

Portillo Ridge Homeowners' Association  
**Board of Directors Meeting Minutes**  
*Saturday, March 14, 2026 – 9:30 AM at Madera Vista*

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**1. Call to Order**

Pres. Gronseth called the meeting to order at 9:30. All Board members were present and 10 residents were in attendance.

**2. Secretary's report**

The minutes of the Feb. 28, 2026 meeting were approved after the following corrections:

a. Under Treasurer's Report: Marge submitted the following invoices for approval.

GVC	\$2,016.00	(HOA member dues)
Dream Catchers	1015.55	(Management fees)
Weedbusters	<u>3670.00</u>	(Common area maintenance)
Total	\$ 6701.55	

b. Under Unfinished Business, Guest Parking Passes: Strike the last sentence and replace with "Tim questioned whether or not there were time limits associated with guest parking".

The minutes of the March 5, 2026 work session were approved after a brief review by Pres. Gronseth for benefit of the audience who may not have seen them.

**3. Treasurer's Report**

Treasurer Cook distributed Profit & Loss, Jan 1-31, 2026, Balance Sheet as of Feb. 28, 2026, and a Reserve Account Summary through Feb. 28, 2026. He explained that on the Balance Sheet under Assets there is a label/title limitation in the program software. What is titled "Undeposited Funds" is actually credit card payments. It was noted that there were 12 unpaid assessments and 44 unreturned HUD statements. A second violation notice will be mailed to those with unpaid assessments and will include the accumulated associated fines. A HUD form will also be included with the violation notice. Others will be contacted regarding HUD statement only.

The tax returns are ready for filing except for a small error that was discovered. Gary will have Don Overturf correct it before paying his invoice.

Invoices submitted for payment:

Dream Catcher Jan. hrs., copies, mileage	\$1,110.33
Feb. hrs., copies, mileage	671.25
Donald Overturf Federal & state income tax returns for 2025	450.00
Jim Chisholm (reimbursement for personal credit card payment to Turbify for website hosting- annual plan and domain renewal)	<u>356.12</u>
Total	\$2587.70

Gary noted that it is still necessary to get a 3<sup>rd</sup> officer's name on file at BMO for check signing because of Board absences during the summer months. Because of repeated difficulties with both the Arizona Corporation Commission and BMO. Marge was asked to look into other banks that do not require ACC verification. She will report back her findings shortly before the summer cessation of Board meetings and Board absences.

The Treasurer's report was approved.

#### 4. Committee Reports

Architectural Review---Tom O'Rourke No requests or action

Common Area Maintenance---Jim Chisholm

The L2 and L3 areas of our north Common Area that were recently cleaned of debris should now be included as part of our annual maintenance contract. Our approved contract with Valscape for \$1340 will increase by \$460 if this work is approved by the Board. After brief discussion, the Board unanimously agreed to approve the increase with the total cost of our maintenance contract with Valscape not to exceed \$1800. This brought up the issue of spraying for weeds along the north side of Novilunio. Jim will approach Weebusters about including this but will proceed with this gingerly since we were late in paying their last bill.

Neighborhood Watch---No report

Social---No report

GVC---No monthly meeting

Firewise---Joe Fields

There was one inspection. Reports of a bad fire season are still being issued.

Food Drive---Dan & Delight Sullivan and Clayton & Chris Garrick have announced a tentative date of April 17<sup>th</sup> for the drive.

## **5. Management Company---Marge Garneau**

### Member Violations

There were four notices of violations sent out: 1 for weeds, 1 for 'illegal' parking, 1 for trees hanging low over the sidewalk, and 1 for having 'illegal lights' on all night.

## **6. Unfinished Business**

Dissatisfaction with the revised tree portion (Article 4) of the Architectural and Design Guidelines is continuing to be expressed by members.

## **7. New Business**

A motion to contact Mike Schupe for a Zoom meeting to discuss some of the issues that have emerged surrounding the history of the tree guidelines and the circumstances of its revision was unanimously passed. Pres. Gronseth will attempt to arrange the meeting for March 20<sup>th</sup>.

## **8. Member Comments**

Donald Curtis, Lot 22, repeated his request to have the Guidelines for tree height enforced to the standard that was set forth at the time he purchased his home. He questioned the legality of having it changed without a vote of the membership or sufficient notification and indicated he was considering legal action for his perceived loss in his property value.

Sharon Gibson, Lot 29, said she was not aware there were guest parking tags. She was informed that it is generally included in the new resident welcome packet and of its inclusion in both the CC&R and By-law materials received when a home is purchased and on the HOA's website. She also asked how to go about getting the street signs replaced because they are faded. She was advised to Google "seeclckfix pima county" to lodge her complaint and document it with pictures. This advice should be followed by any resident who feels their street sign should be replaced. Sharon further stated 3 sidewalk pole lights at the top of Placita Prosperidad are overly bright with only clear glass inserts. Tim asked Sharon to fill out a member violation form and send it to management. He suggested she talk to the neighbors first.

## **9. Adjournment**

The meeting adjourned at 11:06 AM.

Respectfully submitted,  
Marianne Fields, Sec.