

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

January 13, 2021

Present: Jim Chisholm, President; Dave Colicchio, Vice-President; Wendy Strasser, Secretary and Mike Lewis, Treasurer

Excused: Jan Sink, Member-at-Large

Call to Order: The meeting was called to order at 9:45 AM.

Homeowner Discussion: There were two homeowners present at the January 13, 2021 Board of Directors Meeting; however they had no comments.

Approval of minutes:

- A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to approve the December 9, 2020 draft minutes as amended.
- A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to approve the December 11, 2020 Workshop draft minutes as submitted by Stratford Management.

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

- Operating Fund Closing Balance: \$ 3,104.35
- Total Reserve Fund Balance: \$ 202,758.72
- December 2020 expenses totaled \$4,418.20 which included \$3,595 in common area Maintenance (Weedbusters for common area weed control). The Annual insurance premium was not paid until January 2021.
- 2020 total income was \$23,888.23 and expenses totaled \$27,138.33. Net income for year was \$126.67 under budget expectations.
- There are three CD's that are scheduled to mature in 2021 and Mr. Lewis is recommending that they be cashed out at maturity with funds put into the Mutual fund.
- Bernie Hill will be completing the 2020 audit for the Association.
- Met with Steve Bosse, tax attorney regarding the ability for the association to apply for a tax exempt status.
- A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to accept the financial report as presented.

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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 December 2020 Board of Directors Meeting for installation of gates.
- Audit: No report is due until 2021.
- Common Area Maintenance: Mr. Chisholm made note that Weedbusters has completed the first application for weed control. Has requested that Valscape clean up the drainage area.
- Food Bank: No report.
- Neighborhood Watch: No report.
- Nominating & Elections: Nothing to report. The Ballots will be delivered to the Elections Committee for counting prior to the Annual Meeting.
- Social: Holiday decorations have been taken down. There are no scheduled social activities for 2021.

Special Representative Updates: No report.

Management Company Updates:

- Stratford Management is in receipt of the 2021 Prepaid Legal Annual fee from Goldschmidt/Shupe PLLC. The invoice was \$600 and payment of this invoice was pre-approved at the December 2020 Board of Directors Meeting.
- The 2021 insurance premium was paid on January 4, 2021 in the amount of \$2,739 which was approved (up to \$2,800) at the December 2020 Board of Directors Meeting.

Unfinished Business:

- Annual Meeting Update: Stratford Management will deliver the unopened ballots to the Elections Committee prior to the Annual Meeting.
- End of Year Mailing Update: The Board will review the wording of the End of Year Mailing Notifications before 2022.
- Legal Counsel-Training for the Board: Mr. Chisholm will contact Goldschmidt/Shupe for availability for a Zoom legal update/training Zoom meeting.

New Business:

- HOA Board Workshops for 2021. It was the decision of the Board that the workshops will continue, however, will be conducted by Zoom at this time.
- 2021 Code of Conduct: Upon the completion of the 2021 Annual Meeting the Board will be signing a Code of Conduct. Stratford Management will forward to the Board members by email.

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- Mail Call: Notice of web hosting-Yahoo Small Business Account is set to be renewed in February 2021. Discussion ensued regarding the continuance of the website.

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

- The Annual Meeting is scheduled for January 27, 2021 at 4:00 PM by Zoom.
- The next Board of Directors Meeting is scheduled for February 10, 2021 at 9:30 AM by Zoom.
- Next Board workshop has been scheduled for Friday, January 15, 2021 at 8:30 AM 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