

**3 CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS--- FINAL MEETING MINUTES FOR 16-APRIL 2025**

1. CALL TO ORDER

By: Vice President / Acting President Lynn Mattingly
Where: Palominas Fire District Training Center
Date: 16-April 2025 Time: 5:30

2. BOARD QUORUM/INTRODUCTIONS

Section	Representative	Directors Present	Directors Absent
19	Jill Waterman	X	
20E	Will Platt	X	
20W	Lynn Mattingly*	X	
21	Philip Isaacson	X	
22	Vacant		
23	Mike Needham	X	
24	Vacant		
26	JoAnne Ehasz		X
27	Jack Bender	X	
28	Stacy Smith	X	
29	Dean Frazeur	X	

*VP/Acting President

3. MEETING GROUND RULES

- a) An Open Call to Members & Member feedback prior to board vote is limited to 3-minutes per topic.
- b) Per the latest Arizona Revised Statutes, board discussion & actions are limited to the published agenda.

4. OPEN CALL TO MEMBERS

Comments from members – note that board action is prohibited by the ARS.

5. AROUND THE BOARD

Comments from BOD members
-Mike Needham: Commented on 40 acre property owned by Palominas School District in Section 20W (Adjacent to VDO & the West Gate/S. Fairfield Circle), effect on HOA if sold due to declining school district funds. The BOD is monitoring

Comments from BOD members, cont'd:
-Phil Isaacson: Concerns regarding property theft in Section 21

6. PRESIDENT'S REPORT

- A. Thanks to Wayne Meckling for an efficient website handoff, and June Sengmany for designing and implementing the new website. All legal documents are now 'Searchable'.
- B. Donna Willard stepped back from Assistant Treasurer & Road Committee, staying with Maps. Many thanks for pulling the wagon over these many years.
- C. Notify your Section Rep, the MDC, or any director or officer who will notify the BOD of a perceived violation. A governing document reference will help facilitate enforcement.
- D. Discussion re: need for committee volunteers. Please volunteer to help if you can. The Road Committee needs help. Contact Lynn Mattingly: vicepresident@threecanyonsranch.com

7. TREASURER'S REPORT

Anne Thompson presented the Treasurer's report which is attached to these minutes. Anne Thompson and Mike Needham closed the Chase Bank accounts. All accounts are now with ASCU. Discussed benefits of Dropbox for secure repository for HOA documents. The new reporting format by Agave Management is working well.

8. COMMITTEE REPORTS

MASTER DESIGN (MDC): Will Platt presented the MDC report which is attached to these minutes. Four meetings during the last quarter: 92% initial approval rate. The MDC is currently working on CCR violations.

ROAD & RIGHT-OF-WAY: Lynn Mattingly- See attached report. Working on getting optimal vendor pricing for culvert excavation, and other road maintenance needs. Ongoing discussion regarding use of speed humps (NOT bumps) to better enforce the 35 mph speed limit on Three Canyons Road. Jack Bender voiced concerns regarding speed humps on East vs West end of Three Canyons Road. Members suggested a vote of the

membership be considered. No decisions made at this time. Comments, suggestions, information from the membership is welcomed.

GATE Committee: Joyce Bender -See attached report.

TRAFFIC CONTROL: Jill Waterman

- New camera equipment company, 2B² Engineering, has been contracted to replace all the West gate equipment. This includes new technology for night visualization camera technology. West gate will be cameras will be replaced shortly. Ben Tyler will be present to assure smooth internet connectivity, via HPAZ. The East gate cameras are still functioning and will be replaced in the future.

MAPS: Donna Willard: report submitted below

- Please find attached map of the recent update on Section 22, Parcel 104-01-314F. Adding Square Footage for a new build.
- Please note there is also a 2 acre change for this parcel and for Parcel 104-01-314B, but Cochise County has not updated their GIS parcel map currently.

WEBSITE:

- Working with June Sengmany to get email lists reconciled with Agave Management. The newly designed website is working well. Many positive comments from our membership.

GOVERNING DOCUMENTS: No changes or updates at this time.

9. ONGOING BUSINESS

- a. A director / officer /committee member governing document binder as well as E-docs for any interested parties is available. See our website www.threecanyonsranch.com where all documents are available.
- b. Assessments are due yearly 1-JULY. Agave Management sent members via USPS a sign up for their new HOA management software, online account viewing & payment option. If you have NOT received this, please contact Agave Management.

10. BOARD ACTION ITEMS

1. Ballot & Voting Guideline Instructions for odd numbered section election July 2025 HOA meeting – **APPROVED**- Passed unanimously
 - a. Agave to send assessment invoices 40-50 days prior to our annual meeting, to include notice of the annual meeting per ARS & a 1-page director ballot for ODD number sections.

2. Formation of Voting Committee to tabulate votes collected & sent by Agave, members will also be able to submit in person at the Annual Meeting. See attached ballot. **APPROVED**- Passed unanimously. Voting committee volunteers to count ballot results: Jeri Mattingly, Anne Thompson, Stacy Smith
3. 2025 -2026 HOA Budget for fiscal year starting July 1. **APPROVED**- Passed unanimously.
4. 2025 – 2026 Assessment Rate: \$15/membership, NO CHANGE from 2024-2025: **APPROVED**- Passed unanimously
5. Mike Jones : **APPROVED**- Passed unanimously as Director for Section 22, where he owns property.
6. Ben Tyler volunteered to serve as an at-large director, and president, owns property in Sec 27, could serve currently as director for Sec 24. At-large appointments can be renewed yearly at the 1st BOD meeting directly following the Annual Meeting. **APPROVED**- Passed unanimously.
7. Gate Committee Suggestion per Director JoAnne Ehasz: Restrict members to clickers & cards, no codes; codes only for businesses / service / contractors. WILL DEFER DISCUSSION FOR LATER DATE

11. VARIANCE REQUESTS

None as of 6-Apr.

12. CALL TO MEMBERSHIP

Mr. Ralph Thier presented comments regarding:

-welcome revisions to our website www.threecanyonsranch.com

-suggested development of a newsletter to facilitate regular communications between the BOD and membership

-suggested exploring pathways to review, update, clarify and if needed, amend the HOA governing documents so that changes can be made if/when needed as the HOA evolves over time.

13. FUTURE CONSIDERATION

- | |
|--|
| <ul style="list-style-type: none">-Speed hump discussion-Gate control access options-Governing document update options |
|--|

14. Adjournment: 16-April 2025, at 1903 by Lynn Mattingly, VP/Acting President.

Submitted:

Stacy Smith, Secretary

19-April 2025

COMMITTEE REPORTS

1. MDC Report

SUBJECT: Master Design Committee (MDC) Summary 08 January – 12 April 2025.

1. OVERVIEW: Monthly meetings conducted on 14 January, 11 February, 11 March and 08 April 2025 via the ZOOM Video teleconference application. Specific details are captured in the respective MDC Agendas, Minutes, Voting Logs & Notifications and documented in the MDC Archives.

2. MEMBER PROJECT REQUEST STATUS:

Proposed Projects Received: 12 (2x SFR; 1x Garage; 2x Barn; 7x Misc)

Rejected for CCR Non-compliance: 1 (SFR)

Total Approved: 12* (*includes 1x resubmission)

3. CCR VIOLATION STATUS:

Complaints Received / Resolved / Working: 10 / 2 / 8

Warning Letters / NOV issued: 4 / 0

BOD Appeals Pending: 0

4. MISCELLANEOUS: Revised Warning Letter & NOV templates submitted for Attorney review.

2. Roads Committee Report

- Minimal right-of-way maintenance & no road repairs have been performed since the January board meeting.
- Gate area landscape maintenance is being performed monthly.
- Anthill eradication is now a monthly service by All Pro Pest Control (while they service others in 3C)
- Pricing has been gathered for installing six speed humps & signage, to be strategically located along the 7-mile length of 3 Canyons Rd, with installation possible prior to the end of this fiscal year.
- Pricing from other vendors has been gathered for regular maintenance items with less overall costs in the budget discussion. See attached budget item A.
- Pricing for uphill & downhill culvert cleanout included as part of the budget discussion.
- One driveway curb cut approved (RL Workman home), one road curb cut approved, Sec 22 across from Oakridge.
- Super volunteer Donna Willard resigned from Road Committee, volunteer replacements gladly accepted.

3 Canyons Ranch Master HOA
Treasurer's Quarterly Report
January 1, 2025 – March 31, 2025

1. Income YTD: \$191, 264
2. Expenses YTD: \$71,124
3. Operating Account Balance: \$165, 234.53
4. Edward Jones:
 - a. We had a CD mature in January. We were able to take the funds earned and purchase another CD (per Board approval) for \$68,000. This CD is in an account earning 4.2% and will mature on February 6, 2026.
 - b. There are three CDs which will mature during the next quarter. The following CDs will be reinvested:
 - i. 4/17/25 \$125,000
 - ii. 4/22/25 \$125,000
 - iii. 5/14/25 \$67,000
5. Bank transfer: Mike Needham accompanied me to Chase bank to officially close our accounts there. We are now only using ASCU for our banking.
6. Assessments: There is \$26,256.80 outstanding. Of that, \$20,271.73 has been turned over to collections. Discounting the assessments in collections, 96.7% of assessments have been paid.
7. Agave: They have launched their new software, Vantaca, which will be used by members to pay assessments and communicate with Agave. It has an administrative section which is currently operational. At this time, it will assist the treasurer in approving invoices for payment and receiving monthly financial reports.
8. File backup: Currently, each chairperson has their own hard drive that they are using to save HOA documents. There is not a central location for the storage and backup of HOA documents. I have researched several programs and have found that Dropbox would fill our needs and is the most economical. The cost has been added to the budget for review.

Respectfully submitted by Anne Thompson, treasurer 4/14/25
Revised 4/14/25

025-2026 APPROVED BUDGET

		12194 Total memberships X \$15.00 = \$182910
PROJECTED	PROJECTED	NOTES
INCOME TOTAL	\$ 218,447.00	TOTAL OF ALL INCOME LISTED
ASSESSMENT INCOME	\$ 187,247.00	in.
ASSESSMENT LATE FEES	\$ -	Not included in budget, artificially increases income
ASSESSMENT INTEREST	\$ -	Not included in budget, artificially increases income
GATE REMOTE	\$ 1,000.00	2024-2025 actual \$975
ROAD/MDC	\$ 4,500.00	Projected 2 driveway cuts (\$1000 ea) and 1 curb cut (\$2500)
TRANSFER FEES	\$ 1,000.00	2024-2025 actual \$1800
CONSTRUCTION DEPOSITS	\$ -	Not included in budget, artificially increases income
CD INVESTMENT INTEREST	\$ 24,700.00	\$583,000 in CDs currently +/- 4.25% = approx \$24,700 in income
EXPENSES TOTAL	\$ 138,492.00	
ADMINISTRATIVE	\$ 12,419.00	TOTAL OF ADMINISTRATION EXPENSES
Board Expense	\$ 700.00	Printing, mileage, signage, supplies, etc (treasurer new printer \$250)
Map	\$ 300.00	Adobe \$21.31/mo + misc supplies
Website Maintenance	\$ 241.00	\$22.99 HostGator, \$217.46 Wix.com = \$240.45/yr
Construction Deposit Refund	\$ 8,520.00	Based on total of both Construction Deposit accounts
Income Taxes	\$ 2,000.00	Actual \$513 plus taxable CD Interest
Property Taxes	\$ 16.00	Actual \$15.62
MDC	\$ 642.00	\$450 for supplies + \$192 for Zoom Approved by Will Platt
Dropbox	\$ 2,700.00	\$225/mo
ACCOUNTING	\$ 1,100.00	Actual = CPA \$900 + ARC \$133
ATTORNEY	\$ 6,500.00	
Litigation	\$ 5,000.00	Last year \$10,000 deductible was also included. Reduced by \$10,000 this year
Professional Services	\$ 1,500.00	\$50/mo retainer (\$600/yr) + other fees
MANAGEMENT FEES	\$ 12,183.00	
Agave Management Services	\$ 12,829.00	Average for 2024-2025 = 1069/mo
INSURANCE	\$ 8,306.00	
Board	\$ 2,794.00	Estimate per Crest Insurance
Property	\$ 5,512.00	Estimate per Crest Insurance
GATE	\$ 19,000.00	Approved by Joyce Bender, gate chair
Warranty	\$ 9,240.00	fBased on 2024-2025 Actual \$9240
Utilities	\$ 2,500.00	Based on 2024-2025 Actual \$2435
Remotes & Cards	\$ 1,000.00	Same as 2024-2025. Actual \$858.69
Maintenance	\$ 1,500.00	Same as 2024-2025. Actual \$0.00
Repair	\$ 4,135.00	Reduced from 2024-2025. Actual \$0.00
Camera Equipment/Misc	\$625	Door Key Subscription
ROAD	\$ 74,484.00	Approved by Lynn Mattingly
Maintenance (Road Costs)	\$ 38,057.00	Work performed on paved portion of the road (road costs, speed bumps)
ROW/Mowing	\$ 35,677.00	Storage, mowing, grading, weed/pest control, fence repair, gate landscape,
Road Admin	\$ 750.00	Engineering consulting \$500, Mileage/copies \$250 = \$750
Traffic Control	\$ 4,500.00	Approved by Jill Waterman
Maintenance	\$ 1,000.00	Same as 2024-2025 fiscal Year
Equipment/Miscellaneous	\$ 3,500.00	Same as 2024-2025 fiscal Year

Road Committee Budget

3 Canyons Ranch Master HOA Yearly Road / Right-of-Way Budget: July 1 2025 to July 1 2026

	A	B	C	D	E	F	G	H	I
1	QB Cat	QB Name	Item	Vendor	U/M	Units	Cost	Yearly	QB Cat \$
2	6810	Road Repairs	Contract	TBD	Each	1	\$25,000	\$25,000	
3	"	(6) Speed Bumps	Materials	Pacific Products	Lot	1	\$12,265	\$12,265	
4	"	"	Install Labor	Quiroz LLC	"	1	\$792	\$792	
5	"								\$38,057
6									
7	6820	Right-of-Way	Storage Unit	Cochise Stronghold	Yearly	1	\$450	\$450	
8	"	"	Culvert Uphill/Downhill	Goods Services	Each	6	\$1,600	\$9,600	
9	"	"	Road Edge Grading	"	Miles	2	\$3,000	\$6,000	
10	"	"	Gate Landscape Maint	SW Desert Images	Monthly	12	\$237	\$2,846	
11	"	"	Curb Cut Weed Control	"	"	12	\$616	\$7,392	
12	"	"	Mowing (Below)	Quiroz LLC	Yearly	1	\$6,109	\$6,109	
13	"	"	Fence Repair	"	"	1	\$1,500	\$1,500	
14	"	"	Signs / Misc Labor	"	"	1	\$1,000	\$1,000	
15	"	"	Anthill Control	All Pro Pest	Monthly	12	\$65	\$780	
16	"	"							\$35,677
17									
18	6840	Road Admin	Engrng / Consulting	RoadCom	Yearly	1	\$500	\$500	
19			Mileage / Copying	"	"	1	\$250	\$250	
20									\$750
21									
22	6800	Total Road Category							\$74,484
23									
24									
25						SFT/Ac			
26						43560			
27	Month	Mowing Calcs	Miles (5,280 LFT)	Cut Width (Feet)	SFT BS	Acres	Cost		
28	June	"	6	6	380160	8.727273	\$100	\$873	
29	July	"	6	6	380160	8.727273	\$100	\$873	
30	Aug	"	6	6	380160	8.727273	\$100	\$873	
31	Sept	"	6	6	380160	8.727273	\$100	\$873	
32	Oct	Wider for bar ditches	6	18	1140480	26.18182	\$100	\$2,618	
33						52.36364		\$6,109	

Gate Committee Report

April 16, 2025

Things started slow, ending in a rush.

Gate repairs: Gate repairs were needed very recently. The West entry gate was stuck open. It was a communication problem. Once Signal Gate was made aware of the problem, they were able to perform the repair the next business day. A new board was required to correct the problem, but the technician had one in his truck and was able to complete the repair immediately. There will be a charge for the part. He also adjusted the exit gate so the gate should close when high winds are present. The technician found the exit side needed a replacement receiver. He had the part in his truck, so the repair was taken care of. Again, we will be charged for the part. A resident did stop and inquire about being able to open the exit gate from further back and was told replacement of the battery increases the signal strength of the remote device. The East gate has not required special attention.

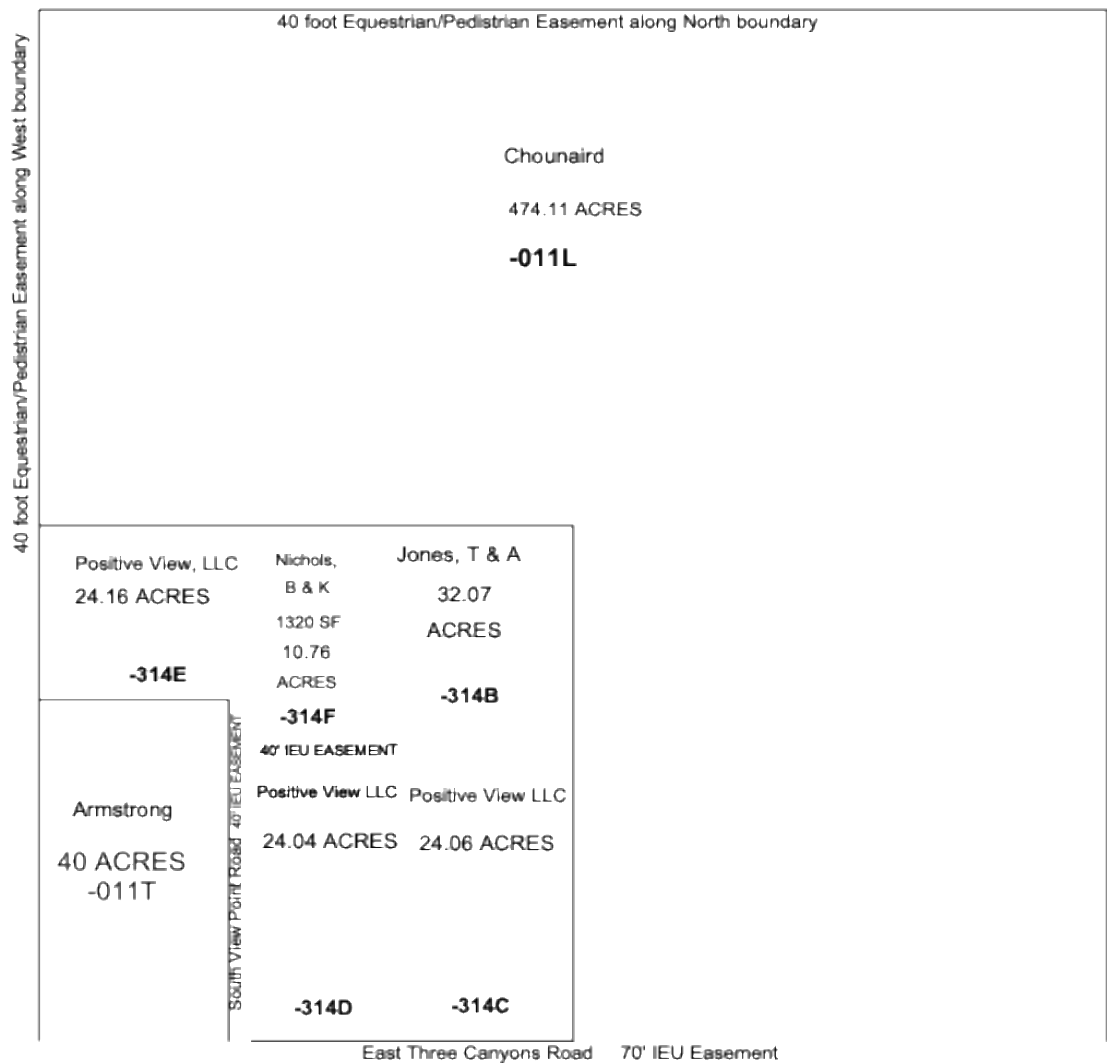
Managing Current Codes: Requests for new gate codes has picked up. Some requests have been from new residents, but many current residents have required additional cards. I have been issuing fewer remotes.

Currently: There are 342 residents who have codes (some also have remotes and/or cards)
 There are 120 vendors who have codes (some also have remotes and/or cards)
 There are 19 TEMPORARY codes open for residents with new construction approvals

Unusual orders and/or requests are not anticipated.

Respectfully presented:

Joyce Bender



Map not to scale

The 3 Canyons Map Committee provides this map as a service to 3 Canyons members. The 3 Canyons Master Homeowners Association makes no claims or guarantees about the accuracy or currency of the contents of the map and easement description documents and expressly disclaims liability for errors and omissions in its contents.

SECTION 22

(104-01-XXX)

T23 R21



Board of Directors Ballot Instructions and Information

A 10% quorum of all memberships is necessary to conduct the election. Ballots received prior to or at the annual meeting will be used to establish quorum. This ballot is valid only for the 2025 Annual Membership Meeting July 19, 2025. Mailed ballots must be received no later than July 1, 2025. Once cast, the ballot may not be revoked.

Above the signature line on the ballot is information concerning your parcel(s) number and number of memberships (votes) taken from Cochise County & 3 Canyons Ranch records. If you feel the information is incorrect, please notify the Association.

Please return your ballot in person at the meeting or mail to the following address, which can accompany the assessment payment:

**3 Canyons Ranch HOA
C/O Agave Management
PO Box 30071
Tucson, AZ 85751**

Voting Guidelines

1. Voting ballots may be mailed or delivered in person at the annual meeting.
2. Section Directors are elected for two-year terms.
 - a. This year's election (2025) will be for Directors of odd numbered sections 19, 21, 23, 27 and 29.
3. The section candidate with the most votes will be declared the winner.
4. Voter eligibility, quorum determination, ballots (preparation, distribution and collection) will be under the control of the Board of Directors.
5. Ballot counting will be handled by a Voting Committee appointed by the Board of Directors.
6. Ballots will be retained for one year after which they will be destroyed.
7. You may vote if you own property in 3 Canyons Ranch HOA as of July 1, 2025. (Memberships and Voting are covered in Section 6 of the CC&R's).
8. Members may cast all votes OR allocate among the candidates.
9. Members who are running for director's seats must own property in that section.

Visit www.threecanyonsranch.com to sign up for official email announcements, view governing documents as well as most Frequently Asked Questions (FAQ's).

**3 Canyons Ranch Master Homeowners' Association
2025 Annual Members Meeting
Board of Directors Election Ballot
Saturday, July 19, 2025 @ 9:30am
Palominas Fire Department Training Center
9222 S. Kings Ranch Rd, Hereford, AZ**

Vote for Board of Directors

You may split your membership votes between any of the listed candidates, please write numbers legibly. For 2025 the odd numbered director seats are up for election. If no members from those sections submitted their name as a candidate those sections will not appear on the ballot.

<u>Candidate</u>	<u>Section</u>	<u># of Votes</u>
Jill Waterman	19	_____
Philip Isaacson	21	_____
Mike Needham	23	_____
Jack Bender	27	_____
Dean Frazeur	29	_____
TOTAL MEMBERSHIP VOTES		_____

MEMBERSHIP INFO HERE:

Signature: _____ Date: _____

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3 Canyons Ranch

MASTER HOMEOWNERS' ASSOCIATION

Management Company: PO Box 30071, Tucson, Az 85751

Local: PO Box 970, Hereford, Az 85615

HOA Members,

On the newly redone website, www.threecanyonsranch.com, you should be able to find answers to most of your questions about 3 Canyons Ranch Master Homeowners' Association.

One of the changes includes a searchable format to more easily navigate the governing documents as well as contact information for Section Representatives, committee chairs, officers and the management company. Meeting minutes and agendas are on the website as well as the forms needed for gate access as well as design guidelines. To add your name to the HOA information email list -the information is on the website.

A new management company was selected this year. Everyone should have gotten the mailing on paying the yearly assessment electronically. If you did not receive this recent mailing contact Agave Management, PO Box 30071, Tucson, AZ 85751, (520) 372-5630.

3 Canyons Road is owned by all members and is the only road maintained by the HOA. All other roads are private and maintained by those landowners. The website contains information on options for road maintenance through the county.

Gate access codes are to only be used by members and not given out to others. There is information on the website detailing how to get access codes for visitors, deliveries etc. This lessens traffic on the road thus lengthening the lifetime of the road. Gate cameras were added a few years ago to monitor unauthorized access. Information on trespassing is turned over to the Cochise County Sheriff's office.

The speed limit on 3C Road is 35 mph. Speed humps MAY be added in the coming year for the safety of 3C members and visitors.

The HOA board holds quarterly meetings, and all members are welcome to attend. Dates and times are listed on the website. The Annual Meeting of Members is the third Saturday in July immediately followed by the quarterly board meeting. Section Representatives (Directors) are elected to two-year terms. Odd numbered section Directors are voted on in the odd years and even numbered in the even years.

Anyone interested in being a Section Representative / Director or a committee member contact the HOA president, your section representative or committee chair (all contacts on the website). All positions are filled by volunteers.