

# 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

**December 8, 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 9:33 AM.

### **Homeowner Discussion:**

- Homeowner present at the December 8, 2021 Board of Directors Meeting at no comments at this time.

### **Approval of minutes:**

- A motion was made by Mr. Lewis, seconded by Ms. Strasser and carried to approve the November 10, 2021 draft meeting minutes as submitted by Stratford Management.

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

- Mr. Lewis made note of the following:
  - ✓ Income for November totaled \$525.23 which included payment of one 2022 annual assessment and \$360 in rental/transfer fees.
  - ✓ Expenses for November totaled \$2,530.97 which included the payment for the attorney working with Portillo Ridge tax exempt status.
  - ✓ Reserve Account interest earned in November was \$1.84 for a total year to date of \$3,839.36.
  - ✓ As of November 30, 2021 the Operating Account was \$4,812.48.
  - ✓ A motion was made by Ms. Strasser, seconded by Mr. Millikin and carried to accept the Financial Report as presented by Board Treasurer.

### **Committee Reports:**

- Architectural Review: Mr. Barnes made note that there were no requests received during the month of November and one for December to date (for patio pavers and wall).
- Audit: No report due until 2022.
- Common Area Maintenance: Mr. Chisholm made note that the invoice from Valscape has been submitted to Stratford Management for payment. Weedbusters has submitted their proposal for two weed sprays for 2022 at a cost of \$3,275 per spray. It was noted

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that the rates have remained the same as previous years. A motion was made by Ms. Williams, seconded by Ms. Strasser and carried to approve expense from Weedbusters in the amount of \$3,275 for the January/February application. Mr. Chisholm also told the Board that there is an issue with a Common Area wall at Lot 45 with the ground eroding. Valscape is not able to address the issue. Ms. Brown, Stratford Management, told Mr. Chisholm that she would provide him with contact information for two other landscapers in Green Valley. Mr. Millikin noted that a follow up with Pima County Department of Transportation regarding the erosion issue at Lot #134 indicated that the work order previously generated remains active.

- Food Bank: Ms. Churchill reported that Portillo Ridge Food Drive donations totaled \$3,300 and 1,240 pounds of food. The next food drive will be in the spring of 2022. Ms. Churchill would like to thank committee members Russ & Mary Alice Carlson, Mack Summers, Deanna Brooks and Anne Morrison who collected the donations.
- Neighborhood Watch: Nothing to report.
- Social: Mr. Millikin is compiling a list of homeowners who are in need of name tags and hopes to have them available for the Annual Meeting.
- Welcome-Mike Millikin: Ms. Rhinehart has been contacting the new homeowners.
- Nomination and Election: Nothing to report.

**Special Representative Updates:** Mr. Barnes stated that he was unable to attend the November meeting. Ms. Strasser did attend the meeting and had submitted a report to the Board after the Council meeting.

## **Management Company Updates:**

- Green Valley Recreation has reserved the Ocotillo Room at Las Campanas for Wednesday, January 26, 2022 from 2-4PM for an in-person annual meeting. Stratford Management has submitted the 2022 Meeting Room Reservation request for in-person meetings on the second Wednesday of the month for Madera Vista starting a 9:00 AM. As of this date, GVR has not finalized the reservations.

## **Unfinished Business:**

- **End of Year Mailing Updates:** The End of Year Mailing notice has been sent to all residents. Ms. Brown also noted that the 2022 Annual Assessment statements, including the 2022 budget summary, were mailed on December 7, 2021.
- **HOA Insurance:** The Board reviewed the proposal submitted by Paul Baker, American Family Insurance for businessowner policy (annual premium amount of \$1,369.52) and commercial umbrella policy (annual premium amount of \$375). A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to provide LaBarre/Oksnee with a 30 day termination notice and accept the proposal from American Family Insurance.

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- **Legal Counsel Contract:** A motion was made by Ms. Williams, seconded by Mr. Barnes and carried to approve up to \$800 for the annual legal representation from Goldschmidt/Shupe for 2022.
  - **Policy on RVs:** A motion was made by Ms. Strasser, seconded by Mr. Barnes and carried to send the letter drafted by Board Member, Mr. Barnes, to homeowners who are in violation of RV parking and signed by the Board of Directors and cc Mike Shupe.

### **New Business:**

- **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 10:35 AM.

- The next Board of Directors Meeting is scheduled for January 13, 2022 at 9:30 AM. A motion was made by Mr. Barnes, seconded by Ms. Strasser and carried to hold the January meeting 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