

Three Canyons Ranch Master Homeowners' Association
Board of Directors Meeting Minutes
July 13, 2019
az3canyons.com

1. Call to Order. Meeting called to order at 10:01am at the Palominas Fire Department Training Center, 9222 S. Kings Ranch Rd, Hereford.
2. Roll call/introductions and Review of Ground Rules

Board of Directors (BoD) present:

Sec 19	John MacLeod
Sec 20E	Marilyn Wardlow
Sec 20W	John Langholff
Sec 21	Richard Sontheimer - (Vice President)
Sec 22	Cathy Chouinard
Sec 23	Mike Needham - (Secretary)
Sec 24	Rich Frederici
Sec 26	Pam Hunter (President) (at large)
Sec 27	Jim Dobis
Sec 28	Vacant
Sec 29	Khris Ondrejcek (at large)

The President provided a brief review of the meeting ground rules and each Director introduced themselves.

3. Revision and/or Acceptance of Agenda

Agenda was accepted with two minor revisions.

4. Revision and/or Acceptance of April 10, 2019 Meeting Minutes

Minutes were accepted without revision.

5. Call to Membership

Member inquired of the possibility of having 20mph speed limit signs installed at all roads that intersect with 3 Canyons Road. The issue is with member(s) driving their vehicles at excessive/unsafe speeds. A discussion among the Directors and attending membership ensued. Members are reminded that 3 Canyons is a residential area and that all drivers should obey posted speed limit signs and to drive slowly on all roads without posted signs. Members are also asked to remind guests and any delivery and/or other contractors to do the same.

6. President's Report - Pam Hunter

a. Updated HOA Rules. The updated HOA rules were posted on the HOA website on May 31, 2019. They include the dates of board approval for each.

b. Mellak Property for sale. The HOA-owned lot on Mellak Rd (#104-01-092B) continues to be listed by the realtor and is posted on the HOA website at \$19,900. The HOA cannot afford to lower this price, as all HOA past assessments, back taxes, and selling costs are factored into this price. Please share the info with anyone you know looking for a lot to build on.

La Pradera update. La Pradera's owners recently formed an HOA, per the CC&Rs. They informed our attorney that they will not be changing their lot sizes to allow for the village's common areas. The owners have an attorney for advising on legal matters, and our attorney advised strongly that no board members are to have any discussions with La Pradera's owners with regard to any legal issues. We're waiting to hear if the village's entire 80 acres are indeed fully accounted for by the current lot sizes.

7. Treasurer's Report - Donna Willard (Budget as of June 30 is at the end of minutes)

Income YTD: \$221,533.00

Expenses YTD: \$179,330.00

Excess funds: \$43,061.62.00 Which will be transferred to the Savings and Road Savings Accounts.

Balance for Savings Account June 30, 2019: \$42,568.64

Balance for Road Account June 30, 2019: \$54,090.91

Balance for Const. Deposit Account June 30, 2019: \$5,001.21

Michele DoPadre has collected delinquent Assessments from fiscal year 2017-2018 totaling \$6,623.00 and fiscal year 2016-2017 totaling \$2,100 this fiscal year.

Late fees and Interest collected totaled: \$4,642.00.

Along with these delinquent amounts, Michele also collected \$17,586.00 in recovered legal and Admin. expenses.

Michele continues to process litigation on about 30 delinquent members.

8. Committee Reports

Master Design Committee (MDC) - Marilyn Wardlaw

There has been one new house completed, two more started.

The MDC has been looking over the colors and extended the approved palette slightly since there already exist homes that have colors that have been approved and not currently reflected in the current palate of colors. For example we have brown colored houses but there is no currently an official color chip for brown in the current palette of colors. Also while we say white is acceptable, there is no indication of just how off-white to a grey color is allowed. The extended palette will help when we get

color submissions in that lay between the current palette. The MDC would like to have the new color chips put on the web site.

Finally the MDC would like to thank John MacLeod for his faithful years of service on the MDC. He has brought several good ideas and insights to our discussions.

Road - Jim Dobis

Continue to place AB at worn road edge locations.
Continue to remove brush and cut weeds where mower does not have access.
Annual grass mowing of 3 Canyons Road Easement x 2 and one pass near road edge.

Seal coating of black top portion of 3 Canyons Road from West Gate to VDO
Realigned reflector posts and sign posts entire 3 Canyons Road.
Installed second posts on road signs affected by high winds.
Construction of erosion control guards at Rio Santiago North and 3 Canyons Road.

Drainage ditch regrading and establishing proper water flow on south side of 3 Canyons Road from West Gate to Section 28 Section line. Project includes installation of AB and armor rock around north and south sides of West Gate.

Redirected drainage and installed gabions, armor rock, reflectors and object markers at VDO wash.

Installed AB on 3 Canyons Road near original gate location (between West Gate and SR 92) to eliminate road edge degradation.

A 10 minute refreshment break was called at 10:53am. Khris Ondrejcek had to leave the meeting for work. Meeting resumed at 11:03am.

Traffic Control - Jim Dobis

Approval to start gate camera project 10 April 2019.
Initiated construction of infrastructure and placement of equipment to support cameras at East and West gates on 3 Canyons Road 11 April 2019.
Initial meeting with Cochise County Sheriff Dannels and staff member 1 May 2019.
Cameras at West Gate were activated on 10 May 2019.
Storage of data began on 10 May 2019.
Completion of internet link and point to point link completed on 5 July 2019, System is operational.
Initial operation of equipment meeting was held on 10 July 2019.

Gate - Rick Sontheimer

We had one problem with the gate on 28 May where the gate on the outbound side of the West gate would not open. The gate was locked open and Signal Gate was contacted. Signal Gate came down the following week, tested the system and reset the

system and function checked it with no issues found. We have been pushing using remotes, cards and now phone numbers even long-distance numbers, to the call box. We have also been pushing business to get their own code so as to eliminate members giving out codes, and allow us to better track the codes. We have been working with Michele DoPadre to get an accurate transfer list so that we can remove those that move out right away. Getting the member list helps to ensure someone is an active member, but knowing to remove an outgoing member becomes difficult as the Gate access roster is only based on Last name and first initial.

Governing Documents - Marilyn Wardlaw. No report

Maps - Donna Willard

Donna along with John Langholff have been updating the maps to include additional information on each parcel. This information will assist the MDC and Treasurer.

9. New Business

a. Open Board Seat Appointments. Motion was made and seconded to appoint Pam Hunter, Donna Willard, and Khristi Ondrejcek to the vacant BoD positions representing Sections 26, 28, and 29, respectively. Approved 8-0

b. Election of Board Officers

President. Pam Hunter and Donna Willard were nominated. Pam received 5 votes and Donna received 4 with 1 abstention. Pam is the BoD President.

Vice President. Donna Willard and Rick Sontheimer were nominated. Donna received 5 votes and Rick received 4 votes with 1 abstention. Donna is the BoD Vice President.

Secretary. Adrienne Wilker was nominated. Adrienne received 9 votes with 1 abstention. Adrienne is the BoD Secretary.

Treasurer. Donna Willard was nominated. She received 9 votes with 1 abstention. Donna is the BoD Treasurer.

Two Assistant Treasurers. Marilyn Wardlaw and Jim Dobis were nominated. Both were unanimously elected.

c. Formation of Committees

Master Design Committee (MDC). Motion made, seconded, and approved unanimously to appoint the following members to the MDC.

Stephen Burr, Cathy Chouinard, Craig Gundy, Kathleen MacLeod, Carol Daly-Martens, Gerry Rovner, Virginia Stiles, Peter Van Wesep, Marilyn Wardlaw, and Adrienne Wilker

Road Committee. Motion made, seconded, and approved unanimously to appoint the following members to the Road Committee.

Jim Dobis, Rich Frederici, and Bob Gilbert

Traffic Control. Motion made, seconded, and approved unanimously to appoint the following members to the Traffic Control Committee.

Jim Dobis, Pam Hunter, Khris Ondrejcek, and Donna Willard

Gate Committee. Motion made, seconded, and approved unanimously to appoint the following members to the Gate Committee.

John Langholff , John MacLeod, Terry Martens, and is Richard Sontheimer (Gate Administrator)

Governing Documents. Motion made, seconded, and approved unanimously to appoint the following member to the Governing Documents Committee.

Marilyn Wardlow

Map. Motion made, seconded, and approved unanimously to appoint the following members to the Map Committee.

John Langholff and Donna Willard

If any member wishes to join a committee please contact a committee member. Committee listing is found on our web site, az3canyons.com, Contact Us tab.

d. Proposed new Association Rules

1. A motion was made and seconded to on when the BoD will remove a Director for missing meetings. Rule was approved 10-0. Please see the Association Rules on the website.

2. A motion was made and seconded to accept a rule when assessments will be started on construction. Rule was approved 10-0. This rule was determined to be necessary to allow the MDC and Treasurer to properly perform their duties. Please see the Association Rules on the website.

