

Portillo Ridge Homeowners' Association  
**Board of Directors Meeting Minutes**  
*Saturday, October 12, 2024 – 9:30 am – Madera Vista*

1. **Call to Order, establish a quorum** – Steve Cripps called the meeting to order at 9:34. He noted a quorum was present with Steve Cripps, Kevin Blackburn, Krisan Osterby and Nancy Cook in attendance. It was noted that Doug 8 members
  
2. **Board Officers** – Treasurer Cripps nominated the following:
  - President – Kevin Blackburn
  - Vice President – Krisan Osterby
  - Secretary – Doug MacGregor
  - Treasurer Cripps moved to accept the nominations. Nancy Cook seconded. Unanimous. Discussion was held that the President and Vice President positions have 2 ½ years left. Kevin Blackburn and Krisan Osterby will take these positions and serve until 2027. The Secretary was Cheri Golden's position, taken by Doug MacGregor who will serve out her term until 2026. Elections are held at the annual meeting and they take office the first board meeting in February.
  
3. **Approval of Minutes**
  - September 2024 – Kevin asked for questions or concerns – none made. Nancy moved to approve the minutes from September, Krisan seconded. Unan.
  
4. **Acceptance of Treasurer's Report – Steve Cripps**
  - September Financials – Steve reported that not much has changed. We are pretty much on budget. Insurance costs are up. There is \$218,000 in CDs and \$6,000 in mutual funds. Kevin asked about bank charges for using a credit card. Bank fees will be paid by the user. Cash should cover expenses to the end of the year. We have about \$6,000 in operating account cash. CD matures October 15. It will renew at the rate it is now. Income usually rolls into additional CDs. Will hold for now. Insurance coverage was discussed. Steve will contact the agent and see why the increase is so high and will report back to the Board.
  - Budget 2025 – Steve presented a draft budget for 2025. He noted we earn \$7000-8000 on mutual funds, and he recommends we transfer the interest to pay the taxes on the earnings. Have them send us the interest to be deposited to the checking account. This gives us \$2,000 to cover the extra costs. Interest earnings stay in reserve accounts now. Kevin can this be used to cover operating costs – Steve indicated we can. Nancy moved to transfer \$2000 from mutual funds to operations. Kevin seconded. Unanimous. Steve will bring the budget back next meeting for approval.
  
5. **Committee Reports**
  - Architectural Review – Glenn will work with Krisan to get her trained and will transfer the vice President and arc gmail accounts. Once finished, he

plans to turn this over to her. Krisan will take over the ARC committee as chair. Glenn had 1 new arc request for a tv antenna; approved.

- Glen noted a homeowner started to use the system to add a pergola in the front of the home. There was no approval by the committee and no building permit. He noted on the 27<sup>th</sup> he sent an email that the application was rejected. This is closed.
- Work done without ARC approval. CCR say color change on exterior must be approved. This was not done. She painted a dark brown color – No approval was requested, not approved. Glenn talked to her. Glen recommends the board send a formal violation letter and begins the violation process. Krisan asked if step one was done. Step one is now completed, Board needs to move to step 2. They also built a structure onto the original patio cover out to the corner post with a wall and studs and siding, No application to ARC, probably would need a building permit. Marge will start the process and will get a draft letter back to the Board for approval. Fines will be assessed.
- Nancy Cook noted she has a letter from neighborhood Lot 30. 22 and 25 about the lights and how bright they are. It was decided to have the Ridgerunner send out lighting rules. Nancy will answer her and we can send out an email along with an article in the Ridgerunner.
- Common Area Maintenance – Jim Chisholm - Valscape completed the first clean up and have been paid. They are working on L3. Krisan asked if the latest work had removed all the ground cover, only cholla and mesquite are left. We use reserve funds to pay this.
- Firewise – Mike Millikin – We applied for a grant, it was denied. He noted we might be able to get a buffer done adjoining mine land, up to 50 feet. The committee acts unilaterally due to time constraints. He answered questions about Firewise and noted he will be sure Steve Christy is involved.
- Food Drive – Sandy Churchill – no report
- GVC – Glen Barnes – There was a meeting on September 19. Steve Christy, supervisor, talked about the State of the Town. He warned people about long lines at polling places. Items discussed: Visit Tucson effort. Star Gazing big event. Pancake breakfast. Lt Rodriguez from sheriff department reported that there were 100 traffic stops, 130 DUI tickets. Up from last report. Scam of the week about taxes. Mayor Murphy, Sahuarita, allows everyone to get their own trash service but they are working on getting one service. There were 1800 now 38000 residents in 30 years. GVR dues proposed to go up to \$530. Fraud fair Nov 7<sup>th</sup>. Rabies on uptick from Pima county. The county treasurer talked about Continental school district taxes overcharge that will adjust this year. Glen happy to continue, tag team or give it up. He will continue to do this until someone else steps up.
- Neighborhood Watch - Will Smith – No report
- Social – Nancy Cook – Recently tried to have a craft display. Lots of people who have their own artwork would be able to participate. GVR does not allow this. In December we are trying to get the dates for a Cookie Extravaganza. Christmas party December 18. The price of

Canoa was \$30 and we covered \$1 of it. Nancy would like to charge \$20 or \$25 and the HOA pays the difference. After much discussion, Nancy moved we charge neighbors \$25 to attend Christmas party dinner. Kevin seconded. Unanimous

- Address Book – Nancy Cook – we have a directory. It is hard to update, punch holes, cutting, putting in books, etc. CJ and Nancy have been looking for a better way. Only 8 people are not on email. If we could send out via email, it would be much more effective. New owner Michael Twist has offered to help with this. Send it by email to the HOA. Emails to be sent out copy to the Board. Nancy moved to change this format and send them out by email. Krisan seconded. Unanimous.
- RidgeRunner: Quarterly. Lynn will send it out through emails.

## **6. Management Company Updates**

- Review inspection progress. Marge reported that she drives the HOA street at least once a month, usually twice. She has only found weeds to be a problem currently.
- Weeds – The Board could use a new resolution to handle weeds. There are so many steps to the violations policy the weeds have blown away by the time it process is finished. Kevin and Krisan will evaluate the current policy and come back to the Board with a recommended resolution to deal with weeds.
- Waste Management Contract – After some discussion, Nancy moved to continue with waste management. Steve seconded. Unanimous

## **7. New Business**

- Insurance Renewal up \$1158 in cost. Steve will review this with the agent and get back to the board.
- Meeting Dates – Dates for January through April were approved by the Board. Nancy will get socials to Marge

## **8. Member Comments** None

9. **Adjournment** –Steve moved to adjourn at 11:59 am. Krisan seconded. Unanimous.

Next HOA BOD Meeting ~ November 9, 9:30 am at Madera Vista

Respectfully submitted,

Marge Garneau, Manager  
Dream Catcher Mgmt LLC