



Community Management, Inc.

Our Ref.: AO/13/PCHOA #129

Persimmon Country Club Community

Dear Persimmon Country Club Community Owner:

Congratulations on the purchase of your new home! This letter is to introduce you to Community Management, Inc., AAMC. We are pleased to have been selected by your Board of Directors to provide a variety of services for your association.

We work at the direction of your Board to coordinate the maintenance of the common elements. We also assist the Board with administering the day-to-day affairs of your association in accordance with the Declaration, Bylaws, Rules and Regulations and policies that may be adopted from time to time. One of the most important duties we have is to collect monthly association fees that enable us to pay association bills and set aside funds into a reserve account for future expenses.

The enclosed forms give a quick overview of your maintenance fee payment obligation, emergency contact procedures, Handbook for Owners and Residents and CMI personnel who have been assigned to your account. Please keep this handy for future reference.

We have included an Owner/Tenant Information Request form and Handbook for Owners and Residents. You should have received information from the seller regarding the association. Additional information regarding obligations of owners and the mechanics of the operation of your association can be found in the Declaration and Bylaws, which you should receive from your escrow agent at closing, and also at the Association's web site – www.persimmonccc.org . Please completely fill out the Information Request and return it to our office at the address noted on this letterhead. This information is necessary in the event of an emergency.

Your Community – Our Commitment is not just a phrase. The staff of CMI is dedicated to serving your homeowner's association. We will always do our best to exceed your expectations of excellence in management.

Yours truly,

COMMUNITY MANAGEMENT, INC., AAMC

Nancy L. La Voie, PCAM, CMCA, CAMP
Community Manager

NLL



Community Management, Inc.

PERSIMMON COUNTRY CLUB HOMEOWNERS ASSOCIATION

Send correspondence to: 2105 SE 9th Avenue, Portland, OR 97214

Send payments to: PO Box 54568, Los Angeles, CA 90054-0568

Community Manager: Nancy L. La Voie 503-445-1102, NancyL@communitymgt.com

Accounts Receivable: 503-233-0300

Association Website: www.persimmonccc.org

CMI Website: www.communitymgt.com

Homeowners Association fees at Persimmon Country Club Community are due annually on March 1st. Your escrow company should have prorated the balance of the year's fee and reimbursed the seller at your closing.

If you have purchased a Golf Villa or Masters Collection home, there is an additional fee, paid twice annually in March and July. Again, any amounts previously paid by the seller would have been settled at closing, you will receive a payment invoice from CMI at the next due date. Any late payments will be assessed an 18% APR.

In addition to paying by check, you may pay your HOA assessments online by e-check or VISA/Mastercard/Discover Card by going to www.communitymgt.com and clicking on "payment options".

Emergency Service

CMI's 24-hour emergency service is only a telephone call away. Should an emergency arise while our office is closed, we are still available. Call our main phone number (503) 233-0300. You have the option to leave a message at any time, however for **emergencies**, you will want to select the **"live operator" option by pressing 0**. The operator will contact the "on call" community manager via pager and you will receive a call within a few minutes. Please note – voice mail messages left for any office staff will be returned the next business day. **Therefore, if you require emergency assistance, please be sure to select 0 and reach the live operator option instead of the voice mailbox.**

Just one request, if you are expecting a return call for emergency maintenance, please do not use your telephone until you receive our return call as we want to be able to attend to your concern promptly!

Maintenance Requests

Our system makes it easy to report service needs. When you notice something in the common area in need of attention or repair, please bring it to our attention. You may call us with items requiring immediate attention and for less urgent needs, drop us a note at CMI, 2105 SE 9th Avenue, Portland, 97214. Our fax number is (503) 233-8884. You may also e-mail a representative of your management team as shown above.



