

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

March 9, 2022

Present: Nancy Williams, 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 March 9, 2022 Board of Directors Meeting during the Homeowner Discussion section of the meeting.

Approval of minutes:

- A motion was made by Mr. Millikin seconded by Mr. Barnes and carried to approve the February 9, 2022 draft meeting minutes as submitted by Stratford Management.
- A motion was made by Mr. Lewis, seconded by Mr. Barnes and carried to approve the February 11, 2022 draft workshop meeting minutes as submitted by Stratford Management.

Treasurer's Report:

- Mr. Lewis noted that the February 2022 financials as follows:
 - ✓ Income for February 2022: \$1,235.36
 - ✓ Expenses for February 2022: \$869.23
 - ✓ There are no updates on the tax exempt status.
 - ✓ Although interest rates are beginning to increase, Mr. Lewis is recommending to wait to invest in CDs at this time. The CD scheduled to mature in April will be cashed out and placed into the Money Market Account.

Committee Reports:

- Architectural Review: Mr. Barnes made note that there were four submittals in February, all were approved. There has been one submittal as of March 9th, which has also been approved.

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- **Audit:** Ms. Hill submitted her audit report for year ended December 31, 2021 on March 8, 2022 as follows:

Board of Directors
Portillo Ridge Homeowners Association
Attn: President

I have conducted the annual review of the Portillo Ridge Homeowners Association financial records for the year ended December 31, 2020.

The specific records reviewed were:

- Monthly financial statements for all months
- Reconciliations of all monthly statements from Stifel, Nicolaus & Company, Inc. with HOA financial statements
- Stratford Management A/P documents against payables made by Stratford Management
- Compare Stratford Management statements against HOA treasurer's reports
- Comparison of Board Statutes to revenues collected

Based on this review, I believe that the financial records of the Association materially reflect its financial condition.

Sincerely,
Bernice Hill

- **Common Area Maintenance:** There was no report for the March 11, 2022 Board of Directors Meeting.

Special Representative Updates: No report was available for the March 11, 2022 Board of Directors Meeting.

Management Company Updates:

- As of February 28, 2022 there were six homeowners who have not yet paid their assessment for 2022 with delinquencies totaling \$947.50.
- Through February 2022, Stratford Management is in receipt of four recorded deeds and payments of \$480 in sale of home income.
- An email blast was sent to the membership on March 3, 2022 regarding the July 4th picnic. Homeowners are asked to contact Steve Wilhelm if they would like to attend.
- The signed Fine Policy Resolution was sent to Jim Chisholm to post to the website, emailed to members with email addresses and mailed to those who have not provided an email address to Stratford Management.

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Unfinished Business:

- **All ACC Forms and Code of Ethics Signed:** Ms. Brown confirmed that all board members have signed and returned the Code of Conduct for 2022. The ACC Annual Report will be filed by Stratford Management before the due date of May 18th.
- **HOA Directory:** The 2022 Homeowner Directory is scheduled to be published in July 2022. Ms. Brown will be sending out the information forms shortly for homeowners to complete.
- **Placards for Guest Parking:** The Board reviewed the sample placard and associated cost (\$79.83 for a quantity of twenty-five). Discussion ensued. The Board requested that Stratford Management obtain a quote for 150.
- **HOA Board Meetings and Workshops by Zoom or In-Person.** Discussion ensued. The Board requested that Stratford Management contact GVR to inquire if there is a meeting room available for the April and May Board Meetings.

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 10:05 AM.

- The next Board of Directors Meeting is scheduled for April 13, 2022 at 9:30 AM. Format to be determined.
- The next BOD Workshop is April 15, 2022 at 9:30 AM if needed.

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