

Minutes of the Meeting

3 Canyons Ranch Master Homeowners' Association (MHOA)

Quarterly Board of Directors (BOD) Meeting

Wednesday, January 12, 2011 at 5:30 pm at La Purisima

Board Members present: Greg Chouinard (22), Linda Gleason (19), Rich Frederici (24), Jack Lang (27), Allen Lee (26), John Langholff (20W) and Mike Needham (23).

Officers present:

Vice President, Acting President & Treasurer Greg Chouinard
Secretary, Linda Gleason

Meeting was called to order at 5:36 pm by, Greg Chouinard, presiding officer.

4) Revision and/or Acceptance of December 14, 2010 Board Meeting Minutes

- a) Treasurer's report was added to the website when it was pointed out that the minutes didn't include them.
- b) The vote on the request for additional road funding was updated to state that Connie Foust had voted against the motion and wanted it noted in the minutes.
- c) A request was made to add Acting President and Treasurer to Greg Chouinard's Officer Titles.

A motion was made and seconded to accept the minutes from the December 14, 2010 Board meeting as amended. The motion was passed by a vote of 6-0.

5) Call to Membership

No members requested the floor.

6) Treasurer's Report (See Attachments page 6)

7) Committee Reports

Master Design Committee:

A report was given by Chairman, Jack Lang. (See Attachments, page 7)

West Gate Committee:

A verbal report was given by Chairman, Tom Pickering.

He reported that the gate operated as it should have during a recent power outage. He said the best way to handle open houses was to contact the gate administrator, John Stone, for a temporary gate code.

East Gate Design Committee:

Chairman Greg Chouinard said there was nothing new to report.

Road Committee:

A report was given by Chairman, Jim Dobis. (See Attachments, page 8)

Governing Documents Committee:

A verbal report was given by Chairman, John Langholff.

He reported that the Laws of Incorporation, the Bylaws and the CC&Rs for 3Canyons Ranch MHOA have been redone in WORD format. He requested volunteers who would double check the new copies for correctness. Three teams of volunteers will be working on this task.

He also reported that he has been working on the wording of a rule to clarify CC&R 4.2.6, regarding parking restrictions. He said his committee would be meeting and should have a rule to present at the April 2011 meeting.

Old Business

8) Consider Development of a Plan to Create Appropriate Financial and Risk Management

a) Accountant Advice

Connie Grady does the MHOA's monthly bookkeeping.

Bob Elliot does the MHOA's Annual Audit of the financial records, as required by Arizona law.

Bob Elliot could also be consulted for financial advice.

b) Designation of Certain Contracts as "Contracts of Material Importance"

A motion was made and seconded that any contract over \$5000 be considered a "Contract of Material Importance by 3 Canyons Ranch MHOA. The motion failed by a vote of 2 to 5.

A motion was made and seconded that any contract over \$15,000 be considered a "Contract of Material Importance by 3 Canyons Ranch MHOA. The motion failed by a vote of 2 to 5.

A motion was made and seconded that any contract over \$10,000 be considered a "Contract of Material Importance by 3 Canyons Ranch MHOA. The motion passed by a vote of 4 to 3.

9) Update Standard Collection Procedures

The previous Standard Collection Procedures had been approved by the Board April 11, 2007.

To update the above procedures: A motion was made and seconded to accept the Collection Procedures for Annual Assessments, as amended by Board members during this meeting. The motion passed by a vote of 7 to 0. (See attachments, page 9)

10) Collection of Two Delinquent Assessments from fiscal Year July 1, 2008 to June 30, 2009 in the amount of \$1240.00

A motion was made and seconded that the Board will initiate collection procedures for delinquent assessments for Friedman and Timber Ridge Properties LLC. The motion passed by a vote of 7 to 0.

11) Budget Adjustments: Attorney's fees

A motion was made and seconded that the Board take \$5000 from the General Reserve Fund and move it to Attorney Expenses. The motion passes by a vote of 7 to 0.

New Business

12) Insurance Coverage, Aggregate Limits, Bonding of Officers

A motion was made and seconded to increase 3 Canyons Ranch MHOA's general liability coverage from \$2,000,000 to \$4,000,000. The motion passed by a vote of 7 to 0.

13) Parking 4.2.6, Discussion of Best Course of Action

Discussed. No final decision.

14) Consider motions to appoint members to vacant seats on the Board of Directors under the provisions of Sections 3.3 of the Bylaws

A motion was made and seconded that the Board appoint Rick Phillips as the Board member for section 21. The motion passed by a vote of 7 to 0.

15) Consider motions to create new officer positions

a) Assistant Treasurer:

A motion was made and seconded to create the officer's position of Assistant Treasurer, under the provisions of Section 4.3 of the bylaws, as described in the document; "Assistant Treasurer Job Description/Duties". (See Attachments, page 10). The motion passed by a vote of 8 to 0.

b) Membership Meeting Coordinator

A motion was made and seconded to create the officer's position of Membership Meeting Coordinator, under the provisions of Section 4.3 of the Bylaws, as

described in the document; “Membership Meeting Coordinator Job Description/ Duties (See Attachments, page 11). The motion passed by a vote of 8 to 0.

16) Consider motions to appoint members to vacant officer positions

a) Assistant Treasurer

A motion was made and seconded to appoint Carl Bromund as Assistant Treasurer under the provisions of Section 4.1 of the Bylaws. The motion passed by a vote of 8 to 0.

b) Treasurer

A motion was made and seconded to appoint Jack Lang as Treasurer under the provisions of Section 4.1 of the Bylaws. The motion passed by a vote of 7 to 0, with 1 abstaining.

c) Membership Meetings Coordinator

A motion was made and seconded to appoint Carl Bromund as Membership Meeting Coordinator under the provisions of Section 4.1 of the Bylaws. The motion passed by a vote of 8 to 0.

d) President

A motion was made and seconded to appoint Greg Chouinard as President under the provisions of Section 4.1 of the Bylaws. The motion passed by a vote of 7 to 0, with 1 abstaining.

17) Call to Membership

Mention was made that the Palominas Fire Chief had been suspended. Members should watch the news and weigh in on the issue that could affect our fire service.

18) The meeting was adjourned at 11:06 pm.

Submitted By: Linda Gleason, Secretary

Attachments

Treasurers Report For Board Meeting of 1-12-2011

Account balances as of 12/31/11, from Chase Bank statements:

Regular / General Checking Account:	\$278,558.90
Capital Savings Account:	\$69,105.93
Capital Checking Account:	<u>\$2,549.92</u>

Total = \$350,214.75

Submitted by Greg Chouinard, Acting Treasurer

Master Design Committee Minutes

January 10, 2011 Meeting

Meeting was called to order by the Chairman.

There were two applications received and approved this month.

Update on the Fannie Mae NOV letter dated 11/17/10 for the property on Avenida Jicarillo was provided

Updated the Project Completion worksheet.

Discussed updating the Master Design Guidelines. Gerry Rovner and Grant MacLean will write an initial draft for the February meeting. Final draft will be presented to the Board for approval in April.

Jack Lang

Chairman Master Design Committee

3 Canyons Road Committee Report

12 January 2011

1. Work Completed on Three Canyons Road:

- a. The removal of the abandoned utility poles along the north side of 3 Canyons Road is finally complete. Due to the continued persistence by Rich Frederici of the Road Committee the utility poles have been removed. Thank you Rich!
- b. Replacement of 5 sets of culverts on 3 Canyons Road is complete.

Jim Dobis
Chairman of the Road Committee

Collection Procedures for Annual Assessments

(Approved by the Board January 12, 2011)

The following procedures will apply to the collection of annual and past due assessments of members of Three Canyons Ranch Homeowners Association.

1. The Board will establish the assessment rate and due date for payment of annual assessments at the April Board meeting.
2. The Treasurer will prepare and mail an invoice to each member via First Class Mail at least 45 days prior to the due date. The addresses used will be those on the most current Membership list, maintained by the Secretary.
3. A second notice will be sent by the Treasurer to each member who has not paid their assessment by the due date. The second notice will be sent via Certified Mail and a 10% late fee will be added to the assessment rate.
4. Once assessments are 30 days past due, the Treasurer will turn over a list of delinquent assessments to the President, who will consult with the Attorney concerning further action. The Attorney will check on the financial status of each delinquent member and will give these reports and his legal recommendations to the President
5. The Board of Directors will receive a report of past due assessments from the Treasurer and financial status from the President at every Board meeting. The Board will review these reports and will consider adopting motions for legal action.
6. For all members where legal action is the decided course, the HOA's Attorney will send out a "demand for payment within 10 days notice".
7. After the 10 day period has passed, the Attorney will proceed with decided legal action (foreclosure or judgment proceedings).

Assistant Treasurer Job Description/Duties

The Assistant Treasurer will be an Officer of 3 Canyons Ranch M.H.O.A.

The Assistant Treasurers position does not relieve or replace the Treasurer of his/her duties.

The Assistant Treasurer has no authority or responsibility to make payments or sign checks.

The Assistant Treasurer will perform the positions duties at the direction of the Treasurer.

The Assistant Treasurer will assist the Treasurer with the following operations:

Assessment invoices and lockbox operations.

Preparing and mailing the invoices and preparing reports using the lockbox concerning payment or non-payment of those invoices.

At the discretion of the Treasurer, and the Assistant Treasurer, other duties might include, but not limited to, a standardized report to the Board showing delinquent assessments and a set of records including a copy of the invoice and a copy of the associated payment (a Xeroxed copy of the check) that is available as part of the Association's current lockbox operation.

Membership Meeting Coordinator

Job Description/Duties

(Approved by the Board January 12, 2011)

The Membership Meeting Coordinator will be an Officer of 3 Canyons Ranch M.H.O.A.

The Membership Meeting Coordinator has no authority or responsibility to make payments or sign checks.

The Membership Meeting Coordinator will prepare and mail ballots and notices of the memberships meetings, as specified by the board of directors.

At the discretion of the board of directors, and the Membership Meeting Coordinator, other duties might include, but not limited to, preparation of ballots for distribution at the meeting itself.

The Membership Meeting Coordinator will be provided a laptop computer, printer, and will be reimbursed for reasonable expenses such as paper, toner, envelopes, stamps and binders (for example) in conjunction with the performance of these duties.