



Meeting Minutes

November 7, 2023

Councilor Roll Call (Cindy Brown) Absent: Jean Coberly

Meeting Minutes: October Meeting Minutes approved

Rose Villa Management Report: (Angela Hansen and Jim Willeford)

Jim Willeford distributed a printed handout and then gave a verbal summary report of the progress made on various issues at Rose Villa from June 2023 until November 2023. He said they are 94% complete. They have done 20 home renovations and three *ten-year refreshes*. He also addressed many other improvements or repairs including access to elevators, a one-step lock system, all access control, fire alarms, water storage, cyber security, ceramic, woodshop, and library upgrades. Linda Stern asked for classic cottages to be included in the all access control, and Dianna Schaffer asked for an explanation of a "ten-year refresh."

Angela Hansen assured us that the Executive Leadership Team (Angela Hansen, Jim Willeford, and Erin Cornell) would be able to run Rose Villa in the absence of a CEO. And she reminded us that the work on the budget will be complete as soon as the RVI Board approves it. Details of the budget will be presented to residents at the Resident Forum on November 14.

Foundation Report (Don Lehman)

- On November 9 in the PAC, Mike Mulligan from Parkinson's Resources Oregon did a presentation on *Resources for Parkinson's Caregivers*.
- Also on November 9, Debbie Suchan had her first in a series of *Financial Fitness Clinics* from 10am to 2pm in the Board Room (South Main). Scheduling appointments as well as drop-in sessions were made available for residents by the Foundation.

- The second session of *Brain Rules for Aging Well* Book Study is scheduled for Wednesday, November 15, in the Rec Room. Dr. Brenda Marks led the first session in mid-October.
- Again this holiday season the Foundation is sponsoring *Creative Arts Holiday Pop-Up Shops* in the SEEDS Corner Gathering Place on the south corner of North Main. Come enjoy the terrific Maker Markets featuring arts, crafts, gifts, fun food, and more.

Madrona Grove (Norma Martin)

Madrona Grove has a full house these days. So many interesting and wonderful members of our community live here. You are always invited to join in with activities. Everyone loves having company now that the worst of Covid is behind us. Movin' and Groovin' takes place five days a week at 11:00AM in the Fernwood family room (downstairs). It is a seated, fun exercise class with music you'll know and can sing along with if you like. No class on (Thursday and Sunday).

We are happy to be hosting a family style meal for Thanksgiving with residents, family, and staff all dining together, the first gathering like this since pre-Covid times!

There is always a need for volunteers! Accompanying a resident on a walk outdoors is a great way to meet up with an old friend or make a new one. Thank you to volunteers Nadine Larson and Ted Ziegler for signing up to help with watering the plants in MG!

This month's Life bio party was for Reggie Okazaki.

We welcome a new music therapist and horticultural therapist this month, as our past therapists are moving on to new projects.

MG will be leading carols for the tree lighting on the 29th. Come sing with us!

We will be putting together care packages for houseless folk in Clackamas County as a holiday service project.

We are seeking donations of items to include in our care kits. Our goal is to make 10-20 kits if possible and they will be distributed through *The Fathers Heart* outreach program in Oregon City.

If you would like to donate some much-needed items, here's a list to help get you started:

Hand warmers	Feminine hygiene products
Small lotion	Toothpaste
Band-aids	Toothbrush
Gift cards	Antibiotic cream
Lip balm	Granola Bars
Warm gloves	Candy
Clean (lightly used or new) socks	

Nominating Committee (Marilyn Gottschall)

Marilyn introduced the Committee and the candidates for the three District Council positions and for the vice chair. The committee will be forwarding their procedures to the Resident Council for consideration by future committees. Committee members are Marilyn Gottschall, Bill Rector, Steve Morris, Cathy Schwabe, Louise Williams, and Diana Stallard.

The candidates are: **North District:** Felicia Kongable, Becky Gish, Val LeGault, Dianna Shaffer. **Middle District:** Margi Brown, Marti Franc. **South District:** Carl Petterson, Hank Hadaway. **Vice Chair:** Al Levit, Ed McFarlane, jude watson. The nominating committee has videos of each candidate on the RVillagers website so residents can get to know the candidate a little better. Links to the site will be posted on your ballot, on the Daily Activity email, and on RVillagers.

