HILLTOP VIEW ESTATES AT PERSIMMON HOME OWNERS ASSOCIATION

Board of Directors Minutes of Executive Session June 24th, 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 6:30pm on the 24th of June, 2021.

1. CALL TO ORDER

N/A - No formal positions elected at the commencement of meeting.

2. ROLL CALL

Board members present:

Bob Cozzie, Board Director (1), arrived 6:30pm Christie Andersen, Board Director (2), arrived 6:30pm Riley Hutchinson, Board Director (3), arrived 6:30pm

Others present:

Cathy Cozzie, N/A, arrived 6:30pm

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

N/A - No prior meeting minutes.

5. FINANCIAL REPORT

N/A - No formal handoff of the financial information has been made to the board of directors.

6. MANAGERS REPORT

N/A

7. UNFINISHED BUSINESS

N/A - No prior meeting minutes.

8. NEW BUSINESS

- a. <u>Elect Officers</u>. The board nominated and elected officers for the President, Treasurer, and Secretary positions.
 - i. President: Bob Cozzie | Votes: 3 of 3 (unanimous) 7:05pm
 - ii. Treasurer: Christie Andersen | Votes: 3 of 3 (unanimous) 7:06pm
 - iii. Secretary: Riley Hutchinson | Votes: 3 of 3 (unanimous) 7:06pm
- b. <u>Complete HOA Handoff.</u> The board spoke with Kevin Preston (PM Law) over the phone to discuss finalizing the HOA handoff. Preston is the attorney representing the developer who established the community and the resultant HOA. Riley Hutchinson sent Kevin a follow-up email on June 25th 2021 at 9:12am recapping the information requested from Kevin:
 - i. Insurance
 - 1. Contact information for the policy broker
 - 2. Copy of the policy
 - ii. Financial
 - 1. Bank account information
 - 2. Checks
 - 3. Accounting / Bookkeeping records
 - iii. Digital copies of the CCRs, Bylaws, etc.
 - iv. Oregon SoS How do we handle changing the registered agent?
- c. Action Items and Upcoming Agenda.
 - i. Riley Formalize meeting minutes and establish a template
 - ii. Riley Email Kevin
 - iii. Christie Visit with the persimmons folks and inquire about using their spaces to host our meetings and/or how much the membership costs
 - iv. 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
 - v. ???? Create a budget
 - vi. ??? Set a one year goal(s)
 - vii. ??? Inquire with the city for how to address the dangerous corner on Hogan and 35th
 - viii. ???? Establish a party planning committee
 - ix. ??? Establish a cadence for HOA meetings and a communication plan

9. NEXT MEETING DATE

The next monthly Board meeting is scheduled for June 7th, 2021 at 6:00pm.

The board meeting adjourned at 8:15pm.

These minutes were approved by the Board of Directors.

Riley Hutchinson, Secretary

7-08-2021

Date