

Portillo Ridge Homeowners' Association

Board of Directors Workshop

July 31, 2015

Board Members Present: Jim Chisholm, President; Marsha Barnes, Secretary; and Nina Keck, Member-at-Large

Board Members Excused: Dave Churchill, Vice President and Ed Davis, Treasurer

Homeowners Present: None

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

Workshop Discussion:

- 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 BOD will continue to use a BOD Organization Chart to document and organize the D&Rs.
 - The second goal is to build HOA Continuity Books for each BOD position. This will include the instruction and organization of all documented D&Rs. The timeline is to complete these books by the end of 2015.
- Each BOD discussed their D&Rs and the progress on their continuity books. The BOD Organization Chart was renamed to D&Rs Chart and updated.
- All BODs continued to work on their respective continuity book.

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 12:10 AM. The next HOA BOD Workshop will be 28 August - 10:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary