

Portillo Ridge HOA Board Meeting

December 9, 2015

Present: Jim Chisholm, President; Mike Millikin, Vice President; Marsha Barnes, Secretary; Nina Keck, Member-at-large

Excused: Ed Davis, Treasurer

Call to Order: The meeting was called to order at 7:03 PM.

Homeowner Discussion: None

Approval of minutes: A motion was made, seconded and passed to approve the minutes for the November 18, 2015 Board Meeting as presented.

Treasurer's Report: As of November 30, 2015, our Operating funds were \$10,323.60 and our Reserve funds were \$168,545.75 for a total of \$178,869.35. A motion was made, seconded and passed to accept the financials as presented.

Committee Reports:

- Architectural Review: There was one approval this month for paint colors.
- Audit: No report.
- Common Area Maintenance: The common area west of Portillo by the north monument still has work that needs to be done. Work is almost finished on the common area east of Portillo to the north of Lot 143 for this year. More work will be done next year.
- Food Bank: No report.
- Neighborhood Watch: No report.
- Nominating & Electing: No report.
- Social: The Holiday Party will be held on December 12th at Grill on the Green.

Management Company Updates: Two friendly reminder letters were sent out regarding mail box that need to be painted. Four first violation letters were sent out regarding mail boxes, weeds, & tree height.

Unfinished Business:

- Unpaid HOA Dues Update: The unpaid dues on Lot 3 are being pursued by Lois Cooper, Realtor.
- Emailing Voting Procedures: The documents for the 2016 voting will be emailed after December 27, 2015.
- End of Year Mailings Update: The end of year documents will be emailed around December 14, 2015.
- Annual Meeting agenda is finalized and will be sent out with the End of Year mailings.

- **Legal Counsel Information and Contract Renewal:** We are waiting for confirmation of the renewal of the contract. A motion was made, seconded & approved to pay up to, but no more than, \$800.00.

New Business:

- **Mail Call:** The November letter from the GVC was distributed to Board members.

Adjournment: The meeting was adjourned at 7:54 PM. The next HOA Board meeting will be January 13, 2016 at 4:00 PM. The Annual Meeting will be on January 27, 2016 at the East Recreation Center at 6:00 PM.

Respectfully submitted,

Marsha Barnes, Secretary