

Portillo Ridge Homeowners' Association
Board of Directors Workshop
April 14, 2017

Board Members Present: Jim Chisholm, President; Christine Bohannon, Secretary and Marsha Barnes, Treasurer

Board Members Absent: Mike Millikin, Vice President (excused) and Ed Davis, Member-at-large (excused)

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 secretary's responsibilities for 2017.
- 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 secretary duties and responsibilities with the newly elected secretary. Included were instructions on the continuity book and computer. This discussion will continue at the next workshop.

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 11:00 AM. The next HOA BOD Workshop will be May 12, 2017 at 9:00 AM at Las Campanas Recreation Center.

Respectfully submitted,

Christine Bohannon, Secretary