

Portillo Ridge Homeowners' Association

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

Website: www.portilloridgehoa.org ~ Email: portilloridgehoa@yahoo.com

HOA Board Meeting

The Meeting was conducted by Zoom

September 9, 2020

Present: Jim Chisolm, President; Dave Colicchio, Vice-President and Mike Lewis, Treasurer.

Excused: Wendy Strasser, Secretary and Jan Sink, Member-at-Large

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

Homeowner Discussion: The homeowner present had no issues to discuss with the Board.

Approval of minutes:

- A motion was made by Mr. Lewis, seconded by Mr. Colicchio, and carried to approve the draft minutes of the March 11, 2020 Board of Directors Meeting as submitted.
- A motion was made by Mr. Lewis, seconded by Mr. Colicchio, and carried to approve the draft minutes of the March 13, 2020 Workshop as submitted.

Treasurer's Report: As of August 30, 2020:

- Operating Fund Closing Balance: \$ 10,557.58
- Total Reserve Fund Balance: \$212,194.29
- A motion was made by Mr. Colicchio, seconded by Mr. Lewis and carried to accept the financials as presented.
- The March-July financial reports were accepted by acclamation.
- Mr. Lewis made note that extensions for filing of the 2019 tax returns were submitted along with payment of 90% of the taxes owed.

Committee Reports:

- Architectural Review: As of September 9, 2020, there have been nineteen (19) requests submitted with one (1) currently under review by the Committee. Due to Covid-19 the committee is reviewing all requests by email.
- Audit: Ms. Bernice Hill submitted her audit report dated March 30, 2020. "I have conducted the annual review of the Portillo Ridge Homeowners Association financial records for the year ended December 31, 2019. The specific records reviewed were:
 - ✓ Monthly financial statements for all months.
 - ✓ Reconciliations of all monthly statements from Stifel, Nicolaus & Company Inc with HOA financial statements.
 - ✓ All documents supporting reimbursable expenditures were examined.

Portillo Ridge Homeowners' Association

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

Website: www.portilloridgehoa.org ~ Email: portilloridgehoa@yahoo.com

-
- ✓ Stratford Management A/P documents against payables made by Stratford Management.
 - ✓ Compare Stratford Management statements against HOA treasurer's reports.
 - ✓ Board minutes for all months.
 - ✓ Comparison of Board Statutes to revenues collected.

Based on this review, I believe that the financial records of the Association materially reflect its financial condition.”

- Common Area Maintenance: A proposal has been received by Valscape & Maintenance in the amount of \$510 for clean-up in various common areas throughout the community. A motion was made by Mr. Colicchio, seconded by Mr. Lewis and carried to approve the proposal in the amount of \$510.
- Food Bank: Written report from Mrs. Churchill was read by Mr. Chisolm as follows “If you wish to have your cash donation supporting the Green Valley Food Bank make your check payable to The Green Valley Food Bank (GVFB). If you wish to support the local customers getting milk and eggs, write “For Milk & Eggs” on the memo line. Client must sign in at the front window and pick up pre-packaged government supplied food plus our provided milk and eggs and available produce at the side door. No clients are allowed inside to shop the donated food shelves at this time. GVFB is however accepting and saving food donations for the future opening of the inside client shopping. Portillo Ridge will have the fall food drive in November (do not discard your outdated food. Cans are good up to 12 months after Best by Date).
- Neighborhood Watch: No report.
- Nominating & Elections: No Report.
- Social: No Report.

Special Representative Updates: No report.

Management Company Updates:

- As of July 20, 2020, all 2020 annual assessments have been received by Stratford Management.
- Stratford Management is in receipt of the 2021 Room Reservations requests from GVR for meeting rooms and social events. As of this date, there is no scheduled or anticipated date for opening of meeting rooms for the 2020 calendar year. Should GVR open meeting rooms, it is anticipated that the approved schedule will be honored.

Unfinished Business:

- Action in Lieu of Email Motions. A motion was made by Mr. Colicchio, seconded by Mr. Lewis and carried to approve the following Action in Lieu items:

Portillo Ridge Homeowners' Association

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

Website: www.portilloridgehoa.org ~ Email: portilloridgehoa@yahoo.com

- ✓ Appoint Jim Chisholm to the Board of Directors. Vote to elect Jim Chisholm to the position of HOA President.
- ✓ Vote to approve estimate for monument painting at cost of \$650.
- ✓ Vote to approve invoice from Continental Self Storage in the amount of \$444.

Note: copies of the above email motions and subsequent votes are on file at the offices of Stratford Management.

- Legal Training: Mr. Chisholm reported to the Board that the Association's legal counsel has offered to conduct one hour of legal training (per their contract) by Zoom. Mr. Chisholm will reach out to the Board for their availability should they wish to participate.
- 2021 Meeting Dates Submitted to GVR: Meeting dates requested for Board Meetings will be for the second Wednesday of the month (ARC meeting for 9:00 AM and Board Meeting to start at 9:30 AM).
- 2021 Workshop Meetings Submitted to GVF: Workshop meeting dates requested for the Friday following the Board Meetings.
- 2020 Informational Meeting-October 21, 2020. A motion was made by Mr. Lewis, seconded by Mr. Colicchio and carried to cancel the 2020 Informational Meeting. Ms. Brown will contact GVR.

New Business:

- Appointment of Nominating & Election Committee: Discussion ensued. The Committee must be appointed at the October Board of Directors Meeting per the Association's Bylaws. There are two terms that will be expiring at the January 2021 Annual Meeting.
- Annual Meeting-January 20, 2021: Discussion ensued. The Board will continue to plan for an in-person meeting if permitted.
- 2021 Operational & Reserve Budgets: Budgets to be approved at the October 2020 Board of Directors Meeting.
- 2021 Transfer Fees: If necessary -resolution at the October 2020 Board of Directors Meeting.
- Reserve Study Financials: To be approved at the October 2020 Board of Directors Meeting.
- Rental Requirements/Fees: Maintain \$25 rental fee-to be voted on at the October 2020 Board of Directors Meeting.
- E-Mail Voting Procedures: The Board would like to utilize the acceptance of email ballots for the 2021 election.
- GVR Meeting Room Updates: Meeting rooms are not yet opened. Mr. Chisholm made note that gradual "opening up" of dedicated clubs will commence shortly.
- Mail Call: Stratford Management told those present that there is no correspondence received from homeowners to be reviewed by the Board of Directors.

Adjournment: The meeting was adjourned at 10:30 AM.

Portillo Ridge Homeowners' Association

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

Website: www.portilloridgehoa.org ~ Email: portilloridgehoa@yahoo.com

-
- The next Board of Directors Meeting is scheduled for October 14, 2020 at 9:30 AM (Madera Vista if available-Zoom if needed).
 - The next Board workshop is scheduled for October 16, 2020.

Respectfully submitted,

Helen B Brown

Helen B Brown, CMCA
Director of Management Services/Community Manager-Stratford Management
For the Portillo Ridge Homeowners Association Board of Directors