

# Portillo Ridge Homeowners' Association

P.O. Box 37020, Tucson, AZ 85704

Website: [www.portilloridgehoa.org](http://www.portilloridgehoa.org) ~ Email: [portilloridgehoa@gmail.com](mailto:portilloridgehoa@gmail.com)

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## **HOA Board Meeting**

The Meeting was conducted by Zoom

**October 13, 2021**

**Present:** Nancy Williams, Wendy Strasser, Glen Barnes, Mike Millikin and Mike Lewis

**Excused:** None

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

### **Homeowner Discussion:**

- There were no homeowners present at the October 13, 2021 Board of Directors Meeting.

### **Approval of minutes:**

- A motion was made by Mr. Barnes, seconded by Ms. Strasser r. Lewis and carried to approve the September 8, 2021 as amended.

### **Treasurer's Report:**

- Mr. Lewis made note of the following:
  - ✓ Income for September total \$338.76 which included payment of two annual assessments.
  - ✓ Expenses for September total \$853.00
  - ✓ Income for the month ending August 31, 2021 was \$.37 which reflects interest earned on the Operating Account.
  - ✓ Reserve Account Income on the Money Market Account for September was \$955.10 which reflected interest earned. Total balance is \$3,239.36.
  - ✓ There remains an outstanding invoice from Valscape. Mr. Chisholm, Common Area Maintenance, noted that the invoice from Valscape has not yet been submitted for payment by Valscape. It was noted that there is one project yet to be completed (pack rat nest under a sidewalk that Valscape would like to remove before submitting the invoice).
  - ✓ A motion was made by Mr. Barnes, seconded by Ms. Strasser 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 was one submittal during the month of September which is still pending upon determination of the color.
- Audit: No report due until 2022.
- Common Area Maintenance: Mr. Chisholm made note that the invoice for the work that was approved previously by the Board has not yet been submitted for payment. The Board requested that Mr. Chisholm contact Valscape requesting that the invoice be submitted for payment and not to include the work that has yet to be done. Mr. Millikin noted that contact Pima County Department of Transportation regarding the erosion issue at Lot #134. Mr. Millikin stated that an active work order has been generated and it could take up to six weeks for any action.
- Food Bank: No report.
- Neighborhood Watch: No report.
- Social: Mr. Millikin confirmed with The Grill on the Greens that there is a reservation for the Holiday Party for December 10, 2021 and they indicated that there is no charge should the Association chose to cancel. A motion was made by Ms. Strasser, seconded by Mr. Barnes and carried to prepare an announcement regarding the Holiday Party and request homeowners RSVP for the Holiday Party with a deadline for the RSVPs to be received. Final decision to hold the Holiday Party would be dependent upon the number of RSVPs.  
Mr. Millikin sent to sympathy cards to the families of Bill Sweat and Russ Stowers.
- Nomination and Election: Ms. Williams told the Board that Mike Millikin has agreed to chair the Committee and will be appointed at the October Board Meeting. There will be one board term (Mike Lewis) expiring at the Annual Meeting.
- Welcome Committee: Carol Rhinehart as agreed to chair this committee. Lynn Chisholm has volunteered to work with Carol. Mr. Millikin will meet with former Chair, Ellen Kelley upon her return to collect any supplies she may have. Mr. Millikin made note that he is unsure of availability of homeowner directories. A motion was made by Ms. Strasser, seconded by Ms. Williams and carried to authorize the purchase of twelve binders for the directories.

**Special Representative Updates:** Mr. Barnes stated that the Board of Representative did hold a meeting in September. Item on the agenda was the proposed brewery, however, the developer has pulled the plans for it.

## Management Company Updates:

- Stratford Management has submitted the meeting room reservation request for 2022 to Green Valley Recreation.
- Lot #34 closed escrow on September 22, 2021.

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## Unfinished Business:

- **Confirm Appointment Selection for Nomination Committee:** Mr. Mike Millikin has been appointed as Committee Chair and Mr. Will Smith has volunteered to serve on the Committee.
- **2022 Association Assessments:** A motion was made by Ms. Strasser, seconded by Mrs. Millikin and carried not to increase the annual assessments for 2022.
- **2022 Budget:** A motion was made by Ms. Strasser, seconded by Mr. Millikin and carried to approve the 2022 Draft Budget as modified: Increase the GVC Membership fee from \$1,728 to \$1,872 (an increase of \$144 from 2021).
- **Annual Meeting Update** -Annual Meeting has been scheduled for Wednesday, January 26, 2022 at 2:00 PM.
- **Year End Mailings:** Discussion to be held at the October 15, 2021 Workshop.

## New Business:

- **Christmas Party Update and Discussion:** This was discussed under Social Committee Reports.
- **Mail Call:** Ms. Brown, Stratford Management, noted that there was no correspondence from homeowners for the Board to review.

**Adjournment:** The meeting was adjourned at 10:34 AM.

- The next Board of Directors Meeting is scheduled for November 13, 2021 at 9:30 AM by Zoom.
- Next Board workshop has been scheduled for Friday, October 15, 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