

# Portillo Ridge Homeowners' Association

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## **Board of Directors Workshop**

**November 10, 2017**

**Board Members Present:** Jim Chisholm, President; Bob Garioto, Vice President, Mike Millikin, Secretary; Marsha Barnes, Treasurer and Ed Davis, Member at Large

**Homeowners Present:** None

**Call to Order:** The BOD Workshop was called to order at 9: 35 AM.

### **Workshop Discussion:**

- A review & discussion of the current Duties and Responsibilities (D&Rs).
- The BOD discussed the following items;
  - End of Year mailings to members. Including:
    - Introductory Cover Letter to be sent on December 15, 2017
    - First Letter (Notice of Assessment and Directory Information)
    - Second Letter (Annual Meeting Agenda, Meeting Schedule and Budget)
    - Third Letter (HOA Director Ballot with Bio and Volunteer Interest form)
  - All forms for the End of Year mailings were updated.

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

**Adjournment:** The workshop was adjourned at 11:20 AM. The next HOA BOD Workshop will be December 15, 2017 at 9:30 AM at Las Campanas Recreation Center.

Respectfully submitted,

Mike Millikin, Secretary