

# Hilltop View Estates at Persimmon (HVEP) Common Areas Committee (CAC)

Effective date: 9/30/2021

<b>Mission</b>	<i>The CAC shall be responsible for overseeing maintenance and improvements on Tracts A, B, and C within Hilltop View Estates at Persimmon to ensure they follow guidelines within the CCRs.</i>
<b>Primary Objectives</b>	<ul style="list-style-type: none"> <li>• <i>Establish uses for common areas</i></li> <li>• <i>Determine maintenance required in common areas to ensure quality of life, safety, and aesthetic value</i></li> <li>• <i>Establish neighborhood work groups or recommend professional contractors/maintenance to complete required work</i></li> </ul>
<b>Executive Sponsors</b>	<ul style="list-style-type: none"> <li>• <i>HVEP Board of Directors</i></li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• <i>All neighbors within HVEP</i></li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• <i>Common areas that are usable for the entire HVEP community</i></li> <li>• <i>Maintain a clean, usable, and welcoming appearance</i></li> </ul>
<b>Input Sources</b>	<ul style="list-style-type: none"> <li>• <i>CCRs</i></li> <li>• <i>Neighborhood feedback</i></li> </ul>
<b>Meeting Frequency/ Procedures</b>	<p><i>Meetings will be held quarterly, or as needed.</i></p> <ul style="list-style-type: none"> <li>• <i>The Board of Directors will provide liaison assistance and guidance to the CAC.</i></li> <li>• <i>Minutes from previous meetings shall be drafted within one week following the meeting and delivered to the entire workgroup and Board of Directors.</i></li> <li>• <i>The Chair will distribute the agenda, advisory reports and previous meeting minutes, which shall occur one week prior to the next meeting.</i></li> </ul>
<b>Recommendation Making Process</b>	<i>Quorum is needed only to approve proposals and final outcomes of the working group. Approval of working drafts does not require quorum. Quorum is 2. Majority is 2. Vote can be made by proxy where applicable.</i>
<b>Recommendation Submission</b>	<i>Recommendations are provided to the Board of Directors.</i>
<b>Communication Expectations</b>	<i>The CAC will communicate regularly with and provide recommendations to the Board of Directors. A representative from the CAC will attend Board of Director meetings.</i>
<b>Members</b>	<ul style="list-style-type: none"> <li>• <i>Chair: Ann Hymel</i></li> <li>• <i>Vice Chair: Phil Harding</i></li> <li>• <i>Voting Member: Rick Hollingsworth</i></li> <li>• <i>Advisory Member: Katie Paullin</i></li> <li>• <i>Advisory Member: Michael Hnidy</i></li> <li>• <i>Board of Directors Liaison: Bob Cozzie</i></li> </ul>
<b>Committee Member Terms</b>	<i>One year</i>
<b>Replacement of working group members</b>	<i>As needed, or at the end of each member's term. Members may choose to serve up to two additional terms.</i>