

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

February 10, 2021

Present: Nancy Williams, Jan Sink, Wendy Strasser, Glen Barnes and Mike Lewis

Excused: None

Call to Order: The meeting was called to order at 9:30 AM.

Homeowner Discussion: Homeowner Dave Colicchio made note that since he is no longer a Board Member he will not be able to serve as the Chair of the ARC Committee, however, he would like to continue to serve on the committee and support the new Committee Chair.

Approval of minutes:

- A motion was made by Ms. Strasser, seconded by Ms. Sink and carried to approve the January 13, 2021 draft minutes as amended.
- A motion was made by Ms. Strasser, seconded by Ms. Williams and carried to approve the January 15, 2021 Workshop draft minutes as submitted by Stratford Management.

Treasurer's Report: As of January 31, 2021

- Operating Fund Closing Balance: \$ 20,238.40
- Total Reserve Fund Balance: \$ 202,936.97
- January 2021 income totaled 22,935.65.
- January 2021 expenses totaled \$4,569.60.
- Mr. Lewis has compiled the information required for Ms. Bernie Hill to complete the 2020 audit for the Association.
- A motion was made by Ms. Williams, seconded by Ms. Sink and carried to accept the January financial as presented.
- Estimate cost to pursue establishment of a tax exempt status for the Association is \$1,600. A motion was made by Ms. Sink, seconded by Ms. Strasser and carried to accept the estimate of \$1,600.

Committee Reports:

- Architectural Review: Mr. Colicchio made note that due to Covid-19 the committee is reviewing all requests by email. There has been 2-3 requests since the January 2021 Board of Directors Meeting, both of which have been approved. There is one pending request.

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- Audit: Nothing to report at the February 10, 2021 Board of Directors Meeting.
 - Common Area Maintenance: Mr. Chisholm made note that scheduling a “walk through” with Valscape to determine work that has to be scheduled.
 - Food Bank: No report.
 - Neighborhood Watch: No report.
 - Nominating & Elections: The Ballots were delivered to the Elections Committee for counting prior to the Annual Meeting; results were tallied.
 - Social: Nothing to report.

Special Representative Updates: Mr. Barnes stated that the Executive Council and the Standing Committees are meeting remotely through the use of Zoom.

Management Company Updates:

- Due to the fact that the Board continues to meet remotely, Stratford Management is requesting that each Board Member sign an individual Code of Ethics and return to Stratford Management.

Unfinished Business:

- Unpaid HOA Dues Update: Discussion ensued. The Board requested that Stratford Management forward a list of members who have not yet paid their 2021 annual assessment (dues) to Board Treasurer, Mike Lewis.
- Legal Counsel-Training for the Board: Mr. Chisholm recommended that the Board discuss date availability to meet with Goldschmidt/Shupe for a Zoom legal update/training meeting which is offered as part of the annual representation package.

New Business:

- 2021 ACC filing: Ms. Brown told the Board that it is not mandatory that each Board Member sign the annual ACC report. The report is now filed electronically and only needs to list the current Board Members and their position on the Board and it requires an electronic signature.
- Appointment of 2021 Committees: A motion was made by Ms. Strasser, second by Ms. Sink and carried for the committee chair to remain the same as in 2020 with the exception of the ARC Committee Chair.
- A motion was made by Ms. Strasser, seconded by Ms. Sink and carried to appoint Board Member Glen Barnes to serve as ARC Committee Chair and former Committee Chair, Dave Colicchio to serve as interim co-chair.
- Appointment as Special Representatives: Mr. Barnes will continue to serve as HOA representative to the Green Valley Council and Ms. Strasser as volunteered to serve as an alternate.

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- Election of Officers: A motion was made by Mr. Lewis, seconded by Mr. Barnes and carried to elect the officers as follows:
President: Nancy Williams Vice President: Glen Barnes
Secretary: Wendy Strasser Treasurer: Mike Lewis
 - Update Resale-Transfer Policy: A motion was made by Mr. Barnes, seconded by Ms. Williams and carried to accept the revision to the policy to reflect a total fee of \$240 for 2021.
 - Waste Management Survey: Mr. Colicchio made note that he is in receipt of a survey from Waste Management requesting that a score of 0-10 be assigned inquiring if the Association would be likely to recommend the services of Waste Management to other individuals. Discussion ensued.
 - Change over from Mr. Barnes to Mr. Strasser as Chair of the Neighborhood Watch Program. Mr. Barnes made note that he has not updated the homeowner list. Ms. Brown stated that she will provide Mr. Barnes with a homeowner list for the purposes of updating the Neighborhood Watch.

Adjournment: The meeting was adjourned at 11:22 AM.

- The next Board of Directors Meeting is scheduled for March 10, 2021 at 9:30 AM by Zoom.
- Next Board workshop has been scheduled for Friday, February 12, 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