

3 Canyons Ranch Master Homeowners' Association (MHOA)
Board of Directors Meeting Minutes
April 10, 2019
az3canyons.com

1. Call to Order. Meeting called to order at 5:30pm at the Palominas Fire Department Training Center, 9222 S. Kings Ranch Rd, Hereford.
2. Roll Call and Board of Directors (BoD) introductions

Directors present:

Sec 19	John MacLeod
Sec 20E	Marilyn Wardlow
Sec 21	Richard Sontheimer (Vice President)
Sec 22	Cathy Chouinard
Sec 23	Mike Needham (Secretary)
Sec 26	Pam Hunter (President)
Sec 27	Jim Dobis

Directors absent:

Sec 20W	John Langholff
Sec 24	Rich Frederici
Sec 28	Jerry Lametti
Sec 29	Khris Ondrejcek

3. Revision and/or Acceptance of Agenda

2019-2020 Budget was added to the agenda item 9. Agenda was accepted.

4. Revision and/or Acceptance of January 9, 2019 BoD Meeting Minutes

Minutes were accepted

5. Call to Membership

No comments from the two members in attendance.

6. President's Report

- The President asked if any board members running for reelection on this summer's ballot were interested in providing a short paragraph for member voters to know more about them, optionally, to possibly be sent out with the ballot or posted on the website. The President seeks to close out candidate names for the summer ballot within the next week in order to facilitate Michele at Statchel & Associates being able to

begin working on preparing the ballots to mail out in May. The ballot, approved voting guidelines, and the annual meeting agenda will be sent to Michele next week.

- La Pradera update. There has been no contact from the property owner about establishing its village HOA and properly establishing the La Pradera common area. The President requested that Mr. Statchel send a letter to the out-of-town property owner to express the importance and urgency of taking these actions. If there is no contact from the owner within two weeks after receipt of the letter, actions will be taken to hold up sales of the La Pradera properties for sale. The letter was sent electronically on April 5, 2019.

7. Treasurer's Report - Donna Willard

TREASURER'S REPORT HOA Meeting April 10, 2019

Income YTD: \$204,470.00

Expenses YTD: \$116,132.00

Balance for Checking Account March 2019: \$79,440.00

Balance for Savings Account March 2019: \$42,563

Balance for Road Account March 2019: \$54,084

Balance for Const. Deposit Account March 2019: \$3,000.00

Notes From Treasurer

- Michele has collected delinquent Assessments, Late Fees and Interest from 2016-2017, 2017-2018 from 15 members requiring litigation processes, totaling in \$9,442.00 collected.

- Along with these delinquent amounts, Michele also collected \$15,961.00 in recovered legal expenses.

- The Attorney expenses are \$19,502.00 over budget for this fiscal year. The reason for this is that I did not budget for the litigation process of collecting the delinquent assessments as I was not sure how many would be processed. With the Delinquent amount collected and the transfer fees income, totaling \$31,561.00, this more than offsets the attorney overage.

- Treasurer transferred the Late assessments, Late Fees and Interest for 16-17 & 17-18 fiscal years to the Contingency Savings Account.

8. Committee Reports

Master Design Committee (MDC) - Marilyn Wardlaw

- A warning was issued over vehicle repair. The owner stated vehicle was not under repair but was leaving the hood open due to prevent rodents.

- We did not have a physical meeting in March.

- One house has been completed and signed off and two new residences have been approved for building.

Road - Jim Dobis

- Continue to place AB at worn road edge locations
- Continue to remove brush and cut weeds where mower does not have access
- Realigned reflector posts and sign posts entire 3 Canyons Road
- Installed second posts on road signs affected by high winds
- Ditch repair and grading ½ mile on south side of 3 Canyons Road east of Welsh Place. Damaged by developer
- Scheduled drainage ditch repair near West Gate
- Scheduled drainage ditch repair near Keystone

Traffic Control - Jim Dobis

This is the new name of the former Gate Security Committee. Khris Ondrejcek and Jim Dobis are the two committee members. Both are in contact with local security experts including county police officials to determine a cost effective approach to deter unauthorized 3 Canyons Road access.

Gate - Richard Sontheimer

We had no problems or issues reported with either gate. With the help of Donna Willard we were able to get the long distance capability added to both gate so that now any member that gives us a phone number can be called from the call box. This has been tested and seems to be working at this time. We have also had an increase in number of new members and have been pushing using remotes, cards and now phone numbers to the call box. We sent out two letters referencing compromised gate codes, which will have an effective date of 1 May. We have been working with Michele DoPadre to get an accurate transfer list so that we can remove those that move out right away. Getting the member list help to ensure someone is an active member, but knowing to remove an outgoing member becomes difficult as the Gate access roster is only based on Last name and first initial.

Governing Documents - Marilyn Wardlow. No report

Maps - Donna Willard. No report.

New Business

9.a. Mellak Rd property (#104-01-092B)

The President reported that the MHOA has received the sale certificate and deed to this property and are making contact with local realtors to place this 8-acre parcel up for sale.

9.b. Review of voting guidelines

Voting Guidelines and Ballot instructions for the 2019 election in July were

discussed. Motion was made and seconded to approve. Motion passed 7-0. A copy of the guidelines and instructions will be in the mailed election ballot.

9.c. Formation of voting committee

Pam Hunter, Jerilee Mattingly, and Marilyn Wardlow were appointed to be the voting committee. The committee will tally the votes for the July 2019 BoD election.

9.d. 2019-2020 Budget and Annual Assessment

The Treasurer presented the proposed 2019-2020 budget, effective July 1 2019. The budget was prepared based on past year's expenses and well as expenses projected by the various committee.

There was a brief discussion to reduce the assessment rate to \$14 per membership. A motion was made and seconded to set the 2019-2020 assessment at \$15 per membership. Motion passed 6 yes, 1 no.

A motion was made and seconded to approve the 2019-2020 budget. Motion passed 6 yes, 1 no. Copy of the approved 2019-2020 budget is at the end of the minutes.

10. Call to Membership

A question was asked about regular annual assessments and capital improvement assessments as it concerns 3 Canyons Road.

11. Adjournment

Motion was made and seconded to adjourn the meeting. Motion passed 7yes, 0 no. Meeting adjourned at 7:33 pm.

The next scheduled Board meeting will be held directly after the annual membership meeting scheduled for 9:30am July 13, 2019 at the Palominas Fire Department Training Center, 9222 S. Kings Ranch Rd, Hereford. Directions are on the 3 Canyons' website, az3canyons.com.

3 Canyons web site: az3canyons.com

(Agenda Item 7. Treasurer's Report)

3 Canyons Ranch 2018 - 2019 Budget

Prior Month Balance		\$79,412.00		End of Month Balance \$76,484	
30 April 2019		Year to Date		Budget	
Income Total		\$5,898		\$210,368	
				\$188,056	
				Remaining Budget	
				(\$22,312)	
2018-2019 Assessments	435	155,624	\$164,475	\$8,851	
2017-2018 Assessments	435	5,183	\$11,613	\$6,430	
2016-2017 Assessments	435	2,100	\$3,618	\$1,518	
Late Fees	131	1,698	\$1,100	(\$598)	
Interest	451	1,915	\$400	(\$1,515)	
Gate	0	3,033	\$450	(\$2,583)	
MDC	400	2,603	\$200	(\$2,403)	
Road Maintenance	0	40	\$0	(\$40)	
Transfer Fees	1,200	16,800	\$4,000	(\$12,800)	
Recovered Legal Expenses	351	15,566	\$200	(\$15,366)	
Recovered Admin. Expenses	60	806	\$0	(\$806)	
Construction Deposits Refunds	2,000	5,000	\$2,000	(\$3,000)	
Expenses Total	8,826	124,958	\$241,877	\$116,919	
Admin	1,080	2,434	\$8,070	\$5,636	
Board	0	869	\$2,000	\$1,131	
MDC	80	92	\$200	\$108	
Gate	0	646	\$3,300	\$2,654	
Road	0	0	\$100	\$100	
Documents	0	0	\$100	\$100	
Map	0	0	\$100	\$100	
Website Maint	0	83	\$70	(\$13)	
Construction Deposits	1,000	2,000	\$2,200	\$200	
Accounting	0	1,950	\$2,360	\$410	
Attorney	0	53,502	\$34,000	(\$19,502)	
Litigation	0	17,360	\$4,000	(\$13,360)	
Professional Services	0	13,563	\$10,000	(\$3,563)	
Administration	0	22,579	\$20,000	(\$2,579)	
Insurance	0	0	\$5,644	\$5,644	
Board	0	0	\$1,859	\$1,859	
Property	0	0	\$3,785	\$3,785	
Taxes	0	8,009	\$100	(\$7,909)	
Gate	5,204	14,359	\$42,500	\$28,141	
Warranty	0	5,760	\$8,000	\$2,240	
Utilities	204	1,949	\$2,000	\$51	
Landscape & Lighting	0	320	\$2,500	\$2,180	
Maintenance	0	1,205	\$9,000	\$7,795	
Repair	0	125	\$5,000	\$4,875	
Security	5,000	5,000	\$16,000	\$11,000	
Road	542	23,837	\$52,556	\$28,719	
Maintenance	0	4,781	\$3,000	(\$1,781)	
Mowing	0	7,790	\$10,000	\$2,210	
Weed Control	542	2,122	\$6,000	\$3,878	
Drainage	0	9,144	\$30,556	\$21,412	
Fence	0	0	\$3,000	\$3,000	
Contingency- Savings	0	0	\$42,563	\$42,563	
Road Savings Account	0	0	\$54,084	\$54,084	
Const. Deposit Savings	2,000	2,000	\$3,000	\$5,000	

(Agenda Item 9.d. 2019-2020 Budget, approved April 10, 2019)

3 Canyons Ranch 2019 - 2020 Budget

Income Total	\$0	\$0	\$220,311	\$220,311	
2019-2020 Assessments	0	0	\$164,865	\$164,865	10,991 memberships X \$15.00
2018-2019 Assessments	0	0	\$11,613	\$11,613	Based on Outstanding amt. due
2017-2018 Assessments	0	0	\$7,015	\$7,015	Based on Outstanding amt. due
2016-2017 Assessments	0	0	\$3,618	\$3,618	Based on Outstanding amt. due
Late Fees	0	0	\$1,500	\$1,500	Based on 2018-2019 income
Interest	0	0	\$1,400	\$1,400	Based on 2018-2019 income
Gate	0	0	\$1,000	\$1,000	Based on 2018-2019 income
MDC	0	0	\$600	\$600	Based on 2018-2019 income
Transfer Fees	0	0	\$10,000	\$10,000	Based on 2018-2019 income
Recovered Legal Expenses	0	0	\$15,000	\$15,000	Based on 2018-2019 income
Recovered Admin. Expenses	0	0	\$700	\$700	Based on 2018-2019 income
Construction Deposits			\$3,000	\$3,000	Based on 2018-2019 income
Expenses Total	0	0	\$220,311	\$220,311	
Admin	0	0	\$4,190	\$4,190	
Board	0	0	\$500	\$500	Reduced from 2000 (remotes & Cards)
MDC	0	0	\$120	\$120	Per Lorna Dane - MDC
Gate	0	0	\$200	\$200	Reduced from 3300
Road	0	0	\$100	\$100	
Documents	0	0	\$100	\$100	
Map	0	0	\$100	\$100	
Website Maint	0	0	\$70	\$70	Due Sept. 16th
Construction Deposits Refund			\$3,000	\$3,000	Estimate
Accounting	0	0	\$2,500	\$2,500	\$150 X 12 + \$700 for 1099s + Taxes
Attorney	0	0	\$65,000	\$65,000	
Litigation	0	0	\$20,000	\$20,000	
Professional Services	0	0	\$15,000	\$15,000	
Administration	0	0	\$30,000	\$30,000	
Insurance	0	0	\$5,644	\$5,644	
Board	0	0	\$1,859	\$1,859	
Property	0	0	\$3,785	\$3,785	
Taxes	0	0	\$780	\$780	Road (14.88) + Parcel 104-01-092B (\$761.38)
Gate	0	0	\$18,490	\$18,490	Per Richard Sontheimer 4/5/19
Warranty	0	0	\$8,000	\$8,000	Based on 2018-2019 expenses
Utilities	0	0	\$2,190	\$2,190	Based on 2018-2019 expenses
Lighting	0	0	\$300	\$300	Reduced from 2500
Remotes & Cards			\$1,500	\$1,500	New Budget Item
Maintenance	0	0	\$1,500	\$1,500	Based on 2018-2019 expenses
Repair			\$5,000	\$5,000	
Road	0	0	\$45,000	\$45,000	Per Jim Dobis 3/26/19
Maintenance	0	0	\$3,000	\$3,000	
ROW/Mowing	0	0	\$10,000	\$10,000	
Road Edge & Weed Control			\$6,000	\$6,000	
ROW/Drainage	0	0	\$23,000	\$23,000	
Fence	0	0	\$3,000	\$3,000	
Traffic Control			\$3,000	\$3,000	New Budget Item Bid from Contractor
Maint/Monthly Cloud Fees			\$3,000	\$3,000	
Contingency- Savings	\$0	0	\$35,707	\$35,707	
Road Savings Account	\$0	0	\$40,000	\$40,000	
Const. Deposit Savings					