

PORTILLO HILLS II HOMEOWNERS ASSOCIATION INC

BOARD OF DIRECTORS

February 13, 2020

Minutes

DRAFT

President John Fitzgerald called the meeting to order at 2 pm. He thanked both Alan and Casey for their service on the Board. He noted that when we needed help, they were available. He welcomed new board member Bob Schaffer and noted that Ken Quast had a prior engagement and was not able to attend.

President John Fitzgerald noted there is a quorum present. There were 9 members present and the administrative assistant.

President Fitzgerald stated the first item of business was the election of the new officers.

President – Tom DeVille nominated John Fitzgerald. Seconded by Bob Schaffer. Vote was unanimous.

Vice President - Tom DeVille nominated Chip Lundin. Seconded by Bob Schaffer. Vote was unanimous.

Secretary – Chip Lundin nominated Tom DeVille. Seconded by Bob Schaffer. Vote was unanimous.

Treasurer – John lead discussion on this position. He noted that the Administrative Assistant can do the actual work if the Treasurer chooses this option and she would work at the direction of the Treasurer. Chip Lundin nominated Bob Schaffer. Seconded by John Fitzgerald. Vote was unanimous.

Minutes from December 2019 Meeting.

Secretary DeVille noted that minutes are not issued to the HOA members right away, so people don't know what has happened. He would like to have the minutes sent out as soon after the meeting as possible and if the Board wishes to have the approved minutes sent out, he noted the Board can approve the minutes by email. And once approved by email they can be issued and sent out. Bob Gatz asked if they could also be posted on the website. Vice President Lundin noted that Roberts Rules recommend minutes be sent as a draft subject to final approval at the next scheduled meeting. After discussion, Secretary DeVille moved the minutes be sent to the Board through email, the Board makes corrections and returns them for correction. They are to be sent out with a Draft stamp. Once corrections are made, they are to be sent out by email and approved at the next meeting and put on the website with draft. Vote was unanimous. Cindy Catterton asked who should send them out to the membership since she has sent some out and Marge has sent some out. It was decided Marge will send them out and post them on the website.

Secretary DeVille noted that the same process is to be used for the annual meeting minutes. Secretary DeVille restated his motion to mean for all meeting minutes. Vice President Lundin seconded the motion. Vote was unanimous.

Vice President Lundin moved the December Board minutes be approved as presented. President Fitzgerald seconded the motion. Vote was unanimous.

UNFINISHED BUSINESS

PHII Lawyer:

The Board discussed using another lawyer. President Fitzgerald and Vice President Lundin will visit a local lawyer who is used by other HOAs and report back to the Board.

Yearly Financial Review:

Vigil Davis thanked Alan as treasurer. The financial review is good – the money is in the bank and the report was provided to the Board.

Bank:

President Fitzgerald asked Alan Merriam to provide information on this issue since he completed the research. Alan noted that BMO Harris is a bank a lot of HOAs use. He talked to them yesterday. They would be happy to work with Portillo Hills II HOA. They will pay .15% on money market. He noted that we can sign up for CDs now that we know we won't need the money for roads. CDs do provide higher rates. BMO will give free checks, a free stamp, 100 to 200 dollars to cover cost to move. Downside is that the online banking that BBVA has allows the primary to grant access to other users to view the records. BMO charges \$20 a month for that but 1 person will have access for free. There were a few other differences. President Fitzgerald asked if Alan thinks we should move it the accounts and the safe deposit box. Alan recommended the move of accounts. After discussion, Treasurer Schaffer moved that the HOA accounts and safe deposit box be moved to BMO Harris. Secretary DeVille seconded the motion. Vote was unanimous.

NEW BUSINESS

Motion for banking authorization:

Secretary DeVille moved that Alan Merriam be removed from the Banking Accounts and that the Board authorize President Fitzgerald Vice President Lundin and Treasurer Schaffer for BMO and BBVA bank signatures including online access. Treasurer Schaffer seconded the motion. Motion passed unanimously. It was noted that BBVA will remain open until the new accounts are set up at BMO.

Safe Deposit Box access:

President Fitzgerald moved that Safe Deposit Box Access be authorized for President Fitzgerald, Vice President Lundin and Secretary DeVille and that this be moved to BMO. Vice President Lundin seconded the motion. Motion passed unanimously.

Post Office Box Access:

President Fitzgerald moved that Alan Merriam be removed from access and that all board members be authorized to access the box along with the administrative assistant with the Treasurer being the key holders. Secretary DeVille seconded the motion. Motion passed unanimously.

Changes to Committee Coordinator:

After discussion, President Fitzgerald moved this committee be removed. Secretary DeVille seconded the motion. Motion passed unanimously.

P.O. Box:

After some discussion it was decided to keep the Post Office box.

New Property Changes without Title Company:

Vern Wise noted that he was asked to go find out what others do with house title transfer with family member and doesn't go through the title company. Almost all go through the title company. A very small portion does not. These are through an attorney. He noted that GVC told him they have not had any discussion on this. He contacted the Board at Esperanza estates and they don't do anything with these. Why create a problem if we don't have a problem. Alan Merriam said the reason we need to find these folks is to have them sign the HUD statement and the legal statement they know it is a 55+ community. Alan felt that the \$100 is not the issue. It is more that there is a different person in the house, there was a transfer of ownership and we still need to follow Arizona Statutes and provide them with the paperwork along with getting their signature. After discussion President Fitzgerald moved that the Administrative Assistant pull a quarterly report from Pima County and check the owners back to our list. All new owners then can be contacted and a packet can be sent out along with a bill for \$100. The Administrative Assistant can notify the welcoming committee. Vice President Lundin seconded the motion. Motion passed Unanimously.

Announcements:

Next Board Meeting is April 9 at Las Campanas.

Visitor Comments:

None

Secretary DeVille moved the meeting be adjourned 3:03 pm. Vice President Lundin seconded the motion. Meeting was adjourned.

Respectfully submitted,

Tom DeVille
Board Secretary

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