


Portillo Ridge Homeowners Association  
November 8, 2023  
Board Minutes



**Present:** Nancy Williams, Cheri Golden, Steve Cripps, Nancy Cook and 4 members. Glen Barnes was excused.

**Call to Order:** The meeting was called or order at 9:00 am. A quorum was present.

**Homeowner Discussion:**

- Tree height and weed control was a concern of the homeowners in attendance. Lot 115, 15, 116 were noted. The Board asked the homeowners to fill out the complaint forms found on the website.

**Approval of Minutes**

- Cheri Golden moved to accept the draft minutes from the October 11<sup>th</sup> Board Meeting – Steve Cripps seconded. Unanimous.

**Treasurer's Report**

- Payment of Mike Lewis was resolved.
- There is approximately \$7,000 in the Stratford accounts.
- There is \$1,000 in BMO Bank.
- Not paid by Stratford:
  - GVC
  - Insurance
- Steve Cripps noted he is trying to get a total general ledger from Stratford.
- Cheri Golden moved to accept the report, Nancy Cook seconded. unanimous

**Committee Reports**

- Architectural Review – 2 new requests and both approved. Glen not available.
- Food Bank: Food Drive is planned for November 17<sup>th</sup> @9am – This is the 21<sup>st</sup> food drive for Portillo Ridge.
- Social:
  - Nancy Cook noted the Monday game/card get together was well attended. Last month 12 yesterday had 7.

- Nov 2<sup>nd</sup>, she met with the new Canoa manager. Room charge is s\$100, cost per person is \$29. It was decided to have the HOA pay for the room charge. Happy hour 4 pm cocktail with an activity at 4:45. American Classic buffet with turkey, roast beef, and a vegetarian pasta dish. Open bar. Posters will be emailed out and Cheri Golden will mail them to the homeowners also.

- **Firewise:**

Joe Fields noted we were reviewed for the program Jim Chisholm. and Mike Millikan are on the committee. We are working to develop a plan. Gave the board an outline of the plan. He noted there may be some money available through a grant. Need to have the plan approved and the Board has to apply. The Grant will not cover work prior to the grant approval. We need to get the grant in. Joe Fields will present Firewise at the annual meeting.

**1. Special Representative Reports:** No report.

**2. Management Company Updates:**

- October inspection report was discussed.
- Nancy Cook moved to approve expenses over \$250 by an email vote. Cheri Golden seconded. Unanimous.
- It was decided that any checks for the annual assessment received in 2023 will be held until January.

**3. Unfinished Business**

- **End of Year Mailings Update** – The year end mailing includes the bill; directory update form to ask for contact information; block captain information; annual meeting agenda; budget for 2024; and a ballot for the board election of 2 board members. (Glen Barnes and Nancy Williams are leaving) These are emailed and mailed to anyone without an email address.
- **Annual Meeting Update:** current list of committee members to put in the annual PowerPoint needs to be sent to Nancy Williams.

**4. New Business**

- **HOA Insurance Renewal:** Liability for board, volunteers, fraud, signs, structures are the monuments. Motion to approve Cheri Golden; Nancy Cook Seconded. Unanimous
- **Legal Counsel Information and Contract Renewal** – Goldschmidt. They usually send a mailing to see if we want to retain them. Nancy W will contact Goldschmidt.

- **Other** - The BMO Bank account has 2 debit cards. Steve Cripps and Marge Garneau have the cards. Cheri Golden and Nancy Cook will be added to the checking account. Cheri Golden moved we get another debit card for Nancy Cook. Nancy Williams seconded. unanimous.

**Adjournment:** Meeting adjourned at 11:15 am

- Next Board of Directors Meeting ~ December 13<sup>th</sup> 9:30– Madera Vista

Respectfully submitted,

*Marge Garneau*

Marge Garneau, MBA

Dream Catcher Management