

3 Canyons Ranch

MASTER HOMEOWNERS ASSOCIATION

Post Office Box 970 • Hereford, Arizona 85615

2024-04 GATE REGULATIONS AND FORMS

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3 CANYONS RANCH MASTER HOMEOWNERS ASSOCIATION
Gate Policies, Procedures and Operations

Amended April, 2024

SECTION 1: INTRODUCTION

OVERVIEW: 3 Canyons Ranch Master Homeowners Association hereinafter referred to as 3C is a private, gated community. Access for members, guests, contractors, service providers and emergency services is via two authorized access points; the West gate, located ½ mile East from State Highway 92 on 3 Canyons Road and the East gate located approximately 1 ¼ mile West of Palominas Road on 3 Canyons Road at S. Rio Santiago.

PURPOSE: This policy identifies the administration, procedures, and operations necessary to administer access to 3C. Specifically:

- a. Identifies the process of access for the members of 3C their guests, tenants, service providers and emergency services.
- b. Identify procedures the gate committee and gate administrator shall use to manage access to the 3C gates.
- c. Identify administrative procedures, governing access codes, devices and violations.

APPLICABILITY: This policy applies to 3C residents and all persons and organizations desiring access to 3C HOA.

DEFINITIONS:

- a. Member: Legal owners of property within 3 Canyons HOA and members of their immediate family who reside within the household.
- b. Tenants: Non-members and their immediate family who reside with them and who contractually agree to rent a member's property for a defined period of time.
- c. Guests: Non-members who are authorized by a member to visit a member's property for a specific, temporary purpose. Examples include visiting friends & relatives, yards sales, parties, etc.
- d. Contractors: Business that contract with a resident to perform work and provide supplies to build/erect a home and/or buildings on a property owned by resident. Examples include general contractors, sub contractors, etc.
- e. Service Providers. Businesses who are authorized by a member to visit a member's property for a specific, business-related purpose. Examples include Real estate Agents, construction workers, delivery drivers, pest control, mail delivery, utility providers, etc.

- f. Emergency Services: Public entities that provide for the health & welfare of 3 Canyons residents including Law enforcement, Fire and Ambulance services.
- g. Trespasser: Individual or entity that enters 3C without authorization of the 3C Gate Administrator and in violation of this policy.

SECTION 2: ADMINISTRATION

RESPONSIBILITIES:

- a. 3C Board of Directors (BOD): The 3C BOD appoints the 3C Gate Administrator and Gate Committee. The BOD is responsible for providing oversight of and direction for the administration of this policy.
- b. 3C Gate Administrator: The Gate Administrator is a 3C member appointed by the BOD. The Gate Administrator is responsible for administering the day-to-day management of the 3C Gate program in accordance with this policy and direction from the BOD. Typical duties include establishing gate access and administrative procedures; processing access requests; assigning & terminating access codes & devices; processing trespasser and other violations; and, in conjunction with the 3C Treasurer, for the administration of related fees and fines. The Gate Administrator shall provide to the BOD a written report summarizing relevant activities a minimum of each Quarter throughout the Calendar Year (CY).
- c. Gate Committee: The Gate Committee is comprised of volunteers from the 3C membership and approved by the BOD. Committee members are assigned various duties and responsibilities as determined by the Gate Administrator.
- d. 3C Members. All 3C members and authorized users are responsible for adhering to the requirements and procedures specified herein. 3C members are specifically responsible for safeguarding their access codes & devices and reporting actual or suspected compromise to the Gate Administrator within 24 hours. Members are specifically prohibited from sharing all assigned access codes & devices. Members may be held responsible for all trespassers through willful or negligent use of their assigned access codes & devices and all violations caused by the member's guests, tenants and contractors pursuant to the CCRs and this policy.
- e. 3C Treasurer. The 3C Treasurer will receive, process and forward to the current management company to disburse invoices as appropriate for all monies, including fees and fines, associated with this policy.
- f. 3C Master Design Committee (MDC) Chair. The 3C MDC Chair shall coordinate with the 3C Gate Administrator to obtain a temporary single access code upon MDC approval of new major construction (i.e. Single-Family Residence (SFR) or similar). The MDC Chair shall provide this code to the 3C member who in turn will provide the code to contractors / service providers supporting the new construction. The Gate Administrator shall delete the access code upon notification from the MDC Chair that construction is completed.

ACCESS REQUEST PROCEDURES

- a. The 3C access management system provides access to 3C members, authorized users and service providers with legitimate business within 3 Canyons HOA. Personnel desiring access to 3C shall complete & submit the appropriate Access Request Form, with payment if applicable, to the 3C Gate

Administrator by mail to 3 Canyons Master Ranch HOA, P.O. Box 970, Hereford, Arizona 85615. Checks should be made payable to 3 Canyons Master Ranch HOA.

1. 3C Member Access: Complete & submit the Members Gate Access Request Form (Attachment 1).
2. Renter/ Tenant Access: 3C members shall complete & submit the Members Gate Access Request Form for Renter/Tenant Form" (Attachment 2).
3. Contractor Access: Contractors shall complete and submit the Contractor Gate Access Request Form (Attachment 3). Note these are temporary access codes issued for a defined period of time.
4. Service Provider: Service Providers with legitimate business within 3C shall complete & submit the Service Provider Gate Access Request Form (Attachment 4). Access codes may be issued on a semipermanent basis of one code for each service provider business (i.e. one per real estate company, one per FEDEX, etc.). All service providers are expected to safeguard & not share their code with nonaffiliated entities and adhere to the provisions of this 3C Gate Policy.
5. Emergency Services: Legitimate emergency services such as Fire & Police Departments, Ambulances Services, etc. are provided unrestricted access to 3C via the KNOX / YELP features installed at each gate.

b. All forms are attached to this policy document.

3C ACCESS METHODS

a. 3C Gates are accessible via the following 6 methods:

1. Remote Control Devices (RCD): RCD provide access to 3C gates by pressing a button within range of the gate receiver. RCDs are issued only to 3C members (maximum of 3 per household) at the cost of \$40.00 per RCD. RCDs remain the property of 3C, are NOT transferable and shall be returned to the Gate Administrator when no longer required. Replacement for lost or compromised RCDs shall consist of a \$40 device replacement charge plus an administrative fee of \$40 (total \$80 per RCD). Unserviceable RCDs, as determined by the gate committee, will be replaced free of charge upon return of the defective device. Battery replacement is the responsibility of the 3C resident.
2. Access Cards: Access Cards are swiped and read by the card reader located adjacent to the call box. Access cards are issued only to 3C members (maximum of 3 per household) for a fee of \$5.00 per card. Access cards remain the property of 3C, are NOT transferable and shall be returned to the Gate Administrator when no longer required. Replacement for lost or compromised cards shall consist of a \$5 replacement card charge plus an administrative fee of \$40 (total \$45 per card). Unserviceable cards, as determined by the gate committee, will be replaced free of charge upon return of the defective card.
3. Gate Codes: Gate access codes are entered into the gate code keypad. Gate codes are provided by the gate administrator at no charge on the basis of one per 3C household or one authorized Service / Contractor business. To access the gate, the user enters the # button immediately followed by the assigned four (4) digit code. Initially assigned gate codes shall be provided free of charge. Lost or member-compromised codes shall be reissued for an administrative fee of \$40.

4. **Gate Phone Access System:** The Gate Phone Access System allows 3C members to remotely open the gates of entry for authorized guests and visitors. The user scrolls through the list of names at the incoming gate call box. After locating the name of the 3C member, the user presses the CALL button. This places a phone call directly to the designated phone number of the 3C member. The member can then press the Nine (9) button on their phone to open the gate. If the 3C member does not recognize the caller, they can hang up and the gate will not open. This is the recommended method of access for temporary and infrequent visitors.
****NEW GATE CALL BOX INFO**** Upon request, the Gate Administrator can now provide HOA members with a 3-digit code for use by HOA member visitors to use at the gate call box instead of looking up the HOA member last name. This is NOT the same as your access code. If you look up your name on the gate box, there is a 3 digit code by your name on the display screen. This is your 3-digit code. If your name is hidden, you will need to contact the Gate Administrator for assistance. For visitors, this makes calling your phone easier from the call box. The visitor would enter the 3-digit code and press the CALL button. This places a phone call directly to the designated phone number of the 3C member. The member can then press the Nine (9) button on their phone to open the gate. Please contact the Gate Administrator if you have any questions.
5. **KNOX Box.** The KNOX Box is a secure means for Fire Departments, including EMTs, to gain access to 3 Canyons HOA during an emergency. Use of the Knox Box is restricted to authorized users only.
6. **YELP.** The YELP feature at both of the gates allows emergency services such as the Sheriff's Department and Border Patrol, to enter the 3 Canyons HOA using the "YELP" mode on their siren system. Use of the YELP feature is restricted to authorized users only.
- b. RCDs, access cards & codes are the property of 3C. In the event of suspected compromise or misuse the gate administrator may temporarily suspend, for safety & security purposes, the access of any of these methods for any user.
- c. IN THE EVENT THE EXIT GATE DOES NOT OPEN AUTOMATICALLY, or you are walking or biking, it is possible to open the exit gate by using the keypad and pressing the number 1 button, followed by your personal access code.

SECTION 3: VIOLATIONS

All 3C members and authorized visitors shall adhere to the provisions of this policy in order to promote and preserve the general safety & security of all within 3C. The 3C Gate Administrator shall determine violations and initiate actions based upon the following guidelines. These shall be in addition to any administration fees specified in Section 2.

- a. Non-compliance by a 3C member including facilitating unauthorized access or sharing of any access devices.
 1. First Violation: Warning letter.
 2. Second Violation: Formal NOV and \$60 fine.
 3. Third & subsequent Violation: Formal NOV and \$150 fine.

- b. Non-compliance by a Contractor / Service Provider shall receive a written warning. Subsequent violations may result in denied access to 3C.
- c. 3C members may appeal the fines, including a request to waive any administrative fees within 30 days of notification by the Gate Administrator. 3C members shall submit all appeals directly to the 3C BOD using the 3C Financial Appeal Form found on the 3C website, threecanyonsranch.com, under the documents/guidelines forms tab. Fines & fees will not be assessed during the appeals process. If the appeal is unsuccessful, all fines & fees are payable within 20 calendar days of BOD decision. Fines & fees not paid within proscribed timelines may be forwarded to the 3C attorney for appropriate action. All 3C legal costs associated with enforcing this policy may be assessed to the 3C member. 3C members will be notified via email.

SECTION 4: TRESPASSERS

3C considers all unauthorized individuals or entities entering 3C as trespassers. The Gate Administrator or the Traffic Control Chair shall report all known or suspected trespassing incidents to the BOD and the Cochise County Sheriff's Department per the Traffic Control Committee procedures. It is 3C's intent to vigorously subject all trespassers to criminal and/or civil penalties as appropriate. 3C members who facilitate unauthorized individuals or entities in trespassing are similarly subject to 3C administrative or legal actions.

(Attachment 1)

**3 CANYONS RANCH HOA
MEMBER GATE ACCESS REQUEST FORM**

Note: Request form will not be processed if ALL information is not provided.

Date: _____

Member Name: (Print) _____

Mailing Address: _____ State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Email address: _____

_____ I agree to add my email address to the 3 Canyons HOA email notification group.

Phone Number _____

Section Number: _____ Parcel Number: _____ (example: 104-01-050J)

_____ I request an access code at no charge.

_____ I request _____ remote(s) at \$40.00 each.

_____ I request _____ card(s) at \$5.00 each.

Total amount enclosed: \$_____ (Make check payable to 3 Canyons Ranch Master HOA)

Please read the 3 Canyons HOA Gate Policy, Procedures and Operations located on our website:
threecanyonsranch.com

Complete and sign this form and return (with payment, if applicable) to the 3 Canyons HOA Gate Committee
Chair at: P O Box 970, Hereford, AZ 85615

For questions/concerns you can contact the gate administrator at: gates@threecanyonsranch.com

I have read, understand and agree to abide by the Gate Policies, Procedures and Operations as posted on the 3 Canyons HOA website as part of my application. (Attention to Section 9 Violations). I understand this is a lease for the remotes and cards. Remotes and cards **must** be returned to the Gate Committee when no longer needed by the member.

