

Portillo Ridge Homeowners' Association

P.O. Box 37020, Tucson, AZ 85704

Website: www.portilloridgehoa.org ~ Email: portilloridgehoa@gmail.com

HOA Board Meeting

The Meeting was conducted by Zoom

January 12, 2022

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

Excused: None

Call to Order: The meeting was called to order at 9:35 AM.

Homeowner Discussion:

- Homeowner present at the January 12, 2022 Board of Directors Meeting had no comments at this time.

Approval of minutes:

- A motion was made by Mr. Millikin, seconded by Ms. Strasser and carried to approve the December 8, 2021 draft meeting minutes as submitted by Stratford Management.

Treasurer's Report:

- Mr. Lewis made note of the following:
 - ✓ Income for December totaled \$1,590.18 which included 2022 annual assessment payments in the amount of \$990 and \$600 in rental/transfer fees.
 - ✓ Expenses for December totaled \$2,086.75 which included the payment of \$1,160 to Valscape for Common Area Maintenance.
 - ✓ \$1,500 was transferred from the Reserve Account to the Operating Account to cover any expenses through year end 2021.
 - ✓ Income for the year ending December 31, 2021 totaled \$26,008.22.
 - ✓ Expenses for the year ending December 31, 2021 totaled \$24,796.64.
 - ✓ As of December 31, 2021 there was \$5,815.94 in the Operating Account; \$72,048.01 in the Mutual Fund and \$133,000 in Stifel Certificates for a total of \$210,863.95 in assets.
 - ✓ There is one CD set to mature in March of 2022.
 - ✓ A motion was made by Ms. Strasser, seconded by Mr. Barnes and carried to accept the Financial Report as presented by Board Treasurer.

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Committee Reports:

- Architectural Review: Mr. Barnes made note that there were two requests received during the month of December; one approved in December and the second one approved in January. There was a total of 34 requests in 2021.
- Audit: No report due until 2022.
- Common Area Maintenance: Mr. Chisholm made note that Weedbusters applied the first application of pre-emergent. Mr. Chisholm will be reaching out the vendor (JANC) who worked on the common area wall at Lot 45 in 2006 to evaluate the on-going eroding of the ground.
- Food Bank: Ms. Churchill submitted the 2021 report and will be posted on the website.
- Neighborhood Watch: Nothing to report.
- Social: Nothing to report.
- Welcome-Mike Millikin: Ms. Rhinehart has been contacting the new homeowners.
- Nomination and Election: The unopened ballots will be delivered to Mr. Millikin on Sunday, January 23, 2022 to be opened and counted.

Special Representative Updates: Mr. Barnes stated that there was a meeting on December 10th. It was noted by the Sheriff's Department that DUIs were up in Green Valley. The new executive director started on January 1st. November 2021 income was 102% of budget and expenses were 78% of budgeted amount.

Management Company Updates:

- Per the request of the Board, the in-person Annual Meeting has been cancelled and GVR has been notified. An email blast was sent to the membership and a reminder email blast will be sent on Tuesday, January 25th.
- As of January 10th, Stratford management is in receipt of 64 returned ballots.
- As of January 7th, 105 homeowners have paid their 2022 assessments totaling \$17,285. In addition, two homeowners paid their assessments in December 2021 total \$335 and five homeowners paid the 2022 assessments during close of escrow total \$850.

Unfinished Business:

- **Annual Meeting Update:** The revised meeting agenda has been posted on the website
- **End of Year Mailing Updates:** The remaining form to be sent to the membership is the homeowner directory form.
- **Prepaid Legal Services:** The 2022 invoice has been paid, need to schedule the annual legal update with Mike Shupe.
- **Unpaid HOA Dues:** 2022 Assessments are due by January 15th. Late letters will be sent out after that time.

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New Business:

- **HOA BOD Workshops** for 2022 will be scheduled as needed.
- **2022 Code of Conduct for Officers and Board Members:** Will be signed by the Board Members after the 2022 Annual Meeting.
- **Board Meeting Platform:** For the months of February, March and April the meeting will continue to be held using the Zoom platform.
- **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 10:16 AM.

- The Annual Meeting is scheduled for January 26, 2022 at 2:00 PM via Zoom
- The next Board of Directors Meeting is scheduled for February 9, 2022 at 9:30 AM via Zoom
- The next BOD Workshop is January 14 2022 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