

Portillo Ridge Homeowners' Association

Board of Directors Workshop

September 16, 2016

Board Members Present: Jim Chisholm, President; Mike Millikin, Vice President; Marsha Barnes, Secretary

Board Members Absent: Ed Davis, Treasurer; Nina Keck, Member-at-large

Homeowners Present: None

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

Workshop Discussion:

- HOA President, Jim Chisholm, restated the two goals for the BOD Workshops.
 - The first goal is to review the duties and responsibilities (D&Rs) of the BOD per the current BOD Organization Chart to document and organize the D&Rs. This chart will be reviewed regularly during the year for any necessary updates.
 - The second goal will be to continue building our HOA Continuity Books for each BOD position. This will include the instruction and organization of all documented D&Rs.
- The BOD discussed the current BOD Organization Chart to ensure accuracy of the 2016 BOD and their assigned D&Rs.
- Each BOD will continue to work their respective continuity book. The goal is to complete these by the end of 2016.

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 PM. The next HOA BOD Workshop will be October 14, 2016 at 10:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary