

Portillo Ridge HOA Board Meeting
January 11, 2017

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 9:30 AM.

Homeowner Discussion: A new homeowner asked for information about our the end-of-year documents.

Approval of Minutes:

- A motion was made, seconded and passed to accept the minutes for the December 14, 2016 Board Meeting as amended - A correction to the Nominating & Elections committee report to include the addition of Margaret Bangs to the committee.
- A motion was made, seconded and passed to approve the minutes for the December 16, 2016 Board Workshop as presented.

Treasurer's Report:

- As of December 31, 2016, our Operating funds were \$7,726.54 and our Reserve funds were \$171,902.94 for a total assets balance of \$179,629.48. A motion was made, seconded and passed to accept the financials as presented.
- 2016 Financials Review (Audit): The annual audit has been started.
- Reserves Discussion: The reserves are in good shape. The reserve budget could be increased by 2% to accommodate Reserve Study schedule.
- Financials for Annual Meeting: The December actuals need to be added to the 2016 vs. 2017 Operating Budget sheet. The December 2016 Treasurer's Report will be included.
- 2016 Tax Plan: The Treasurer will contact H&R Block regarding taxes.

Committee Reports:

- Architectural Review: 3 ARC requests were submitted and approved this month. An inquiry was received regarding the width of trees. Revisions were discussed to bring the 2010 ARC Guidelines up to county requirements.
- Audit: Work is beginning on the financial review (audit).
- Common Area Maintenance: The first weed spraying for the year has been finished. We received a proposal for quarterly maintenance, but we are going to keep up with improvements in specific areas for now. The Northeast common area will be finished similar to the Northwest common area.
- Food Bank: No report.
- Neighborhood Watch: SAV has set dates for continuing training for neighborhood watch. The training will be the same as this last year.
- Nominating & Elections: To date, 40 ballots have been received. Ed will help Margaret count ballots.
- Social: The set up for the Annual Meeting will begin at 3:30 PM.

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Special Representative Updates: Mike will attend the next GVC meeting on the January 19th at 8:30 AM

Management Company Updates: There was one friendly reminder on mail box paint. There were 3 hearings due on tree height. All 3 will be resolved without hearings.

Unfinished Business:

- Annual Meeting:
 - Arturo Gabaldon, President of Community Water Company, has confirmed that he will be the speaker.
 - The Nominating & Election: After ballots are called for at the beginning of the meeting, the committee will finalize the count.
- End-of-Year Documents Update: All end-of-year documents have been distributed.
- Legal Counsel Contract: The new contract has been received, signed, & returned with payment. Jim will check on possible dates for BOD Legal training.
- Unpaid HOA Dues Update: As of today, 112 dues were paid which leaves 32 unpaid. Late Assessment Letters will be issued on February 1, 2017.

New Business:

- HOA Board of Director Workshops: A request will be issued to GV Recreation to continue the Board workshops on the 2nd Friday of the Month for 2017, from 9 to 11 AM at Las Campanas.
- The Green Valley Council invoice has been received & paid.
- 2017 Code of Conduct for Officers and Board Members will be issued for signatures at the next BOD Meeting. The ACC documents also need to be signed.
- Mail Call: Received holiday greeting from GVC.

Adjournment: The meeting was adjourned at 10:45 AM. The HOA Annual Meeting will be January 25, 2017 at 6:00 PM at East Center with a potluck at 5:00 PM. The next HOA Board meeting will be February 8, 2017 at 9:30 AM at Madera Vista. The next HOA Board workshop will be February 10, 2017 at 9:00 AM at Las Campanas.

Respectfully submitted,

Marsha Barnes, Secretary