Voting starts November 7. Voters will vote for the Councilors in their District and for a Vice Chair. Ballots are in your cubby today and should be returned to the Resident Services Counter on or before November 14.

Proposal regarding walkway signs for Rose Villa campus (Felicia Kongable)

Felicia proposed a motion that the Resident Council would endorse her proposed project if it could be funded by the Rose Villa Foundation. John Chapman seconded the motion. (A copy of the slide show with maps and explanation of the naming process is attached for your review.) After discussion, a vote was taken, and the measure was approved.

Felicia went over the proposal with an excellent slide show. The Council and the residents attending the meeting then asked questions or offered their opinions.

Comments were as follows:

- All E-W walkways should be numbered
- Add an amendment to the proposal specifying the source of funding
- There is not strong support among residents for this project
- Propose modification of the plan as 28 is way too many signs
- One or two signs like they have in malls could help people and not clutter the campus so much
- This would help the contractors locate us
- Visually impaired residents would like the signs
- The ADA requires signs to help visually impaired
- A survey of the NW cottages showed 84% approval of the project
- The proposal gives a sense of village
- We need to help the weakest in our group of residents
- This would not be an issue for EMT. It will have no effect on emergency response
- This would be a good way to promote neighborliness

Specifically, the proposal is as follows:

I move that the Rose Villa Resident Council endorse the plan to

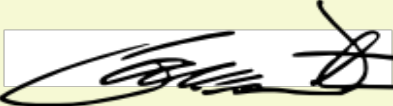
1. Formally name and install corresponding street signs in the South Classic Cottage neighborhood;
2. Formally name the walkways in the Northwest and Northeast Classic Cottages and install corresponding street signs along Wild Rose Drive;
3. Number four east-west stairways and install corresponding street signs at their points of entry along Schroeder, Laurie Ave., and Wild Rose Drive;
4. Name and install a neighborhood sign at the north end of the classic cottages on Schroeder across from The Oaks;
5. Install a sign for The Oaks at the northern end of the complex on Schroeder Ave;
6. Collaborate with Rose Villa Inc in the design and execution of this project; and
7. Apply for a Community Grant from the Rose Villa Foundation for this project.

Trees at Rose Villa (Bill Rector)

Bill proposed that we ask Rose Villa to have an arborist identify places where trees might be planted and recommend specific species of trees. He gave a short summary of the history of tree planting at our campus. A discussion followed. Jim Willeford said that trees are already planted and will grow to exceed the tree canopy coverage. Trees are being pruned now and we will complete about half of the work needed this year. Bill will work with the Green Team and administration on this issue.

Treasurer's Reports (Paul Wathen)

Rose Villa Residents' Association		
Treasurer's Report		
For the month ending	October 31, 2023	
Employee Holiday Gift Fund		
Beginning balance		\$46,575.31
Deposits and other credits	\$17,449.87	
Checks and other debits	<u>\$0.00</u>	<u>\$17,449.87</u>
Ending balance		\$64,025.18
Checks outstanding		\$0.00


Treasurer

Residents' Association Council

Financial Report

October 2023

	Beginning Balance	Revenues	Expenditure	Ending Balance
Garden Committee	3,462	0	0	3,462
Choir	1,523	0	300	1,223
Wood Shop	7,158	569	589	7,138
Treasure House	13,174	3,315	0	16,490
Sewing & Craft	983	179	0	1,162
Library Committee	3,306	0	0	3,306
Green Team	1,853	0	72	1,781
Sunday Suppers	434	511	527	419
Community Activity Fund	7,189	0	0	7,189
Total	39,082	4,574	1,488	42,169

HOLIDAY FUND COMPARATIVE BY MONTH

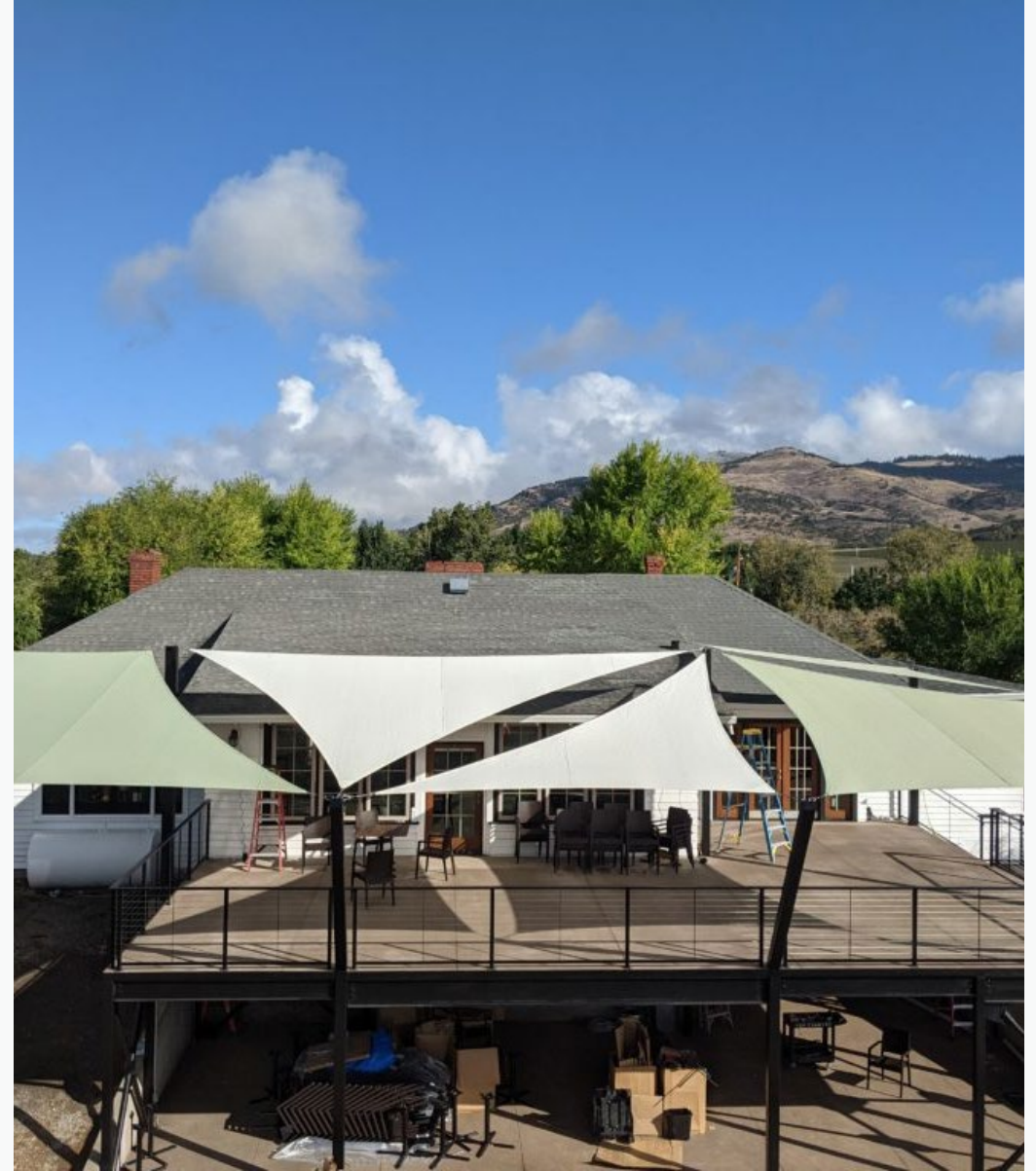
	2023	2022	VAR
Jan 1	1,736	2,665	(929)
Jan 31	6,078	3,235	2,842
Feb 28	9,314	7,288	2,026
Mar 31	12,856	8,993	3,863
Apr 30	15,116	11,556	3,560
May 31	17,396	13,583	3,813
Jun 30	30,753	17,363	13,390
Jul 31	33,043	17,853	15,190
Aug 31	38,512	21,254	17,258
Sep 30	46,575	25,497	21,078
Oct 31	64,025	53,726	10,299

Rose Villa Operations

Resident Executive Committee Report

November 7, 2023

Jim Willeford, Director of Strategic
Operations



Contents

01 Management Team

02 Project Summary Table

03 Project Updates

01 Management Team

Jim Willeford
Operations



Rick Hamell
IT



Kofi Dah
Facilities



Norine Mulry
F&B



To be determined
EVS



02 Project Summary

Table below is a summary of work that has been completed or is nearing completion. Additional detail is included in the following pages. We are working on many more projects, which I will brief you on in the next report, or upon request.

