

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

February 9, 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 9:30 AM.

Homeowner Discussion:

- Homeowners present at the February 9, 2022 Board of Directors Meeting had no comments at this time.

Approval of minutes:

- A motion was made by Mr. Barnes, seconded by Ms. Strasser and carried to approve the January 12, 2022 draft meeting minutes as amended.
- A motion was made by Mr. Millikin, seconded by Mr. Lewis and carried to approve the January 14, 2022 draft workshop meeting minutes as submitted by Stratford Management.

Treasurer's Report:

- Mr. Lewis noted that the January 2022 financials as follows:
 - ✓ Income for January 2022: \$21,890.85.
 - ✓ Expenses for January 2022: \$5,461.80.
 - ✓ Operating Account Balance: \$22,244.99.
 - ✓ Reserve Account Balance: \$205,276.68.
 - ✓ The 2021 Audit will be performed by Ms. Bernie Hill and will be available to the Board in March. Mr. Lewis has the information gathered and will be delivered to Ms. Hill by the end of the week of February 7, 2022.
 - ✓ There are no updates on the tax exempt status.

Committee Reports:

- Architectural Review: Mr. Barnes made note that there was one submittal approved during the month of January and one submittal approved for February as of February 9, 2022.
- Audit: No report due until March 2022.

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- **Common Area Maintenance:** A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to approve the proposal from Valscape in the amount of \$2,465 for working throughout the Common Area.
 - **Food Bank:** There was nothing to report.
 - **Neighborhood Watch:** Nothing to report.
 - **Social:** Nothing to report.
 - **Welcome-Mike Millikin:** Stratford Management printed ten more directories for distribution and Ms. Rhinehart has distributed seven of them to the new homeowners.
 - **Nomination and Election:** The unopened ballots for the 2022 Election were delivered to Mr. Millikin and were opened and counted by the Election Committee. Seventy-two ballots were counted with seventy-two votes for Mr. Lewis. The certification form was signed and delivered to Stratford Management.

Special Representative Updates: Mr. Barnes stated that he did not attend the January Green Valley Council meeting.

Management Company Updates:

- As of January 31, 2022, there were ten homeowners who had not yet paid their assessments for 2022; payments for four homeowners were received on February 4th; 1 homeowner has paid the wrong amount and four homeowners who are on ACH also sent in payments of \$165 each and will require a refund to be issued. As of February 7, 2022 total delinquencies total \$1,046.50.

Unfinished Business:

- **Unpaid HOA Dues Update:** This was discussed during the Management Company Updates.
- **Board Resolution to add “Overnight” to the verbiage regarding RV Parking:** Discussion ensued. Further discussion to take place at the February Workshop.
- **Fine Policy Approval:** A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried to adopt the Resolution of the Board of Directors regarding the Fine Policy as prepared by Association’s legal counsel.
- **Retain HOA Website.** A motion was made by Mr. Millikin, seconded by Ms. Strasser and carried to retain the current HOA website.

New Business:

- **2022 AC Forms:** Ms. Brown told the Board that the 2022 ACC filing is due by May 18, 2022 and is filed electronically and does not need signatures of Board Members.
- **2022 Code of Conduct for Officers and Board Members:** The 2022 Code of Conduct has been sent to the Board Members for their signatures.

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- **Appointment of 2022 Committee Chairs:** A motion was made by Ms. Strasser, seconded by Mr. Millikin and carried that the Committee Chairs will remain the same for 2022.
 - **Appointment of 2022 Special Representative:** A motion was made by Mr. Millikin, seconded by Ms. Strasser and carried to appoint Glen Barnes to remain as 2022 Special Representative and Ms. Strasser will serve as the alternate.
 - **Motion to Keep the Current Officers:** A motion was made by Ms. Strasser, seconded by Mr. Lewis and carried for the officers for 2022 to remain the same.
 - **Christmas Decorating:** Discussion ensued regarding seeking volunteers to assume the responsibility of the Christmas Decorations and if no volunteers to consider the hiring of a vendor. Mr. Barnes and Mr. Millikin have volunteered to serve on a committee to research the cost of an outside vendor.
 - **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 next Board of Directors Meeting is scheduled for March 9, 2022 at 9:30 AM via Zoom.
- The next BOD Workshop is February 11, 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