Signature: _____ Date: _____

THE FOLLOWING FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Access Code Assigned _____ Date _____

(Attachment 2)

**3 CANYONS RANCH HOA
MEMBER GATE ACCESS REQUEST FORM FOR RENTERS/TENANTS**

Note: Request form will not be processed if ALL information is not provided.

Date: _____

Member Name: (Print) _____

Renter Name(s): (Print) _____

Member Mailing Address: _____ State _____ Zip _____

Renter Mailing Address: _____ State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Member Email address: _____

_____ I agree to add my email address to the 3 Canyons HOA email notification group.

Renter Email Address: _____

Member Phone Number _____

Renter Phone Number: _____

Section Number: _____ Parcel Number: _____ (example: 104-01-050J)

_____ I request an access code at no charge.

_____ I request _____ remote(s) at \$40.00 each.

_____ I request _____ card(s) at \$5.00 each.

Total amount enclosed: \$_____ (Make check payable to 3 Canyons Ranch Master HOA)

Please read the 3 Canyons HOA Gate Policy, Procedures and Operations located on our website:
threecanyonsranch.com.

Complete and sign this form and return (with payment, if applicable) to the 3 Canyons HOA Gate Chairman
at: P O Box 970, Hereford, AZ 85615 For questions/concerns you can contact the gate administrator:
gates@threecanyonsranch.com

I have read, understand, and agree to abide by the Gate Policies, Procedures and Operations as posted on
the 3 Canyons HOA website as part of my application. I understand this is a lease for the remotes and
cards. Remotes and cards **will** be returned to the Gate Committee when no longer needed by the
member/renter/tenant.

Signature: _____ Date: _____

THE FOLLOWING FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Access Code Assigned _____ Date _____

(Attachment 3)

**3 CANYONS RANCH HOA
MEMBER SPONSORED CONTRACTORS GATE ACCESS REQUEST FORM**

Note: Request form will not be processed if ALL information is not provided.

Date: _____

Contractor Name: (Print) _____

Member Name: (Print): _____

Contractor Mailing Address: _____ State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Email address: _____

Phone Number 1. _____ 2. _____

_____ I request an access code at no charge.

Please read the 3 Canyons HOA Gate Policy, Procedures and Operations located on our website:
threecanyonsranch.com.

Complete and sign this form and return to the 3 Canyons HOA Gate Committee Chair at: P O Box 970,
Hereford, AZ 85615

For questions/concerns you can contact the gate administrator at: gates@threecanyonsranch.com

I have read, understand, and agree to abide by the Gate Policies, Procedures and Operations as posted on the 3 Canyons HOA website as part of my application. I understand misuse of any access device may result in access denial or modification. I understand this is a lease for the remotes and cards. Remotes and cards **will** be returned to the Gate Committee when no longer needed by the service provider.

Signature: _____ Date: _____

THE FOLLOWING FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Access Code Assigned _____ Date _____

(Attachment 4)

**3 CANYONS RANCH HOA
SERVICE PROVIDER GATE ACCESS REQUEST FORM**

Note: Request form will not be processed if ALL information is not provided.

Date: _____

Service Provider Name: (Print) _____

Contact Name: (Print): _____

Service Providers:

Mailing Address: _____ State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Email address: _____

Phone Number 1. _____ 2. _____

____ I request an access code at no charge.

**** Access Code may be voided at any time if HOA Gate Policy Procedures and Operations are not followed ****

**** ALL gate codes are for a period not to exceed 2 years. Gate Codes may be extended IF requested ****

Please read the 3 Canyons HOA Gate Policy, Procedures and Operations located on our website:

threecanyonsranch.com.

Complete and sign this form and return to the 3 Canyons HOA Gate Committee Chair at: P O Box 970,
Hereford, AZ 85615

For questions/concerns you can contact the gate administrator at: gates@threecanyonsranch.com

I have read, understand, and agree to abide by the Gate Policies, Procedures and Operations as posted on the 3 Canyons HOA website as part of my application. I understand misuse of any access device may result in access denial or modification. I understand this is a lease for the remotes and cards. Remotes and cards **will** be returned to the Gate Committee when no longer needed by the service provider.

Signature: _____ Date: _____

THE FOLLOWING FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Access Code Assigned _____ Date _____