

Three Canyons Ranch Master Homeowners' Association (MHOA)
Board Meeting Minutes
June 14, 2017
az3canyons.com

1. Call to Order. Meeting called to order at 5:31 pm

Board Members present:

Sec. 19 - John MacLeod
Sec. 20W - John Langholff (Vice President)
Sec. 20E - Marilyn Wardlaw
Sec. 21 - Richard Sontheimer (President)
Sec. 22 - Cathy Chouinard
Sec. 23 - Mike Needham (Secretary)
Sec. 24 - Rich Frederici
Sec. 26 - Bob Gilbert

Board Members absent:

Sec. 27 - Jim Dobis

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 April 14, 2017 Meeting Minutes

Minutes were accepted without revision.

5. Call to Membership. None

6. Treasurer's Report - Donna Willard

Total Income for April - June was \$10,945

Total Income for fiscal year is \$179,361.00. \$1,021.00 under budget.

Year to date: July 1, 2016 – June 14, 2017, Late fees and Interest income is \$3,390.00

2013-2014 Assessments collected this year: \$112.00

2014-2015 Assessments collected this year: \$172.00.

2015-2016 Assessment collected this year: \$4,173.00

There is \$10,605.00 of assessments still due from this fiscal year.

Project \$20,050.00 excess funds for this fiscal year.

Will transfer \$5,000 to Contingency Savings account and transfer \$15,050 to the Road Savings Account.

\$36,284.00 Collected for next fiscal year so far. (\$188,005.00 is budgeted)

Copy of the budget report is at the end of the minutes.

7. Committee Reports

Master Design Committee (MDC) - Marilyn Wardlaw (chairperson)

Committee did not meet in May due to no submissions.

Mr. Stachel, Association attorney, reviewed the MDC guidelines and there are some minor changes and some verbiage changes required due to new Arizona law. Ms. DoPadre, from the attorney's office, will incorporate the changes into the revised MDC guidelines.

Marilyn wished to thank the MDC members for their work and attention to detail over the past year. MDC members include John MacLeod, Virginia Stiles, Gerry Rovner, Cathy Chouinard, Craig Gundy, Stephen Burr, and Pam Hunter.

Road - Rich Frederici

Working on some repairs in various places on the north side of 3 Canyons Road.

Gate - Rich Frederici

On May 19, 2017 a vehicle struck the outbound gate of the East Gate. The Sheriff's Office was called, a deputy arrived and a property damage report was made. The gate, the exit motor chassis, arm kit, and gate leaf were all too damaged to be repaired and must all be replaced. A property damage claim has been made with our insurance company, and Signal Gate is in the process of making and installing a new gate. August 1 is the projected completion date.

Governing Documents - John Langholff

Now that the association records have been digitized and the hard copies destroyed, John gave the Board President a list of Long Life media storage devices that would provide another layer of protection of the Association's digital records.

Maps - John Langholff

Nothing to report

8. Update on Legal Actions.

The Attorney will provide the Association an update on recent Arizona law changes that impact HOAs.

New Business

9. Create committee to develop security proposals for the road gates.

In light of the recent damage to the East Gate and the dim prospect of finding the person(s) responsible the President proposed the creation of a committee to come up with proposals to mitigate future incidents. Rick Sontheimer, Donna Willard, and John Langholff volunteered.

10. MDC Waiver

This was tabled since the owner asking for the waiver was not present. MDC chair will contact the owner and again request he submit the waiver paperwork and attend the next board meeting to discuss his request.

11. Ballot for Annual Membership Meeting

Five sections (19, 21, 23, 27, 29) are up for election this year.

Four members submitted their names for the 2017 Board of Directors election

Sec 19	John McLeod
Sec 21	Richard Sontheimer
Sec 23	Mike Needham
Sec 27	Jim Dobis
Sec 29	

12. Formation of Voting Committee

Marilyn Wardlow and Cathy Chouinard volunteered to be the 2017 Voting Committee. Both are current Directors however neither are up for election this year so there is no conflict of interest.

13. Voting guidelines for upcoming annual meeting and election

The guidelines/instructions document is shown at the end of the minutes and are also included 2017 election ballot being mailed to the membership.

14. Call to Membership. None

15. Adjournment

Motion was made and seconded to adjourn the meeting. Approved by unanimous vote. Meeting adjourned at 6:22pm.

(Agenda Item 6. Treasurer's Report)

3 Canyons Ranch 2016 - 2017 Budget

Bank Balance prior Month \$31,788 Bank Balance ongoing \$31,788

	June 30, 2017	Year-to-Date	2016-2017 Budget	Budget Remaining
Income Total	\$0	\$0	\$178,340	\$178,340
2016-2017 Assessments	\$0	\$0	\$162,840	\$162,840
2015-2016 Assessments	\$0	\$0	\$0	\$0
2014-2015 Assessments	\$0	\$0	\$0	\$0
2013-2014 Assessments	\$0	\$0	\$0	\$0
Late Fees	\$0	\$0	\$3,000	\$3,000
Interest	\$0	\$0	\$1,300	\$1,300
Gate	\$0	\$0	\$500	\$500
MDC	\$0	\$0	\$200	\$200
Construction Deposit	\$0	\$0	\$0	\$0
Transfer Fees	\$0	\$0	\$7,000	\$7,000
Recovered Legal Expenses	\$0	\$0	\$2,000	\$2,000
Recovered Admin. Expenses	\$0	\$0	\$1,500	\$1,500
Expenses Total	\$0	\$64	\$166,171	\$166,107
Admin	\$0	\$0	\$7,506	\$7,506
Board	\$0	\$0	\$3,806	\$3,806
MDC	\$0	\$0	\$200	\$200
Gate	\$0	\$0	\$3,100	\$3,100
Road	\$0	\$0	\$100	\$100
Documents	\$0	\$0	\$100	\$100
Map	\$0	\$0	\$100	\$100
Website Maint	\$0	\$0	\$100	\$100
Const. Deposit Refund	\$0	\$0	\$0	\$0
Accounting	\$0	\$0	\$2,000	\$2,000
Attorney	\$0	\$0	\$51,794	\$51,794
Litigation	\$0	\$0	\$4,000	\$4,000
Professional Services	\$0	\$0	\$8,000	\$8,000
Administration	\$0	\$0	\$17,000	\$17,000
Records Maintenance	\$0	\$0	\$22,794	\$22,794
Insurance	\$0	\$0	\$4,371	\$4,371
Board	\$0	\$0	\$1,600	\$1,600
Road/Umbrella	\$0	\$0	\$2,771	\$2,771
Taxes	\$0	\$64	\$100	\$36
Gate	\$0	\$0	\$17,500	\$17,500
Warranty	\$0	\$0	\$8,000	\$8,000
Utilities	\$0	\$0	\$2,000	\$2,000
Landscape & Lighting	\$0	\$0	\$1,500	\$1,500
Maintenance	\$0	\$0	\$6,000	\$6,000
Security	\$0	\$0	\$0	\$0
Road	\$0	\$0	\$32,900	\$32,900
Maintenance	\$0	\$0	\$3,000	\$3,000
Mowing & Weed Control	\$0	\$0	\$12,000	\$12,000
Drainage	\$0	\$0	\$15,000	\$15,000
Fence	\$0	\$0	\$2,900	\$2,900
Contingency- Savings	\$0	\$0	\$5,006	\$5,098
Road Loan Payment	\$0	\$0	\$50,000	\$13

These Amts Off Set Attorney Charges

1806 added

3000 to RM
8600 added

1000 to Att
2000 to Att
1500 to Att.

5 K to Attny
1100 to Att.

interest.

Funds Moved from Gate, Attorney (Admin.) and Road to Attorney Records Maintenance April 12, 2017 Meeting

Road Loan payments made August 2016 and October 2016

(Agenda item 13)

**2017 Annual Membership Meeting Date/Time/Location:
15 July/9:30am/La Purisima Retreat Center, 10301 S. Stone Ridge Rd, Hereford**

3 Canyons Ranch MHOA web site: az3canyons.com

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 2017 Annual Membership Meeting, 9:30am July 15, 2017 at the La Purisima Retreat Center. In order for your absentee ballot to be counted, it must be received no later than July 14, 2017. 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 3 Canyons Ranch MHOA 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 of Directors (BoD) 6/14/2017)

1. Voting may be accomplished either in person at the annual meeting or by absentee ballot.
2. BoD members are elected for two-year terms. This year's election (2017) will be for BoD members for sections 19, 21, 23, 27, and 29.
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 BoD. Ballot counting will be handled by the Voting Committee appointed by the BoD.
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.
7. All members of record as of July 1, 2017 will be eligible to vote in the 2017 election.

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