

Portofino Villas at 62nd Ave HOA

2026 Q1 Board Meeting

March 11, 2026

Held at: Semper Fi Property Management, LLC

Minutes taken by: Blaine Massey, secretary of Portofino Villas at 62nd Ave HOA

1. Called at 5:44pm on 3/11/26
2. Roll Call
 - a. All Board of Directors present:
 - i. Brad Eck
 - ii. David Jordan
 - iii. Blaine Massey
 - b. Billy Rivera on behalf of Semper Fi was also present
3. Quorum
 - a. Quorum was met with all three board of directors present
4. Financials
 - a. Financials disclosed on the website for the entire year of 2025
 - b. Quarterly financials also to be posted soon to the website
 - c. Got some clarification on the way the budget for 2026 is structured with the following line items: miscellaneous, general maintenance and repairs versus contingency
5. Collections
 - a. No properties in Tier II collections
 - b. One property in Tier I collections
6. Taxes
 - a. Tax reports for common areas in HOA
 - b. Audit or review was postponed to the following year
7. Property taxes
 - a. Deed for common areas still needs to be shifted from the developer's name to the HOA's name
8. Property management and old business
 - a. Got a new landscaper with Zip Landscaping
 - b. ARC approvals are done by Semper Fi on Monday, Wednesday, and Friday, so check the status through the portal throughout the week
 - c. Semper Fi is emailing homeowners when more info is needed for an ARC review or whenever an ARC request is approved
 - d. Shared area landscaping
 - e. Semper Fi is still working on shopping around for a new insurance policy for the HOA
 - i. Insurance policy expires on April 28, 2026
 - ii. There will be an insurance assessment
 - f. Working on getting a termite company for the HOA property
 - g. Getting quotes for pressure washing of the HOA property
 - i. The pressure washing will likely take place in May

- h. Working on getting quotes for gutter repairs/replacement
- i. Getting a list to Semper Fi for materials needed to address some drainage issues on the HOA property
- j. Privacy - BOD only
- k. AC unit movement for each homeowner
- l. Account ownership and management succession for HOA
- m. Collection of rental contracts and pet information for each unit
- n. Perimeter security and fencing bids to be sought
- o. Potential emergency appointment of a board member in the event of a vacancy
- p. Annual meeting to take place at the end of the year
- q. Quarterly meetings
 - i. Anyone is allowed to spectate, but can only listen
- r. Parking area passes

The Q1 Board Meeting closed at 7:30pm.