

# **Portillo Ridge Homeowners' Association**

## **Board of Directors Workshop**

**November 11, 2016**

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

**Board Members Absent:** Ed Davis, Treasurer

**Homeowners Present:** None

**Call to Order:** The BOD Workshop was called to order at 8:00 AM.

### **Workshop Discussion:**

- HOA President, Jim Chisholm, restated the two goals for the BOD Workshop.
  - 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
- Each BOD will continue to work their respective continuity book. The goal is to make these books uniform and have interchangeable sections.
- The BOD discussed the “End of Year” documents and records retention.

**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 10:10 AM. The next HOA BOD Workshop will be December 16, 2016 at 9:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Marsha Barnes, Secretary