

Portillo Ridge Homeowners' Association

P.O. Box 37020, Tucson, AZ 85704

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

HOA Board Meeting

The Meeting was conducted by Zoom

November 11, 2020

Present: Jim Chisholm, President; Dave Colicchio, Vice-President; Wendy Strasser, Secretary; Mike Lewis, Treasurer and Jan Sink, Member-At-Large

Excused: None

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 October 14, 2020 Draft Minutes as amended.

Treasurer's Report: As of October 31, 2020:

- Operating Fund Closing Balance: \$ 8,848.14
- Total Reserve Fund Balance: \$202,447.81
- Anticipated year end operating fund balance to be \$4,400.
- Major expenses remaining for 2020 include insurance, weed spraying and legal retainer

- A motion was made by Ms. Sink, seconded by Mr. Colicchio and carried to accept the October 2020 financial reports.

Committee Reports:

- Architectural Review: Mr. Colicchio made note that due to Covid-19 the committee is reviewing all requests by email. There have been no requests since the October 2020 Board of Directors Meeting.
- Audit: No report is due until 2021.
- Common Area Maintenance: Mr. Chisholm made note that Valscape has completed the work that was approved at the September 2020 Board of Directors Meeting which included clearing twenty feet (20') at both the outflow and inflow at the arroyos. Ms. Brown made note the invoice had not yet been received from the vendor.
- Food Bank: Mr. Chisholm made note that an article from the Food Bank will be included in the next newsletter indicating that the Food Bank is accepting donations of turkeys and hams.

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- Neighborhood Watch: No report.
 - Nominating & Elections: Mr. Mike Millikin has been appointed the Committee Chair and Mr. Chuck Smith will be assisting in the recruitment of volunteers to serve on the Board.
 - Social: No to the covid-19 Pandemic, the Christmas Party has been cancelled.

Special Representative Updates: No report.

Management Company Updates:

- Stratford Management is in receipt of an email from GVR indicating that they will be opening meeting rooms starting in January (for January-April 2021). It is noted that only a few major centers will open this time and will be only scheduling small board meetings.
- Per a motion made, seconded and carried by the Board of Directors at the October Board of Directors Meeting, the mailbox for the Association has been closed as of October 31st. All mail will be forwarded to Stratford Management for the next twelve months.

Unfinished Business:

- End of Year Mailing: The Board reviewed the End of Year Mailing document. Discussion ensued.
- 2021 Annual Meeting: The 2021 Annual Meeting is scheduled for January 27, 2021. Discussed ensued regarding room availability at Green Valley Recreation or the option to hold a Zoom Meeting.

New Business:

- HOA Insurance Renewal: The Association's current insurance provider (CAU) is no longer operating in Southern Arizona and has turned their clients over to LaBarre/Oksnee. At this time, Stratford Management has not received the 2021 insurance premium. Ms. Brown told those present that the Board has the option to change insurance carriers with a thirty-day cancellation notice to LaBarre/Oksnee should they chose. Ms. Brown will follow up with LaBarre/Oksnee regarding the insurance premium.
- 2021 Legal Representation Agreement Invoice: Stratford Management is not in receipt of the invoice for the \$600 per year fee. Ms. Brown will follow up with the legal counsel to inquire as to when to expect the invoice.
- 2021 Meeting Calendar: The calendar was reviewed; discussion ensued.
- 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 10:53 AM.

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- The next Board of Directors Meeting is scheduled for December 9, 2020 at 9:30 AM by Zoom.
 - The next Board workshop has been scheduled for Friday, November 13, 2020 at 9:30 AM.

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