3. A member requested a rule because he has a noise issue with a neighbor's animal, specifically a rooster. This issue is already covered by the CC&R Section 4.2.4(h) Animal Nuisance 13 so no Rule was proposed.

e. Proposed financial investment of HOA funds discussion.

Donna Willard presented the board a proposal to invest Association funds in order to increase the amount of interest currently earned on those funds which may

result in possibly reducing future annual assessment fees per membership. Donna will continue researching specifics and will provide another update at the October 2019 meeting.

10. Dates for Future BoD Meetings and Annual Membership Meeting

The following dates and times are set for the BoD meetings and the Annual Membership meeting:

BoD Meeting	
October 9, 2019	5:30 pm
January 8, 2020	5:30 pm
April 8, 2020	5:30 pm
July 11, 2020 immediately following the Annual Membership Meeting	

Annual Member Meeting is set for July 11, 2020 at 9:30 am.

Meetings are held at the Palominas Fire Department Training Center, 9222 S. Kings Ranch Rd, Hereford. See our website, az3canyons.com, for location map.

11. Call to Membership

Member asked if the Board would look at the \$400 transfer fee that is imposed when property is bought/sold. Member also said that all 3 Canyons members need to be reminded that without the volunteers working on behalf of the membership a Property Management Company would have to be hired and that would greatly increase the annual membership assessments.

12 Adjournment

Meeting adjourned at 12:53 pm.

3 Canyons web site: az3canyons.com

(Agenda Item 7. Treasurer Report)

3 Canyons Ranch 2018 - 2019 Budget

Prior Month Balance		\$76,541.00	End of Month Balance \$43,061	
	30 June 2019	Year to Date	Budget	Remaining Budget
Income Total	\$11,165	\$221,533	\$188,056	(\$33,477)
2018-2019 Assessments	1,725	157,349	\$164,475	\$7,126
2017-2018 Assessments	1,140	6,323	\$11,613	\$5,290
2016-2017 Assessments	0	2,100	\$3,618	\$1,518
Late Fees	479	2,177	\$1,100	(\$1,077)
Interest	550	2,465	\$400	(\$2,065)
Gate	175	3,208	\$450	(\$2,758)
MDC	0	2,603	\$200	(\$2,403)
Road Maintenance	0	40	\$0	(\$40)
Transfer Fees	5,600	22,400	\$4,000	(\$18,400)
Recovered Legal Expenses	1,214	16,780	\$200	(\$16,580)
Recovered Admin. Expenses	0	806	\$0	(\$806)
Constr. Deposits	0	5,000	\$2,000	(\$3,000)
Miscellaneous	282	282	\$0	(\$282)
Expenses Total	44,645	179,330	\$193,824	\$14,494
Admin	324	3,181	\$8,070	\$4,889
Board	324	1,214	\$2,000	\$786
MDC	0	92	\$200	\$108
Gate	0	646	\$3,300	\$2,654
Road	0	0	\$100	\$100
Documents	0	0	\$100	\$100
Map	0	0	\$100	\$100
Website Maint	0	485	\$70	(\$415)
Const. Deposits Refunds	0	2,000	\$2,200	\$200
Accounting	0	2,250	\$2,360	\$110
Attorney	7,805	61,307	\$34,000	(\$27,307)
Litigation	0	17,360	\$4,000	(\$13,360)
Professional Services	0	13,563	\$10,000	(\$3,563)
Administration	7,805	30,384	\$20,000	(\$10,384)
Insurance	5,949	5,949	\$5,644	(\$305)
Board	1,967	1,967	\$1,859	(\$108)
Property	3,982	3,982	\$3,785	(\$197)
Taxes	0	8,009	\$100	(\$7,909)
Gate	6,906	25,676	\$42,500	\$16,824
Warranty	640	7,680	\$8,000	\$320
Utilities	145	2,639	\$2,000	(\$639)
Landscape & Lighting	0	320	\$2,500	\$2,180
Maintenance	125	1,330	\$9,000	\$7,670
Repair	0	125	\$5,000	\$4,875
Traffic Control	5,996	13,582	\$16,000	\$2,418
Road	23,661	52,091	\$52,556	\$465
Maintenance	11,235	17,817	\$3,000	(\$14,817)
Mowing	0	8,280	\$10,000	\$1,720
Weed Control	794	3,721	\$6,000	\$2,279
Drainage	11,632	22,273	\$30,556	\$8,283
Fence	0	0	\$3,000	\$3,000
Contingency Savings	0	0	\$20,000	\$42,569
Road Savings Account	0	0	\$28,594	\$54,091
Const. Deposit Savings	0	0	\$2,400	\$5,001