Project	Status	Project	Status
Renovations	In Progress	Backflow Prevention Inspections/Repairs	Complete
MG Elevator Access Control	Complete	Deck/Window Cleaning	Complete
Emergency Lock Down System	Complete	MG 3rd Floor Conference Room Acoustics	In progress
Access Control Conversion	Complete	Three Sisters Guest Suite	Complete
MG Fire Alarm System Revision	Complete	Ceramics Create Space	95% Complete
Indoor Air Quality Data Gathering	In Progress	13614 River Road Demolition	Complete
Emergency Potable Water	50% Complete	River View Terrace Sun Shades	90% Complete
Comcast Cable Box Upgrades	80% Complete	Wood Shop Sink	Complete
Torbank Internet Integration	Complete	Schroeder Loft Garage Gates	Cancelled
Cell Phone Booster for Schroeder Lofts	95% Complete	Heirloom Refresh	40% Complete
Network Cybersecurity Penetration Testing	In Progress	Library Remodel	Complete
Smoke Detector Inspection	Complete	HVAC Repairs	70% Complete
HVAC Filters	Complete	MG Light Dimming	80% Complete
Roof/Gutter Inspection	Complete	Curb/Asphalt Painting	50% Complete
Roof/Gutter Repairs	80% Complete	Deck Staining/Handrail Painting	25% Complete

03

Project Updates

Building Operations / Grounds Work Order Summary								
From: 21 June, 2023 To: 2 November, 2023								
Total In Progress	Open at Start of Period	New During Period	Completed During Period	% Completed	Rejected or Duplicate	Open at End of Period	Average Days Open	
3,961	281	3,680	3,722	94%	125	114	12.3	

Renovations – Have completed 20 home renovations this year and have five in progress. Have also completed three 10 year refreshes.

RAP Revisions to Renovations – Have implemented several Green Hammer recommended changes to home renovations, to include Energy Star appliances, lower VOC paints and adhesives, installation of whole home air sealing, and improved insulation systems.

03 Project Updates

Madrona Grove Elevator Access Control – Complete. Have installed access control (fob readers) to the two Madrona Grove Elevators.

Emergency Lock Down System – Complete. Have installed emergency lock down system for campus access control (fob) doors. Includes three lock down buttons, located at the Reception Desk in South Main as well as one each on Fernwood and Larkspur in Madrona Grove. When activated, the system will lock all access control doors and will inactivate most fobs on campus. Staff and Resident training to follow.

Access Control Conversion – Complete. Have completed migration of campus access control from the legacy Lenel system to the Phase III Verkada system. Have also added an access control door into the PAC.

03 Project Updates

Fire Alarm System at Madrona Grove – Complete. Have modified the Fire Alarm system to allow us to isolate individual floors in Madrona Grove for fire drills. Fire drills can now be confined to an individual floor, preventing the entire building from going into alarm during a drill.

Indoor Air Quality Data Gathering – Have acquired two sets of air quality monitors (both particulate matter as well as CO2). These will be deployed to two similar homes (one with an indoor air purifier, and one without) during poor air quality incidents to gather data on the efficacy of the stand alone air purifiers. These monitors will be rotated through each type of home we have on campus, and are being managed and deployed by the RAP Resident Group for the full groups analysis.

Emergency Potable Water – Have acquired and stored approximately 4,600 gallons of emergency water in 1 gallon containers. The water for Madrona Grove is located in the Madrona Grove basement. The water for the rest of campus is located in the old Treasure House garage across River Road on Torbank. Keys for the garage have been issued to the Resident Ready Force. We now have approximately two weeks' worth of emergency potable water on campus.

