

THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 13, 2022

1. CALL TO ORDER

Meeting called to order a 5:30 p.m. at the Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ.

2. ROLL CALL/INTRODUCTIONS

Present	Section	Absent	Section
Marilyn Wardlow	20E		
Lynn Mattingly	20W	John McCloud	19
Rick Sontheimer - President	21		
David Bradberry	22		
Mike Needham	23		
Rich Frederici	24		
Joanne Ehasz	26		
Sarah Bradberry - VP	27		
Will Platt	28*		
Chris Truka	29*		

3. REVISION AND/OR ACCEPTANCE OF AGENDA

Motion made by Lynn Mattingly to accept agenda as presented. Seconded by Marilyn Wardlow. Motion was passed.

4. REVISION AND/OR ACCEPTANCE OF JANUARY 13, 2022, QUARTERLY MEETING MINUTES

Acceptance of January meeting minutes.
Need to amend by placing Traffic, Maps and Finance committee report in minutes record.
Motion made by Lynn Mattingly to accept minutes as amended. Seconded by Chris Truka.
Motion was passed.

5. CALL TO MEMBERSHIP

None

6. PRESIDENT'S REPORT

Rick spoke to AZ State Bar Association. Stachel & Associates has been reprimanded and fined \$600. Donna wrote a letter concerning checks that were not deposited by Stachel & Associates. Checks were held too long, and were returned by the bank. No response yet. This

matter will be sent to the new attorney for assistance. Have not received a final bill from Stachel & Associates. Contract states invoicing must be received in a timely fashion.

7. TREASURER'S REPORT

The Treasurer's report is attached to these minutes.

8. COMMITTEE REPORTS

MASTER DESIGN COMMITTEE (MDC):

The Master Design Committee report is attached to these minutes. Normal quarter. 16 applications received. Added 2 new family dwellings.

ROAD COMMITTEE:

The Road Committee report is attached to these minutes.

GATE COMMITTEE:

The Gate Committee report is attached to these minutes.

TRAFFIC CONTROL COMMITTEE:

The Traffic Control Committee report is attached to these minutes. In an additional 3 months, should be able to determine if going through the tapes daily is working to identifying trespassers.

MAPS COMMITTEE:

The Maps Committee report is attached to these minutes.

FINANCE COMMITTEE:

The Finance Committee report is attached to these minutes.

9. OLD BUSINESS

New appeal forms were presented to the Board of Directions. Per the advice from attorney, the Appeal Form needed to be updated and two new appeal forms were completed. *Request for Variance Appeal Form* and *Finance Appeal Form*. Motion made by Lynn Mattingly to accept the two updated appeal forms. Seconded by Sara Bradberry. Motion passed.

10. NEW BUSINESS

Bays Appeal: This appeal is not for the Board of Directors to decide. Board can hear appeals if a notice of violation was issued. As a notice of violation was not issued, member should seek advice from their own counsel.

La Pradera Village CC&R change: Requesting to change La Pradera's CC&R's livable square footage from 2,500 to 2,000 square footage. La Pradera is required to file with Cochise County revised CC&Rs and then provide 3 Canyons Ranch with an official copy. Motion made

by Chris Truka to allow La Pradera CC&R to reflect livable square footage as 2,000 square feet. Seconded by Sara Bradberry. Motion passed.

Update to Rule 13: Rule 13 will be lined out and noted with verbiage RESCINDED and date. Motion made by Sara Bradberry to rescind Rule 13. Marilyn Wardlow seconded. Motion passed.

2022-2023 Budget: Copy is attached. Assessment rate to remain at \$15.00/share. Motion made by Sara Bradberry to keep assessment rate at \$15.00/share. Seconded by Marilyn Wardlow. Motion passed. Motion made by Lynn Mattingly to accept the proposed budget. Seconded by Sara Bradberry. Motion passed.

Ballot for Annual membership meeting: Even year voting for even sections. To represent a section, a member must live within the boundaries of that section. For sections that do not have candidates, any member can fill the position as an *at large representative.

CANDIDATES:

SECTION 20W – Lynn Mattingly

SECTION 20E – Marilyn Wardlow; Will Platt; Bowie Clemons

SECTION 22 –

SECTION 24 – Rick Frederici

SECTION 26 – JoAnne Ehasz

SECTION 28 –

Voting Guidelines and Ballot Instructions: Suggestion made to add additional instructions on Voting Guidelines. #8, Members may cast all voting shares or allocate voting shares among any member/s, or write in a candidate on the ballot. #9, Board members running for a section must own property in that section. Motion made by Sara Bradberry to accept Ballot Instructions and Information and Voting Guidelines as amended. Seconded by Marilyn Wardlow. Motion passed.

Presented Notice of Annual Membership Meeting Agenda

Formation of Voting Committee: Chris Truka, Charlene Meckling, and Wayne Meckling volunteered.

11. CALL TO MEMBERSHIP

Phillip Isaacson had questions on 1 year building rules. Referred to MDC guidelines and able to request additional time. Subcontractors need to contact the gate chairman to obtain a gate code.

Wayne Meckling and Bowie Clemons volunteered to work with MDC Committee. Motion made by Sara Bradberry to accept Wayne and Bowie as MDC members. Seconded by Lynn Mattingly. Motion passed.

Sara Bradberry and David Bradberry resigned from the Board of Directors.

12. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

GLOSSARY OF TERMS / SYMBOLS

Term/Symbol Meaning	
*	At large
AB	Gravel used on edge of road to prevent road edge wear
CC&Rs	Covenants, conditions, and restrictions
HOA	Homeowners Association
P	President
S	Secretary
T	Treasurer
VP	Vice President

TREASURER'S REPORT
Quarterly Report January through March 2022
April 13, 2022

1. Total Income YTD : \$236,523.00
2. Total Expenses YTD : \$51,885.00
3. Balance for the Operating Account: \$158,182.00
4. Balance for Savings Account as of March 2022: \$85,440.12
5. Balance for Road Account as of March 2022: \$191,299.39

This year I used the membership list currently used as the Master Member List and compared and adjusted our numbers to the Cochise County Tax Assessor's office records for owners, addresses, parcel numbers and livable square footage for each parcel, if applicable. I also compared and adjusted our Acreage numbers on the Master Member List to the Cochise County GIS Parcel Map. As a result of these comparisons, there were changes to 106 parcels. In March a letter was sent to the affected members notifying them their next fiscal year's assessment invoice may be more or less than before.

All documents have been updated and distributed to appropriate board and committee members. Documents included: Master Member List, Section Member List, Maps for MDC and Maps for the website. Dimetri has replaced all the maps on the website.

I have developed a spreadsheet for PMI that includes all the affected parcels and the new assessment amount for the parcels affected by the changes.

An issue for the BOD: Henry Build Design paid two years assessments on 31 memberships for a residence that was never built in Deer Ridge totaling \$930.00.

I would like the BOD's decision as to repay this amount or not.

Questions.

Respectfully Submitted by Donna Willard, Treasurer

MEMORANDUM FOR: 3 Canyons Ranch Master Homeowners (3C) Board of Directors (BOD)

SUBJECT: Master Design Committee (MDC) Summary – 13 April 2022

The following synthesizes key MDC activities for the period 12 January -12 April 2022.

a. GENERAL. The MDC received and responded to multiple general inquiries, requests for information and assistance from members, prospective members and the PMI team during the period.

b. MEETINGS. The MDC conducted three formal meetings during the period to consider MDC business. Video conference meetings were conducted on 08 February, 08 March and 12 April 2022. An overview of salient actions is summarized in Paragraph C & D. Specific details are captured in the respective Agenda, Minutes, Voting Logs and Notifications and documented in the MDC Archives.

c. APPLICATIONS / VIOLATIONS.

1. Summary. The MDC considered 16 member requests during the period. 14 members requests were approved and 2 requests rejected due to non-compliance with CCRs requirements resulting in an initial approval rate of 88%. Members revised the rejected applications which the MDC subsequently approved for a total approval rate of 100% for the period.

2. New Construction. The MDC considered and subsequently approved 2 new SFR construction requests during the period.

3. The MDC considered and subsequently approved 14 other applications during the period.

d. VIOLATIONS

1. The MDC is currently working to resolve 4 complaints regarding CCR Violations and Warning Letters issued to the applicable members.

2. The MDC is reviewing potential CCR violations alleged against 7 3C properties.

e. MISC. The MDC drafted a new Request for Variance / Appeal Form per BOD directive. This document is currently pending BOD review & concurrence.

Respectfully submitted,

WILL PLATT
MDC Chair
3C HOA

Richard Frederici
Road committee report
Apr 3, 2022 at 8:49:09 AM
Rich Frederici

Road Committee Report

The road committee repaired and replaced a fence cut on Calle Cielo Grande. It had been cut to accommodate trespassers. A report was made to Cochise county sheriffs office and a report number was issued.

The work on the ditches is now approximately 90% complete. The biggest portion of work involved was reconfiguring the ditches on the southside between Oak Ridge and Deer Ridge and Deer Didge and Desert Sumac . This was done in order for us to move the ditches back further from the road and to improve the flow-line in the ditches.

The excess material removed from these areas were used to fill-in portions of the ditches that were too shallow and too V shaped. By spreading the water out over a larger area, we were again able to improve the flow line and reduce the force of water which causes erosion.

Anyone with questions, please feel free to contact me.

Rich frederici

Road committee chairman

Sent from my iPhone

April 2022 Gate Committee Report

HARDWARE:

Gates have been operating well since the last repairs in October 2021.

DATA:

Data cleanup project completed.

Process for ongoing deactivation of members selling property seems to be working.

- a) Notification comes from Donna on change of ownership.
- b) End of month send notice to new owner with date that previous owner's access will be deactivated.
- c) Deactivated (usually about 60 days after sale)

April 2022 Traffic Control Committee Report

Camera video monitoring was expanded to include every access through the East Gate using an access code for the months of January – March when I could. This is an extremely time-consuming task (1-3 hours a day, 7 days a week) and time constraints are limited by length of time video is available, how often we request a transaction report, availability of viewer, etc. So I am assessing this method against other analysis methods to see what works best.

- If the vehicle came from the Rio Rancho area, the violation was tracked and vehicle data (description & license) were captured.
- When monitoring identified a code being mis-used in an ongoing way, the code's owner was notified and the code was replaced with a new code.
- 16 codes were identified, deactivated, and replaced with new codes. There will be more coming out of the March review.
- January had an estimated 425 violations; February had 400 tracked violations; March is on track (1-20th done) for about 370; so it appears there is some impact from this process.
- Vehicles were watched to see if they continued to trespass with a new code after a code was deactivated. Each time, some offenders seem to drop off, but there are the ones that just find a new access code.
- It doesn't appear anyone was sent out from the Sheriff's office to warn the trespassers we reported. If they were warned, it doesn't appear to have had any impact.
- We have to accept that there will be the opportunists—those trespassers that zip through an already open gate. If we try to report these to the Sheriff's office, they will never take us seriously about the repeat offenders.

Data mining was done on January – March data to identify possible mis-use of codes.

- 6 codes were identified as used an unusual number of times, deactivated, and replaced with new codes.

Data was reviewed to determine how the violators are getting new codes.

- Violators did not use the new code issued to the original code's owner
- On a denial of entry, only in isolated incidents did the violator sit and enter code after code until one worked. Sometimes they tried a few and then a homeowner with a remote let them in. Mostly they just kept entering the same code.
- On a denial of entry, it did not appear the violator observed a homeowner's code and then continued to use that code.
- It does appear a select group of the violators communicate among themselves, passing along a code that does work.

Personal observation (after seeing the vehicles that are repeat trespassers and watching traffic go by my house right along 3 Canyons Road): The passers and speeders on 3 Canyons Road are NOT the vehicles coming in from Rio Rancho.

Submitted by Chris Truka for Donna Willard

MAP COMMITTEE REPORT

April 13, 2022

There were multiple updates to the maps due to comparison of our current information to Cochise County's current information. Updates included parcel size, parcel numbers and combined parcels. Updated maps were sent to the MDC and Section Reps. Updated maps were uploaded by Dimetri on the website. Parcel 01-061C is still recorded as split into two 4 Ac. parcels by Cochise County as of April 10, 2022. Rick contacted one of the owners in January 2022. The owner reported the brother was buying his portion of the property and it should be completed and combined soon.

TRAFFIC CONTROL COMMITTEE REPORT

April 13, 2022

Thank you, Chris for your diligence in reviewing the cameras and providing the reports.

FINANCE COMMITTEE

April 13, 2022

No meeting held. According to the Todd Lundering CPA, referred to us by PMI, Our Association is in very good condition financially. Based on the projected numbers by the Road Committee at January's meeting, we have enough money in the Road Account to pay for the repair and resealing of 3 Canyons Road.

Respectfully Submitted,
Donna R. Willard

3 Canyons Ranch 2021 -			11629 Member	
	April MONTHLY	YTD Through March	BUDGET	REMAINING
Income Total	\$500	\$237,023	\$208,123	(\$28,900)
2021-2022 Assessments		\$172,534	\$174,435	\$1,901
2020-2021 Assessments	\$500	\$4,070	\$5,028	\$958
2019-2020 Assessments		\$955	\$154	(\$801)
2018-2019 Assessments		\$890	\$1,739	\$849
2017-2018 Assessments		\$890	\$723	\$167
2016-2017 Assessments		\$935	\$555	\$380
2015-2016 Assessments		\$105	\$165	\$60
2014-2015 Assessments		\$98	\$154	\$56
2013-2014 Assessments		\$0	\$0	\$0
Prepayment 2022-2023		\$480	\$0	(\$480)
Late Fees		\$1,900	\$2,000	\$100
Assessment Interest		\$9,614	\$2,000	(\$1,614)
Bank Interest		\$8	\$30	\$22
Gate		\$2,415	\$1,800	(\$615)
MDC		\$2,200	\$1,600	(\$600)
Transfer Fees		\$14,600	\$10,000	(\$4,600)
Recovered Legal Expenses		\$1,901	\$4,000	\$2,099
Recovered Admin. Expenses		\$145	\$100	\$45
Construction Deposits		\$4,800	\$5,000	\$200
Miscellaneous Deposits		\$25,303	\$500	(\$24,803)
Expenses Total	\$0	\$51,885	\$170,383	\$118,498
Admin	\$0	\$2,104	\$8,445	\$6,341
Board		\$714	\$700	(\$14)
MDC		\$198	\$250	\$52
Gate		\$71	\$100	\$29
Road		\$129	\$100	(\$29)
Documents		\$0	\$30	\$30
Map		\$191	\$195	\$4
Website Maint		\$0	\$70	\$70
Construction Deposits Refund		\$801	\$7,000	\$6,199
Refund to Owner		\$837	\$0	(\$837)
Accounting	\$1,140	\$2,554	\$2,500	\$54
Attorney	\$5,554	\$80,000	\$80,000	\$74,446
Litigation	\$0	\$20,000	\$20,000	\$0
Professional Services	\$3,054	\$30,000	\$30,000	\$26,946
Administrative	\$2,500	\$30,000	\$30,000	\$27,500
Platinum Management	\$4,893	\$0	\$0	(\$4,893)
Insurance	\$0	\$7,600	\$7,600	\$0
Board	\$0	\$2,400	\$2,400	\$0
Property	\$0	\$5,200	\$5,200	\$0
Taxes	\$51	\$51	\$100	\$49
Gate	\$6,848	\$18,790	\$18,790	\$11,942
Warranty	\$4,740	\$8,000	\$8,000	\$3,260
Utilities	\$1,243	\$2,190	\$2,190	\$947
Lighting	\$0	\$300	\$300	\$0
Remotes & Cards	\$865	\$1,800	\$1,800	\$935
Maintenance	\$0	\$1,500	\$1,500	\$1,500
Repair	\$0	\$5,000	\$5,000	\$5,000
Road	\$32,444	\$49,948	\$17,504	\$32,444
Maintenance	\$0	\$10,000	\$10,000	\$10,000
ROW/Mowing	\$30,626	\$36,948	\$6,322	\$30,626
Fence	\$830	\$3,000	\$3,000	\$2,170
Traffic Control	\$435	\$3,000	\$3,000	\$2,565
Maintenance/ Cloud Fees	\$0	\$1,000	\$1,000	\$1,000
Equipment/Miscellaneous	\$435	\$2,000	\$2,000	\$1,565
Contingency- Savings	\$85,457	\$0	Budget	Balance
Road Savings Account	\$191,299	\$49,642	\$191,299	\$191,299
Const. Deposit Checking	\$3,200	\$0	\$3,200	\$3,200
Const. Deposit Savings	\$0	\$8,004	\$7,000	\$7,203

Approved by BOD 4/14/21

2022-2023 PROJECTED BUDGET

*11666 memberships multiplied by \$15.00 Assessment rate

PROJECTED	PROJECTED	NOTES	TOTAL OF ALL INCOME LISTED
INCOME TOTAL	\$	202,287.00	
ASSESSMENTS	\$	179,087.00	*2022-2023 Assessments \$174,990.00 plus 4097.00 past assessments due added in. Combining all past years' assessments into one income line item.
PREPAYMENTS 2023-2024	\$	500.00	Based on 2021-2022 fiscal year
LATE FEES	\$	2,000.00	Based on 2021-2022 Year to Date amounts
INTEREST	\$	3,000.00	Based on 2021-2022 Year to Date amounts
GATE	\$	1,800.00	Per Chris Truka email 4/9/2022
MDC	\$	2,400.00	deposit
TRANSFER FEES	\$	5,000.00	1/7 of last year's budget due to only receiving \$100.00 per transfer from PMI
CONSTRUCTION DEPOSITS	\$	5,000.00	Same as 2021-2022 fiscal year. \$800.00 per new build.
RECOVERED LEGAL EXPENSES	\$	2,000.00	Based on 2021-2022 fiscal year income
RECOVERED MANGMNT EXPENSE	\$	1,000.00	Recouped processing charges by PMI for 2nd, 3rd, 4th letters to delinquent members
MISCELLANEOUS DEPOSITS	\$	500.00	Same as 2021-2022 fiscal year
REMINDER: INCOME IS MONEY PAID TO THE HOA	\$		
EXPENSES TOTAL	\$	138,258.00	TOTAL OF ALL EXPENSES LISTED
ADMINISTRATION	\$	12,828.00	TOTAL OF ADMINISTRATION EXPENSES
Board	\$	725.00	Slight increase from 2021-2022 fiscal year based on actual expenses
MDC	\$	450.00	Increased due to Zoom per month charge of \$14.95 to HOA debit card
Gate	\$	100.00	Same as 2021-2022 Fiscal year.
Road	\$	150.00	Slight increase from 2021-2022 fiscal year based on actual expenses
Documents	\$	30.00	Same as 2021-2022 Fiscal year
Map	\$	400.00	Increased due to Adobe Acrobat software to convert PDF to Word and map use \$15.90 pr. month paid with HOA debit card
Website Maint	\$	70.00	Same as 2021-2022 Fiscal year
Construction Deposits Refund	\$	10,403.00	Based on total of both Construction Deposit accounts
Refund to Owner	\$	500.00	Nothing budgeted.
ACCOUNTING	\$	3,000.00	Increased due to new CPA firm and unknown hourly amounts.
ATTORNEY	\$	50,000.00	
Litigation	\$	20,000.00	
Professional Services	\$	30,000.00	
MANAGEMENT FEES	\$	12,500.00	\$5597.00 charged for first six months, estimated \$11,194.00 for one year
Platinum Management	\$	12,500.00	Plus two mass mailings for assessments & Ballots estimated at \$1,000.00.
INSURANCE	\$	7,600.00	
Board	\$	2,400.00	Same as 2021-2022 Fiscal year, 2nd year of 3 year locked in charge.
Property	\$	5,200.00	Same as 2021-2022 Fiscal year, 2nd year of 3 year locked in charge.
PROPERTY TAXES	\$	100.00	Same as 2021-2022 Fiscal year
GATE	\$	19,230.00	
Warranty	\$	9,240.00	\$660.00
Utilities	\$	2,190.00	Same as 2021-2022 Fiscal Year
Lighting	\$	100.00	Decreased due to no expenses for Fiscal Year 2021-2022
Remotes & Cards	\$	1,200.00	Decreased due to lower expenses for Fiscal Year 2021-2022
Maintenance	\$	1,500.00	Same as 2021-2022 Fiscal Year
Repair	\$	5,000.00	Same as 2021-2022 Fiscal Year
ROAD	\$	30,000.00	APPROVED BY RICH FREDERIC 4/7/22
Maintenance	\$	10,000.00	Same as 2021-2022 Fiscal Year
ROW/Mowing	\$	17,000.00	Per Rich Frederici
Fence	\$	3,000.00	Per Rich Frederici
Traffic Control	\$	3,000.00	
Maintenance	\$	1,000.00	Same as 2021-2022 fiscal Year
Equipment/Miscellaneous	\$	2,000.00	Same as 2021-2022 fiscal Year
Contingency- Savings	\$	25,000.00	where
Road Savings Account	\$	25,000.00	to allocate.
Const. Deposit Checking	\$	5,000.00	
Const. Deposit Savings	\$		Will discontinue use when all current funds are dispersed