

HILLTOP VIEW ESTATES AT PERSIMMON HOME OWNERS ASSOCIATION

Board of Directors

Minutes of Board of Directors Meeting

December 9th, 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 December 9th, 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:

Bill Bailey, ARC Chair, arrived 6:00pm

Phil Harding, CAC Chair, 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 Riley Hutchinson, to approve the minutes of the Board of Directors of November 11th, 2021. Motion carried at 6:09pm.

5. FINANCIAL REPORT

Christie Andersen gave the Treasurer's report as follows at 6:10pm:

A. Total assets as of November 30th, 2021: \$22,125.50

B. Operating:

DATE	PAYEE	MEMO	PAYMENT	DEPOSIT	BALANCE
11/30/2021		Banking Activity	\$0.00		\$22,125.50

C. Reserves: N/A (None designated as of yet)

D. Delinquencies: N/A

E. Revenue: N/A (No income for now)

F. Notes. Christie received a referral to a CPA to discuss the requirements for HOAs to file tax returns. Christie received a quote for \$300 a tax return (2019 & 2020). Discussion around whether we (as the current Board) are obligated to file (given that we took over in 2021). Consensus is that we are required to file the year we took over and that the previous board held the obligation to file when the HOA was under their control.

Motion by Bob at 6:14pm to file taxes starting with 2021. Seconded by Christie, motion carried at 6:15pm.

Motion by Bob at 6:15pm to pay for a professional (CPA) to file our 2021 taxes (\$300). Seconded by Christie, motion carried at 6:16pm.

Lengthy discussion around dues and about how much we'd like to keep in reserves. Leaning towards keeping 31k in the bank as reserves (the initial contribution amount).

6. COMMITTEE REPORTS

A. Architectural Review Committee (ARC)

a. Bill Bailey gave the following report at 6:17pm:

- i. Approved the spa/pool (Lot #17)
- ii. Solar is going to be installed on Lot #15 (this is not up to HOA deliberation, as a federal law allows for solar installation)

B. Common Areas Committee (CAC)

a. Phil Harding gave the following report at 6:24pm:

- i. Discussion around maintenance of the common areas
- ii. Lengthy discussion about trees on tracts
- iii. Recommendations:
 1. HOA to send out a reminder about fire danger as summer approaches.
 2. Exclude cable for large oak and contract with Rich's \$9,000. Have the Board send out notification to the neighborhood when tree trimming will occur.
 3. Tract maintenance twice per season (April/July timeframe) - estimated \$2,000/year.

4. Monument landscaping - not to exceed \$1,500 and plant grasses ourselves.
5. Metal posts \$1,337.43 (possible additional cost for logo)
6. Not to exceed \$5,000 with Town and Country.
7. Total Recommended Expenditures: \$18,600

C. Social Activities Committee (SAC)

- a. Riley gave the following report at 6:52pm:
 - i. Three members of the committee have resigned
 - ii. Concerned about time and resources with remaining members
 - iii. Recommend \$120 per year in dues to cover two events
 - iv. Lengthy discussion around just doing a summer event
 - v. Board leaning towards just one event with a budget of \$2000

7. OLD BUSINESS

Discussed unfinished business at 7:00pm.

- A. SAC Survey. Survey is created and ready to go out. The committee chose to forego the survey until we recruit additional members and decide on an event schedule.
- B. Standardize Record Keeping & Communication. Adding the committee chairs and board members to Google Drive has worked well.
- C. HOA Dues. Based on the lengthy discussion around proposed budgets and dues, we are looking to set the dues at \$480 per year per household. This will allow us to cover our major projects and operating expenses in addition to building the reserves back to \$31,000 over the next three years.

Discussion around how to collect dues. We'd like to collect it all up front and incentivize people to pay in January.

If paid in January \$432 (10% discount). If paid During February it's \$480 (full amount). After March 1st, the \$100 fee will be assessed for a total of \$580.

Motion by Bob to set the dues at \$480 per year, per household. Motion seconded by Christie at 7:16pm. Motion carried at 7:19pm.

Motion by Bob to set the dues payments using the tiered approach (\$432 in January, \$480 in February, and \$580 after March 1st) at 7:39pm. Motion seconded by Christie at 7:40pm. Motion carried at 7:41pm.

8. NEW BUSINESS

Discussed new business at 7:42pm.

- A. Budget Recommendations.

Line Item	Amount
<u>Year 1 Budget</u>	
Insurance	\$850
CPA Services	\$300
Website	\$178
Office Supplies (Ink & Paper)	\$100
Annual State Filing (SoS)	\$50
Social Events/Gatherings	\$2000
Arborist (Tree Maintenance)	\$9000
Tract Maintenance (Yard Services)	\$2000
Signage	\$1400
Fencing	\$5000
Monument Landscaping	\$1500
Year 1 Total	\$22378
<u>Year 2 Budget</u>	
Insurance	\$850
CPA Services	\$300
Website	\$178
Office Supplies (Ink & Paper)	\$100
Annual State Filing (SoS)	\$50
Social Events/Gatherings	\$2000
Tract Maintenance (Yard Services)	\$2000
Year 2 Total	\$5,478
<u>Year 3 Budget</u>	
Insurance	\$850

CPA Services	\$300
Website	\$178
Office Supplies (Ink & Paper)	\$100
Annual State Filing (SoS)	\$50
Social Events/Gatherings	\$2000
Tract Maintenance (Yard Services)	\$2000
Year 2 Total	\$5,478

- B. Change of homeowner (standard process and going forward). *Move discussion to the next meeting.
- C. Social Activities Committee (members). The SAC needs to recruit additional members.
- D. ARC Waiver Request - Chain Link Fence. ARC recommends for the fence to be changed to rod iron.
Bob makes a motion at 7:49pm to deny the waiver request and to provide the homeowner with a formal letter of denial. Christie seconded the motion at 7:49pm. Motion carried at 7:51pm.

9. GOOD OF THE ORDER AND PUBLIC COMMENTS

Discussed the good of the order and opened for public comment at 7:51pm.

- A. Action Items:
 - a. N/A

10. NEXT MEETING DATE

The next monthly Board meeting is scheduled for January 13th at 6:00pm.

The board meeting adjourned at 7:53pm.

These minutes were approved by the Board of Directors.


Riley Hutchinson, Secretary

01-13-2022
Date