

**THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 12, 2022**

1. CALL TO ORDER

Meeting called to order a 5:30 p.m. at the Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ.

2. ROLL CALL/INTRODUCTIONS

Present	Section	Absent	Section
John MacLeod	19	Bowie Clemons (at large)	22
Will Platt	20E		
Lynn Mattingly	20W		
Philip Isaacson (at large)	21		
Mike Needham – President	23		
Rich Frederici	24		
JoAnne Ehasz	26		
Wayne Meckling (at large)	27		
Stacy Smith	28		
Louis Espinosa (at large)	29		

3. REVISION AND/OR ACCEPTANCE OF AGENDA

Motion was made by Lynn Mattingly to accept agenda as presented. Seconded by Will Platt.
Motion passed – unanimous

4. REVISION AND/OR ACCEPTANCE OF July 9, 2022, ANNUAL MEETING MINUTES

Acceptance of July 9, 2022 meeting minutes.
Motion made by Lynn Mattingly to accept meeting minutes with revisions as presented.
Seconded by Rich Frederici. Motion passed – 9/1 abstain

5. REVISION AND/OR ACCEPTANCE OF July 9, 2022, QUARTERLY MEETING MINUTES

Acceptance of July 9, 2022 meeting minutes.
Motion made by Lynn Mattingly to accept meeting minutes with revisions as presented.
Seconded by Sarah Smith. Motion passed – 9/1 abstain

6. CALL TO MEMBERSHIP

None

7. PRESIDENT'S REPORT

The President's report is attached to these minutes.

Chris Truka is moving and has resigned from all her positions. Mike made contact with the Camera Guys to enable committee members to obtain software for Traffic Control Committee.

8. TREASURER'S REPORT

The Treasurer's report is attached to these minutes.

9. COMMITTEE REPORTS

MASTER DESIGN COMMITTEE (MDC):

The Master Design Committee report is attached to these minutes.

ROAD COMMITTEE:

The Road Committee report is attached to these minutes. There is still some work that needs to be completed on the ditches. It will be completed, but has not been finished so far.

Rich Federici resigned as Chairman of the Road Committee and Board member, effective at the close of this meeting. Rich recommended Bob Gilbert as his replacement as Chairman of the Road Committee and also as his Board replacement. Rich currently has quite a bit of equipment and supplies used in conjunction with the road maintenance. Decision will need to be addressed how and where to store this in the future.

GATE COMMITTEE:

The Gate Committee report is attached to these minutes.

Chris Truka resigned as Chairman of the Gate Committee. Chris recommended Joyce Bender as her replacement as Chairman of the Gate Committee.

TRAFFIC CONTROL COMMITTEE:

The Traffic Control Committee report is attached to these minutes.

Chris Truka resigned as Chairman of the Traffic Control Committee.

MAPS COMMITTEE:

The Maps Committee report is attached to these minutes.

FINANCE COMMITTEE:

The Finance Committee report is attached to these minutes.

10. OLD BUSINESS - ANNUITY

Treasurer discussed some options. Board would like to meet with the financial advisor and discuss the options in detail. Treasurer will assist to make arrangements to help coordinate date and time.

11. OLD BUSINESS – 2021-2022 REMAINING FUNDS

Funds transferred to Operating Account.

12. NEW BUSINESS – APPOINTMENT FOR BOARD VACANCY

Motion by Rich Federici to elect Bob Gilbert to fill the vacant board of director spot and represent Section 24 (at large). Seconded by Mike Needham. Motion passed with unanimous vote.

13. NEW BUSINESS – OAKS PORTION OF 3 CANYONS ROAD

In 2012, BOD accepted responsibility for road maintenance of the portion of road in front of The Oaks up to the West gate. Road Committee presented bids for 2 different options for road repairs. Additional estimates needed for shoulder repair.

14 NEW BUSINESS – BY-LAWS UPDATE

Attorney has mentioned that the current By-Laws do not represent what is currently practiced in regards to notification dates, proxies, etc. Lynn Mattingly will undertake this project and then present changes to Mike Needham for attorney suggestions.

15 NEW BUSINESS – COMMITTEE APPOINTMENTS

Motion by Will Platt to elect Joyce Bender as chairman of the Gate Committee. Seconded by Sarah Smith. Motion passed with unanimous vote. Committee members did not change.

Motion by Will Platt to elect Donna Willard as chairman of the Traffic Control Committee. Seconded by Sarah Smith. Motion passed with unanimous vote. Committee members include Will Platt and Sarah Smith.

16 NEW BUSINESS – APPEALS

Request for Variant made by member. Member would like to build a split rail wooden perimeter fence along the front of the property with a 20' setback and include an archway 16' tall. CC&R 4.3.4(b) states setback is 100'. CC&R 4.3.5 states height restriction to 15'. Motion by Sarah Smith to accept 20' setback for split rail fence and archway provided it does not

exceed overall 15' height above grade. Seconded by JoAnne Ehasz. Motion passed with 75% vote (6/2)

17 CALL TO MEMBERSHIP

Member question concerning clarification of timing on when assessment is charged on new home build. MDC to provide answer. (Association Rules, #17)

Member would like to see consistency in email addresses of BOD, officers, and committee members.

Member would like to start an e-mail quarterly letter. Mike Needham encourage him to prepare a proposal for next board meeting.

18. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

GLOSSARY OF TERMS / SYMBOLS

Term/Symbol	Meaning
*	At large
AB	Gravel used on edge of road to prevent road edge wear
CC&Rs	Covenants, conditions, and restrictions
HOA	Homeowners Association
P	President
S	Secretary
T	Treasurer
VP	Vice President

President's Report Oct 12 2022 BoD Meeting

The East Gate entry box was damaged on Aug 16.

The individual who caused the damage is a 3 Canyons member. His insurance company is Farmers. We provided Farmers the Signals Gate estimate of repair, \$9,240.71 (\$8,881.96 labor/equipment and \$348.75 for the inspection and estimate) on 19 Aug.

Farmers initial reply was to only pay \$4,400 due to equipment depreciation. I contacted our insurance carrier and informed them of this situation. Our representative notified us on 14 Sep that since we are a non-profit organization Farmers will make payment in full. We received a Farmer's check for \$8,881.96 on 30 September. Unfortunately Farmers did not include the cost (\$348.75) of Signal Gates initial equipment inspection and estimate preparation. I notified our insurance representative and she was going to contact Farmers.

We were notified on 30 September by Signal Gates that all parts are in and the date(s) to install is 13 Oct and 14th if required.

We did not file an insurance claim on our policy so there will be no premium increase due to claims. Our gate insurance deductible is \$2,500. Because we have good working cameras at both gates we were able to quickly and positively identify the offender. These cameras saved the association from filing an insurance claim, paying the deductible, and probably incurring a premium increase.

Property sec27 parcel 61C that was illegally split into two 4 acre parcels (61K and 61L) still has not been corrected back to a single 8-acre parcel as initially requested in July 2021.

One owner now owns both parcels, but county records still show as 2 parcels vice one 8-acre parcel. I will attempt to contact the out-of-state owner and get an update.

Post office boxes (Gate, MDC, general purpose) if we can reduce the size of the box for cost savings it would be nice. That said if that means a different box number then remember that all applicable forms, checklists, guidelines need to be updated. We pay \$282 annually for all 3.

3 CANYONS RANCH
TREASURER'S REPORT
October 12, 2022

Ending Balance of Accounts as of October 12, 2022:

Operating: \$156,496.43

Road Reserve: \$191,299.39

Contingency Savings: \$237,168.12

Construction Deposit Checking: \$8,000.00

Construction Deposit Savings: \$3,194.91

On July 14, 2022, the treasurer transferred \$151,728.00 from the Operating account to the Contingency savings account. This was the amount of overage funds from fiscal year 2021-2022.

The Contingency Savings account funds are not earmarked for specific purposes as is the Road Reserve Fund.

As the HOA Treasurer, I strongly believe the Board Of Directors should seriously consider investing a portion of the overage funds in fixed rate annuities in 3 and 5 year terms and a portion of the funds in T-Bills (up to 12 months) and T-Notes (1 to 10 year terms).

Farmers Insurance company placed a stop payment on the first check they issued for the East gate Key Pad Post damage in the Amount of \$4,440.98. Second Check sent in the amount of \$8,881.96 will not cover the entire cost of repair/replacement.

We will need to invoice the person that caused the damage for the remaining amount needed to repair/replace. The original Signal Gates estimate was approximately \$9,200.00, I believe, and that did not include the almost \$400.00 for the site visit to inspect the damage.

Respectfully Submitted,

Donna Willard
Treasurer

MEMORANDUM FOR: 3 Canyons Ranch Master Homeowners (3C) Board of Directors (BOD)

SUBJECT: Master Design Committee (MDC) Summary – 12 October 2022

The following synthesizes key MDC activities for the period 09 July – 11 October 2022.

a. GENERAL. The MDC received and responded to multiple general inquiries, requests for information and assistance from members, prospective members and the PMI Team during the period.

b. MEETINGS. The MDC conducted four formal meetings during the period to consider MDC business. Video conference meetings were conducted on 12 July, 09 August, 13 September and 11 October 2022. An overview of salient actions is summarized in Paragraphs C - E. Specific details are captured in the respective MDC Agendas, Minutes, Voting Logs & Notifications and documented in the MDC Archives.

c. PROJECT REQUEST STATUS:

1. Summary. The MDC considered 15 project requests from members during the period. Thirteen (13) requests were approved resulting in an initial approval rate of 87%.

2. New Construction. The MDC considered and subsequently approved 4 new Single-Family Residence (SFR) construction requests during the period.

3. Accepted. The MDC considered and subsequently approved 9 other applications during the period. Members were notified via official letter.

4. Rejected. The MDC considered and subsequently rejected 2 applications during the period due to either incomplete & missing information or non-compliance with CCRs requirements. Members were notified via official letter.

d. VIOLATIONS STATUS: The MDC reviewed & actioned potential CCR violations alleged against 6 3C properties. Five were subsequently resolved and 1 pending.

e. MISC: The MDC revised two administrative forms to promote clarity and update contact information: MDC Checklist (dated Sep22) and Request for Variance (dated Oct22). These forms are posted on the 3C public website at <http://www.az3canyons.com/guidelines.php> and supersede all previous versions.

Respectfully submitted,

/S/
W. PLATT
MDC Chair
3C HOA

<http://www.az3canyons.com/>

From: Richard Frederici richfrederici@yahoo.com
Subject: Road committee report
Date: Oct 12, 2022 at 7:26:46 AM
To: joybender1960@icloud.com

The road committee finished the roadside mowing.
The asphalt repair on 3 Canyons Rd. just east of the VDO
entrance is now scheduled for October 26,27,&28.
Rich Frederici
Road committee chairman
Sent from my iPhone

October 2022 Gate Committee Report

HARDWARE:

West gate has been working well.

East gate has been locked open since August 15, when the code post was severely damaged when hit by a travel trailer. Using information provided by the Traffic Control Committee, identified the owner's code, which allowed us to identify the driver. Completed a Sheriff's report and supplied information needed to the driver's insurance company for the claim.

Working with his insurance to recover the cost of repairs, which totaled about \$9,000. New components have finally been received and repairs are scheduled for October 13 and 14.

DATA:

- 1) Continue to deactivate accesses as properties are sold and new owners get their own access.
- 2) Monitoring transaction reports monthly. If a code is identified as being used to excess over multiple months, that code is deactivated and a new code issued to the owner.

COMMITTEE:

I need to turn over anything I have and train someone as Gate Admin between October 20 and October 31; therefore, I need direction from the Board on who will take over. Rick Sontheimer is familiar with the process, but to my knowledge is not interested in taking this over again. This position is really not all that time-consuming—probably just 2-3 hours a week maximum.

Submitted by Chris Truka

October 2022 Traffic Control Committee Report

Assisted one HOA owner in using our recorded video to capture the license plate of a vehicle that rammed the owner's gate. This was turned over to the Sheriff's office as part of the owner's complaint.

Used the recorded video to identify the vehicle/driver that damaged the code post at the East Gate on August 15.

Until the code post was damaged in August, continued to monitor access at East Gate, identifying codes being used from Rio Rancho area, working with Gate Admin to deactivate them and assign new ones to legitimate owners.

I have identified 12 vehicles that are consistent violators from Rio Rancho area, despite my deactivating numbers they've been using. As soon as the east gate is operational, need to verify they are still violating, determine the codes they are using, and create one big report to be sent to the Sheriff's office. This might generate faster action from the Sheriff's office.

The clock on the cameras at the West gate are recording, but the time is 12 hours off. Despite numerous attempts, we have not been successful in getting the attention of Al Armenta from Camera Guys since June.

While we have two other members on the Traffic Control Committee—Will Platt and Joyce Bender—they can't really do anything unless we can get the software loaded. We need contact with Al to do this.

I need to turn over anything I have between October 20 and October 31; therefore, I need direction from the Board on who will take over. Donna will be the only one with the software loaded unless we can get hold of Al. While watching the video and catching trespassers can be very time-consuming, this position can easily be done remotely.

Submitted by Chris Truka

MAP COMMITTEE REPORT

October 12, 2022

Parcel 01-061C is still recorded as split into two 4 Ac. parcels by Cochise County as of October 11, 2022

Maps are updated as property transfers are reported by PMI and distributed to the Master Design Committee.

FINANCE COMMITTEE

October 12, 2022

No meeting held.

Respectfully Submitted,
Donna R. Willard