

Portillo Ridge HOA Board Workshop
October 14, 2016

Board Members Present: Jim Chisholm, President; Marsha Barnes, Secretary; Ed Davis, Treasurer; Nina Keck, Member-at-large

Board Members Absent: Mike Millikin, Vice President (Excused)

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 their responsibilities for the remainder of 2016.
- The BOD discussed their assigned D&Rs.
- Each BOD will continue to work their respective continuity book.
- A request will be sent to GVR for additional workshop dates in the next 4 months.

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 November 11, 2016 at 8:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary