

Portillo Ridge Homeowners' Association

Board of Directors Workshop

May 01, 2015

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

Board Members Absent: None

Homeowners Present: None

Call to Order: The BOD Workshop was called to order at 10:00 AM.

Workshop Discussion:

- HOA President, Jim Chisholm, presented the two goals for the BOD Workshop.
 - The first goal is to determine and document the duties and responsibilities (D&Rs) of the BOD. Not having D&Rs of the BOD documented has caused many of them to not be passed along to those who need to accomplish them in a timely manner.
 - The second goal will be to build HOA Continuity Books for each BOD position. This will include the instruction and organization of all documented D&Rs.
- The BOD used a former BOD Organization Chart to begin the documentation and organizing of the D&Rs.
- Each BOD was handed a BOD Template for starting their respective continuity book. The goal is to complete these by the end of 2015.

No other business related to the Portillo Ridge Homeowners' Association was discussed during this Portillo Ridge HOA BOD Workshop.

Adjournment: The workshop was adjourned at 11:20 AM. The next HOA BOD Workshop will be May 29, 2015 at 10:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary