

Portillo Ridge Homeowners' Association
Board of Directors Meeting Minutes
Wednesday, December 13th, 2023 – 9:30 AM Madera Vista



1. Call to Order

- Nancy called to order at 9:30 am. She noted there were 3 Board Members in attendance, so a quorum was met. Attending were 3 members and Marge Garneau.

2. Homeowner Discussion

- Waiting until January for home visits again.
- A new Directory needs to be sent out.

3. Approval of Minutes

- The minutes from the November 8th BOD Meeting were reviewed. It was noted by Nanci moved to accept them as presented, Nancy 2nd. 2 yes; Glen abstains - Glen not here last month.

4. Acceptance of Treasurer's Report

- November Financials – These were sent to the Board.

5. Committee Reports

- Architectural Review – Glen reported that there have been 3 submitted requests and all approved. One soon to be homeowner for approval on the color.
- Common Area Maintenance – Jim reported that he has an estimate from Val Scape for maintenance. He has started the work. 13 common maintenance areas \$1,690. Clean up, erosion, cutbacks, trimming, removing debris. Normal maintenance. He is looking at entrance on the West and is getting an estimate for this. Discussion. It was noted that we are working on a grant from Firewise to help with clean up. Nanci moved approve, Glen 2nd. Unan
- Weed busters – Glen will contact them and see if he sent a bill.
- Food Bank recap – Sandy keeps a schedule of donations – last year we donated 1,248 lbs of food and \$3,935 in cash/gift cards. This is the 21st year to do this. Discussion. It was decided to put a flyer together to include with the new owner's packet.

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- Social update on holiday plans: Nancy reported good attendance at the Holiday Party with 56 signed up. Made a list on the back of the sheet for people who did not have badges. Discussion.
 - Did not have coffee for people after dinner. She will fix that next year.
 - Sandy 2nd year in a row they don't tell you the potatoes are a ways from the meat. Need to put the potatoes near the gravy.
- Nominations & Elections- Email sent to Will to see if anyone is interested. No answer. Glen said Lexi told him she had one person. The annual bill and budget goes out next week, then an email with the Annual Meeting Agenda and Meeting schedule, and finally the ballot with return envelopes. The CCR says board of 5. This is a legal question. What happens if we do not have all five board members.

6. Special Representative Reports- none

7. Management Company Updates

- There is one new homeowner.
- All first letters were sent out to violations reported and Marge drove around looking to be sure there were no others.
- Update on transition – working on billing and annual packet.

8. Unfinished Business

- End of Year Mailings Update – Marge is working on this.
- Annual Meeting Update – The schedule was discussed and the process was provided for Marge to follow.
- Email annual meeting agenda and 2024 meeting schedule on the 2nd Wednesday of every month.
- Ballot and bios. 2 envelopes. Include self-addressed envelope - no stamp – and a ballot envelope.
- Glen – Dave Colicio use his template for approval email. Formal notice from management company. Glen will check to see if we need a letter to go out.
- Website update. Jim is still doing the website until Marge gets the other things caught up. Please send the log to Jim.

9. New Business

- Legal Counsel Information and Contract Renewal – contract cost is \$900. Glen moved to accept, Nanci second. Unan

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10. Mail Call

- Nancy Cook will order food for the annual meeting, committee reports are needed.

11. Adjournment - 10:50 am

- Next BOD Meeting ~ January 10th 9:30– Las Campanas – Acacia Room
- Annual meeting – January 25th - 4:00 – Ocotillo Room – Las Campanas

Respectfully submitted,

Marge Garneau

Marge Garneau, MBA

Dream Catcher Management Co