

# **Portillo Ridge Homeowners' Association**

## **Board of Directors Workshop**

**September 25, 2015**

**Board Members Present:** Jim Chisholm, President; Dave Churchill, and Ed Davis, Treasurer

**Board Members Excused:** Vice President; Marsha Barnes, Secretary; and Nina Keck, Member-at-Large

**Homeowners Present:** None

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

### **Workshop Discussion:**

- Jim Chisholm, restated to the BOD the two goals for the BOD Workshop. This will be an on-going process with a workable 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. This Goal is finished however it will be discussed at the beginning of each workshop for updates.
  - 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 D&Rs chart will be updated and distributed as necessary.
- Proposed Draft 2016 ARC Guidelines were presented and discussed.
- All BODs continued working on their respective continuity books.

**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 12:00 Noon. The next HOA BOD Workshop will be 23 October - 10:00 AM at Las Campanas Recreation Center. The workshops for the next 3 months may have to be rescheduled – Marsha is working on this issue.

Respectfully submitted,  
Marsha Barnes, Secretary