

**Portillo Ridge HOA Board Meeting  
December 14, 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 November 9, 2016 Board Meeting as presented.
- A motion was made, seconded and passed to approve the minutes for the November 11, 2016 Board Workshop as presented.

**Treasurer's Report:** As of November 30, 2016, our Operating funds were \$15,651.16 and our Reserve funds were \$171,561.77 for a total assets balance of \$187,212.93. A motion was made, seconded and passed to accept the financials as presented.

**Committee Reports:**

- Architectural Review: One ARC request was submitted and approved this month. Revisions to the ARC Guidelines were discussed.
- Audit: No report.
- Common Area Maintenance: Hot Desert Landscaping will finish cleaning up the common areas. More estimates will be requested to have the monuments painted.
- Food Bank: The HOA Annual Fall Food Drive donation totals were 561 lbs. of food & \$1,755 in cash & gift cards.
- Neighborhood Watch: Information has been received from the SAV for new training sessions that will be available in 2017.
- Nominating & Elections: Margaret Bangs was appointed as a member.
- Social: The Holiday Party had 52 people in attendance. Due to a fire, the location had to be changed to the Abrego Grill. The food was good, but the facilities were crowded.

**Special Representative Updates:** The GVC is working on developing some new software. Southwest Gas is stubbing off gas pipes on properties that don't have gas service.

**Management Company Updates:** There were 4 courtesy notices (friendly reminders), 2 first notices of violation.

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**Unfinished Business:**

- E-mailing Voting Procedures Update: The ballots & candidate bios will be emailed on Dec. 26, 2016.
- End of Year Mailings Update: The end of the year documents have been finalized & will be emailed Dec. 15, 2016.
- The Annual Meeting Agenda will be finalized & emailed with the end of the year documents.
- Legal Counsel Information and Contract Update: We are still waiting to receive the 2017 contract.

**New Business:**

- Monuments: We will be keeping the monument at the southeast corner & will continue the maintenance on all three monuments.
- Mail Call: None.

**Adjournment:** The meeting was adjourned at 5:08 PM. The next HOA Board meeting will be January 11, 2017 at 9:30 PM at Madera Vista. The next HOA Board workshop will be December 16, 2016 at 9:00 AM at Las Campanas. The HOA Annual Meeting will be January 25, 2017 at 6:00 PM at East Center with a potluck at 5:00 PM.

Respectfully submitted,

Marsha Barnes, Secretary