

Portillo Ridge Homeowners' Association
Board of Directors Meeting Agenda
Saturday, February 28 2026, – 9:30 AM at Madera Vista

1. **Call to Order and note the quorum** – President Gronseth
 2. **Officers of the Board – election of new officers of the Board for 2026**
 - President
 - Vice President
 - Secretary
 - Treasurer
 3. **Secretary Report**
 - Bernie:
 - Timing for tax return info submission - Federal & AZ
 - Marianne:
 - January board minutes
 - Annual meeting minutes from 2026 - draft
 - Christmas Social Survey results
 4. **Acceptance of Treasurer's Report** – Treasurer
 - January financials
 - Financial books review status with Mike Lewis
 - Need for/ requirements for an updated Reserves analysis/study
 5. **Committee Reports**
 - Architectural Review
 - Common Area Maintenance
 - Neighborhood Watch
 - Social
 - GVC
 - Firewise
 6. **Management Company Updates** – Marge Garneau
 - Code of ethics for each BD member to be signed
 - BMO signor meeting
 - Past due assessments & follow up
 - IRS 1099 forms for vendors paid \$600 or more
 7. **Unfinished Business**
 - Work Plan – Tim Gronseth
 - HOA Name Tags
 8. **New Business**
 9. **Member Comments**
 10. **Adjournment**
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