

Portillo Ridge HOA Board Meeting

November 18, 2015

Present: Jim Chisholm, President; Dave Churchill, Vice President; Marsha Barnes, Secretary; Ed Davis, Treasurer

Excused: Nina Keck, Member-at-large

Guest: Mike Millikin

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 October 28, 2015 Board Meeting as presented.

Treasurer's Report: As of October 31, 2015, our Operating funds were \$12,347.67 and our Reserve funds were \$168,457.94 for a total of \$180,805.61. A motion was made, seconded and approved to accept the financials as presented.

Committee Reports:

- Architectural Review: No report.
- Audit: No report.
- Common Area Maintenance: Work has started on common area on the east side of Portillo north of Lot 143. Work is still being done on the arroyo drainage between Lots 143 & 142.
- Food Bank: The food drive on Nov. 5th was successful.
- Neighborhood Watch: There were 8 homeowners present at the informational meeting held by the Sheriff's Auxiliary. They are planning a Neighborhood Watch Training for early next year.
- Nominating & Electing: No report.
- Social: The Holiday Party will be held on December 12th at Grill on the Green.

Management Company Updates: Ten friendly reminder letters and one second notice were sent out this month.

Unfinished Business:

- Unpaid HOA Dues Update: The unpaid dues on Lot 3 may be pursued by Fannie-Mae.
- Emailing Voting Procedures: The documents to be e-mailed for the 2016 voting are being finalized. They will be emailed in late December.

- End of Year Mailings Update: The end of year documents are being finalized. They will be emailed in mid-December.
- Annual Meeting Update – Guest Speaker: The speaker at the Annual Meeting will be Scott McLaughlin, the HOA’s insurance representative. Agenda was discussed.
- A computer was purchased for the Treasurer, along with software for the HOA, for \$808.83.

New Business:

- Insurance Renewal: The Board reviewed the insurance renewal information. No changes will be made. A motion was made, seconded & approved to renew the policy.
- Legal Counsel Information and Contract Renewal: We are waiting for confirmation of the renewal of the contract.
- 2016 Calendar: Due to the lack of attendance, a decision was made to eliminate one of the informational meetings since most information can be shared with homeowners through the website & emails. We will still hold the October Informational Meeting.
- Monument Improvement: Weeds & trees around them will be trimmed. Information will be gathered to improve the lighting. Additional monies were requested for holiday decorations. A motion was made, seconded & approved to authorize up to \$200.00 for decorations.
- Dave Churchill gave his resignation notice from the Board to be effective the end of November, 2015. There was a request to appoint Mike Millikin to fill this position for the remainder of the term. A motion was made, seconded & approved to appoint Mike Millikin as the new Board of Director’s member. Mike Millikin was nominated to fill the position of Vice President. A motion was made, seconded & approved to have Mike fill this position. Dave will be present through the end of the year to aid in the transition and will remain on the ARC as a member.
- Mail Call: GVC President’s Letter sent to BOD and will be posted on website.

Adjournment: The meeting was adjourned at 8:12 PM. The next HOA Board meeting will be December 9, 2015. The Annual Meeting will be on January 27, 2016 at the East Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary