

**Minutes of the Meeting of 3 Canyons Ranch
Master Homeowners Association (MHOA)
Regular Quarterly Board of Directors (BOD) Meeting
June 10, 2009, 5:30 PM, at La Purisima Center**

Board Members Present:

Gary Brock (19), Lois Bloom (20W),
Greg Chouinard (22), Ron Slyter (23), Carl Bromund (27)

Officers:

President, Carl Bromund
Vice President, Frank Diaz
Secretary, Greg Chouinard
Treasurer, Gary Brock

Call to Order

The meeting was called to order at 5:36 PM by President, Carl Bromund

Acceptance of Agenda

A motion was made and seconded to adopt the meeting agenda. The motion to adopt the amended meeting agenda was carried unanimously.

Acceptance of May 11, 2009 MHOA Board Meeting Minutes

A motion was made and seconded to accept the minutes from the Board of Directors (BOD) special meeting of May 11, 2009. The motion to accept the minutes was carried unanimously.

Call to Membership

No members requested the floor.

Treasurers Report

Account Balances: (Chase Bank as of 6/9/09)

Regular / General Checking Account:	\$181,686.02
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Capital Checking / Savings Account:	\$71,601.35
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2009-10 assessments deposited as of 6/9/09:	approx. \$28,500
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Assessments Outstanding as of 4/22/09 (tracked by Carl):

Less than 1 year:	approx. \$5,000
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Greater than 1 year:	approx \$8,000
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Gary Brock, Treasurer

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Committee Reports:

Master Design Committee (MDC)

A report was given by Chairman Jack Lang. (See Attachments, page 4)

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Road Committee

A report was given by Chairman Jim Dobis. Mr. Dobis said mowing along 3 Canyons Road may begin early this year due to the spring rain.

Old Business:

1. Status of Gate Construction

Gate Committee Chairman Tom Pickering said the Gate Construction has begun.

2. Gate Regulations

A motion was made and seconded to approve the Gate Policies and Regulations amended as follows; 1) Par 4-1, change "request" to "requests". 2) Par 4-2, change "three (3) weeks" to "ten (10) working days". 3) Par 4-5, change "bases" to Basis" 4) On page 10, first paragraph, delete the last sentence "You will need to include a photocopy of your driver's license (block out DOB and SS# if present) with this application." The motion was carried unanimously. (See Attachments, pages 5-17)

3. Annual Meeting Preparations

- **CC&R Amendments**

A motion was made and seconded to place the Proposed Amendment, to CC&Rs section 4.2.6, on the ballot. After some discussion,

A motion was made and seconded to add the following wording to the proposed amendment to CC&Rs section 4.2.6, end of line b; "except in an enclosed garage."

After further discussion, the motion to place the Proposed Amendment, to CC&Rs section 4.2.6, on the ballot failed unanimously.

- **Preparation of Ballot and Supporting Documents**

A motion was made and seconded to accept the proposed Notice of Annual Membership Meeting, and Ballot Instructions. The motion was carried unanimously. (See Attachments, pages 18, and 19)

A motion was made and seconded to approve the Absentee Ballot with no initiatives, and the following five candidates; Section 19: Linda Gleason. Section 23: Mike Needham, and Ron Slyter. Section 27: Tom Pickering, and Carl Bromund. The motion was carried unanimously. . (See Attachments, page 20)

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4. Gate Administrative Agreement

A motion was made and seconded to amend the Gate Administrative Agreement as follows:

- a. Add paragraph 9 that reads “The Contractor will record information concerning all transactions in the gate log shown in enclosure (1). The Contractor will provide a copy of the log on a monthly basis to the Treasurer and the Chairman of the Gate Committee.”
- b. Renumber paragraphs 9, 10, 11, 12, and 13 to : 10, 11, 12, 13, and 14.
- c. Add the attached document (Gate Log) as enclosure (1).

The motion was carried unanimously.

A motion was made and seconded to adopt the Gate Administrative Agreement as amended. The motion was carried unanimously. (See Attachments, pages 21-23)

A motion was made and seconded to award the Gate Administrative contract to John Stone. The motion was carried unanimously.

New Business:

1. Appoint Voting Committee to Count Ballots

A motion was made and seconded to appoint a Voting Committee of Members Jack Lang, Bob Schneider, and Gary Brock. The motion was carried unanimously.

2. Consider Disbanding Mail Committee

A motion was made and seconded to disband the Mail Committee. The motion was carried unanimously. Note: This should not prevent Villages from pursuing local mail delivery.

3. Road Shoulder Project

A motion was made and seconded to remove the \$50,000 Road Shoulder Project line item from the Budget. The motion was carried unanimously.

Call to Membership

No members requested the floor.

Adjournment:

A motion was made to adjourn. The motion was seconded, and was carried unanimously. The meeting was adjourned at 7:30 PM.

Submitted By: Greg Chouinard, Secretary

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Master Design Committee Report

10 June 2009

The Master Design Committee (MDC) received seven applications (two application for new construction) this quarter. The seven applications were approved. The new construction approval letter is being held pending receipt of the County Building Permit.

The MDC was notified of three violations this quarter. One violation for overgrazing is closed after determination that the animals were healthy and well cared for. A rotating grazing plan was implemented by the owner. One violation for storage of trailer is closed as the trailer was moved. One violation of storage of 5th wheel trailer is closed as the 5th wheel was moved.

The MDC was notified of violation of storage of construction material and has taken the initial steps to resolve the matter. Expect resolution within 4 weeks.

The MDC has collected \$575.00 in fees this quarter. The MDC also collected \$2000.00 in refundable construction deposits. MDC expenses for this quarter were \$0.00. Currently MDC administrative fees for the year (July 08 – June 09) exceed expenses by \$951.00.

The MDC has reviewed the proposed change to the CC&Rs and has submitted our recommendations to the Board.

The MDC welcomes the opportunity to assist the Association's members, our neighbors, to improve their property while complying with the Association CC&Rs.

Jack Lang
MDC Chairman

[illegible]

3 CANYONS RANCH MASTER HOMEOWNERS ASSOCIATION

Gate Policies and Regulations

As Approved June 10, 2009

SECTION 1: INTRODUCTION

1.1 This document establishes policies and regulations for gate management in the 3 Canyons Ranch Master Homeowners Association. Hereinafter referred to as 3 Canyons HOA.

The intent of these policies and regulations is:

- To establish a system of gate access management that will maintain and protect the integrity of the 3 Canyons HOA as a private and gated community.
- To provide a process of reasonable gate access for the property owners of 3 Canyons HOA and their designated guests or renters.
- To provide a process of reasonable gate access for non-property owners with legitimate business in 3 Canyons HOA property.
- To provide a process to identify and remove compromised access codes and devices.
- To provide a process for the collection, deposit and accounting for all funds received in conjunction with the issuance of gate access codes and devices as determined by the Treasurer.

(1)

SECTION 2: GENERAL REGULATION

2-1. The 3 Canyons Gate Committee will be responsible for issuing opening codes and devices in a fair, equitable and timely manner according to the policies listed in this document. The 3 Canyons Gate Committee will meet on an as-needed basis.

All property owners and non-property owners who wish to have gate access to the 3 Canyons HOA Road must first make written application to the 3 Canyons Gate Committee. This is accomplished through the appropriate submission of either:

- The **Property** Owner Gate Access Application Form (**FORM # 1**) or
- The **Non-Property** Owners Gate Access Application Form (**FORM # 2**)

An appropriate application form will be mailed to an applicant upon request. The applicant may also download the appropriate application form from the 3 Canyons website at: www.az.3canyons.com.

2-2. Gate access transactions are only completed by US mail. All gate access application forms must be mailed to the following address:

3 Canyons Gate Administrator
Post Office Box 1083
Hereford, Arizona 85615.

2-3. No gate access application form will be processed unless it is correctly and fully completed. This includes all requested information, signed consent by the applicant to the terms of gate access, a photocopy of the vehicle registration (block out VIN) (Vehicle Identification Number), current address and the correct fees, as applicable.

(2)

2-4. Applicants for gate access must accept the terms and conditions stated in the gate access application form. As a part of that agreement, the applicant is responsible for the proper use of issued gate access codes and devices. All gate access codes and opening devices are intended for applicant use only. Sharing the gate access codes or opening devices with other individuals or organizations may result in their gate access device(s) being cancelled.

2-5. All information contained in the gate access application form is confidential. Gate access application forms are kept on file for reference in a secure location. The photocopies of the vehicle registration allow us to confirm the number of vehicles associated with the household. All documents submitted with the application (other than the application itself and any required payments) will be shredded once the application has been processed. Access to these records is restricted to designated members of the gate committee. These records will be used solely for the management of gate access.

2-6. Gate access codes and gate access control systems are the sole property of the 3 Canyons Ranch HOA. They are not transferable or saleable.

2-7. If the Gate committee determines that a property owner's gate access code is compromised the property owner will be notified by the Gate Committee via US Certified Mail. The Gate Committee will issue a new gate access code to the property owner. A two (2) week overlap of the access codes will be provided.

(3)

2-8 Actions and decisions by the Gate Committee may be appealed to the Board. Appeals must be made in writing to the following address:

3 Canyons Ranch Master Home Owners Association

PO BOX 970

Hereford, AZ 85615

Attn: Board of Directors

The Gate Committee will report to the Board whenever an application for gate access is denied or when a gate access code has been changed.

2-9. The Treasurer will provide separate instructions to the Gate Committee concerning the processing of funds collected and any required reports.

SECTION 3: PROPERTY OWNERS ACCESS REGULATIONS

3-1. Property Owners of 3 Canyons HOA are entitled to gate access codes and or devices as a condition of ownership in the 3 Canyons HOA. No justification is required for property owner's gate access. As a property owner you may request a gate access code for a manual keypad entry and exit at no charge. You may also lease gate access cards and remote gate openers based on the number of current and legally registered vehicles per household. However, all property owners requesting gate access for 3 Canyons HOA Road must first complete a Property Owners Gate Access Application, agree to the terms and conditions of gate access and provide all requested information. See Property Owner(s) Application Form **(FORM # 1)**.

(FORM # 1) is found on pages 8 and 9 of this document.

(4)

3-2. Property Owners / Landlords may provide gate access devices to their renters.

Property owners are still held responsible for the proper use of all opening devices issued to renters. Access devices provided to renters will not be shared with other individuals.

Property Owners / Landlords and Renters must fill out separate Gate Access Application Forms (**FORM # 1**).

3-3. Property owner applications may require up to ten (10) working days for processing.

An expedited gate access code may be made available for new members in conjunction with the purchase of property within 3 Canyons HOA. (**FORM # 1**) is found on pages 8 and 9 of this document. Please contact any Gate Committee member for an expedited gate access code. Their phone numbers and “E-Mail” addresses are found on the 3 Canyons web site. www.az3canyons.com

SECTION 4: NON-PROPERTY OWNERS ACCESS REGULATION

4-1. Non-Property Owners with legitimate business purposes may only obtain gate access cards to the 3 Canyons HOA Road. Persons in this category might include real estate agents, building contractors, sub-contractors, delivery personnel and utility companies. A separate procedure incorporating the Real Estate lock box will be explored with the Real Estate Board. Until that is developed and approved, real estate agents will follow the same procedure as other non-property owners. The Gate Committee will determine other requests. Applicants must complete the Non-Property Owners Access Application Form (**FORM # 2**) and agree to the terms and conditions of gate access and provide reasonable verification of identity. The Non-Property Owners gate access application must also include a justification for gate access. (**FORM # 2**) is found on pages 12 and 13 of this document. (5)

4-2. The Gate Access Application requires that one individual in the applicant organization take responsibility for seeing that the card is used appropriately. This individual is also the designated as the contact person within the applicant organization. This access card may be used within the applicant organization, but may not be shared with other individuals or other organizations. Access will be limited by time of day and duration. Non-Property Owners Gate Access Applications may require up to ten (10) working days for processing. **(FORM # 2)**

4-3. The Gate Committee reserves the right to rescind or limit the Non-Property Owners Gate Access privileges. If the Gate Committee determines that gate access regulations are being violated by a non-property owner their findings will be reported to the Board. The Board will recommend corrective action to the Gate Committee. The Board has the authority to uphold or repeal decisions made by the Gate Committee pertaining to gate privileges.

4-4. Non-property owners are eligible only for gate access cards.

4-5. Gate access devices are provided, at no charge, for government agencies and other services deemed necessary for 3 Canyon residents. This includes but is not limited to law enforcement, fire departments, U.S. Border Patrol, EMT crews, schools, public utilities, Cochise County appraisers, health department officials, waste pickup, delivery services, etc. These applicants meet complete the Non-Property Owner Gate Access Applications **(FORM # 2)**. An agency contact person is required. **FORM # 2** is found on pages 12 and 13 of this document. This information will be reported to the board on a monthly basis.

Property Owner Gate Access Application

FORM # 1

Instructions for completing FORM # 1

The 3 Canyons Ranch HOA is a private, residential area. Access is permitted only to 3 Canyons HOA property owners and their guests. Contractors, vendors and others with legitimate business in the 3 Canyons Community must apply individually for Non-Property Owner Access Cards. As a Property Owner, you may obtain an access code for a manual keypad entry and exit. You may also lease gate access cards and remote gate openers based on the number of vehicles per households provided **FORM # 1** (pages 8 & 9) has been completely filled out, all necessary documents are included, and the form is signed and notarized.

Temporary access codes may be provided on an as needed basis. Temporary codes may also be given for parties, social gatherings, open houses etc. Please use this application to request temporary codes, including activation and deactivation dates. Temporary access codes will not be issued for a period longer than seven (7) days.

Gate access applications are processed only through the US mail. Please complete and mail **PROPERTY OWNER GATE ACCESS FORM # 1** to the following address:

3 Canyons Gate Administrator

PO BOX 1083

Hereford, AZ 85615

Checks are payable to the **3 Canyons Ranch Master Homeowners' Association**.

Processing may require up to ten (10) working days.

(7)

PROPERTY OWNER GATE ACCESS FORM

FORM # 1

Property owner's section #: _____

Tax ID / Parcel # (example: 104-27-050J) _____-_____-_____

Name: _____ Phone: (____)-_____-_____

Physical Address: (Optional)_____

Mailing Address: _____

E-Mail address: (Optional)_____

	Cost
_____ I wish to have a manual gate access number	0
_____ I wish to have a temporary gate access number (Please include a brief explanation on the back of this form Including activation and deactivation date not to exceed 7 days)	0
_____ I wish to lease _____ gate cards @ \$5.00/card	_____
_____ I wish to lease _____ remote openers @ \$40.00/ opener	_____

TOTAL AMOUNT THIS ORDER _____

Checklist:

- Signed copy of **PROPERTY OWNER GATE ACCESS FORM # 1**. (pages 8 & 9 only)
- Copy of vehicle registration (block out VIN) for each requested gate card and /or remote opener.
- Check for total amount of this order.

PROPERTY OWNER GATE ACCESS FORM # 1

HOLD HARMLESS CLAUSE

The undersigned, as a User (including the Users' family, guest and invitees (hereinafter referred to as the "User")) of the mechanized gate providing access to Three Canyons Road (the "gate"), its successors and assigns hereby agrees to save and hold harmless the Three Canyons Ranch Master Homeowners' Association, its Board of Directors, any of its departments, officers or employees (collectively referred to as the "Association"), against all liability or loss, and against all claims or actions based upon or arising out of damages or injury (including death) to persons or property caused by or sustained in connection with the User's, use of the Gate or any road located within the land area governed by the Association. As used herein, costs, injury or damage shall include, in the event of an action, court cost, expensed of litigation and reasonable attorneys' fees. This hold harmless agreement shall in no way be interpreted to indemnify against any cost, injury or damage directly caused by the Association.

I verify that the information provided here is correct. I have read, understand and consent to the terms of this agreement. I accept full responsibility for the proper use of all gate access devices provided me.

DATED this _____ day of _____, 20____.

User's Name (Please Print)

User's Signature

STATE OF ARIZONA)
) ss:
County of Cochise)

SUBSCRIBED, SWORN TO AND ACKNOWLEDGED before me by

_____ this _____ day of _____ 20 ____.

Notary Public

My Commission Expires:

(9)

NON – PROPERTY OWNER GATE ACCESS APPLICATION FORM

FORM # 2

Instructions for completing FORM # 2

The 3 Canyons Ranch Community is a private, residential area. Access is permitted only to residents, their guests, contractors, government agencies and vendors. As a non–property owner, you may request a gate access card for entry and exit. You must also include a brief justification for gate access with this request for a non-property gate access.

All access devices are intended for use ONLY by the individual or organization submitting this application. The individual applying for this privilege will be held responsible for the proper use of the issued access card. You may not share your access card with any unauthorized person or party. The gate access cards are the property of the 3 Canyons Ranch Master Homeowners Association. These access codes may be limited by time-of-day and duration.

Please notify the 3 Canyons Master Homeowners Association of any changes in your permanent address. Information on gate regulations may be found at the 3 Canyons website at: www.az3canyons.com.

Gate access transactions are only completed by US mail. Please complete and mail

NON - PROPERTY OWNER GATE ACCESS FORM # 2 to the following address:

3 Canyons Gate Administrator

Post Office Box 1083

Hereford, AZ 85615

Please make checks payable to: 3 Canyons Ranch Master Homeowners Association.

Please allow ten (10) working days for processing and delivery.

NON – PROPERTY OWNER GATE ACCESS FORM

FORM # 2

Please select and complete one of the following:

_____ Construction Company (Company name) _____

_____ Realtor (Company name) _____

_____ Government Agency and Services (see 4-5) (name) _____

_____ Other: _____

Contact Name: _____ Phone # (____) _____ - _____

Company: _____

Mailing Address:

City, State, Zip:

Please complete the following and include a brief justification for gate access on the back of this form.

I wish to lease _____ gate cards @ \$5.00 / card.	Cost _____
Processing / setup fee per order.	\$15.00 *****
TOTAL AMOUNT THIS ORDER	_____

The gate cards are only good for the calendar year in which they were issued. Gate cards must be renewed by January 1 of each year. After January 31, the gate cards will be deactivated if not renewed. The cost of renewing each gate card is \$5.00. There will be no additional processing fee for reactivation of gate cards.

Checklist:

- Signed copy of **NON – PROPERTY OWNER GATE ACCESS FORM # 2** (pages 12 & 13 only).
- Check for total amount of this order.

(12)

NON – PROPERTY OWNER GATE ACCESS FORM # 2

HOLD HARMLESS CLAUSE

The undersigned, as a User (including the Users' family, guest and invitees (hereinafter referred to as the "User")) of the mechanized gate providing access to Three Canyons Road (the "gate"), its successors and assigns hereby agrees to save and hold harmless the Three Canyons Ranch Master Homeowners' Association, its Board of Directors, any of its departments, officers or employees (collectively referred to as the "Association"), against all liability or loss, and against all claims or actions based upon or arising out of damages or injury (including death) to persons or property caused by or sustained in connection with the User's, use of the Gate or any road located within the land area governed by the Association. As used herein, costs, injury or damage shall include, in the event of an action, court cost, expensed of litigation and reasonable attorneys' fees. This hold harmless agreement shall in no way be interpreted to indemnify against any cost, injury or damage directly caused by the Association.

I verify that the information provided here is correct. I have read, understand and consent to the terms of this agreement. I accept full responsibility for the proper use of all gate access devices provided me.

DATED this _____ day of _____, 20____.

User's Name (Please Print)

User's Signature

STATE OF ARIZONA)
) ss:
County of Cochise)

SUBSCRIBED, SWORN TO AND ACKNOWLEDGED before me by

_____ this _____ day of _____ 20 ____.

Notary Public

My Commission Expires:

(13)

**Three Canyons Ranch Master Homeowners Association
Notice of Annual Membership Meeting**

The Annual Membership Meeting will be held on Saturday July 18th, 2009 starting at 9:30 a.m. at the Buena Performing Arts Center Lecture Pod (Buena High School – 5225 Buena School Blvd; Sierra Vista, Arizona 85635).

Member registration will begin at 9:00 a.m.

The agenda for the meeting is as follows:

- Call to order
- Acceptance of Agenda
- Call to Membership
- Nominations from the Floor
- Discussion of Issues on Ballot
- Appeals concerning Voting
- Voting
- Call to membership
- Announcement of Voting Results
- Adjournment

There will be a meeting of the Board of Directors following adjournment of the Annual Membership meeting and an intermission of 90 minutes to allow for a lunch break.

Ballot Instructions and Information

This absentee ballot is valid only for the 2009 Annual Membership Meeting scheduled for July 18, 2009. Once cast, this ballot may not be revoked. This ballot may be cast only by the member to whom it is issued.

A quorum of the homeowners is necessary to call the meeting to order and conduct any business. A quorum of the membership is 10% of all memberships. Absentee Ballots may be used to establish a quorum. All absentee ballots received on or before the cutoff date will be used for quorum fulfillment purposes.

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

Memberships and Voting are covered in section 6 of the CC&R's. Each owner shall have the following number of memberships:

- One membership for each full acre in each lot or parcel owned by the member, but no memberships for fractional acres areas, and
- One membership for each one hundred (100) square feet of residential dwelling (including guesthouse) but no memberships for less than one hundred (100) square feet. E.g. A member with a 2100 square foot house on an 8 acre parcel would have 29 memberships (votes).

Information concerning the Homeowners Association is available online at **www.az3canyons.com**

In order for your absentee ballot to be counted, it must be received at the Post Office no later than July 17, 2009. Please return your ballot to the following address:

**3 Canyons Ranch Master Homeowners Association
PO Box 970
Hereford, Arizona 85615**

Absentee Ballot
3 Canyons Ranch Master Homeowners Association
2009 Annual Membership Meeting

Vote for Board of Directors (You may split your total number of votes between any of the candidates).

Candidate	Section	Number of Votes
Linda Gleason	19	_____
Mike Needham	23	_____
Ron Slyter	23	_____
Carl Bromund	27	_____
Tom Pickering	27	_____
_____ (write-in candidate)		_____
_____ (write-in candidate)		_____
_____ (write-in candidate)		_____

Section: _____ Land Acreage: _____ Parcel: _____ House (square feet): _____

Memberships (Total Number of Votes): _____

Signature: _____ Date: _____

Name
Street Address
City, State ZIP

GATE ADMINISTRATIVE AGREEMENT

As Approved June 10, 2009

This is an agreement for gate administrative services between the Three Canyons Master Homeowners Association and the Contractor.

1. The Contractor will collect gate applications and payments mailed to PO BOX 1083, Hereford, AZ 85615. The Contractor will receive two (2) keys for the post office box. The Association will pay for the post office box rental.
2. The Contractor will collect mail at least every other day and perform the required service within ten (10) working days following receipt of application.
3. The Contractor will receive direction for performance of the services listed in this contract from the Chairman of the Gate Committee or his/her designee. The contractor will become familiar with the Gate Guidelines issued by the board of Directors, including all changes and perform the services listed in this contract according to the Gate Guidelines.
4. The Contractor will verify information on the application against the membership record. The membership records will be provided to The Contractor monthly, by The Association. If the applicant's name appears on the membership record, The Contractor will perform the requested services in keeping with The Gate Guide Lines. If the applicant's name or address does not appear on the membership record The Contractor will advise The Gate Committee. A letter will be sent to the applicant notifying them of this decision and action taken as directed by the gate Committee.
5. The Contractor will collect application fees. Checks received will be processed as directed by The Association Treasurer. An invoice for services rendered by The Contractor will be mailed to The Association Treasurer with a copy to the gate committee by the 1st of each month.
6. Following performance of item 4 above, The Contractor will process the application and activate all gate-opening devices.
7. The contractor will update the gate database and mail opening devices with a form letter. All form letters will be developed jointly by The Contractor and the Gate Committee.
8. The Contractor will maintain the database including related files of the applicant's information. The Chairman of the Gate Committee will provide direction on the items to be maintained in these files.
9. The Contractor will record information concerning all transactions in the gate log shown in enclosure (1). The Contractor will provide a copy of the log on a monthly basis to the Treasurer and the Chairman of the Gate Committee

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10. The Contractor will provide the following items monthly to the Gate Committee:

- Record of activated gate-opening devices.
- Record of rejected applications.
- Inventory of hand (not to exceed \$1,000).
- Monies collected.
- Other items as determined by the Board of Directors and Gate Committee.

11. The Association will pay The Contractor at a not to exceed rate of \$30.00 per hour for all work performed which includes but is not limited to the following:

- Building an electronic database.
- Developing form letters.
- Mailing of gate applications and letters.
- Processing of applications.
- Activation of gate opening devices.
- Monitoring of gate transactions and identifying possible violations.
- Additional work as directed by the Chairman of the Gate Committee.

12. The Contractors total billing for any fiscal twelve (12) month period (7/1 – 6/30) will not exceed \$4,000.00 including expenses.

13. Postage and mailing supplies will be paid by The Association and included on the monthly Contractor's invoice.

14. This agreement may be cancelled by either party with 30 days written notice.

Three Canyons Master Homeowners Association

By: _____ Date: _____

Contractor

By: _____ Date: _____

GATE ADMINISTRATOR LOG		MONTH/YEAR:							
Property Owners									
Date Received	Member Name	Disposition						Total Fee Collected	Check #
		Rejected							
			Activated						
1			# Remotes Issued		# Cards Issued		Date Mailed		
2									
Non-Property Owners									
Date Received	Applicant Name	Disposition						Total Fee Collected	Check #
		Rejected							
			Activated						
1			# Cards Issued				Date Mailed		
2									
Essential Services									
Date Received	Applicant Name	Disposition							
		Rejected							
			Activated						
1			# Remotes Issued		# Cards Issued		Date Mailed		
2									
Renewals									
Date Received	Applicant Name	Disposition						Total Fee Collected	Check #
		Rejected							
			Approved						
1									
2									
								Grand Total Fees Collected	