

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

March 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: Homeowners present voiced their concern about an RV that has been parked in a homeowner's driveway and is objecting to the homeowner being allowed to park the vehicle beyond the time period provided for in the Association's guidelines.

Approval of minutes:

- A motion was made by Ms. Strasser, seconded by Mr. Barnes and carried to accept the accept the 2021 Annual Meeting Draft Minutes as amended. These minutes will be posted on the website in draft form.
- A motion was made by Mr. Barnes, seconded by Ms. Strasser and carried to approve the February 10, 2021 draft meeting minutes as submitted by Stratford Management.
- A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to approve the February 12, 2021 draft workshop minutes as submitted by Stratford Management.

Treasurer's Report:

- Mr. Lewis told the Board that he did not receive the February financials until the morning of the Board Meeting and has not had time to review them. Mr. Lewis will review the financials and send a report to the Board via email.
- Mr. Lewis has compiled the information required for Ms. Bernie Hill to complete the 2020 audit for the Association.
- Mr. Lewis has spoken to the tax attorney and made note that the application for 503 C 4 status will be sent to Mr. Lewis the week of March 15th.
- Mr. Lewis has spoken to the CPA doing the 2020 tax returns and he will send a draft to Mr. Lewis for his review.
- The Stiffel accounts requires signatures of the Board President and Secretary.
- A motion was made by Ms. Williams, seconded by Ms. Sink to accept the financial reports.

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Committee Reports:

- Architectural Review: Mr. Barnes continues his transition as chairperson of the committee. Since the last board meeting there has been four submittals with three being approved. The remaining request was received on March 9th.
- Audit: Discussed during the Treasurer's report.
- Common Area Maintenance: Mr. Chisholm made note he has not been able to speak with Valscape. One homeowner request has been received regarding mud and dirt being washed in front of their driveway after it rains.
- Food Bank: The 2021 Spring Food Drive is scheduled for March 18th at 9:00 AM. Donations are to be left at the curb and will be picked up by committee members. Ms. Churchill will send a flyer to Stratford Management to be sent to the homeowners by email.
- Neighborhood Watch: Mr. Strasser has contacted all block captains confirming if they wish to remain as either primary or secondary contact; currently is in need of volunteers to serve as block captains. Volunteers are also needed to deliver the phone books.
- Social: It was decided that the July 4th social event will be cancelled for 2021.

Special Representative Updates: Mr. Barnes stated that the Board of Representative meetings are on hold at this time.

Management Company Updates:

- Stratford Management is receipt of the signed Code of Conduct from Mr. Lewis, Ms. Sink and Ms. Strasser.
- Lot 106 has submitted the Rental Information Form as well as the \$25 fee.

Unfinished Business:

- ACC and Code of Conduct: There are two board members that need to complete and return the Code of Conduct. Ms. Brown will resend the forms to the two board members. The 2021 ACC Report is due on May 18th. Ms. Brown told the Board that she has it scheduled to be filed electronically in the month of April.
- HOA Directories are scheduled to be updated in July. Ms. Brown will send out reminder to those homeowners if they have any changes they wish to make. Ms. Brown to have the Board review the notice prior to sending to the homeowners.
- HOA BOD Legal Training: Has been scheduled for March 24th at 9:30 AM. To ensure that all the Board members can be in attendance the meeting time will be changed to 2:30 PM.
- HOA Board Meetings & Workshops will continue by Zoom through September.

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New Business:

- Mail Call: There was no correspondence received by Stratford Management for the Board's review at the March 10, 2021 Board of Directors Meeting.
- Address Complaint by homeowner regarding tree blocking view: The Board reviewed the letters sent to the homeowner with trees that are over 18' tall. Discussion ensued. Ms. Brown told the Board that she will reach out to the homeowner regarding the complaints that have been received and if needed, will meet with the homeowner to evaluate the trees.
- HOA Summer Recess: The Board does not meet during the months of July and August. Discussion ensued regarding cancelling the June meeting as well.

Adjournment: The meeting was adjourned at 11:19 AM.

- The next Board of Directors Meeting is scheduled for April 14, 2021 at 9:30 AM by Zoom.
- Next Board workshop has been scheduled for Friday, March 12, 2021 at 9:30 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