

Portillo Ridge Homeowners' Association
Board of Directors Meeting Minutes

Wednesday April 10, 2024

1. **Call to Order** – President Postlewaite called the meeting to order at 9:30 am. It was noted that Nancy Cook was able to attend but a quorum is present. There were 3 Hoa members in attendance and the manager.
2. **Approval of Minutes - President**
 - February 14, 2024 – There were no questions. Steve Cripps moved to approve the minutes as presented. Fred seconded. Motion passed.
3. **Acceptance of Treasurer's Report – Steve Cripps**
 - April Financials were presented by the Treasurer.
 - Update 2023 Tax Information –Steve noted that the compilation and tax returns are finished. The cost is \$400 total. Documents were signed by the Treasurer. Tim would like to see the compilation and financials. Steve will send him a copy. Steve asked if there were any questions. There being none, Steve moved to accept the financial report. Fred seconded. Motion passed.
4. **Committee Reports**
 - Architectural Review - Fred noted he will chair the committee.
 - Common Area Maintenance – Jim Chisholm – Waiting for Valscape for cleanup for common areas and Firewise areas. Jim noted that once a year we do all the common areas that need to be cleaned up.
 - Firewise: Tim reported there is a firewise committee and they are requesting a 2-year grant, we need to contribute 10 percent – this can be in-kind. Tim discussed how to provide the 10 percent and noted this has to be reported to the committee.
 - Neighborhood Watch Will Smith. No report, Will not here
 - Social – Nancy Cook – not here. No report.
5. **Management Company Updates**
 - Review inspection progress and next steps. Marge reported on the lots that have not had the work done. She will get one more notice out to the homeowners about the weeds.
 - Unpaid HOA Dues Update. Marge noted that registered letters were sent to the 4 who have not paid their dues yet this year. The next step for unpaid dues would be to file a lien.

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- BMO checking account signatures were discussed. It was decided the Board would all go to BMO and get the signatures updated.

6. Unfinished Business – President Postlewaite

Board secretary needed. – Gordon noted there is no board secretary and we have only 4 board members. We need to find a secretary for the board.

7. New Business

Nothing.

8. Member Comments

Tim thought you could not have political signs. This was discussed by the Board.

9. Adjournment

Fred moved to adjourn at 10:35 am. Steve seconded. Motion passed. Next meeting will be May 8th at Madera Vista.

Respectfully submitted,

Marge Garneau
Manager
Dream Catcher Management Co