



**Portella Bellissimo Unit 2 HOA
Special Board Meeting**

When: June 3, 2024
Time: 6:15pm
Where: 1074 Contabella Ln, Bernalillo, NM 87004

Board Members in Attendance:

David Schusterman
Jackie Keenan
Rob Davis
Jorge Lopez
Dylan Rodgers

The meeting was called to order at 6:30 pm

Agenda Items

- **Budget Review**
 - Yay/Nay
 - Board ratified the budget

- **General Liability Insurance Policy 2024/2025**
 - HUB – new policy received. 95 pages. Saved to HOA website.
Increase from \$849 to \$1,009 for a difference of \$160.

- **Corporate Transparency Act**
 - New requirement – must filed by 1/1/25
 - Dylan to follow up and file



- **HOA Disclosure (home sales)**

- Lot 5, 1056 Contabella Ln
Henrietta & Leroy Duran (buyers)
Leonard Ruggiero (seller)

- **Board Members:**

- **1 yr: Treasurer**
- **2 yr: Vice President**
- **3yr: President and Secretary**

- **Officers Responsibilities:**

- President_____

 - The President shall be the chief executive officer of the Association; preside ta al executive meetings of the Association and of the Board of Directors; and have all of the general powers and duties which are incident to the office of President of the corporation including without limitation the power to appoint committees from among the members from time to time as the President may at his discretion decide is appropriate to assist in the conduct of the affairs of the Association.

- Vice President_____

 - The Vice President shall take the place of the President and perform the duties of the President whenever the President shall be absent or unable to act. If neither the President nor the Vice President is able to act, the Board of Directors shall appoint some



other member of the Board of Directors to act in the place of the President, on an interim basis. The Vice President shall also perform such other duties as shall from time to time be imposed upon him by the Board of Directors or by the President.

■ Secretary_____

- The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors; have charge of such books and papers as the Board of Directors may direct; maintain a register setting forth the place to which all notices to members and Mortgagees hereunder shall be delivered; and, in general, perform all duties incident to the office of secretary of the corporation.

■ Treasurer_____

- The Treasurer shall have the responsibility for Association funds and securities and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements, and for the preparation of all required financial data; and be responsible for the deposit of all monies and other valuable effects in the name of the Board of Directors, the members; Association or the Managing Agent, in such depositories as may from to time be designated by the Board of Directors; and, in general, perform all duties incident to the office of Treasurer of the corporation.
- Current on all invoices/expense reports



- Tax prep (2023 state and federal taxes were prepared and filed 1/31/24)
- Secretary of State Annual Report filed on 5/14/24 (due NLT May 15 of each year)

- **Enforcement of Fourth Amended Declaration of Restrictive Covenants**
 - Trailer is still in the front yard at 1063 Contabella Ln – Lucas Rougemont.
 - Trailer has since been moved.

- **Annual Meeting**
 - Proposed date & time: June 23, 2024 at 9am
 - Refreshments: Snacks and Drinks
 - Volunteer to store 3 folding tables and 2 large tote on wheels.

- **Email Address for Portella Bellissimo**
 - Notify insurance carrier, gate company, contractors, etc., so that there is only one email address for the HOA. Whomever is responsible at the time for any given circumstance can access pertinent emails.

The meeting was adjourned at 7pm.
