

**THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 8, 2025**

1. CALL TO ORDER

By: Vice President / acting President Lynn Mattingly Where: Palominas Fire District Training Center Date: January 8, 2025 Time: 1731
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2. BOARD QUORUM/INTRODUCTIONS

Section	Representative	Directors Present	Directors Absent
19	Jill Watermann	X	
20E	Will Platt		X
20W	Lynn Mattingly	X	
21	Philip Isaacson		X
22	Vacant		X
23	Mike Needham	X	
24	Vacant		X
26	JoAnne Ehasz	X	
27	Jack Bender	X	
28	Stacy Smith	X	
29	Dean Frazeur	X	(After 18:30)

3. MEETING GROUND RULES

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| <ul style="list-style-type: none">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. |
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4. OPEN CALL TO MEMBERS

Comments from members – note that board action is prohibited by the ARS. Membership Present: Joyce Bender, Anne Thompson, Donna Willard, Wayne Meckling, Ben Tyler

5. PRESIDENT'S REPORT: Lynn Mattingly VP, Acting President

Acting President/VP Report

- a) The Three Canyons governing documents have been in place since 1995; HOA's are also subject to the Arizona Revised Statutes (ARS) which can change yearly.
- b) Per attorney, the ARS state that the 2 functions of an HOA are upholding the restrictions (CCR's & Design Guidelines) & maintenance of the common areas. This defines how membership dues can be used.
- c) Corporate Transparency Act Update: Currently on hold under judicial review. Most all "Beneficial Owners, ie BOD members" have reported.
- d) Truck fire road repair claim at East Gate: Strikeout – no action possible with a collection company, ADOT, our or their insurance company. It was suggested that we wait to repair this area until a major road repair. The HOA has exhausted all options to collect on this claim.
- e) The FDIC insured Road Fund CDs are rolling over and being reinvested seamlessly to support the 3 Canyons Road Fund account.
- f) Violations: 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.

6. TREASURER'S REPORT: Anne Thompson

Report attached

Note that the new management company, Agave, is launching a portal for HOA members to pay assessments. More information will be forthcoming. JoAnne Ehasz asked if there will be a charge for electronic payments. Anne Thompson will investigate.

7. COMMITTEE REPORTS

MASTER DESIGN (MDC): Will Platt

Report attached

ROAD & RIGHT-OF-WAY COMMITTEE: Lynn Mattingly

- Right of Way maintenance budget 6820 has been exceeded, 6830 Fence & 6810 Road Maintenance are under budget, requesting any balance in the underbudgeted funds be used as / if needed for the ROW category, but not to exceed the overall 6800 Road Budget. (To be used for the monthly maintenance at both gates, anthill eradication, misc.)
- BNR Paving completed repairs for the contracted amount.
- Information is being gathered regarding purchase & install of speed bumps / humps along 3C road to limit speeding, info to be presented at the April meeting.
- The Road Committee will meet to discuss a change in contracting to keep within the Right of Way maintenance budget.

GATE Committee: Joyce Bender

Report attached

TRAFFIC CONTROL: Jill Waterman

Report attached

MAPS: Donna Willard

Report attached

WEB SITE: Wayne Meckling

Governing Documents to be updated and will be posted to the website

GOVERNING DOCUMENTS:

Multiple documents included in our website governing documents bundle are either out of date (Old MDC guidelines, amendments to old guidelines), or not applicable (CCR's from Barbary Estates which is not part of 3C) or missing. Lynn Mattingly will update as required, send to BOD for review – if BOD discussion is required it will be scheduled at an open meeting.

8. ONGOING BUSINESS

- a. Lynn's working on a director / officer /committee member governing document binder as well as E-docs for any interested parties.
- b. Reminder to all: Assessments are due yearly 1-JULY. Updates to Agave Management payment options will be discussed at the April BOD meeting and posted on the Three Canyons Website
- c. Website updates: posted after each meeting or contact changes.
- d. CTA- if in effect BOIR updates are required in 30 days.

9. BOARD ACTION ITEMS

a) Association Rule 5 Revision:

-Current status: Void

-Proposed: Directors & Officers will provide information as required by the applicable governing authorities.

-BOD Action: Unanimously approved

b) Association Rule 12 Revision:

-Current: The HOA Board of Directors (BOD) meetings are held quarterly on the second Wednesday of the month in Jan, Apr, Oct. The Annual Meeting of Members is followed by the BOD meeting on the second Saturday in July.

-Proposed: The BOD meetings to be held quarterly on the 3rd Wednesday of the month in Jan, Apr & Oct. The Annual Meeting of Members followed by the BOD meeting to be on the 3rd Saturday of July.

-BOD Action: Unanimously approved

c) Road Guidelines Update:

Current: See website: Threecanyonsranch.com

Proposed: Updated and approved version will be posted on Threecanyonsranch.com

-BOD Action: Unanimous approval (Dean Frazeur absent, did not vote)

d) Insurance Requirements: In the past the HOA has hired contractors or services for which insurance can't or won't be provided. Our attorney suggested it's best practice to require proof of insurance; our insurance agent indicated the following would likely occur if an accident happened: A claim **may** be paid minus our deductible; an audit would occur to determine amount we've paid to uninsured contractors to which the HOA would then be billed; likely cancellation of policy. Amounts over the claim limits will likely become a special assessment.

Current: Insurance docs are not consistently requested nor required.

Proposed: Require proof of insurance when hiring contractors or services.

-BOD Action: Unanimous vote in favor of proof of insurance (Dean Frazeur absent, did not vote)

e) MDC Guidelines Sec 11 - Violation Fine Schedule:

Our attorney advised updating our fine schedule to better reflect ARS compliance as well as to make less punitive, more to encourage compliance.

Current: See Website

Proposed: As revised per MDC Committee: will be posted on Threecanyonsranch.com

BOD Action: Unanimous approval (Dean Frazeur absent, did not vote)

f) Candidate(s) to fill the position of President: Ben Tyler expressed interest in fulfilling the role of president.

10. VARIANCE REQUESTS

088A Cox Flagpole Height (Attachment)

BOD Action: Denied. (J Waterman Abstained, Dean Frazeur absent, did not vote)

11. CALL TO MEMBERSHIP

Comments from members: Ben Tyler is willing to serve as Director at Large, if approved by the BOD.

12. FUTURE CONSIDERATION

- a. Annual meeting mailer to include: Member guidance to coordinate with County to set up a road maintenance improvement district; pay assessments electronically; any MDC related alerts; reminders that roads are private and should be driven with the utmost respect; sign up for email alerts. (J.E.)
- b. Gate Committee: Restrict members to clickers & cards, no codes; codes only for businesses / service / contractors. (J.E.)

13. ADJOURNMENT: 1945 by Lynn Mattingly, VP/Acting President

Minutes Submitted by Stacy Smith, Secretary

COMMITTEE REPORTS

Treasurer's Report

Quarterly Report October 1, 2024 through December 30, 2024

1. Income YTD: \$172,357 (Nov 2024)
2. Expenses YTD: \$53,995 (Nov 2024)
3. Operating Account Balance: \$166,885
4. Edward Jones: Next CD will mature on January 30, 2025
5. Bank transfer: We are currently using ASCU primarily for our financial transactions. At the recommendation of Agave (formerly PMI), we left just under half of our Operating Account in Chase Bank to handle automatic debits and any outstanding checks. All the automatic debits will be switched over to ASCU by the end of the month. Once all the outstanding checks have been debited, we will close out of Chase Bank.
6. The HOA will send out IRS Form 1099 to the necessary parties this month, as mandated by law. We will use APS to prepare them as we have done in the past.
7. Assessments: There is \$28,220 outstanding. Of that, \$20,272 has been turned over to collections. Discounting the assessments that are in collections, 96% of assessments have been paid.
8. We have been informed by Agave that they will be launching a new client portal in the spring where owners may pay online, view their balance and message Agave directly. They plan to begin this service in March.

Respectfully submitted
Anne Thompson
Treasurer

MDC Committee Report

Master Design Committee (MDC) Summary 09 October 2024 – 7 January 2025.

1. MDC MEETINGS: 12 November & 10 December 2024. Specific details are captured in the respective MDC Agendas, Minutes, Voting Logs & Notifications and documented in the MDC Archives.

2. MEMBER PROJECT REQUEST STATUS:

a. Approved (4) member projects including (2) Barns; (1) Shed and (1) SFR.

b. Rejected for CCR non-compliance: (1) for height restriction (Flagpole) CCR 4.3.5. Appeal pending.

3. CCR VIOLATION STATUS: (2) Warning Letters issued.

4. MISCELLANEOUS:

a. 2025 Meeting dates scheduled & posted on 3C website: 14 Jan; 11 Feb; 11 Mar; 08 Apr; 13 May; 10 Jun; 12 Aug; 09 Sep; 14 Oct; 12 Nov; 09 Dec.

b. Submitted proposed revision of MDC Guidelines, Section 11 (Violations) as directed; currently pending BOD consideration. **{Approved: See BOD action above}**

Respectfully submitted,

W. PLATT

MDC Chair

3C HOA

Gate Committee Report

Gate repairs: There was an electrical issue in November, but once the monthly service was completed, the issue has not reappeared.

Managing Current Codes: Requests for new gate codes and devices has been busy. Several properties have changed hands, but there has been an increase in residents requesting codes to allow vendors in. Friend codes are a common request. Residents are sharing information with other residents! Very encouraging.

Respectfully presented:

Joyce Bender

Traffic Control Report

Contacted the manufacturer of the current camera equipment to see if we can purchase directly. I was referred to a new company that distributes Cortex equipment and had them come put to do an assessment for the West Gate.

West Gate - Troubleshooting and investigation of the network was not successful in bringing all the cameras up. Only two cameras are functional. Due to the advanced age of this equipment (cameras dated 2008-2010) I recommend replacing all the West gate devices with new cameras and a DVR. This will give the equipment increased functionality, like license plate and facial recognition, along with better surge and lightning protection.

East Gate – Only one camera is not functioning at this time (IPC6 – camera on top of wall). When the West Gate equipment is replaced, cameras from the existing equipment can be used to replace this one, until we decide to upgrade all equipment at the East Gate.

I hope to have a quote and timeline for the West Gate equipment before the board meeting on 1/8/25.

Respectfully,

Jill Waterman

Traffic Control Chair

Section 19

Map Committee Report

Section 22 updated as required by 1 property transfer and additional parcel splits.

Parcels 314A and 314B were decreased and 314F was added. Cochise county renumbered 314A to 314E. These parcel splits are Positive View LLC properties.

Conservation Easement added to West side of Section 22 map.

One parcel transfer in 20E and one parcel transfer in 27.

Revised Maps forwarded to MDC and to Web Master.

Respectfully Submitted,

Donna R. Willard