

# Portillo Ridge Homeowners' Association

P.O. Box 37020, Tucson, AZ 85704

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

**December 9, 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 9:35 AM.

**Homeowner Discussion:** There were no homeowners present at the December 9, 2020 Board of Directors Meeting.

### **Approval of minutes:**

- A motion was made by Ms. Sink, seconded by Ms. Strasser and carried to approve the November 11, 2020 draft minutes as submitted by Stratford
- A motion was made by Mr. Lewis, seconded by Ms. Strasser and carried to approve the November 13, 2020 Workshop draft minutes as submitted by Stratford Management.

### **Treasurer's Report:** As of November 30, 2020:

- Operating Fund Closing Balance: \$ 7,522.27
- Total Reserve Fund Balance: \$ 202,525.69
- Anticipated year end operating fund balance to be \$4,400.
- There is a CD set to mature on December 18, 2020 in the amount of \$20,000. Mr. Lewis recommends cashing out the CD and placing the funds into the Mutual Account.
- A motion was made by Ms. Strasser, seconded by Ms. Sink and carried to accept the November 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 has been one request since the November 2020 Board of Directors Meeting for installation of pavers which has been approved. Mr. Colicchio made note that there are concerns amongst the committee members of projects being started before receiving approval.
- Audit: No report is due until 2021.

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- Common Area Maintenance: Mr. Chisholm made note that he has asked Valscape to do some additional work at that outflow side of the arroyos at a cost of \$320. A motion was made by Ms. Strasser, seconded by Mr. Colicchio and carried to approve the additional work.
  - Food Bank: No report.
  - Neighborhood Watch: No report.
  - Nominating & Elections: At this time there has been one nomination submittal received by the Nominating Committee. There are two openings on the Board.
  - Social: Holiday decorations were put up at the monuments.

**Special Representative Updates:** No report.

## **Management Company Updates:**

- Stratford Management is in receipt of the meeting room reservation agreement from Green Valley Recreation for the board meetings and the workshops for February through April. Following their COVID-19 Restrictions/Guidelines, no rooms will be made available for any group at 50 or more; therefore, the Annual Meeting is not going to be allowed to be held at the GVR centers.

## **Unfinished Business:**

- Email Voting Procedures: Discussion ensued. Ms. Brown confirmed that members can return the ballots by the use of email as long as the ballot has been signed.
- End of Year Mailing Update: The Board reviewed the final End of Year Mailing and approved it with the mailing timelines.
- Finalize the Annual Meeting Agenda: The Board reviewed the draft agenda. It was noted that the Annual Meeting will be conducted by video conference with the ballots being a mail-in ballot for election of directors and approval of the 2020 Annual Meeting Minutes.
- Legal Counsel-Contract Update: Ms. Brown told those present that Stratford Management is not yet in receipt of the legal representation retainer contract. A motion was made by Ms. Sink, seconded by Mr. Lewis and carried to authorize Stratford Management to pay the invoice from Goldschmidt/Shupe for legal representation retainer up to \$750.00.
- HOA Insurance Update: A motion was made by Mr. Lewis, seconded by Ms. Strasser and carried for Stratford Management to process payment for the 2021 insurance premium up to \$2,800.

## **New Business:**

- Mail Call: The Board reviewed an email received from a homeowner regarding concerns with heights of trees blocking the view.

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**Adjournment:** The meeting was adjourned at 10:37 AM.

- The next Board of Directors Meeting is scheduled for January 13, 2021 at 9:30 AM by Zoom.
- The next Board workshop has been scheduled for Friday, December 11, 2020 at 9:30 AM.
- The Annual Meeting is scheduled for Wednesday, January 27, 2021 by Zoom.

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