

Portillo Ridge HOA Board Meeting

February 25, 2015

Present: Jim Chisholm, President; Dave Churchill, Vice President; Marsha Barnes, Secretary; Ed Davis, Treasurer; Nina Keck, Member-at-large

Absent: None

Guest: Tom Six

Call to Order: The meeting was called to order at 7:00 PM

Homeowner Discussion: None.

Approval of Minutes: A motion was made, seconded and passed to approve the minutes for the January 28, 2015 Board Meeting as presented.

Treasurer's Report:

- Tom Six reported that the 2014 Financials Annual Review has been completed. A few minor issues were discussed with the BOD and necessary corrections were instituted.
- As of January 31, 2015, our Operating funds were \$25,048.63 and our Reserve funds were \$165,772.61 for a total of \$190,821.24. A motion was made, seconded and passed to accept the financials as presented.
- All of the 2014 Tax information has been handed over to Gary Hultman to use to file the taxes.

Unfinished Business:

- All ACC Forms are signed and ready to be submitted next month. A motion was made, seconded and passed to appoint Jim Chisholm as the HOA's Statutory Agent.
- The 2015 Code of Ethics has been posted to the website.
- Management Company Update: The management company inquired about whether there was a deadline for holiday lights to be taken down. Four letters were sent out regarding mailboxes that need to be painted, two were sent out regarding weeds, & one was sent out regarding removal of desert broom. One letter was sent out by certified mail for notice of the board hearing results & cost for landscaping fee & fines for weed removal.
- Unpaid HOA Dues Update: One lot remains unpaid which has been added to the existing lien.

New Business:

- The agenda for the April 8, 2015 Informational Meeting was presented. A motion was made, seconded and carried to accept the agenda as presented.
- The Board discussed sending out the Portillo Ridge HOA phone book by email. For those households that don't have computers or use email, CD's could be created that they could have printed at a local printer.
- Committee Reports:
 - The Common Area Maintenance Committee received 3 estimates as follows:
 - Estimate for weed removal and clean-up on Lot #3. A motion was made, seconded and carried to have this work completed since it has not been accomplished by the owners within the 10 day post-hearing grace period.
 - Estimate for work at the Northwest monument area. This cost is covered by the budget for common area cleanup. A motion was made, seconded and carried to have this work completed.
 - Estimate to clean up Common Area C (adjacent to Lot #4). This cost is covered by the budget for common area cleanup. A motion was made, seconded and carried to have this work completed.
 - Green Valley Council presented a workshop on "Building Positive Community Relations." It included information on rental properties & how to handle them.
- Mail Call: The GVC President's letter of February 24, 2015 was shared.
- Code of Conduct: The Board discussed putting together a code of conduct that better describes the needs of the HOA for 2016.
- Guideline for HOA E-mail System: The Board discussed introducing some guidelines for the use of the HOA e-mail system.

Adjournment: The meeting was adjourned at 8:43 PM. The next HOA Board meeting will be March 25, 2015.

Respectfully submitted,

Marsha Barnes, Secretary