

Portillo Ridge Homeowners' Association

Board of Directors Workshop

May 29, 2015

Board Members Present: Jim Chisholm, President; Marsha Barnes, Secretary; Ed Davis, Treasurer

Board Members Excused: Dave Churchill, Vice President; Nina Keck, Member-at-Large

Homeowners Present: None

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

Workshop Discussion:

- HOA President, Jim Chisholm, reminded the BOD of the two goals for the BOD Workshop. This will be an on-going process with a finished product produced by the end of the calendar year.
 - The first goal is to determine and document the duties and responsibilities (D&Rs) of the BOD.
 - 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 will continue to use a BOD Organization Chart to document and organize the D&Rs.
- Each BOD will continue to work on their respective continuity book. The goal is to complete these by the end of 2015; however these will be updated as necessary.

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 11:55 AM. The next HOA BOD Workshop will be 26 June at 10:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary