mr. Barnhart and CAP, prepare a final report with recommendations for the HOA.

Other business

Augie discussed with those present, the HOA's general financial condition and challenges. He explained where we are, how we got to where we are, including major expenses we have had in the past year that were paid for out of our reserve funds.

Gary Grandmaison reminded the Board and those present of the importance of maintaining the lobbies in each building, as they are the indicator of the quality of our facility to all who enter. The level of painting required for correcting signs of wear and tear, the quality and required upkeep of the carpeting and the furnishings in each lobby were noted. The Board agreed and will consider appointing a special committee to study and develop recommendations pertaining to lobby upkeep and maintenance.

Augie provided some general comments about the matter of maintaining and painting latticework in front of the buildings and on the lower level terraces. There is some uncertainty as to possible financial responsibility that might accrue to respective homeowners for such upkeep. The Board will research the matter and resolve this uncertainty.

Discussion on action items from the January Board meeting

Action item 1: Clarification and notification of homeowners regarding policies pertaining to deck coverings.

The Board agreed to request assistance of the Architectural Review Committee in developing a document stating issues, concerns, guidelines and clear policies pertaining to seal coatings on decks and terraces. Specific requirements for periodic inspection and repair of seal coatings, regulations regarding owner supplied deck tiles or coverings over the seal coatings, size, weight and esthetic requirements of furnishings or objects placed on decks and terraces would be included in the document. The financial responsibilities that accrue to individual homeowners and to the HOA for removing and restoring deck coverings and objects to permit access for inspections and/or maintenance will be clearly stated. The ARC will be asked to research information and data on available and acceptable deck covering options and make this information available to all homeowners.

Action item 2: Formal policies and procedures regarding use of garage and outside parking spaces by owners and visiting guests.

Riverbend Resolution #5, adopted July 1, 2005 establishes specific guidelines regarding garage and outside parking. (See Attachment 1)

This policy has been modified by the Board to be more sensitive to weekend visitors and to be less burdensome to homeowners who have short-term

visitors. (See attachments: 2.Parking space notice, 3. Electric vehicle parking and charging)

There was discussion about developing and establishing a policy regarding the sale, transfer of title or leasing of garage parking spaces by homeowners. This will be further assessed and the Board will put forth a policy proposal.

Action item 3: Formulate and distribute policies pertaining to parking and charging of electric vehicles.

CAP will draft and distribute policies that have been discussed and proposed by the Board.

Action item 4: Adopt and develop a bylaws amendment that limits the number of rental units allowed and prohibiting B&B or very short-time leases. CAP has drafted an amendment that will be submitted to the board for review and comment. Board will review, revise and submit to the HOA, an amendment that defines these limitations and restrictions.

ACTION ITEMS FOR NEXT BOARD MEETING

1. Board to review the proposed reserve study report, modifying where needed and, in collaboration with Mr. Barnhart and CAP, prepare a final report with recommendations for the HOA.
2. Board to consider appointing a special committee to study and develop recommendations pertaining to lobby furnishings, upkeep and maintenance.
3. Board will research the matter of who has responsibility for maintenance and upkeep of trellises and resolve this uncertainty.
4. Board to request assistance of ARC in developing policies, procedures and alternatives for deck seal-coating maintenance, deck coverings and furnishings and for owner responsibilities for removal and replacement of same to accommodate inspections and maintenance.
5. Board will draft a policy for approval of the HOA pertaining to the sale or lease of assigned garage parking spaces.
6. CAP will draft and distribute policies that have been discussed and proposed by the Board.
7. Board will review, revise and submit to the HOA, an amendment, drafted by CAP that defines limitations and restrictions on renting out of homeowner units.

Additional actions to be addressed

- We need to have the appropriate process in place to ensure that sellers/agents and buyers or their agents are fully informed of the ARC requirements and seller responsibilities regarding remodels and future repairs and related expenses.

- Need restatement and distribution of policies regarding sharing entry codes to property or elevator access to units, how to obtain temporary access codes for selective circumstances and potential cost to owners who have provided keys or access codes to non-owners or unauthorized individuals resulting in security compromises requiring HOA expense to remedy.
- Issue a clear statement to owners regarding charging of electric vehicles.
 - Riverbend does not have accommodations for charging electric vehicles. Conventional electric outlets are not allowed for this purpose.
 - Homeowners, may at their own expense, install appropriate electric vehicle charging stations in the garage after requesting and receiving an ARC approval for such installation.
 - Violation of these policies may result in towing of the offending vehicle without further notice.

ATTACHMENTS

ATTACHMENT 1: Resolution #5

**ASSOCIATION OF UNIT OWNERS OF RIVERBEND ON THE
WILLAMETTE CONDOMINIUM
Resolution Number Five – Parking and Storage**

WHEREAS, ORS 100.417 and Article 3, of the Bylaws of The Association of Unit Owners of Riverbend on the Willamette Condominium, provide the Board of Directors may act on behalf of the Association of Unit Owners of Riverbend on the Willamette Condominium, Inc., a nonprofit corporation formed under the laws of the State of Oregon;

AND WHEREAS, ORS 100.535 and Article 3.7, Powers and Duties , and Article 7, Maintenance and Use of Condominium Property of the Bylaws of The Association of Unit Owners of Riverbend on the Willamette Condominium, provides that the Association has authority to review and approve or disapprove of all improvements to any common element. ORS 100.535 further provides that a unit owner may not alterations that which would jeopardize the soundness or safety of the property, reduce the value thereof, impair any easement or increase the common expense;

AND WHEREAS, it is the intent of the Board of Directors, to:

- (1) Ensure that any changes proposed are carefully considered for their effect on the uniform appearance of the property, and
- (2) Ensure that the Association not be financially or in any other way responsible for the future upkeep of such changes, and
- (3) Ensure that additions to the common elements pose no safety threat to other members.

NOW, THEREFORE BE IT RESOLVED THAT the following procedures shall be followed:

1. In the interest of security, owners will be required to register their vehicle license numbers with the Association. [see Exhibit A]. This information will be used to monitor parking of unauthorized vehicles and allow for owner notification in the event of an emergency.
2. Assigned garage parking spaces may only be used for the parking of vehicles intended for personal transportation including automobiles, motorcycles registered for on-road use, and bicycles. Boats, trailers, commercial, recreational and off-road vehicles are not permitted.
3. The use, operation and maintenance of the common elements shall not be obstructed, damaged or unreasonably interfered with by any owner.
4. Parking of approved personal transportation is limited to the confines of assigned parking spaces. Use of common and pedestrian walkway is prohibited.
5. Except for assigned storage closets and approved Rubbermaid storage cabinets, no personal items may be stored anywhere on the premises. Any

- personal item located in common elements or causing obstruction in pedestrian walkways shall be removed and disposed of by the Association.
6. Exterior parking spaces are designated for temporary guest parking only. Parking in excess of 24 hours will be allowed by Association permit only. Violators will be towed at the vehicle owner's expense.
 7. Handicap parking spaces are designated for DMV authorized disabled drivers only. These spaces are for short-term access only and may not be used for long-term vehicle storage.
 8. All bicycles must either be located within the confines of assigned parking spaces or be mounted off the floor with prior written approval on approved wall hangers.
 9. Prior to commencement of any alteration, addition, or improvement to a common element the required forms shall be submitted in writing to the Board of Directors, using the form incorporated into the Architectural Review Procedures and Guidelines -- Resolution #3 as ATTACHMENT ONE. The proposal shall contain a description of the item or addition, including the height, width, length, location, etc.
 10. Verbal requests will not be considered.
 11. Each alteration or addition must be specifically approved even though the intended alteration, addition or improvement conforms to the Bylaws, and even when a similar or substantially identical alteration, addition, or improvement has been previously approved. (A record of previously approved additions, alterations or improvement will be maintained by the Association.)
 12. The applicant shall be informed in writing of the decision by way of a signed copy of the applicant's proposal or request.
 13. The Board further has the authority to specify a product to maintain uniformity of appearance of the real property and/or its improvements.
 14. The Board will make a periodic visual inspection of the community and the common elements shared equally by all owners. Any unit owner in violation of these requirements will be sent a certified letter by the Board of Directors. The owner must reply to the Board within thirty (30) days of the date of the letter.
 15. Any owner who alters, adds, or improves a common element without following these prescribed procedures and receiving prior written approval shall be personally liable for the costs involved in restoring the common elements to their original condition by the Association. Any expense thus incurred shall become a lien against the owner's unit.
 16. The Association may charge the owner for costs associated with administering or processing requests or reviews involving an architect, engineer, and/or managing agent. Any major expenses related to the request will also be charged to the owner.

Adopted by Board of Directors, effective July 1, 2003

**Riverbend on the Willamette Condominium
Vehicle Registration**

Owner Name

Unit #

Please list below any and all vehicles owned by the above unit owner that may be parked on the premises at any given time. Please remember to update the association registration records when purchasing new vehicles.

Vehicle #1

Make Model Color Year License

Vehicle #2

Make Model Color Year License

Vehicle #3

Make Model Color Year License

Vehicle #4

Make Model Color Year License

Other: _____

ATTACHMENT #2

Riverbend on the Willamette
Parking Violation Notice

Violation:

- Vehicle not registered with Association
 - Resident parking in guest parking space
 - Exceeding 72 hour limit on guest's car without prior approval from the Board of Directors
 - Parking in a way that blocks traffic, other parking spots, driveway, or fire lane
- All resident vehicles must be registered with the Association
 - Visitors parked for more than 72 hours without Board approval are in violation and are subject to being towed.
 - Exterior parking spaces are for temporary guest parking only.
 - Vehicles shall not be parked in any other owner's parking space. Any vehicle parked or blocking another owner's parking space shall be subject to being towed.
 - Vehicles shall not be parked in any manner that will interfere or cause difficulty for other residents to back out of their parking space, or to drive on the streets.
 - Any vehicle parked in a handicapped parking space must display a legal disability placard.

Please be advised: if this vehicle is not brought into compliance, it is subject to being towed without further notice

ATTACHMENT #3

Proposed statement regarding electric vehicle charging

- Riverbend does not have accommodations for charging electric vehicles. Conventional electric outlets are not allowed for this purpose.
- Homeowners, may at their own expense, install appropriate electric vehicle charging stations in the garage after requesting and receiving an ARC approval for such installation.
- Violation of these policies may result in towing of the offending vehicle without further notice.

Attachment #4 – Draft of Reserve Study Report from Mr. Barnhart (to be provided by CAP)

Minutes prepared and submitted by Bill Eklund, Secretary, Riverbend condominium Homeowners' Association.



February 27, 2016