

Portillo Ridge Homeowners' Association
Board of Directors Meeting Minutes
Saturday, February 28, 2026 – 9:30 AM at Madera Vista

1. **Call to Order and note the quorum** – President Gronseth called the meeting to order at 9:30 am and noted a quorum of the board. In attendance were Marge Garneau and 8 members. He gave his condolences on behalf of the Board and the HOA to Sandy Churchill on the loss of her husband, Dave, who had made so many contributions over the years.

2. **Officers of the Board – Election of new officers of the Board for 2026**
 - Motion by Bernie Hill for the officers, Gary Cook seconded. Unanimous
 - President – Tim Gronseth
 - Vice President – Bernie Hill
 - Secretary – Marianne Fields
 - Treasurer – Gary Cook
 - Member-at-Large – Tom O'Rourke

President Gronseth also reminded all members that future board candidates will be needed in the next election so please help identify potential candidates and let Wil Smith know. Thank you.

3. **Secretary Report**

- Bernie Hill reported:
 - Timing for tax return information submission - Federal & AZ
Bernie noted she is not sure when the tax return is due – Gary said he has an estimate from tax preparer. Bernie said no 1099-NEC needed to be sent. Federal tax return needs to be done; Gary will make an appointment with the CPA to get tax return done.
- Marianne Fields reported:
 - January 10th minutes. Marianne asked if there were any corrections/additions? There being none, Bernie moved to approve. Tom O'Rourke seconded. Unanimous.
 - Annual meeting draft minutes from 1/23/2026 copies were provided for those in attendance and Jim Chisholm will make them available on the website. Approval of minutes will take place at the Y2027 annual meeting.
 - Christmas Social Survey results: Of the 6 people at annual meeting who attended the Christmas party, all liked the format of the party. There were 5 people who would like a full potluck, one who preferred a catered dinner, and one a restaurant party. Two people indicated interest in serving on a committee. CJ said they also talk to new owners about volunteering to serve on committees and will let the Board know if they have any interest.

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Acceptance of Treasurer's Report – Treasurer

- January financials – Gary reported that he and Marge worked on finalizing the financials for the year end. He produced a reserve fund report for the board to review which showed a total of \$221,338.82 as of Jan. 31, 2026. After spending about an hour with Mark at Stifel Investments to assess the overall investment strategy and learn the specifics of schedule of interest payments on our CD ladder, some of which are monthly and some quarterly and then reinvested. Gary feels it would be wise to take \$4000 of the \$19,000 CD that matures on 04/02/2026 to put into the Mutual Funds at just under 4%. That would provide a little flexibility without much loss of income and give more working capital if needed.
- Marge presented invoices for payment approval.

GVC	\$2,016.00
Dream Catchers	\$1,015.55
Weedbusters	\$3,670.00
Total	\$6,701.55
- Marianne stated that the Dream Catcher's invoice had already been submitted and approved; it was withdrawn from the approval list. From the floor, Jim Chisholm noted that the Weedbusters contract had also been approved earlier, but the actual work was done in segments, and this invoice was for only a portion of that which had been approved earlier. Discussion ensued regarding the process for paying invoices for work which the Board has previously approved of a contract. Bernie moved to pay outstanding and overdue invoices for GVC and Weedbusters. It was further noted that the Weedbusters' invoice was also part of the approved original contract. Gary seconded. Unanimous.
- Financial books review status with Mike Lewis: Gary will handle this since Mike will need to review 2024 and 2025.
- Bernie asked if the January financials are available. Gary said December will be finished soon and the January and February financials will be presented at the next meeting. The delay is due to our switching from PayHOA to QuickBooks and Excel.
- Gary will make the appointment with the CPA. He has the Stifel 990 from last year and tax return last year, He also has the 1099 from Stifel and BMO and P&L 1/1/2025-12/31/2025.
- Updated reserves analysis – We are well positioned in regards to our Reserves. A reserve study was done by Tom Thompson in 2015. Reserve funds are used to do common area maintenance, replace monuments, rip-rap, benches, culverts, drainage basin clean outs and maintenance within the HOA.
- Tim moved to approve the Stifel report on investments, Marianne seconded. Unanimous.

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4. Committee Reports

- Architectural Review- Tom O'Rourke noted that the one request in the last 60 days was approved. Jim asked if they are being done by email. Tom said yes.
- Common Area Maintenance – Jim Chisholm noted that Weedbusters have not raised the rates in years. He has 2 estimates from Valscape. Annual maintenance is \$1340 for common areas clean-up. Bernie moved and Tom seconded to approve \$1340 payment to Valscape for the annual contract as budgeted. Unanimous. Discussion. Jim noted the second estimate is larger; it is the cul-de-sac west to the mine. Part of this is riparian and part desert scrub. They will clean up desert scrub and where riparian they will follow riparian rules, with which they are well acquainted. Proposed contract is \$7,200. Bernie moved to approve contract amount for up to \$7,200. Tom seconded. Unanimous. It was decided that the manager may use email to get board approval to pay bills. It was also confirmed that once a contract is approved by the board, no further board approval to pay is needed unless the contract goes over the total amount.
- Neighborhood Watch – Wilbur Smith noted it would be nice if the HOA would support use of home cameras citing the Nancy Gutherie situation. He would like to publish something... maybe an e-blast or in the next RidgeRunner. Wil asked what the reason was we couldn't get the portable flashing speed sign in our HOA. Tom said he was told by Bob Quast at GVC that Portillo is considered a main thoroughfare and county would not allow it. GVC owns the electronic sign. Tim contacted GVC about why not on a main thoroughfare and received no answer yet. He will call them again. Tom said the county can put up the signs but not GVC. Bernie asked why we aren't working with the county. Bernie asked Wil to reach out to the county. Tim suggested Doug Kenyon, who is Steve Christy's right-hand person and housed at GVC. Will said he will contact him. In his capacity as Election and Nominations chair, Wil also said Shaun Crawley has expressed that he would be interested in serving on the board in some capacity in the future.
- Social – no report.
- GVC – Tom O'Rourke reported on the creation of a dog park at the south end of GV; there were 1076 calls for fire district service; 566 calls for sheriff with 30 arrests 4 DUI, and 144 traffic stops. There were 8 burglaries and an arrest with the suspect being from GV. (Suspect has subsequently been released.) In light of the Gutherie case, PCSO recommends security cameras. The Sheriff's Auxiliary Volunteers reported on IRS refund fraud. The IRS will not call about your refund. GVR's CEO stated GVR will be taking over the cafe at the Del Sol Clubhouse location. Doug Kenyon reported that an RV park will be coming to the Old Canoa Ranch; that the wastewater treatment area just south of GV will be closing and a new 40-acre plant

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will be constructed at the north end of Sahuarita. This water will be sold to golf courses, the mines, and the city of Tucson.

- Firewise – Joe Fields said the committee is awaiting results of their Healthy Forests and the Pima County grant applications. Since the last Firewise report there has been one home inspection. Both the national and state weather projections are not good for the wildfire predictions. This year from January through February alone there have been 7,800 fires, nearly double the national 10 yr. average of 4,300, and these fires have burned 4x the average acreage. CJ suggested that someone make sure that Faye Mohr, Lot 142, make sure she is aware that her property extends down into the drainage area where there is lots of dead debris. Joe said he would look into that.

5. Management Company Updates – Marge Garneau

- A code of ethics was presented for each Board member to sign. Tom questioned the need to do this. Tim said they are general guidelines for the board. Bernie felt it's a reminder and that it doesn't have to be signed. Tim suggested we review the issue and postpone action until next month. NOTE: The board members last signed these forms in year 2023.
- The BMO signor meeting date needs to be set. The board will check calendars after the meeting.
- Past due assessments & follow up – Currently entering deposits. There is around \$4400 showing as unpaid, but a deposit for around \$4000 will be entered. So actual unpaid assessments is about \$400.

6. Unfinished Business

- Tim Gronseth reviewed some of the 2026 work plan goals from that he developed and that we have been working on:
 1. The directory update is done. Bernie said she sent it in January and had asked that it to be sent out. Marge did not get the email. Bernie said the Word version will not be sent to Marge as Bernie prefers to have control and will update the changes. Bernie asked if the Portillo Ridge email could be given to her.
 2. Transition to QuickBooks and Excel is in process.
 3. Gary noted the Reserves analysis will be looked at next month.
 4. Lynn created another beautiful edition RidgeRunner following the January 2026 annual meeting.
 5. Tree height discussion is continuing.
 6. Michael Twist is keeping us up-to-date with fiber optic information. Trico has the signatures needed for subscriptions and is planning to put in fiber optics and may put in a large station. The Legends is going with Wired.

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7. CAM: Jim and Tim will talk about drainage improvements and decide if we should contact Shawn Morrison, Pima County Public Works, Supervisor II – Infrastructure Management Division. for a free inspection.

8. HOA records are being worked on, the storage unit is being cleaned it out. Bernie has all kinds of old financials that she is going through.

- Bernie asked if we going to have another board workshop.
- **The Food Drive** is being organized by the Garricks and the Sullivans, both neighbors of Sandy Churchill on Amena.
- **HOA Name Tags** – Nancy said just received 8 name tags. Due to the long delivery time, they may make a change of place to get name tags. The Board agreed that it was their decision.
- **Guest parking passes** – Tim noted we have had one or two complaints. CJ said this is in the greeting packet. No phone number on is on the pass. The guest pass came out 2021 without much documentation on it. Nancy Williams, president at that time, and Glen Barnes started it. Tim will talk to Nancy and Glen and will get an email to the Board about parking issues. Bernie noted that in the past it was a violation to be in driveway more than 72 hours (Page 18,CCR), Tim questioned whether or not there were time limits associated with guest parking.

7. **New Business**

- The HOA Member Violation Form was modified to add the following statement – “I have attempted to resolve this issue via a face-to-face conversation with the Member household in advance of filing this Member Household grievance. Yes or No” Marge: Send a copy to Jim Chisholm to replace the old version on the HOA website under forms. .

8. **Member Comments**

- Jim thanked the board for what they are doing.
- Nancy asked if something was going to be sent out looking for volunteers for the social committee. The 4th of July party had a good turnout. If someone steps up to do this it would be good. RidgeRunner maybe could note this. We can send an e-blast and ask for social committee volunteers. Marge will try to get a room for July 4th.
- Jim said he is fine with doing the website and Bernie is willing to help him.
- Neighborhood Watch: It was noted that there are a number of vacancies in the area block captains. An eblast will be sent out requesting volunteers and Wil will be seeking replacements.

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- Marianne asked the Board for permission to spend no more than \$100 for monument decorations for the 4th of July since it's the 250th anniversary of our nation. Bernie said this would fall under the Social line item of the budget. The Board had no problem with the proposed expenditure.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Marianne Fields, Secretary