Portillo Ridge Homeowners' Association
P.O. Box 592, Green Valley, AZ 85622
Website: www.portilloridgehoa.org   ~   Email: portilloridgehoa@yahoo.com

HOA Board Meeting
January 9, 2019

Present: Jim Chisholm, President; Dave Colicchio, Vice President; Marsha Barnes, Treasurer and Mike Millikin, Secretary, Howard Grondahl, Member-at-Large.

Excused: None

Call to Order: The meeting was called to order at 9:30 AM

Homeowner Discussion: None

Discussion with Associa Management Co.
Claire Dickson, Business Development Manager of Associa made a presentation to the board on the services they offer to HOAs in Arizona. Management services relieve the BOD of financial, elections, governance, collections and enforcement as well as many other services. Materials were left with the BOD and further discussion will be scheduled if necessary.

Approval of minutes:
- It was moved, seconded and passed to approve the minutes of the December 12, 2018 Board Meeting as presented.
- It was moved, seconded and passed to approve the minutes of the December 14, 2018 Board Workshop as presented.

Treasurer's Report:
- As of December 31, 2018, our Operating funds were $4,154.18 and our Reserve funds were $189,659.96 for a total assets balance of $193,814.14.
- It was moved, seconded and passed to accept the December 2018 financials as presented.
- The 2018 Financial Review is being planned for February with Bernie Hill.
- Jim presented a review of the Reserves for 2018 through November.
- Marsha has prepared a one-page financial summary of 2018 for the Annual Meeting.
- Marsha is working on the 2018 tax plan.

Committee Reports:
- Architectural Review: One ARC request was submitted and approved by the committee.
- Audit: No Report Necessary. Planned for 2/1/19.
- Common Area Maintenance: Hot Desert Landscaping's work is completed. Jim reported Hot Desert Landscaping has been sold. The new owners will be in contact with us.
- Food Bank: No Report
- Neighborhood Watch: No Report
- Nominating & Elections: Ed Davis is collecting ballots. Howard Grondahl will assist in counting.
- Social: The annual meeting and potluck dinner will be Friday, January 18 at Las Campanas beginning at 4:30.

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Special Representative Updates:
Glen Barnes submitted a report on the recent GVC meeting. His report is in the minutes' file.

Management Company Updates:
- Jim reported that 6 courtesy letters, 1 first notice of violation and one 2nd notice of violation were sent in December.

Unfinished Business:
- The annual meeting was discussed including the duties of the Nominating and Elections committee.
- It was moved, seconded and passed to pre-approve up to $800.00 for the annual services invoice from our legal counsel, Goldschmidt and Shupe. 12 March was decided as the best date for our Annual Legal Training with our legal counsel.
- Mike gave a report on the End-of-Year Mailings, which went out on schedule.
- It was decided to send out notices of late dues assessment on January 17. To date there are 26 unpaid assessments.

New Business:
- The board workshop schedule has been established. Mike will notify all if any changes.
- Jim alerted all board members that the 2019 Code of Conduct form and ACC forms will be available for all board member's signatures at the next BOD Meeting.
- The need for enlarged off-site document and supplies storage was discussed.
- A legal review for HOA's is being sponsored by GVC on January 24.
- A discussion was held on moving the ARC meeting time to 9:15 AM. No decision was made.

Adjournment: The meeting was adjourned at 11:55 am.
- The next HOA Board meeting will be February 13, 2019 at 9:30 AM at Madera Vista.
- The next Board Workshop to be January 11, 2019 at 11:00 AM at Las Campanas.
- The Annual Meeting is January 18, 2019.

Respectfully submitted,

Mike Millikin, Secretary