

Portillo Ridge Homeowners' Association  
**Board of Directors Workshop**  
May 12, 2017

**Board Members Present:** Jim Chisholm, President; Mike Millikin, Vice President and Marsha Barnes, Treasurer

**Board Members Absent:** Christine Bohannon, Secretary (excused) and Ed Davis, Member-at-large (excused)

**Homeowners Present:** None

**Call to Order:** The BOD Workshop was called to order at 9:30 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.
  - The second goal will be to continue building instructions and organization of all documented D&Rs for each BOD position.
- The BOD discussed the current BOD Organization. Changes were made to reflect current responsibilities.
- The BOD discussed the following items;
  - Issuing the keys to our mailbox and storage unit and who requires them.
  - Latest updates to the Draft Architectural and Design Guidelines.
  - Policy and Resolutions which require updating.
  - Treasurer computer issues

**No other business related to the Portillo Ridge Homeowners' Association was acted on during this Portillo Ridge HOA BOD Workshop.**

**Adjournment:** The workshop was adjourned at 11:40 AM. The next HOA BOD Workshop will be June 16, 2017 at 9:30 AM at Las Campanas Recreation Center.

Respectfully submitted,

Christine Bohannon, Secretary