Persimmon Country Club Community

OWNER INFORMATION FORM

Return to: CMI 2105 SE 9th Avenue Portland, OR 97214 Attn: Nancy La Voie
Phone – (503)-233-0300 Fax – (503)-233-8884 NancyL@communitymgt.com

OWNER INFORMATION

Lot # _____ Owner Occupied? [] Yes [] No Include in a Resident Directory? [] Yes [] No

Owner name(s): _____

Other occupants: _____

Mailing address: _____

Home phone: _____ Work phone: _____

Cell: _____ Alternate cell: _____

Email: _____ Alternate email: _____

EMERGENCY CONTACT INFORMATION (Other than occupant)

Name: _____ Home Phone: _____

Work Phone: _____ Cell: _____

Email: _____ Does contact have key? : [] Yes [] No

TENANT INFORMATION (IF RENTED)

Note: Owners are responsible for insuring that their tenants have copies of all governing documents of the Persimmon Community.

List name(s) of all occupants: _____

Home phone: _____ Work phone: _____

Cell: _____ Email: _____

Rental company contact information (if applicable): _____

U.S. BANK
HOMEOWNER AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

REGULAR ASSESSMENT ONLY **SERIAL ASSESSMENT ONLY** **REGULAR + SERIAL ASSESSMENT (BOTH)**
(check one as applicable for your association fees)[Ⓢ]

Association Name[Ⓢ]: Persimmon Country Club Community HOA **Tax ID Number:** (On File with CMI)

I (We) hereby authorize the association listed above, Herein after called ASSOCIATION, to initiate debit entries to my (our)
 Checking Account / **Savings Account** (select one[Ⓢ]) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name[Ⓢ]: _____ **Branch:** _____ **Monthly or Quarterly Debit Amount[Ⓢ]:** \$ _____
(Name of Bank)

City: _____ **State:** _____ **Zip:** _____

****ACH/Routing Number[Ⓢ]:** _____ **Bank Account Number[Ⓢ]:** _____
(**Please verify with your bank for proper 9-digit #)

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. *A charge of \$25.00 will be assessed if funds are not available when an account sweep is ordered. Owner is responsible for termination of ACH service. In the event the ACH service is not terminated as outlined herein and the continued service results in an overpayment on the account, a charge of \$15.00 will be assessed for issuing a refund check.*

Name(s)[Ⓢ]: _____ **E-mail address:** _____ **CMI Account Number[Ⓢ]:** _____
(if unknown lot # or unit #)

Phone Number[Ⓢ]: _____ **Date[Ⓢ]:** _____ **Signature[Ⓢ]:** _____

NOTE: ALL DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

*Please provide a photocopy of a check or a voided check with your account number.

**You must verify with your financial institution the correct ABA routing / transit number that should be used for ACH debits.

RETURN THIS FORM TO: COMMUNITY MANAGEMENT, INC., 2105 SE 9TH AVENUE, PORTLAND OR 97214. FAX: (503) 233-8884
Email: cmi-ach@communitymgt.com

Completed forms received by the 15th of the month will be set up beginning the following month.

Debits will be taken from your account on the 8th or the following business day each month.

If you have any questions about filling out this form, please contact someone in the accounting department at (503) 233-0300.

[Ⓢ] = REQUIRED FIELD

Persimmon Country Club Community

Introductory Booklet for Owners & Residents
Community regulations and policies are posted
to the website
Persimmonccc.org

APRIL 2021



COUNTRY CLUB
COMMUNITY

Persimmon Country Club Community Booklet for Owners & Residents

Introduction

This booklet is published to provide some basic introductory information to homeowners (and to renters) about everyday living in the Persimmon Country Club Community. It is passed out to new homeowners/renters and is designed to:

- highlight some of the Declaration of Covenants, Conditions and Restrictions (CC&R's) with which everyone must comply;
- inform owners & residents of some decisions made by the Board of Directors about what are, and are not, acceptable practices;
- answer some frequently asked questions; and to
- provide contact information for homeowners.

Always check the Persimmonccc.org website for the most accurate information on the topics outlined herein. This booklet is intended as a guide but may not reflect the most current HOA policy

*This booklet is not a substitute for and does not replace any legal documents such as the CC&R's, By Laws, **Design Review Handbook** and Plat Maps.*

Persimmon Country Club and the HOA

The Homeowners Association, Persimmon Country Club and golf course are neighbors. The Association has no vested interest in or control over Persimmon Country Club. The golf course is private property and is for the enjoyment of its members.

The Persimmon Country Club Community Homeowners Association

What Is The Homeowners Association?

Where Does It Get Its Authority?

The Persimmon Country Club Community Homeowners Association (HOA) is a formal group. It is required by law. It consists of all of the owners of homes and lots in the Persimmon Development. The Persimmon HOA was created in 1993. Over time, additional new phases of the Persimmon Community were developed.

Our HOA is governed by various types of federal and state statutes and particularly by our Covenants, Conditions, & Restrictions (CC&R's), our By Laws, and by the plat maps filed with the county. The CC&R's declare that all property within the boundaries of the development is bound by those CC&R's. They also designate the Association as the governing body for the development. In addition, the Association governs the development, improvement, use, maintenance and repair of the common areas.

Our HOA is led by a volunteer Board of Directors elected by the membership at the Annual Meeting. The Powers and Duties of the Board include:

- Making decisions on behalf of the members of the Association, except those reserved for the members themselves in accordance with the Association's governing documents.
- Developing and maintaining Design and Architectural Standards, including fees and appointing a Design Review Committee.
- Setting the amount of the annual assessment charged to the membership. The assessment must pay for the entire administrative requirement of the Association as well as set aside money in a reserve account to make capital and maintenance payments as needed.
- Developing and adopting an annual budget for the Association.
- Enforcing all rules and regulations and as necessary levying fines for non-compliance.

Homeowner involvement and input is encouraged. Board meetings are held approximately every six weeks in accordance with a schedule adopted each year. They are open to all HOA members. Current meeting dates are available by contacting the Association manager or from the Association web site (www.persimmonccc.org).

Annual Assessments. The HOA's activities and services are funded by an annual assessment paid by all homeowners. The amount of the annual assessment is set by the Board each year and the owners notified. By policy, the assessment is to be paid by March 1. Late fees will be assessed after that date. Golf Villa and Masters Collection pay additional assessments which are due at the same time as the greater HOA assessment and again by September 1. Billing statements are mailed to each owner in advance of the due date. Remittance should be made to the address shown on these statements. Unpaid assessments become a lien on the property and a continuing obligation of the owner. Questions regarding the payment of the assessment should be directed to the Association manager.

Common Property and Right of Way There are 13 common tracts (i.e., pieces of land owned by the HOA) within the Persimmon Community. These are identified on the Association web site and on the map inside the back cover of this handbook. It is the responsibility of the HOA to maintain these common tracts. Report any common area maintenance issues or any damage to the Association manager.

What Is Community Management, Inc. (CMI)?

To assist it in dealing with the affairs of the HOA, the Board of Directors employs a management company, Community Management, Inc. CMI collects the assessments and manages the day-to-day operations of the Association. CMI assigns an Association manager to provide direct assistance to the Board and homeowners.

What Are CC&R's; Why Are They Necessary?

CC&R's (Covenants, Conditions, & Restrictions) are the rules and regulations which govern a planned community such as Persimmon. They are designed to provide guidance to owners about how they must maintain their home and yard as well as about a variety of other matters

that have a bearing on the appearance of the community. CC&R's are necessary to ensure that the quality of life we enjoy in Persimmon is maintained.

All property owners in the Persimmon Community are subject to the CC&R's and the Design Review Handbook, including any amendments thereto. This legal document is a recorded lien on each property. Copies of the CC&R's should be given to the purchaser by the title company or realtor in closing, but failure of the Title Company or realtor to deliver those documents does not absolve an owner of compliance. Renters are also expected to comply. Copies are available on the Association web site: www.persimmonccc.org.

The Design Review Handbook exists to enhance the quality of life in the Persimmon Community and to protect property values over time. It is revised from time to time by the HOA Board of Directors. In general, the Design Review Handbook requires properties, including the building and landscaping, to be maintained and kept "in superior condition and repair."

