

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

Board of Directors

Minutes of Executive Session

July 8th, 2021

Minutes of the Board of Directors meeting of the Hilltop View Estates at Persimmon Home Owners Association, Gresham, OR, held at 3591 SE Atherton Ave. in Gresham, OR, at 6:00pm on the 8th of July, 2021.

**1. CALL TO ORDER**

President Bob Cozzie called the meeting to order at 6:00pm.

**2. ROLL CALL**

Board members present:

Bob Cozzie, President, arrived 6:00pm

Christie Andersen, Treasurer, arrived 6:00pm

Riley Hutchinson, Secretary, arrived 6:00pm

Others present:

Cathy Cozzie, N/A, arrived 6:00pm

Steve Andersen, N/A, arrived 6:00pm

Absent:

N/A

**3. QUORUM ESTABLISHED**

The Hilltop View Estates at Persimmon Home Owners Association successfully established a quorum at 6:00pm.

**4. APPROVAL OF PRIOR MEETING MINUTES**

Motion by Bob Cozzie, seconded by Christie Andersen, to approve the minutes of the Executive Session of June 24th, 2021. Motion carried at 6:40pm.

**5. FINANCIAL REPORT**

N/A - We have not been able to connect with the developer to finalize the financial handoff.

**6. MANAGERS REPORT**

N/A

## 7. UNFINISHED BUSINESS

Open action items.

- A. Riley - Formalize meeting minutes and establish a template (Complete, 7-08-2021)
- B. Riley - Email Kevin (Complete, 6-25-2021)
- C. Christie - Visit with the persimmons folks and inquire about using their spaces to host our meetings and/or how much the membership costs (Complete, 6-30-2021)
- D. Bob - Setup a meeting with the fire chief, or another "fire" expert to walk the property and offer some suggestions on how to limit exposure to wildfires in our neighborhood (In-Work)
- E. Christie - Create a budget (No Progress - Do not have the information)
- F. Board - Set a one year goal(s) (Complete, 7-08-2021)
  - a. Establish party planning committee
  - b. Summer party
  - c. Holiday party
  - d. Fire Chief visit
  - e. Foster friendly neighborhood (people know one another)
- G. Cathy Cozzie - Inquire with the city for how to address the dangerous corner on Hogan and 35th (Complete, 6-28-2021)
- H. Board - Establish a cadence for HOA meetings and a communication plan (Complete, 7-08-2021)
  - a. Second Thursday of each month for the board of directors meetings (6pm).
  - b. Fourth Thursday quarterly for the general HOA meeting (6pm).

## 8. NEW BUSINESS

- a. Persimmons Signup. Allow people to opt in at our HOA meeting to go out on the persimmons list.
- b. Plan for HOA meeting. Things we need to get done:
  - i. Organize to be in the corner at the bottom of the street (plan A) -- Plan B is in front of the Cozzie residence
  - ii. Put together a flyer to communicate the meeting with the neighborhood
  - iii. Agenda:
    - 1. Communication to our neighbors - Bob
    - 2. Financial Update - Christie
    - 3. Outreach to Gresham FD - Bob
    - 4. Neighboring HOAs - Christie
    - 5. Persimmon CC Security - Christie
    - 6. Persimmon CC partnership - Christie
    - 7. Agenda for full HOA meeting on July 29 - Group
- c. HOA Communication. Ideas for communicating to the neighborhood:

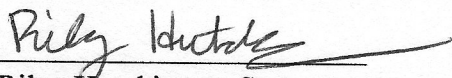
- i. Wix.com website
  1. Calendar
  2. Complaint + suggestion form (auto email us)
  3. Google drive for important documents
  4. Contact information
    - a. Include the three board directors
- d. Complete Handoff. Called Kevin Preston at 7:00pm, he informed us that he had been overextended and fell behind on the handoff. He instructed us to email him and include the date of our HOA meeting, what we still need from him, and a copy of the minutes that we have signed. He was surprised that Carey hadn't gotten in contact with us.
- e. Action Items and Upcoming Agenda.
  - i. Riley - Create opt in list.
  - ii. Riley - Bring outdoor speaker machine to HOA meeting.
  - iii. Riley - Email Kevin.

#### 9. NEXT MEETING DATE

The next monthly Board meeting is scheduled for 6:00pm on August 12th, 2021.

The board meeting adjourned at 7:30pm.

These minutes were approved by the Board of Directors.

  
Riley Hutchinson, Secretary

8-12-2021  
Date