03 Project Updates

Comcast Cable Box upgrades – 80% complete. Net zero cost to Rose Villa. This will give residents more viewing options and flexibility.

Torbank Internet integration – Complete. Integrate Torbank (facilities on the E side of River Road) with the rest of campus. Will save Rose Villa \$2,268/annually.

Cell Phone booster for Schroeder – 95% done. Installation of cell phone boosters in Schroeder Lofts to improve residents' cell phone reception in the building.

Network Cyber Security Penetration Testing – IT and Davinci will begin quarterly penetration testing of the network commencing on November 9. These tests will mimic the actions of hackers who may try to gain access to our network in order to determine the efficacy of our security countermeasures and identify gaps in our defense systems.

03 Project Updates

Smoke Detector Inspection– Complete. Annual campus wide inspection and battery replacement.

Clean/Replace HVAC Filters – Complete. Conducted campus wide quarterly inspection and cleaning/replacement. This concludes this year's efforts with all homes being completed.

Roof/Gutter Inspection – Complete. Annual inspection has informed gutter and roof repair efforts which have been contracted for and are underway with an estimated completion by end of year.

Testing and maintaining backflow prevention devices - Complete. Annual inspection identified required repairs to *Madrona Grove* and *South Main*, which are now complete.

Deck/Window Cleaning – Complete. Annual deck/window cleaning was successfully conducted.

03 Project Updates

Madrona Grove 3rd Floor Conference Rooms. Sound Palace Design is installing acoustic panels in both conference rooms on November 3, 2023.

Three Sisters Guest Suite – Complete. The guest suite is complete and furnished. Residents were able to use the suite while their home was undergoing their 10 year refresh project last month.

Ceramics Create Space – 95% Complete. Construction is substantively complete, furniture arrival is pending. Anticipate completion mid November 2023.

13614 SE River Road Demolition - Complete. Demolition has been conducted and fence and gates have been installed.

River View Terrace Sun Shades – 90% complete. Installation of mounting hardware is complete, pending delivery of custom color sun shades.

03 Project Updates

Wood Shop Sink – Complete. Sink has been installed.

Schroeder Loft Garage Gates – Project cancelled due to resident input.

Heirloom Refresh: 40% complete. Painting will be completed this week, flooring will be accomplished by end of next week, wallpaper installation is scheduled for November 17, which will complete the project.

Library Remodel – Complete. Resident designed update adding book shelves, a new librarians desk and other specialized furniture has been accomplished. Project is a very successful example of collaboration between staff and residents.

03 Project Updates

Roof Top Unit (RTU) HVAC Repairs – 70% complete. New electrical service panel has been installed for RTU 4S. Repairs are underway for both RTU 4S and RTU 6. Anticipate completion by December 2023.

Madrona Grove Resident Floor Dimming – 80% complete. Project will install dimming controls for lighting in Fernwood and Larkspur common areas.

Curb and Asphalt Striping – 50% complete. Project repaints all curbs and parking lot striping. Completion is weather dependent.

Deck Staining/Handrail Painting – 35% complete. Project re-stains and re-paints all homes wooden decks and hand rails. Completion is weather dependent.

- Rose Villa already has Main Street, Schroeder Avenue, Wild Rose Drive, Rosewood Lane, and Laurie Avenue.
- Some residents can easily explain where they live: North Main, Schroeder, Garden Grove, Rose Court, Trillium.
- The classic cottages are constructed in rows, like streets– why not name these walkways?

We have examples of the usefulness of walkway names:

- In the South neighborhood of classic cottages, there is Alice Lane, Lois Lane, and Surrey Lane.
- When we use these names in conversation, we can immediately picture where those cottages are.



- **There will always be new residents, relatives, and guests. Aren't walkway names more welcoming?**

IMAGINE

- “Meet me at the corner of Surrey Lane and Lois.”
- “I live in the Northeast, at 214 NE Sweetgum Terrace.”
- “My cottage is 240 NW Osprey Terrace.”
- “The Sneak Peak is at 247 NW Tanager Terrace.”