All changes to a Persimmon home exterior or property must be approved, in advance, by the Homeowners Association through a process called Design Review

Owner must complete the Design Review application form (which can be found on the website) and submit it to the Association's community manager at Community Management, Inc. CMI will see that it is reviewed by the Board subcommittee for Design Review. CMI may be contacted by calling 503-233-0300 and asking for Persimmon's community manager.

All proposals are evaluated in relation to the Association's Design Standards. If the homeowner disagrees with the decision of the Board subcommittee, the homeowner may ask that the full Board of Directors reconsider it. Such reconsideration will be undertaken at the Board's next regularly scheduled meeting. The Board's decision are final.

Homeowners who do not use the design review process or fail to comply with Persimmon's CC&R's, Design Review Handbook, etc. will, at the sole discretion of the HOA board, be assessed penalties as outlined in the Board's duly adopted COMPLIANCE FEE CHART. This chart can be found on the Persimmon Community website at www.persimmonccc.org

- **Satellite Dishes:** Satellite dishes are allowed in the Persimmon Community. Satellite Dishes may be required to be removed or relocated if the location is obtrusive.
- **Flag Poles:** must receive prior approval before being erected.
- **Basketball Hoops:** Basketball hoops may not be attached to homes or garages. Portable basketball hoops are permitted and must comply with city regulations. At the end of the day, they must be stored out of sight, preferably in the garage.
- **Garage Doors:** Owners are encouraged to keep garage doors closed except when entering and exiting or when the homeowner is present in the garage or yard. It is a security risk to your property to leave the door open.
- **Garage Sales:** Garage sales are allowed in Persimmon on a limited basis. Signs posted for garage sales must be removed within 24 hours of the conclusion of the garage sale.
- **Home Offices and Home-Based Businesses:** Commercial activities are prohibited by the CC&R's. Since many businesses are now home-based, the Association permits home offices when the business operation is not apparent from outside the home and is not detectable by sight, sound, smell, additional traffic or vehicle parking.
- **Noise:** Persimmon homeowners are expected to respect the privacy and tranquility of their neighbors. Playing loud music in the home or yard that is audible to nearby homes is discouraged, and must be turned off by 10:00 pm on week nights and midnight on weekends.

- **Parking:** Residents are encouraged to park vehicles in their garages whenever possible. Parking vehicles on the street for longer than 48 hours is prohibited
- **Pets:** Always clean up after your pet. Do not allow it to pee or poop on your neighbor's property. Always carry a poop bag and always keep your dog on a leash. Bags are provided by the HOA at the corners of Butler and Augusta Loop/Way
- **Signs:** The following signs are approved for display:
 - ✓ One 6" x 24" or smaller sign displaying the name &/or address of the occupant.
 - ✓ One sign 18" x 24" advertising the property for sale.
 - ✓ One 8" x 12" or smaller sign displaying security company information is allowed in the front yard facing the street.
 - ✓ One political sign 18" x 24". Political signs must be removed one week after the election to which they pertain.

No other signs, including those promoting services, are approved for display anywhere in Persimmon.

- **Streets:** Most streets within Persimmon are public streets owned and maintained by the City of Gresham. The private drives within the community are the responsibility of the owners or group of owners who use them.

The homeowner is responsible for maintaining the curbs, sidewalks and property from the street to their property line. Trees and shrubbery must be trimmed to prevent damage to the street, infringing upon the sidewalk, or obscuring street signs, stop signs, and/or street lights.

- **Trash Collection & Storage:** Garbage and recycling containers must be kept within the garage or in an outside screened area which has been approved by the Design Review Committee. Containers should not be put out more than 24 hours before collection time and returned to their storage location as soon as possible after collection

Remember that your neighbors look at your home and property more than you do. Do not store unsightly objects outside. Not only does it disrespect your neighbors' view, but it is also prohibited by the CC&R's.

- **Trees and View Protection:** An owner is required by the CC&R's to maintain all landscaping (except native trees) in order to preserve a neighbor's view. This is true even if the plan for such landscaping was originally approved by the Design Review Committee of the HOA Board.

