

# 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

**November 10, 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 November 10, 2021 Board of Directors Meeting.

### **Approval of minutes:**

- A motion was made by Mr. Millikin, seconded by Ms. Strasser and carried to approve the October 13, 2021 as submitted by Stratford Management.

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

- Mr. Lewis made note of the following:
  - ✓ Income for October totaled \$180.29 which included payment of one annual assessments
  - ✓ Expenses for October totaled \$865.54.
  - ✓ Reserve Account interest earned in October was \$598.18 for a total year to date of \$3,837.52.
  - ✓ Invoice received from attorney who is working on the tax exempt status was received in the amount of \$1,703.50. A motion was made by Ms. Williams, seconded by Ms. Strasser and carried to approve payment of the invoice.
  - ✓ A motion was made by Ms. Strasser, seconded by Mr. Barnes and carried to accept the Financial Reports as presented by Board Treasurer.

### **Committee Reports:**

- Architectural Review: Mr. Barnes made note that there was one request that was approved during the month of October.
- 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. Mr. Chisholm has spoken to Valscape and final invoice should be received by Friday,

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November 11, 2021. Mr. Chisholm indicated that the first invoice for pre-emergent application is normally received in December with the Board approving the payment at the December Board Meeting.

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: The Community Food Drive is scheduled for Thursday, November 11<sup>th</sup>.
- Neighborhood Watch: Ms. Strasser noted that homeowners have volunteered to serve as primary contacts for Area 1, Area 4 and Area 7. Primary contacts are still needed for Area 6 and 9.
- Social: Mr. Millikin stated that an email blast for the Holiday Party was sent out requesting RSVP's by November 5<sup>th</sup>. Due to lack of responses, a second email blast was sent out on November 2<sup>nd</sup>. As of November 10, 2021 twenty-six RSVPs have been received. As a note, the Holiday Party Committee currently consists of only two homeowners. The Grill on the Green is requesting that masks be worn and will set up tables for six people per table. A motion was made by Ms. Strasser, seconded by Mr. Barnes and carried to cancel the 2021 Holiday Party, citing lack of response from homeowners and volunteers to serve on the Committee.
- Welcome-Mike Millikin: Thank you to Ms. Chisholm to help with the training of Ms. Rhinehart. Six homeowner directories were printed to be handed out to new homeowners. Discussion ensued about new homeowners not having Portillo Ridge badges. The Board requested that Stratford Management provide the Social Committee with the names of new homeowners from 2019-2021 to ascertain who does not have a badge so one can be ordered for them.
- Nomination and Election: Mr. Millikin noted that homeowner, Mr. Will Smith has agreed to serve on the Nomination and Election Committee. There is one open position and Mr. Lewis has agreed to run for another term.

**Special Representative Updates:** Mr. Barnes stated that the Board of Representative held a meeting in October with representatives from Green Valley Fire Department, Sheriff's Department and Steve Christy's office spoke. The Council is looking for a new Executive Director and the 2022 draft budget will be voted on at the December 2021 Meeting.

## **Management Company Updates:**

- Stratford Management is in receipt of a letter from Continental Storage providing a thirty day notice that they are now requiring all tenants provide evidence of insurance covering their property that they store at the facility. Upon receipt of this notification, Ms. Brown contacted Lauren Forsyth, the Association's representative at LaBarre/Oksnee to inquire if the current policy covers this. Ms. Forsyth confirmed that the current policy covers up to \$5,000 for any items owned by HOA stored off site. Should the Board determine that more coverage is needed, there would be an increase in the premium.

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## Unfinished Business:

- **End of Year Mailing:** The Board reviewed the end of year mailing document as updated at the October 15, 2021 Workshop. Discussion ensued. It is the request of the Board that the first mailing, which includes the 2022 Assessment statement and 2022 approved budget, not be sent out until December 14, 2021. It was also requested that the statement state "Do not mail your assessment payment prior to January 1, 2022."
- **2021 Annual Meeting:** Ms. Brown told the Board that Green Valley Recreation has indicated that the Ocotillo Room at Las Campanas was available on Wednesday, January 26<sup>th</sup> from 2:00-4:00 PM or from 4:00 PM-6:00 PM. The Board authorized Stratford Management to reserve the Ocotillo Room from 2:00 PM-4:00 PM.

## New Business:

- **HOA Insurance Premium:** The Board is in receipt of the 2022 insurance premium invoice in the amount of \$2,992.00 due January 15, 2022.
- **Legal Counsel and Contract Renewal:** 2022 renewal invoice should be available for to the Board at the December 2021 Board of Directors Meeting to review and vote to approve payment.
- **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 10:30 AM.

- The next Board of Directors Meeting is scheduled for December 8, 2021 at 9:30 AM by Zoom.
- Next Board workshop has been scheduled for Friday, December 10, 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