

Portillo Ridge HOA Board Meeting
November 9, 2016

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

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 October 12, 2016 Board Meeting as presented.
- A motion was made, seconded and passed to approve the minutes for the October 14, 2016 Board Workshop as presented.
- A motion was made, seconded and passed to approve the minutes for the October 26, 2016 Informational Meeting as presented.

Treasurer's Report: As of October 31, 2016, our Operating funds were \$16,500.75 and our Reserve funds were \$171,485.92 for a total assets balance of \$187,986.67. A motion was made, seconded and passed to accept the financials as presented.

Committee Reports:

- Architectural Review: Three ARC requests were submitted this month. Two were approved. Additional information will be requested on the third one. Irene Olson volunteered to be on the ARC Committee & was approved.
- Audit: No report.
- Common Area Maintenance: Hot Desert Landscaping will continue work on the common area on the northeast side of Portillo to finish cleaning it out. An estimate to have the monuments painted was received. Other options are being considered.
- Food Bank: The report for the Fall Food Drive will be included in the next Ridgerunner.
- Neighborhood Watch: No report.
- Nominating & Elections: Margaret Bangs has volunteered to help Nina Keck on the Nominating & Elections committee.
- Social: Thanks to Ed & Bonita Davis for volunteering to take charge of the holiday party this year. The date for the party is December 9, 2016. After further discussion, a motion was made, seconded, and approved to increase the Social Budget to \$180.00.

Special Representative Updates: No GVC report this month.

Management Company Updates: There were 6 courtesy notices (friendly reminders), 1 first notice of violation, & 3 second notices of violation sent out this month.

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Unfinished Business:

- Resolution for 2017 Transfer Fees: A motion was made, seconded & approved to increase the 2017 Transfer Fees to \$180.00.
- End of Year Mailings Update: The documents were reviewed & some changes are being made to simplify the process.
- Annual Meeting Update – Guest Speaker: The speaker for the 2017 Annual Meeting will be Arturo Gabaldon, President of Community Water Company.

New Business:

- Insurance Renewal: The Board reviewed the insurance renewal information. No changes will be made. A motion was made, seconded & approved to renew & pay the policy which totals \$2,110.00.
- Legal Counsel Information and Contract Renewal: A motion was made, seconded & approved to pay up to, but no more than \$800.00 for the renewal of the contract.
- The 2017 Calendar has been finalized & will be included in the year end mailing.
- The purchase of a laptop, software licenses, & accessories for the President was discussed. A motion was made, seconded & approved to make this purchase, not to exceed a total of \$1,000.00.
- Mail Call: The new proposal from Weedbusters for services for 2017 was received. A motion was made, seconded & approved to accept the proposal for \$6,550.00.

Adjournment: The meeting was adjourned at 5:40 PM. The next HOA Board meeting will be December 14, 2016 at 4:00 PM at Madera Vista. The next HOA Board workshop will be December 16, 2016 at 9:00 AM at Las Campanas.

Respectfully submitted,

Marsha Barnes, Secretary