Given that view consideration is generally between neighbors and is not generally community-wide, the primary responsibility for enforcement of the view language shall be the homeowner, not the HOA. Any homeowner that believes there has been, or is, a violation of the constituent documents may take private action for enforcement, but the HOA shall not be responsible for any of the cost associated with such private action.

- **Vehicles:** No trucks **larger** than $\frac{3}{4}$ ton, campers, motor homes, trailers (including utility trailers), boats, golf carts, motorcycles or any other similar RV may be parked on any lot, street or driveway for longer than 48 hours to load, unload or to make a service call. In addition, no vehicle may be parked on any portion of any lot in a state of disrepair or while being repaired for more than 48 hours.*

What Is The Design Review Process? Why Is It Necessary? How Does It Work?

The Persimmon Community is Gresham's premier neighborhood. To protect property values and to maintain the high-quality appearance of the community, a set of Design (i.e., Architectural) Standards and a Design Review Process (DRP) were developed in the early 1990's and although revised, remain in place today.

The HOA Board of Directors oversees the Design Review Process and appoints a Design Review Committee (DRC) consisting of two board members who have familiarized themselves with the Design Standards. Those Standards govern the exterior of all Persimmon homes and their landscaping. The DRC has the authority and duty to regulate the external design, appearance, location and maintenance of improvements and landscaping on the property. Failure to secure approval for making this type of exterior change may result in corrective action being taken by the HOA and/or fines and liens against the property. Appeals of decisions made by the DRC are to be made to the entire Board of Directors.

Homeowners are encouraged to obtain and review a copy of the Design Review Handbook prior to making plans to change the exterior of the home and landscaping. The Handbook is on the community website.

For more information and Design review application forms, go to www.persimmonccc.org and click on Documents/Forms.

Changes to the Exterior of Homes: No building, fence, wall, patio, deck or other structure or improvement (including any exterior addition or change or alteration) can be started or directed, until the plans and specifications have been submitted and approved in writing by the Design Review Committee.

Changes to exterior paint color must be approved. For guidance, see the paint palette policy on the community web site. Colors proposed for the siding, trim, and roof must be compatible with neighboring homes. Approvable body colors are neutral, blending with nature, such as grays, tans, gray-greens, etc. Colors that are bright and/or garish are not acceptable. Trim and accent colors should harmonize with and compliment the body color, and may be bold colors, but not bright or garish. Colors are approved on an individual case by case basis. A design review application must be submitted even if you intend to paint your home its current color.

Landscaping: Proposed landscaping of more than 50% of your property must be submitted to the DRC for approval and may not be commenced without prior written approval of the proposed changes. Contact the DRC Representative if a question arises.

The City of Gresham has a firm policy regarding removal of trees. Any tree that is 8" or more in diameter at the 4' height must be approved by the City of Gresham before being removed. When submitting requests for removal of trees, the Design Review Committee requires that you include documentation from the city that a permit has been obtained or that a permit is not necessary.

Also, owners seeking approval to remove trees may be required by the Committee to provide an arborist's report on the condition of the tree(s) if the tree(s) are not visibly dead or diseased. Removing trees without Design Committee approval will result in a substantial fine.

Exterior Lights/Décor: With the exception of house lighting such as porch lights, all outdoor decorative lighting must be turned off no later than 10 PM. This includes outdoor lighting on back decks.

Holiday lights and decor may be installed after October 1st and must be removed by January 31st. In the event of severe weather, holiday lights and decor should be removed as soon as it is safe to do so after January 31st.

Holiday lights may be turned on beginning November 15th and must be turned off no later than January 15th. Holiday lights may remain on until 11 PM.

Security

Security is a priority in the Persimmon Community. The best form of security is the residents of the community. Always let your neighbors know when you will be gone and ask that they look out for your property.

Your HOA also engages the services of a private security patrol contractor, Community Safety Services, for a specified number of hours each week. Patrols are in accordance with schedules established and monitored by the HOA Board of Directors.

You can assist in ensuring that the level of security in our community is high by doing the following:

- By securing packages and collecting newspapers from your neighbor's house.
- By keeping garage doors closed. Open garage doors invite predators.
- By reporting suspicious activity to security and to the police.

