

Portillo Ridge Homeowners' Association  
**Board of Directors Meeting Agenda**  
*Wednesday, January 13, 2021 – 9:30 AM via Zoom*

**1. Call to Order**

**2. Homeowner Discussion**

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**3. Approval of Minutes**

- December 9<sup>th</sup> BOD Meeting
- December 11<sup>th</sup> BOD Workshop

**4. Acceptance of Treasurer's Report**

- December Financials and Year-to-Date
- 2020 Financials Review Plan (Audit)
- Reserves Discussion
- Financials for HOA Annual Meeting
- 2020 Tax Plan

**5. Committee Reports**

- Architectural Review
- Audit
- Common Area Maintenance
- Food Bank
- Neighborhood Watch
- Nominating and Election
- Social
  - Annual Meeting Reminder

**6. Special Representative Reports**

**7. Management Company Updates**

**8. Unfinished Business**

- Annual Meeting Update
  - Nominating and Elections Committee
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- End-of-Year Documents Report
- Prepaid Legal Services Agreement
  - Possible Training Dates – Zoom or at Legal Counsel's Office
- Unpaid HOA Dues Update
  - Date for Late Assessment Letter
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**9. New Business**

- HOA BOD Workshops for 2021
  - 2<sup>nd</sup> Friday of the Month? ~ 9:30 – via Zoom
- 2021 Code of Conduct for Officers and Board Members
- Mail Call
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**10. Adjournment to Executive Session ~ (If Required)**

**11. Adjournment**

- Next Meetings
  - Annual ~ January 27<sup>th</sup> - 4:00 PM via Zoom
  - BOD ~ February 10<sup>th</sup> - 9:30 AM at Madera Vista or Zoom
  - BOD Workshop ~ January 15<sup>th</sup> - 8:30 AM via Zoom