

Portillo Ridge Homeowners' Association
Board of Directors Meeting Minutes

Wednesday, January 10, 2024 – 9:30 AM -Las Campanas Acacia room

1. Nancy Williams called the meeting to Order at 9:29 am. There were 13 members in attendance. She noted there was a quorum of the board.
2. Homeowner Discussion
 - People want the directory to be live so they can see the changes. It was suggested it be on the website and be password protected.
 - Complaints about lots 15 and 16 were discussed. It was noted the board will hold a hearing next for those lots that have problems, two letters have already been sent to them.
 - Glen moved the board to instruct the manager to copy board members on everything mailed out on violations. Nanci seconded. Unanimous
 - After discussion, Nancy moved that the homeowner who complains gets copies of the letters sent out; Glenn seconded. Unanimous.
 - Why was the height of the tree moved from 16' to 18'? Member asked the Board to look at this next month. Sandy explained the history on this. The second amended CC&Rs had a list of homes that are 16'. They were changed to 18'. The Board will research this.
3. Approval of Minutes
 - December 13th BOD Meeting – Nancy moved they be approved, Glen seconded. Unanimous.
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4. Acceptance of Treasurer's Report
 - Sent out the treasurer's report by email.
 - December Financials and Year-to-Date were presented. Steve noted financially we are under control.
 - Reserves Discussion – Steve reported we funded \$ 215,000 at about 5 percent.
 - Financials for HOA Annual Meeting – Steve noted these will be on the slide.
 - 2024 Tax Plan – He noted will have to pay taxes on earnings. We applied for tax exempt status and were denied. We are non-profit. We pay tax in interest. 2022 is paid.
 - Debit card – suggest we get a credit card for online purchases. Steve moved we get a credit card from the bank we use. Nanci seconded. Unanimous
 - Quickbooks – Steve discussed doing the online system. It's not in the budget but we can afford the monthly payments. Discussion. Steve moved to use QuickBooks online, Nanci seconded. Unanimous.

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5. Committee Reports

- Architectural Review – Glen reported December had 1 request, rejected it since it was for a home with stucco walls and wanted to paint it a color the committee was not comfortable with. January had 3 requests from same homeowner and all approved.
- Audit – Nanci's husband will be asked to do the audit.
- Common Area Maintenance – Jim absent. No report.
- Neighborhood Watch – Will emailed a report saying he is having a hard time contacting block captains.
- Nominating and Election – Only 1 candidate. The ballot was sent to the committee for approval. Envelopes are ready and all should be mailed by tomorrow. He has not provided a bio so we will send it without a bio.
- Social – Nanci isn't sure about the number of sandwiches we will need. It was decided to order for 65 or 70 people. We will have a sign-in this year and better feel for numbers attending. Jersey Mikes cut it into quarters. We will provide for 65 people, cut into quarters. Talked about a July 4th party.
- GVC – Glen went last month out by 9:15 am it was quick, approved 1 new member for executive council and the reports about the new Mexican Restaurant. Sheriff's department had a designee traffic stop are up but tickets are low relative to the stops. Only 1 DUI. Glen intends to continue with this until the new board. Nancy noted the new communications email set up to send out GVC notices.

6. Management Company Updates

- Inspection report – Marge presented the most current inspection report. New one this month on Lot 91. They took care of the problem. The date received was added to the list, they are old so not sure of the actual complaint dates. The form format was discussed. She noted that Board hearings are the next step.
- One rental – month to month.
- New homeowners – There is a new homeowner and Marge is working on the new list. Nothing is updated until closes. Welcome committee needs to know new owners.
- Payment of Bills – We seem to have a problem getting board approval for payment of bills over \$250. The board only has Steve and Marge as signors. Email approval is acceptable, but the board members need to respond.
- Steve came over to help with the financials and we spent time working on them. We are getting there and appreciate having Steve's help.

7. Unfinished Business

- Annual Meeting Update - Nothing to report.
- Prepaid Legal Services Agreement – Approved in December for payment.

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8. New Business

- 2024 Code of Conduct for Officers and Board Members – coming up and new board will need to fill this out. Legal issue for Az Corp commission, Marge has the form.
- Some people are paying through Stratford portal. We will see if these were accepted, the portal needs to be shut down. We are getting a good response.

9. Adjournment

- Next Meetings
 - Annual ~ January 25th – 4:00 PM Las Campanas
 - BOD ~ February 14th - 9:30 AM – Las Campanas

Meeting adjourned.

Respectfully submitted,

Marge Garneau
Dream Catcher Management Co.