

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

April 14, 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 9:32 AM.

Homeowner Discussion: There were no Homeowner Comments.

Approval of minutes:

- A motion was made by Mr. Lewis, seconded by Ms. Strasser and carried to accept the March 10, 2021 Draft Meeting Minutes as submitted by Stratford Management.
- A motion was made by Ms. Strasser, seconded by Ms. Sink and carried to approve the March 12, 2021 draft workshop minutes as submitted by Stratford Management.

Treasurer's Report:

- Mr. Lewis made note of the following:
 - ✓ Income for month ending March 31, 2021 was \$190.96.
 - ✓ Expenses for month ending March 31, 2021 were \$1,028.87.
 - ✓ Interest income received on Reserve Account was \$1,098.18.
 - ✓ Reserve Account balance \$204,038.10
 - ✓ Operating Account balance \$19,697.12
 - ✓ Total Assets \$223,735.22
 - ✓ Mr. Lewis made note the data is correct but is being presented incorrectly. Will be meeting with Charlie Diaz, Director of Operations and Mike Flannery, Director of Finance, Stratford Management, the week of April 19th.
 - ✓ There is a CD that matures in May 2021 and will have it roll over into the Money Market Account.
 - ✓ Tax Update: Has had difficulty connecting with the attorney, however, he has recently sent over additional documents that need to be completed by the Treasurer.
 - ✓ A motion was made by Ms. Strasser, seconded by Ms. Sink and carried to accept the Financial Reports as presented by Board Treasurer.

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Committee Reports:

- **Architectural Review:** Mr. Barnes made note that there has been one request that was sent by mail to Stratford Management, has not yet reviewed it. There is one pending request for installation of a flagpole, sees no reason for it not to be approved. Brief discussion ensued regarding the property that recently has been painted that does not appear to be in compliance with what was submitted and approved.
- **Audit:** The Audit for 2020 has been completed by Ms. Hill who has some concerns/questions. She will be joining the April 16, 2021 Workshop.
- **Common Area Maintenance:** Mr. Chisholm made note that he will be meeting with Valscape on April 15, 2021 to discuss additional work to be done in the common areas.
- **Food Bank:** No report.
- **Neighborhood Watch:** Phone books have been distributed. Need two primary contact volunteers and one secondary contact.
- **Social:** No activities have been planned.

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

Management Company Updates:

- All financial information for 2020 needed for the Federal and State Tax returns have been sent to the CPA, however as of April 14, 2021 Stratford Management is not in receipt of the completed returns.
- Lot 106 has submitted the Rental Information Form as well as the \$25 fee.
- Past due Annual Assessments-the Board reviewed the delinquency report-discussion ensued.
- Transfer Fees-will be discussed at the April 16, 2021 Workshop.
- Notices regarding tree on Lot 40-Ms. Brown made note that she had spoken to the homeowner who said that the trees were not on their lot; however upon further inspection by Ms. Brown and discussion with Board Members, the tree in question is on the homeowner lot. A follow up conversation was held with the homeowner and was told that the tree is indeed on their lot. A "hybrid" letter was sent in April noting that the tree needed to be trimmed prior to the May 2021 Board of Directors Meeting or else they will be requested to appear before the Board and fines could be assessed.

Unfinished Business:

- **ACC Website-Annual Report:** Ms. Brown told the Board that the 2021 ACC Annual report was filed on March 26th, well ahead of the due date of May 18th.

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- 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 forwarded a copy of the request for updated information for the Board's review.
 - HOA BOD Legal Training: The Legal Training was held on March 24th

New Business:

- 2021/2022 HOA Meeting Dates: Discussion ensued. A motion was made by Mr. Lewis, seconded by Mr. Barnes and carried to not hold Board Meetings during the months of June, July and August 2021.
- Mail Call: There was no correspondence received by Stratford Management for the Board's review at the April 14, 2021 Board of Directors Meeting.
- Variance Form: The Board reviewed the Request for Variance Form created by Board President, Ms. Williams. It was suggested that the form list the CC&R Article that the homeowner is requesting a variance on. Once the form has been revised, it will be forwarded to Mr. Shupe, Association's Legal Counsel, for review.

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

- The next Board of Directors Meeting is scheduled for May 12, 2021 at 9:30 AM by Zoom.
- Next Board workshop has been scheduled for Friday, April 16, 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