

**Portillo Ridge HOA Board Meeting  
September 14, 2016**

**Present:** Jim Chisholm, President; Mike Millikin, Vice-President; Marsha Barnes, Secretary; Ed Davis, Treasurer

**Absent:** Nina Keck, Member-at-large (excused)

**Call to Order:** The meeting was called to order at 4:10 PM.

**Homeowner Discussion:** None.

**Approval of Minutes:**

- A motion was made, seconded and passed to approve the minutes for the June 8, 2016 Board Meeting as presented.
- A motion was made, seconded and passed to approve the minutes for the June 10, 2016 Board Workshop as presented.
- A motion was made, seconded and passed to approve the minutes for the August 19, 2016 Board Workshop as presented.

**Treasurer's Report:**

- As of June 30, 2016, our Operating funds were \$17,777.03 and our Reserve funds were \$170,278.53 for a total assets balance of \$188,055.56. A motion was made, seconded and passed to accept the financials as presented.
- As of July 31, 2016, our Operating funds were \$17,395.76 and our Reserve funds were \$170,278.74 for a total assets balance of \$187,674.50. A motion was made, seconded and passed to accept the financials as presented.
- As of August 31, 2016, our Operating funds were \$17,300.22 and our Reserve funds were \$170,278.95 for a total liquid assets balance of \$187,579.17. A motion was made, seconded and passed to accept the financials as presented.

**Committee Reports:**

- Architectural Review: The Architectural Review Committee approved two requests this month. The committee reviewed the revised ARC Guidelines. The ARC request log is now online. Marsha Barnes was asked to join the committee and she accepted.
- Audit: No report.
- Common Area Maintenance: Hot Desert Landscaping will soon be working on the north end common areas to finish cleanup which was started last year.
- Food Bank: There will be a Fall Food Drive. Watch for flyer.
- Neighborhood Watch: The committee is still waiting for forms to be submitted. Several block captains will be back in late October & mid-November & will distribute forms & phonebooks in their areas.
- Nominating & Elections: No report.
- Social: The October/November Ridgerunner will be sent out shortly. Volunteers are needed to take charge of the holiday party.

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**Management Company Updates:** There were 6 courtesy notices (friendly reminders), 4 first notices of violation & 3 second notices of violation sent out this month.

**Unfinished Business:**

- There are no remaining unpaid dues.
- The 2017 HOA meeting dates are set in the calendar. The ARC meetings will be at 9:00 AM and the Board of Director meetings will be at 9:30 AM at Madera Vista on the 2<sup>nd</sup> Wednesday of each month, excluding July & August. The Annual Meeting will be on January 25<sup>th</sup> at the East Center. The 4th of July gathering will be held at Madera Vista. The Informational Meeting will be on October 25<sup>th</sup> at Las Campanas.

**New Business:**

- An e-mail motion for Hot Desert Landscaping Estimate No. 16-5002 passed unanimously on June 14, 2016. All printed documents concerning this motion will be filed with these minutes.
- The Informational Meeting will be on October 26<sup>th</sup>. Possible speakers were discussed. The agenda will be finalized & sent out.
- The Annual Meeting will be on January 25, 2017. Possible speakers were discussed.
- The date for the Holiday Party needs to be finalized around December 9 or 10. Ed & Bonita Davis have volunteered to be in charge & are looking for additional volunteers.
- 2017 Operational & Reserve Budgets will need some changes. The Tax Preparation line item & the Common Area Maintenance may both need to be increased.
- An increase to the 2017 HOA Dues was discussed. No increase is needed at this time.
- An increase to \$175.00 for the 2017 Transfer Fees was discussed.
- The Reserve Study Financials are in good shape for this year.
- The Reserve Study Update is not needed this year.
- The Rental Requirements/Fees are \$25.00 & no change will be made this year.
- The E-mailing Voting Procedures will remain the same as last year.
- There was no GVC meeting this month.
- Southwest Gas will be working in the neighborhood. They will need to be able to work in the easement sections of yards & they will restore these areas to pre-work conditions.

**Adjournment:** The meeting was adjourned at 5:30 PM. The next HOA Board meeting will be October 12, 2016 at 4:00 PM at Madera Vista. The next HOA Board workshop will be September 16, 2016 at 10:00 AM at Las Campanas. The Informational Meeting will be October 26, 2016 at 6:00 PM at Las Campanas.

Respectfully submitted,

Marsha Barnes, Secretary