

Three Canyons Ranch Master Homeowners' Association (MHOA)
Board Meeting Minutes
June 8, 2016

1. Call to Order. Meeting called to order at 5:33pm

Board Members present:

John MacLeod - Sec. 19
Marilyn Wardlaw - Sec 20E
John Langholff - Sec 20W (Vice President)
Richard Sontheimer - Sec. 21 (President)
Cathy Chouinard - Sec. 22
Mike Needham - Sec. 23 (Secretary)
Rich Frederici - Sec. 24
Jim Dobis - Sec. 27
Evans Guidroz - Sec 28

Board Members absent:

Bob Gilbert - Sec 26

2. Introductions and Review of Ground Rules

The President provided a brief review of the meeting ground rules.

3. Revision and/or Acceptance of Agenda

Agenda was accepted

4. Revision and/or Acceptance of 13 April 2016 Meeting Minutes

Minutes were accepted without revision.

5. Call to Membership

None

6. Treasurer's Report - Donna Willard

3 Canyons Ranch MHOA April-May 2016 Budget report is included at the end of the minutes. We now have 2 bank debit cards as discussed during the April 2016 Board meeting. Each has \$1,000 limit.

7. Committee Reports

Master Design Committee (MDC) - Marilyn Wardlaw

1. A few new projects were approved and there was no meeting in May due to closure of meeting place and lack of projects.
2. Received several new projects for the June meeting.

Road - Jim Dobis

Road Committee Report for 8 June 2016

1. Installed sign post, no trespassing sign, and repaired fence on south side of 3 Canyons Road across from Keystone Road (not in 3 Canyons MHOA). Fence was cut by the Palominas Fire Department for access to extinguish brush fire south of 3 Canyons property.
2. Completed the cutting of desert broom and brush within the right-of-way on both sides of 3 Canyons Road.
3. Continue to standardize signage and setback of signs and installed new reference mile markers.

Gate - Rich Frederici

East gate was damaged by unknown person(s) sometime in late April.

Governing Documents - John Langholff

Nothing to report

Maps - John Langholff

Nothing to report

8. Legal Action Update - President

The legal issue, first reported in the 14 October 2015 minutes, had oral presentations by both sides in the County court on 6 June. A decision by the judge is expected soon, possibly within the next couple weeks.

New Business

9. Ballot for Annual Membership Meeting

Six members put their names forward for the 2016 Board of Directors election

Marilyn Wardlaw - Sec 20E
John Langholff - Sec 20W
Cathy Chouinard - Sec. 22

Rich Frederici - Sec. 24
Bob Gilbert - Sec 26
Evans Guidroz - Sec 28

10. Formation of Voting Committee

Richard Sontheimer, Donna Willard, and Lise Dencoff volunteered to be the 2016 Voting Committee. Richard is not up for election this year so there is no conflict of interest.

11. Voting Guidelines for Upcoming Annual Meeting and Election

Motion was made and seconded to approve the Voting Guidelines and Ballot Instructions. Motion passed 9-0. The guidelines/instructions document is included at the end of the minutes.

12. Call to Membership

John MacLeod brought up the MDC \$35 fee members are charged when submitting plans to the MDC. He requested the fee be abolished and would like the MDC to revisit it.

13. Adjournment

Motion was made and seconded to adjourn the meeting. Motion approved 9-0. Meeting adjourned at 6:29pm.

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(Agenda Item 6. Treasurer's Report)

3 Canyons Ranch MHOA April - May 2016 Budget Report

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	April - May 2016	Year-to-Date	2015-2016 Budget	Budget Remaining
Income Total	\$2,512	\$201,874	\$173,198	-\$28,676
2015-2016 Assessments	\$357	\$161,897	\$161,198	-\$699
2014-2015 Assessments	\$0	\$1,834	\$0	-\$1,834
2013-2014 Assessments	\$0	\$112	\$0	-\$112
Late Fees	\$0	\$3,346	\$12,000	\$8,654
Interest	\$0	\$1,331	\$0	-\$1,331
Ins. Reimb. For Road Damage	\$0	\$7,360	\$0	-\$7,360
Gate	\$245	\$990	\$0	-\$990
MDC	\$210	\$620	\$0	-\$620
Refundable Const. Deposit	\$0	\$1,000	\$0	-\$1,000
Bank Service Fee Reversal	\$0	\$190	\$0	-\$190
Transfer Fees	\$1,700	\$15,800	\$0	-\$15,800
Recovered Legal Expenses	\$0	\$4,276	\$0	-\$4,276
Recovered Admin. Expenses	\$0	\$3,118	\$0	-\$3,118
Expenses Total	\$21,995	\$183,881	\$121,666	(\$62,215)
Admin	\$1,566	\$5,129	\$8,400	\$3,271
Board	\$878	\$1,510	\$4,500	\$2,990
MDC	\$76	\$111	\$200	\$89
Gate	\$528	\$2,391	\$3,200	\$809
Road	\$0	\$6	\$100	\$94
Documents	\$0	\$0	\$100	\$100
Map	\$0	\$0	\$100	\$100
Website Maint	\$84	\$91	\$200	\$109
Asses. O/P & Const. Dep. Ref.	\$0	\$1,020	\$0	(\$1,020)
Accounting	\$360	\$2,679	\$2,500	(\$179)
Attorney	\$5,312	\$44,603	\$43,000	(\$1,603)
Litigation	\$0	\$275	\$4,000	\$3,725
Professional Services	\$3,351	\$25,264	\$5,000	(\$20,264)
Administration	\$406	\$17,509	\$23,000	\$5,491
Records Maintenance	\$1,555	\$1,555	\$11,000	\$9,445
Insurance	\$4,271	\$4,271	\$4,400	\$129
Board	\$1,500	\$1,500	\$1,600	\$100
Road/Umbrella	\$2,771	\$2,771	\$2,800	\$29
Taxes	\$0	\$66	\$200	\$134
Gate	\$6,372	\$19,779	\$25,800	\$6,021
Warranty	\$1,280	\$7,040	\$8,000	\$960
Utilities	\$1,313	\$2,767	\$1,800	(\$967)
Projects	\$0	\$1,589	\$3,000	\$1,411
Maintenance	\$3,779	\$8,383	\$8,000	(\$383)
Security	\$0	\$0	\$5,000	\$5,000
Road	\$4,114	\$23,771	\$32,360	\$8,589
Repair	\$1,524	\$14,974	\$10,360	(\$4,614)
Mowing	\$2,215	\$6,055	\$5,000	(\$1,055)
Drainage	\$375	\$2,242	\$15,000	\$12,758
Fence	\$0	\$500	\$2,000	\$1,500
Contingency	\$0	\$0	\$5,006	\$5,006
Resurface Road Project	\$0	\$105,127	\$105,127	\$0
Road Loan Payment	\$0	\$83,583	\$85,000	\$1,417

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(Agenda Item 11. Voting Guidelines for upcoming annual meeting and election)

Ballot Instructions and Information

A quorum, 10% of all memberships, is necessary to call the meeting to order and conduct any business. Absentee Ballots received on or before the cutoff date will be used to establish a quorum. This absentee ballot is valid only for the 2016 Annual Membership Meeting scheduled for July 16, 2016. In order for your absentee ballot to be counted, it must be received no later than July 15, 2016. Once cast, this ballot may not be revoked. This ballot may only be cast by the member to whom it is issued.

Printed above the signature line on the ballot is information concerning your parcel number and number of memberships (votes). This information is taken from County Assessor records. If you feel the information is incorrect, please notify the association.

Membership and Voting are covered in section 6 of the CC&R's. Information concerning the Homeowners Association is available online at az3canyons.com.

Please return your ballot to the following address:

Three Canyons Ranch Master Homeowners' Association
2151 S Highway 92 Ste 100
Sierra Vista, AZ 85635

Voting Guidelines

(as approved by the board 6/08/2016)

1. Voting may be accomplished either in person at the annual meeting or by absentee ballot.
2. Board members are elected for two-year terms. This year's election (2016) will be for Board Members for sections 20E, 20W, 22, 24, 26 and 28.
3. Within each section, the candidate with the largest number of 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. Ballot counting will be handled by the voting committee. The Voting Committee will be appointed by the Board of Directors.
5. Ballots will be retained for thirty days following the election. After thirty days, the ballots will be destroyed.
6. You may vote if you own property in Three Canyons Ranch. (Memberships and Voting are covered in section 6 of the CC&R's).
7. All members of record as of July 1, 2016 will be eligible to vote in the 2016 election.