

## **Portillo Ridge HOA Board Meeting**

**January 13, 2016**

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

**Guest:** Dave Churchill

**Call to Order:** The meeting was called to order at 4:00 PM.

**Homeowner Discussion:** None.

**Approval of Minutes:** A motion was made, seconded and passed to approve the minutes for the December 9, 2015 Board Meeting as presented.

### **Treasurer's Report:**

- As of December 31, 2015, our Operating funds were \$7,125.21 and our Reserve funds were \$168,667.84 for a total assets balance of \$175,793.05. A motion was made, seconded and passed to accept the financials as presented.
- 2015 Financials Review (Audit): The 2015 Financials are ready to turn over to Tom Six for our annual audit.
- Reserves discussion: None.
- Financials for HOA Meeting: The financial report to be presented at the meeting will include the Treasurer's Report, Balance Sheet, Operating Budget, & Reserve Study Funding.
- 2015 Tax Plan: The documents are being assembled to turn over to Gary Hultman for tax preparation.

### **Committee Reports:**

- Architectural Review: The Architectural Review Committee approved 2 requests: 1 for additional solar panels & 1 for an entrance gate. The list of approved colors for house & trim paint will be finalized & submitted at the next Board Meeting. Discussions including listing ARC approvals in the newsletter & putting log of approvals for the year on the website.
- Audit: No report.
- Common Area Maintenance: Weedbusters sprayed for weeds in common areas. Hot Desert Landscaping is getting together estimates for additional work that needs to be done.
- Food Bank: No report.
- Neighborhood Watch: The Sheriff's Auxiliary is offering trainings to HOAs. Glen Barnes will get the dates out to the block captains & alternates.
- Nominating & Elections: No report.
- Social: Lynn Chisholm will chair this committee again this year, but people are needed to be in charge of organizing the Annual Meeting potluck, the Pizza Party & other gatherings.

**Management Company Updates:** There was one friendly reminder about weeds. There were two second notices: one for weeds & one for mail box painting.

### **Unfinished Business:**

- Annual Meeting Update:
  - The speaker for the Annual Meeting will be Scott McLaughlin, HOA Insurance Representative.
  - The Nominating & Elections Committee will accept ballots at the Annual Meeting until 5 PM on January 27, 2016. The ballots will be counted & the results will be reported after the speaker.
  - The menu for the potluck was discussed. The HOA will provide shredded BBQ beef, sliced honey ham, & all service items.
- End of Year documents: The 2015 end of the year documents have all been sent out. There was a discussion as to whether a reminder should be sent out for unreturned documents.
- Legal Counsel Contract: The contract was signed & approved. Jim will check on possible dates for the Board training.
- Unpaid HOA Dues Update:
  - Lot 3: \$477.19 was received which covers the 2015 & 2016 dues & a portion of the legal fees for the collection of these dues.
  - Unpaid 2016 dues: A friendly reminder will be sent out on January 15<sup>th</sup> by USPS. A late fee & interest will be added to any dues not paid by February 1, 2016.
  - The Board will issue a procedure change to move the annual assessment delinquency date to January 31st. Friendly reminders will be mailed by January 15<sup>th</sup>.

### **New Business:**

- HOA Board Workshops: Dates will be requested to hold the Board Workshops on the Fridays following the Board Meetings, from 10 AM to 12 Noon.
- GVC Payment: The GVC invoice for \$1,080 has been received. A motion was made, seconded, & carried to make this payment.
- The Code of Conduct was presented. There was discussion as to whether there were any questions. It will be signed in February after the Board officers have been elected.
- On December 12, 2015, an e-mail submitted motion to the Board of Directors to approve the estimate from Weedbusters LLC, for \$6,550.00 was approved with a 100% "YES" vote. The motion, all Board of Director votes and supporting documents were given to the secretary for our records. The Treasurer paid \$3,275.00 which is 50% of the estimate.
- Mail Call: There was no letter received from the GVC President.

**Adjournment:** The meeting was adjourned at 5:14 PM. The next HOA Board meeting will be February 10, 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