The contact phone number for security is: **503-674-3274**.

Monitoring of the CC&R's & Compliance with the Design Standards

The HOA also employs Community Safety Services (CSS) to oversee the enforcement of its Design Standards and CC&Rs. CSS travels throughout the Persimmon Community on a regular basis to provide security and to check for infractions. If CSS observes an infraction, its representative will have a discussion with the property owner and explain the timeline for correcting the violation. The contact by CSS is the first infraction notice. If not corrected within the timeframe set out by the security officer, Community Management will mail a written notice of the infraction to the homeowner.

The homeowner is expected to respond to the "Rules Infraction Notice" within the timeline prescribed in the written notice. Homeowners/renters may respond by indicating their intent to correct the problem with a plan of action and timeline, **OR** they may request an appeal hearing with the HOA Board of Directors. The Board of Directors will hear all appeals at their regularly scheduled meetings and rule on the appeals as soon as possible thereafter. Appeal rulings by the Board are final and the homeowner will then correct the problem or submit a corrective plan of action to CMI or the Board consistent with the final ruling by the Board.

If the homeowner fails to respond to the "Rules Infraction Notice," further action, including fines, liens, and additional legal steps may be taken. Additional action may include dismantling or removing the change being undertaken and/or correcting the physical appearance of the property, all at the expense of the property owner (i.e., the HOA will have the work performed; the owner will be billed and fines may be levied).

If, for a reason considered valid by the HOA, corrections cannot be completed by the agreed upon date, the homeowner may request an extension. Any request for extension must be in writing to the HOA Board of Directors.

If another homeowner believes a violation has occurred, a complaint may be submitted in writing to Community Safety Services in hard copy form or via email. Complaints must be signed by the complainant. Whenever possible, the written complaint should cite the CC&R or Design Standard being violated.

At any time in the process, the HOA Board of Directors may vote to review the compliance person's decision and reaffirm or modify the decision at their sole discretion.

Contacts and Information

The Association maintains a web site: www.persimmonccc.org with much helpful information. The web site includes: the CC&R's and Bylaws, Articles of Incorporation, and Design Review Handbook, including forms and fee and fine information.

Homeowner concerns and issues should be addressed to the Association Manager at CMI. If your concern/issue is not resolved, please bring the matter to the attention of the Board of Directors. The names and contact information for HOA board members are available on the HOA web site at persimmonccc.org.

Association is managed by:

Community Management Inc. (CMI) 2105 SE 9th AVE Portland, OR 97214
Phone: **503-233-0300** Web site: www.communitymgt.com

Manager: **Nancy La Voie**, nancyl@communitymgt.com
Direct line: 503-445-1102

Security Contractor & CC&R Monitor and Compliance:

Community Safety Patrol, 500 SE Butler Road, Gresham, OR 97080

Service/Patrol: security@cspatrol.com
Main line: **503-674-3274**

CC&R Compliance compliance@cspatrol.com

Manager: **Marius Dumitrescu** marius@cspatrol.com
Main line: **503-674-3274**

Other Resources

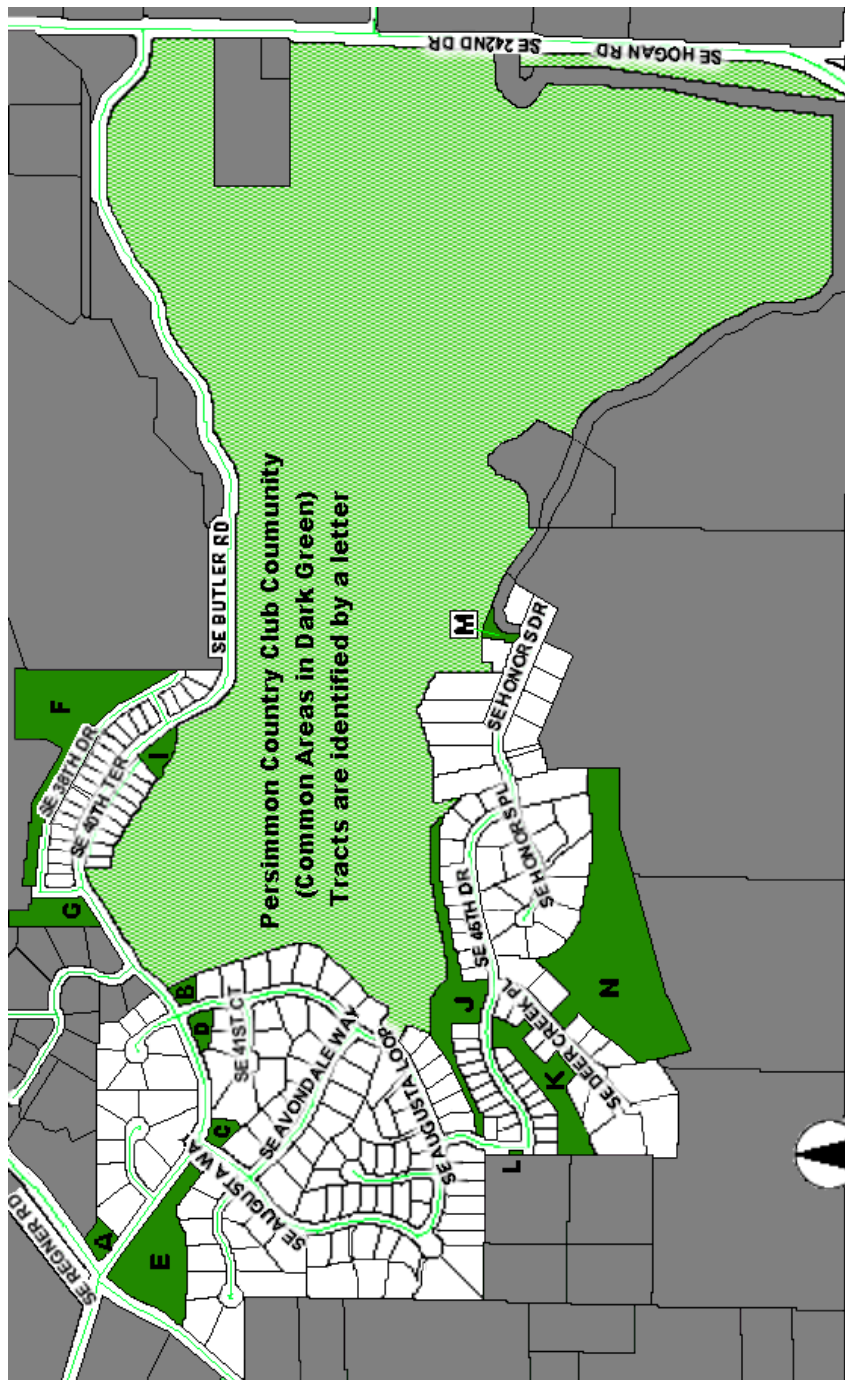
Police/Fire/Medical EMERGENCY	911
Police/Fire Non-Emergency.....	(503) 823-3333
Police – City of Gresham Admin.....	(503) 618-2313
Poison Control.....	(800) 222-1222

General

Animal Control/Shelter Multnomah Co.....	(503) 998-7387
City Hall, 133 NW Eastman Parkway.....	(503) 618-3000
Gresham Post Office, 103 W Powell Blvd.....	(503) 665-2663
Gresham DMV, 1519 N 181st Ave.....	(503) 299-9999
Gresham Library, 385 NW Miller Ave.....	(503) 988-5123
Persimmon Country Club, 500 SE Butler Road.	(503) 667-7500

Utilities

Comcast Cable.....	(800) 945-2288
NW Natural.....	(503) 226-4211
PGE.....	(503) 228-6322
Recycling Information.....	(503) 618-2694
Verizon.....	(800) 483-4000
Waste Management.....	(800) 808-5901
Water/Sewer.....	(503) 618-2373



Map created by Community Safety Patrol

