

**HILLTOP VIEW ESTATES AT PERSIMMON HOME OWNERS ASSOCIATION**

Board of Directors

Minutes of Board of Directors Meeting

August 1, 2022

Minutes of the Board of Directors meeting of the Hilltop View Estates at Persimmon Home Owners Association, Gresham, OR, held at 3608 SE Myrtlewood. in Gresham, OR, at 6:30pm on August 1, 2022.

**1. CALL TO ORDER**

Logan Smart called the meeting to order at 6:30pm.

**2. ROLL CALL**

Board members present:

Logan Smart, arrived at 6:30pm

Riley Hutchinson, Secretary, arrived 6:30pm

Katie Paullin, arrived at 6:30 pm

Absent:

N/A

**3. QUORUM ESTABLISHED**

The Hilltop View Estates at Persimmon Home Owners Association successfully established a quorum at 6:30pm.

**4. APPROVAL OF PRIOR MEETING MINUTES**

Motion by Katie Paullin, seconded by Logan Smart, to approve the minutes of the Board of Directors of May 11, 2022 and the HOA Community Meeting June 26, 2022. Motion carried at 6:42 pm.

**5. FINANCIAL REPORT**

Riley Hutchinson gave the Treasurer's report as follows at 6:43pm:

A. Total assets as of August 1, 2022: \$17,339.63

B. Operating:

DATE	PAYEE	MEMO	PAYMENT
6/24/22	Costco	Community Party	\$138.30
6/27/22	Fred Meyer	Community Party	\$83.05

7/12/22	Green Pro, LLC	Common Area Maintenance	\$1,000
---------	-------------------	-------------------------------	---------

- C. Reserves: N/A (None designated as of yet)
- D. Delinquencies: N/A
- E. Revenue: N/A (No income for now)
- F. Notes.

## 6. COMMITTEE REPORTS

No updates from the committees

## 7. OLD BUSINESS

Discussed old business at 6:47pm.

### A. Previous action items:

- a. Establish Board Roles
  - i. Board discussed and established the roles and responsibilities for President, Secretary and Treasurer
  - ii. Riley Hutchinson motioned for Logan Smart to fill the role of President at 7:19 pm, Katie Paullin second. Motion passed.
  - iii. Katie Paullin motioned for Riley to fill the role of Treasurer at 7:20 pm, Logan Smart second. Motion passed.
  - iv. Riley Hutchinson motioned for Katie Paullin to fill role of Secretary, Logan Smart second. Motion passed.
- b. Lock box for HOA communications
  - i. Logan researched costs. We can get an XS 3.5x5 for \$156/year, a small 5x5.5 for \$198/year. Board discussed what comes in the mail, established information from our accountant, insurance and state materials. Discussed value of opening a PO.
  - ii. Board decided to pause decision until we can consult with previous President about mail history.
- c. Website maintenance
  - i. The Board collectively are all working on the website, making updates
- d. HOA logo
  - i. Katie has a contact that is open to designing a logo. The ask is for a logo and color palette.
  - ii. Design parameters include: hilltops, mountain views, sunrise/sunset, Oregon colors, community, family

iii. Katie Paullin to develop design brief, share with Board before consulting with designer, Thomas Rigby.

e. Facebook page

i. Riley followed up with Burns and Olson on our community Facebook page. They provided the name and contact info for Aris Creative, the agency they hired to run the Facebook page. Riley has reached out to become the admin.

f. Social committee

i. The social committee has dissolved, Board discussed recruiting new team members. Responsibilities are to plan two get together activities a year - holiday and summer. Budget is 10% of the HOA budget.

ii. Katie will send a communication to the community asking for volunteers.

iii. ARC rules

1. The Board will ask the ARC to come to the next meeting to review work to date and open items.

2. Katie will invite the ARC committee to next meeting.

iv. Templates and process documentation

1. Katie created and shared a template for process documentation. The template was adopted.

2. Board will create one new process every other month, topics include: How we pay bills, ARC violation process, Gmail account check and reply

3. Katie developed a template to track all Board decisions.

Template adopted

a. Riley will add previous board decisions

b. All decisions will be tracked in this document

v. US Bank signature changes

1. Riley Hutchinson and Katie Paullin to be added to the account.

2. Riley has been reaching out to our US Bank representative. So far no response. Riley will continue to reach out

vi. New neighbor welcome

1. Need to contact new neighbors to welcome them and share website information, collect their contact information.

2. Katie will outreach to welcome

vii. Update Secretary of State paperwork

1. Katie to update the paperwork with the new roles and Board members identified

**8. NEW BUSINESS**

Discussed new business at 7:23pm.

A. Security

- a. Greg has volunteered to help in this space, we will invite Greg to the October meeting to discuss.

**9. GOOD OF THE ORDER AND PUBLIC COMMENT**

N/A

**10. NEXT MEETING DATE**

The next monthly Board meeting is scheduled for September 1, 2022 at 6:30pm.

The board meeting adjourned at 7:31pm.

These minutes were approved by the Board of Directors.

esignature: Katie Paullin

Katie Paullin, Secretary

9/3/22

Date

**Agenda Outline**

- 1. Call to Order**
- 2. Roll Call**
- 3. Quorum Established**
- 4. Approval of Prior Meeting Minutes**
- 5. Financial Report**
  - a. Report from Treasurer
- 6. Committee Reports**
  - a. Architectural Review Committee (ARC)
  - b. Common Areas Committee (CAC)
  - c. Social Activities Committee (SAC)
- 7. Old Business**
  - a.
- 8. New Business**
  - a.
- 9. Good of the Order and Public Comments**
  - a.

## **10. Upcoming Meetings**