

Portillo Ridge Homeowners' Association

P.O. 37020, Tucson, AZ 85704

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

2021 Annual Meeting Minutes

January 27, 2021

By Zoom

Call to Order: The 2021 Annual Meeting of the Membership was called to order at 4:01 PM upon verification that the quorum required was met. There were 78 memberships represented by mailed in ballots.

Call for Board of Director Ballots: Due to the fact that the 2021 Annual Meeting was conducted using Zoom Platform, there was no call for Board of Directors Ballots.

President's Report-Jim Chisholm:

- **Why we have an Annual Meeting:** Arizona law requires homeowner associations to hold at least one meeting per year. This meeting is commonly referred to as the annual meeting. Our By-Laws further requires it to be held in January each year. Your HOA annual meeting provides our association's members the following opportunities:
 - ✓ (1) To receive a recap of the association's activities from the previous year, as well as snapshot of the association's activities for the upcoming year.
 - ✓ (2) Make recommendations and suggestions for the operation of the association.
 - ✓ (3) Participate in the vote to elect an association's members of its Board of Directors (BOD).
 - ✓ (4) Spend some time talking to and visiting with other HOA members.
- **COVID-19:** This has been, without a doubt, the most difficult time for the physical health of our nation in the last 100 years. Even though we are in the beginning stages of vaccinations, we must stay vigilant to this threat. Please continue conforming to the guidance of our federal, state and local medical experts.
- **Board of Directors Change:** This past April, Fred Wray, our HOA president passed away due to complication from the Covid-19 Virus. Our thoughts and prayers remain with his family. The BOD asked if I would consider an appointment to the BOD to fill Fred's term, which I gladly accepted since I was the HOA President before Fred.
- **Closure of GVR Facilities:** Another direct effect of Covid-19 for our HOA was the closure of all GVR facilities in March, which continued through the remainder of the year. Although some pools and gyms were opened in a limited capacity to GVR members, our meeting rooms were not available. With our management company's help, we began our scheduled BOD meetings in September using Zoom. We will continue using this medium for necessary HOA meetings until your BOD feels it is safe to meet in-person once again.
- **Management Company:** Stratford continues to provide us excellent service as contracted. They are accomplishing about 95% of the work that was previously performed by your HOA BOD. Even though your BD continues oversight of all responsibilities, Stratford's contract obligations have minimized the time each BOD member must spend on HOA functions.

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- **Legal Counsel:** Goldschmidt & Shupe continue to do a great job for us. This past year they worked on several projects and provided us with timely legal advice. We retained their services in 2021 with a pre-paid Legal Services Agreement.
- **Portillo Ridge HOA:** This continues to be a very desirable place to live. We have a couple houses for sale however, they usually sell quick. Thanks to all of you, our HOA is well maintained.
- **Thanks to Dave Colicchio** for serving as our Vice President for the last three years. He has been a tremendous asset for our HOA overseeing many projects and committees.

Presentation of Minutes: The draft minutes of the January 22, 2020 Annual Meetings were approved by ballot by the Membership.

Treasurer's Report: Mike Lewis, Treasurer, provided a summary as follows:

- Total Income as of December 31, 2020: \$ 23,888.23
- Total Expenses as of December 31, 2020: \$ 27,138.33
- Operating Account Balance December 31, 2020: \$ 6,379.35
- Reserve Account Balance December 31, 2020: \$202,706.88
- Total Assets as of December 31, 2020: \$209,086.23
- There are three CD's scheduled to mature in 2021 (March, April and May) total \$23,000. As the interest rates continue to be low, will recommend cashing them out and roll the monies into the Mutual Fund account

Committee Reports:

- **Architectural Review:** -Dave Colicchio: There were twenty-two (22) submittals for the year; twenty-one (21) were approved and one (1) was withdrawn and resubmitted. The breakdown of the twenty-one approvals is as follows:
 - ✓ Exterior house painting: 4
 - ✓ Exterior house modifications (includes all non-ground related requests): 11
 - ✓ Landscaping, hardscaping and ground changes: 6

The year 2020 proved to be a challenge with the Covid-19 virus, but the Architectural Review Committee was able to conduct its business in most cases after March without physical contact. By smart use of digital requests, and email reviews and approvals, we were able to address requests within a week of receipt, far quicker than the Governing Documents requirement of 45 days. I would like to express my deep thanks to the members of the ARC for their participating, well thought out questions and comments, and quick review cycles.

The members of the committee are (in alphabetical order) Jim Chisholm, Dave Churchill, Joe Fields, Howard Grondahl, Mike Millikin, Chuck Smith and Jerry Strasser. I thank you for your service to your community. I would also like to thank Mike Millikin, prior ARC Chair, for his assistance on tricky interpretations and general support as I continue to learn the job. Mike, thank you.

- **Audit-Bernice Hill:** "I have conducted the annual review of the Portillo Ridge Homeowners Association's financial records for the year ended December 31, 2019. The specific records reviewed include financial statements for all months; reconciliations of all monthly
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statements from Stifel, Nicolaus & Company Inc with HOA financial statements; all documents supporting reimbursable expenditures were examined. Stratford Management A/P documents against HOA Treasurer's reports, Board minutes for all months and 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**-Jim Chisholm: Portillo Ridge contracted with a Valscape Landscaping again this year to clean-up the landscaping of our North and South Monument areas, accomplish some regular landscape maintenance in several of our common areas, fix erosion problems in a few common areas and a couple of other small projects. They did a good job with the work they accomplished and completed it all in a timely manner. We have already started negotiations with Valscape for 2021 projects which are already popping up.

Weed spraying and pre-emergent spraying by "Weed Busters" was completed in January and June as contracted. Due to the continuing excellent service by Weed Busters, the Board of Directors approved their estimated contract for 2021 which was the same price as 2020. They already accomplished their January application.

- **Food Bank**-Sandy Churchill: We did not have our Spring or Fall Food drives in 2020 due to the Covid-19 virus. The Food Bank was not accepting any food donations from the public because of possible contamination. We will have our HOA, "21" Spring Food Drive on Thursday, March 18th. A flyer will be sent out as the date nears with details and needed items.

The Food Assistance Program (government) provides a pre-packaged bag. Local stores provide items also. Your food donations provide additional items for each client. Checks written with a memo "for milk and eggs" stay in Green Valley and provides milk and eggs to every client. The Green Valley Food Bank is currently closed on Thursdays and weekends. Please send check donations to GV Community Food Bank, 250 E Continental Rd, Green Valley, AZ 85614.

I am so proud of our Green Valley Community Food Bank. Many changes had to be made for the safety of the staff, volunteers and clients. The clients are not allowed inside the building; they sign in at the front window and pick up a food cart at the side door.

Thank you to our Committee: Russ & Mary Alice Carlson, Mack Summers, Deanne Brooks, Anne Morrison, Pat Cleveland and Dave Churchill.

Please call me if you have donations to be picked up (805-377-7420).

- **Neighborhood Watch**-Jerry Strasser: I would like to thank the Block Captains-Stafford Smith, Marty Allen, Ed Davis, Ken Sink, Bob Greenwell, Larry Pisacka, Larry Rhinehart, Don Rheinstein, Joe Hyde and George Gibson. This year has been a difficult year for many. After Covid-19 struck were unable to deliver the phone books. Since then, most everyone has stayed "hunkered" down in their homes. Unfortunately, we have had a few members of the HOA contract Covid-19.
 - **Nominating & Elections**-Mike Millikin is chairperson and his full report will be presented under Nomination & Election Committee to Report Election Results.
 - **Social**- Jan Sink: After our HOA potluck in January 2020, due to Covid-19, all social activities were canceled. We do have committees in place for July 4, 2021 and for our Christmas gathering 2021. As time moves on, we hope to become active again and put our committees to work. We will approach every activity with caution and follow all social
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protocols. I would like to thank the people on our committees for their willingness to help and their flexibility. We have done our best to send cards out to our neighbors in need. If you know of someone needing an emotional boost or just a friendly word, please let me know at 520 625-9471. We want everyone to feel wanted and a part of our community.

Special Representative Updates-Glen Barnes:

- During 2020, the GV Council did not hold meetings due to the pandemic.

Nomination & Election Committee -Election Results:

- Chuck Smith and I, Mike Millikin, certified and tabulated all 78 ballots.
- Nancy Williams received 75 votes, congratulations to Nancy as a new 2021 HOA Director.
- There were 6 write in ballots and the Board of Directors will contact them to gauge their interest in serving as a 2021 HOA Director for the open term.
- The approval of the 2020 Annual Meeting Minutes passed with 69 “yes” votes and 0 “no” votes.

Open Discussion

- Congratulations to the Board.
- The monument lights new improved solar lights.
- Thank you for setting up the holiday decorations.

Adjournment: The meeting was adjourned at 4:50 PM.

- The next HOA Board meeting will be February 10, 2021 at 9:30 AM-location to be determined.
- The next Informational Meeting is October 20, 2021 at 6:00 PM – location to be determined.

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