RESIDENT SUPPORT

- First feedback in June from Northwest resident Paul Wathen: e-mail survey of NW residents: 19 responses (6 no replies): 13 yes; 3 yes, but not now; 3 no. 84% in favor
- North District meetings: strong majority in support at every counting.
- Middle District meetings: strong majority in support at every counting.
- Strong support in the South classic cottages.
- Many individual stories and opinions in favor of signage.

WELL-THOUGHT-OUT-DESIGN PRINCIPLES

All aspects of this project involve using “Well-Thought-Out Design Principles”

- Elegant in its simplicity
- Attractive and functional
- Carefully planned and organized
- *Cleverly* planned and organized
- Planned with full awareness of likely consequences, reducing need for future changes
- Easy to implement

PROPOSAL

1. Finish naming and install signs for the classic cottage walkways on campus.
2. South neighborhood: All the walkways in the south neighborhood will be Lanes. Lois Lane, Surrey Lane, the parallel walkway south of Surrey Lane, and the two unnamed north-south walkways. There is precedence for the use of names: Laurie (Ave), Alice Lane, Lois Lane.
3. Northwest and Northeast neighborhoods: All the walkways will be Terraces to reflect the topography. The Northeast Terraces will be named for Oregon native trees; the Northwest Terraces will be named for birds that appear on the Rose Villa campus.

The Northeast and Northwest Terrace signs would contain NE and NW in their names.



Names will be alphabetical. (Still to be decided: will they be alphabetical within the NW and NE sections, or across sections? Will the alphabetization be consecutive, or can it be like a filing system, where not every initial letter occurs?)

4. Sign placement: at 5 feet height for easy visibility by all residents
- South Cottages: on poles at both ends of the walkways, in the least disruptive locations.
 - NE and NW Terraces: on poles along Wild Rose Drive.



5. Four east west stairways between Schroeder and Wild Rose Dr./Laurie Ave. would be labeled from north to south: 1st East-West, through 4th East-West. There is a continuation across Wild Rose of 1st and 2nd.

Signs for the numbered East-West stairs would be placed on poles next to stairs. They are 18 inches wide.



The beginning of the zig zag at the intersection of Main St. and Schroeder Ave. would not be numbered– it is clearly landmarked. The zig zags are actually different walkways that some in Phase 2 call “Top, Middle, and Bottom.” They are not included in this proposal.

6. A sign for the classic cottage group at the south end of Schroeder, and a sign for The Oaks. The classic cottages, and Sales, need to decide on the name for the cottages. Possible names: *Schroeder Classic Cottages* or *South Schroeder Classics*. Or *SixPack*?

The ornamental sign is 18 by 18 inches. It is reflective but not double-sided.



COMMUNITY NAMING PROCESS

- In the south, representatives from each walkway meet to decide the theme of remaining walkways. Then each walkway chooses two possible names, representatives meet again, decide on final names.
- A similar procedure for NE and NW cottage walkways, though the theme is already decided.
- ***Names should be attractive, easily pronounced, and easily lip-read, and preferably not long.***
- The Walkway Naming committee will be included in decisions.
- Names will be finalized by administration.

SIGNS

I have looked at Myparkingsign.com

- Street signs are ¼" thick aluminum signs, reflective, double-sided, like municipal signs.
- Reflectivity is important.
- They could have a white outline, or not.
- They would be green.
- Most of the walkway names would fit on 24" by 6" signs. (East-West signs are 18" wide)
- Signs that are spread along Wild Rose Drive, could extend to 30" in length



SPECS

- Research with on-line vendor (Myparkingsign.com)
- The walkway signs referenced here are of the same quality as municipal signs, so should last many years: ¼" thick aluminum, engineer-grade reflectivity.
- 30"=\$65, 24"=\$54, 18"=\$50. Neighborhood sign=\$62.
- Heavy-duty municipal grade, green baked enamel u-channel posts. Plus hardware.

COST

- **The Rose Villa Foundation grant limit is \$5000.**
- **Jim Willeford said he would purchase and install the signs for \$150 each using Rose Villa's sign vendor.**
- **The total for this plan is \$4650.**