

Portillo Ridge Homeowners' Association

P.O. Box 592, Green Valley, AZ 85622

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Board of Directors Workshop

December 15, 2017

Board Members Present: Jim Chisholm, President; Bob Garioto, Vice President, Mike Millikin, Secretary; Marsha Barnes, Treasurer.

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 (Annual Assessment Statement and Database Information). To be sent on December 15, 2017.
 - Second Letter (Agenda for January 24, 2018 HOA Annual Meeting, 2018 Meeting Schedule and 2018 Budget). To be sent on or about December 22, 2018.
 - Third Letter (2018 BOD Ballot with Bio and Volunteer Interest Form). To be sent before January 14, 2018.
 - 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 11:31 AM. The next HOA BOD Workshop will be January 12, 2017 at 9:30 AM at Las Campanas Recreation Center.

Respectfully submitted,

Mike Millikin, Secretary