

Portillo Ridge Homeowners' Association

Board of Directors Workshop

February 15, 2017

(Note: Rescheduled from February 10th due to numerous conflicts)

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

Board Members Absent: None

Homeowners Present: None

Call to Order: The BOD Workshop was called to order at 9:00 AM.

Workshop Discussion:

- HOA President, Jim Chisholm, stated the goals for the BOD Workshops.
 - The first goal is to review & discuss the current duties and responsibilities (D&Rs) of the BOD per the current BOD Organization Chart at each workshop. Any necessary updates to the Chart will be discussed and documented.
 - 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 2017. Changes were made to reflect the new officers for 2017.
- Records retention for all officers and the HOA was discussed. We will seek legal counsel for guidance to ensure proper timeframes and formats are complied with.
- Each BOD will continue to work their respective continuity book. The goal is to make these books uniform and have interchangeable sections.

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 11:10 AM. The next HOA BOD Workshop will be March 10, 2017 at 9:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Nina Keck, Secretary