

# Portillo Ridge Homeowners' Association

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

Website: [www.portilloridgehoa.org](http://www.portilloridgehoa.org) ~ Email: [portilloridgehoa@yahoo.com](mailto:portilloridgehoa@yahoo.com)

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## HOA Board Meeting

The Meeting was conducted by Zoom

**October 14, 2020**

**Present:** Jim Chisholm, President; Dave Colicchio, Vice-President and Wendy Strasser, Secretary.

**Excused:** Mike Lewis, Treasurer 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 Ms. Strasser, seconded by Mr. Colicchio, and carried to approve the draft minutes of the September 4, 2020 Zoom Training Workshop as submitted.
- A motion was made by Ms. Strasser, seconded by Mr. Colicchio, and carried to approve the draft minutes of the September 9, 2020 Board of Directors Meeting as submitted.
- A motion was made by Ms. Strasser, seconded by Mr. Colicchio, and carried to approve the draft minutes of the October 9, 2020 Board Workshop as amended.

**Treasurer's Report:** As of September 30, 2020:

- Operating Fund Closing Balance: \$ 10,393.57
- Total Reserve Fund Balance: \$201,792.30
- Mr. Chisholm made note that the 2019 taxes have been completed.

### **Committee Reports:**

- Architectural Review: Mr. Colicchio made note that due to Covid-19 the committee is reviewing all requests by email. Since the September 9, 2020 Board Meeting there have been three requests, two of which was for a repaint and the homeowner had changed the colors, and the third was for landscape improvement project. Mr. Colicchio wanted to thank the committee for their outstanding work during the Covid-19 pandemic.
- Audit: No report is due until 2021.
- Common Area Maintenance: Mr. Chisholm made note that Valscape has completed most of the work that was approved at the last meeting.
- Food Bank: No report.

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- **Neighborhood Watch:** A report from the Neighborhood Watch Coordinator: safety Tip: Carry your car keys with you at all times and set them next to your bed at night. If you hear a noise outside your home or someone trying to get into your house, just press the panic button for your car. The alarm will be set off and the horn will continue to sound. Always carry your keys in your hand while working from the store through the parking lot; and suggest carrying your keys with you when working around the house in case you fall outside and no one can hear you. You can activate the car alarm to call attention to yourself. Be careful with your pets around javelinas. A neighbor was knocked down by her dog running from them and she broke her hip. Block captains reported that water leaks happened this summer which included irrigation leaks, a main water line break and a water softener in a garage leak; make sure some has a key to house. They also reported that garage doors were left open at night.
  - **Nominating & Elections:** Mr. Chisholm reported that Ed Davis has stepped down from this committee. Appointment of new committee chair to be discussed under Unfinished Business.
  - **Social:** No Report.

**Special Representative Updates:** No report.

## **Management Company Updates:**

- 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.
- Per a motion made, seconded and carried by the Board of Directors at the September Board of Directors Meeting, the October 21<sup>st</sup> Information Meeting has been cancelled due to the continued concerns of Covid-19 and the fact that GVR has not yet opened up their meeting rooms. Stratford Management notified GVR of the cancellation.
- The property taxes, totaling \$14.27 for the 2021 tax year have been paid.

## **Unfinished Business:**

- **Approval of 2021 Operational & Reserve Budgets.** A motion was made by Ms. Strasser, seconded by Mr. Colicchio, and carried to approve the 2021 budgets as submitted by Board Treasurer, Mr. Lewis.
- **Approval of 2021 HOA Dues:** A motion was made by Ms. Strasser, seconded by Mr. Colicchio, and carried for the 2021 annual assessments to remain at \$165.
- **Approval of Reserve Study Financials:** The 2020 Reserve Funding Financials through August were reviewed and noted that the current funding is adequate to cover anticipated expenses. A motion was made by Ms. Strasser, seconded by Mr. Colicchio, and carried to accept the Reserve Study Financials as presented.

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- Transfer/Disclosure Fee Update: Discussion ensued. The Board requested that Stratford Management contact the Association's legal counsel for clarification.
  - Annual Meeting Updates: Discussion ensued regarding options available to the Association should a meeting room not be available for the January 2021 Annual Meeting.
  - Appointment of Nominating & Election Committee: Per the Association's By-Laws, appointment must be made in October and the Committee is appointed for one year. Mr. Chisholm made note that Mike Millikin has volunteered to serve as Committee Chair. A motion was made by Mr. Colicchio, seconded by Ms. Strasser, and carried to appoint Mr. Millikin to Chair the Nominating & Election Committee for one year. As a note there will be two terms expiring.

## **New Business:**

- Christmas Party Update/Decision: The annual Christmas Party is current scheduled for December 11, 2020 at Grill on the Green; however, they will only allow forty people in attendance with six at a table and will only be a "sit-down" dinner. Discussion ensued. A motion was made by Ms. Strasser, seconded by Mr. Colicchio, and carried to cancel the 2020 Christmas Party.
- End of Year Information and Dates: Discussion ensued. Stratford Management will revise the template with the dates for 2020 and forward to the Board for their review.
- Mailbox Rental: Ms. Brown told the Board that the Association's mailbox is due for renewal by October 31, 2020 at a cost of \$148 for 12 months. A motion was made by Ms. Strasser, seconded by Mr. Colicchio and carried to cancel the mailbox.
- 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 10:15 AM.

- The next Board of Directors Meeting is scheduled for November 11, 2020 at 9:30 AM by Zoom.
- The next Board workshop will be scheduled as needed.

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