

Portillo Ridge Homeowners' Association  
**Board of Directors Meeting**  
**Minutes**

*Wednesday, February 14th, 2024 – 9:30 AM at Las Campanas -Juniper room*

- **Call to Order** – President Williams called the meeting to order at 9:30 am. She noted there was a quorum in attendance. In attendance were Nancy Williams, Nancy Cook, Glen Barnes, Steve Cripps, and 4 members.
- **Acceptance of new board members.** President Williams asked each of the new board members to introduce themselves and tell us about themselves.
- **Election of 2024 HOA Officers**
  - President – Nancy Cook nominated Gordon Postlewaite, Steve Cripps seconded. Unanimous.
  - Vice President – Nancy Cook nominated Fred Fischer. Nancy Williams seconded. Unanimous
  - Treasurer – Steve Cripps nominated himself. Nancy Cook seconded. Unanimous.
  - Secretary – No nomination, the manager will handle this position until a secretary is located.
  - Member at Large – Nanci Cook moved that she stay in this position. Nancy William seconded. Unanimous

Gordon took over the meeting at this time.

- **Homeowner Discussion**
  - Tim asked about the 2 complaints he filed about his neighbors. He was updated on the status of these complaints.
- **Approval of Minutes**

January 10<sup>th</sup> BOD Meeting – Copies for the Board were emailed out. Fred Fischer moved to accept the minutes, Nancy Cook seconded. Unanimous.
- **Acceptance of Treasurer's Report**
  - End of Year Financials – This was done in January.
  - January Financials – Have about 14 or so who have not paid their dues. 2 of these are over a year old. We need to send out a past due letter. Contact legal council about putting a lien on the house for the two that are 2 years past due. Maybe we should send notes saying we will lien. Someone needs to contact each of them.
  - Items received from Stratford were discussed. There appear to be things missing. Glen Barnes said their contract says they are obligated to return everything to us. We might want to check with

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the attorney on how we deal with this issue. Glen Barnes offered to look and see what is missing if anything. He will need copies of the USB drives. He will report back at the next board meeting.

- Steve Cripps checked the January financials – he reconciled from last year to this year. He noted that he is not sure we will continue with QuickBooks, will let the board know.
- Update 2023 Financials Annual Review -
  - Gary Cook will review the books, with he management change over .
  - We should have a set of financial statements compiled by a CPA. He is not doing an audit.
- Update 2023 Tax Information – Steve Cripps noted we \$215,000 interest earned. We need a CPA to do this report. HOA taxes are a little different. He will follow-up.
- Gordan asked if we are ok financially. We are fully funded. Steve and Marge will work on getting an auditor.

- **Committee Reports**

- **Architectural Review** – Glen Barnes reported that there were 3 in January; all approved. 4 new ones, most recent one mailed out Monday, has been approved. CJ asked when people request 571 S Del Camino, are they told page 3 of rules says ac must be painted.
- **Common Area Maintenance** – Jim Chisholm noted that Weedbusters did the January service. He is meeting on Monday with Valscape to discuss annual clean up.
- **Firewise** – We are certified as a Firewise Community. There will be media, signs, etc. They give out grants. Joe is pursuing the grant.
- **Neighborhood Watch** – Will Smith is the chair. Wants to know if the Board would set up an SAV presentation about neighborhood watch. Jim said it used to be in October when seasonal residents return.
- **Nominating and Election** - None
- **Social** – Nanci Cook. Contacted Jody Crawford for July 4<sup>th</sup> not out that far yet. She is filling out the form. Potluck, prizes, trivia. Time? Afternoon 1-4 pm. Hopefully get Madera. Nancy reported that she has a health problem. She will continue what she is doing and may have to change her involvement with the board in the future after seeing more doctors.

- **Special Representative Reports**

**GVC** – Glen Barnes is the GVC representative. He will continue with this and continue with them. He will let the board know if he decides to leave it. GVC this month uneventful. Attended meeting, nothing remarkable. Did report that

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whatever efforts were being made to have TMC take over the old hospital had fallen through. The next meeting is 8:30 next Thursday, he will be out of town. He asked if anyone would like to attend and take notes since he will be gone.

- **Management Company Updates**

- Review inspection progress and next steps. -Lot 15 notified Marge they took care of the tree size. Nancy said the lawyer said we don't have right to view in AZ so the best we can do is send out the notices, but we can't do much else. All we can do is talk to them. If your lot was sold as a view lot, it is the developer who said it is a view lot, the HOA is not responsible not sure what more we can do. Tim wants copies of the letters sent out to the violators. We need to get tough with them. We cannot enforce the 18' rule. The only thing that can be enforced is the CCR, this is not a CCR issue.
- New Homeowner report lot 85 sold.
- Management bill not paid. Changes every month. We need board members to get on bank account. Nanci moved to submit the bill as submitted Steve seconded unan. It was decided that since the management costs are part of the budget that was approved, they do not need prior approval to pay.

- **Unfinished Business**

- **New Business**

- 2024 ACC Forms ~ Each Officer Must Sign. These were handed out to the board members for completion.
- 2024 Code of Ethics ~ The board members should sign this document.
- Appointment of 2024 Special Representatives
  - Green Valley Council – Glen Barnes
- Mail Call – nothing at this time

- **Adjournment – 11:02 am**

- Next HOA BOD Meeting ~ March 13<sup>th</sup> - 9:30 AM Juniper room at Las Campanas.

Respectfully submitted,

Marjorie Garneau, MBA  
Manager  
Dream Cather Management Co.