

THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
May 20, 2020

1. CALL TO ORDER

Meeting called to order at 5:28pm at the Palominas Fire Department Training Center, 9222 S. Kings Ranch Road, Hereford, AZ.

2. ROLL CALL | INTRODUCTIONS

Present	Section	Absent	Section
Cathy Chouinard	22		
Jim Dobis	27		
Richard Frederici	24		
Pam Hunter – P	26*		
John Langholff	20W		
John McLeod	19		
Mike Needham	23		
Will Platt	29*		
Richard Sontheimer	21		
Donna Willard – VP and T	28*		
Marilyn Wardlow	20E		
Adrienne Wilker – S			

MEMBER ATTENDEES:

Andrew and Jennifer Rodriguez
Tom and Linda Gleason
Jeri and Lynn Mattingly
Will Platt

3. REVISION AND/OR ACCEPTANCE OF TONIGHT'S AGENDA

- Need to add appeal with dollar amount
- Need to add on new budget approval
- Motion to accept by Donna – Unanimous approval

4. REVISION AND/OR ACCEPTANCE OF JANUARY 8, 2020 MEETING MINUTES

- Legally there is access to the property from three canyons (re: annexation) – 40 feet change "there is no access" to "there is access"
- Motion to accept with revision: Rick S - Unanimous yea

5. CALL TO MEMBERSHIP

None

6. PRESIDENT'S REPORT

- Four legal judgments against members have been updated by Michele with the county
- Mellak Road lot (#104-01-092B) is still for sale.

- Reminder for board members: Do not discuss HOA matters with La Pradera owner, as advised by HOA's legal counsel, refer any questions to the president
- Following up on the speeding discussion at the January meeting: posted automated speeding sign was up for six weeks on 3C Rd. Don't know what affect it has had on speeders. The CCSO has stated they will only respond to a report of speeding for two reasons: suspicion of DUI and reckless driving.

7. TREASURER'S REPORT

- Budget report
 - Income YTD: \$205,854.00
 - Expenses YTD: \$131,394.00
 - Balance for Savings Account as of April 2020: \$73,901.00
 - Balance for Road Account as of April 2020: \$75,650.00
 - Balance for Const. Deposit Account as of April 2020: \$8,002.00
- 86 members are still in arrears for the 2019-2020 assessment year.
- Michele has 22 demand letters ready for submission to the court system. Courts are accepting no new cases until July 22. These letters are for members delinquent for at least 2 years.
- Three demand letters were pulled due to properties sold and funds collected at closing / member paid all funds due.
- One member is in arrears since 2014 due to bankruptcy. Bankruptcy now complete and demand letter will be generated.
- Clarification of what is covered by attorney fees, and what is included in contracted monthly fee.
- Donna presented the proposed 2020-2021 budget. It would keep the annual assessment cost at \$15 per membership.
- Rick made motion to accept annual assessment cost for memberships staying at \$15, Marilyn second – all but one year on memberships staying at \$15.

8. COMMITTEE REPORTS

- Master Design

The Committee had its last physical meeting in March before the state lockdown orders went into effect. That was the only meeting since that we have had a house presented to the committee and approved. There have been ten other non-livable construction projects considered and nine approved. The one week ahead of meeting deadline appears to be working well. As chair of the committee, an HOA list can be requested and it would be nice to get a regular updated one rather than to have to request.
- Road

We continue to place AB at worn road edge locations and to remove brush and cut weeds where large mower does not have access. We are planning to build a new barbed wire fence from Rio Santiago South to existing fence one quarter mile east of Rio Santiago South on south side of 3 Canyons Road. Someone tore down the fence so that people living in the Rio Rancho area could use 3 Canyons Rd.

Work continues on 3 Canyons Road culvert crossing west of Mellak Road. Culvert was extended to the north side of 3 Canyons Road to reduce flooding on south side of 3 Canyons Road. Ditches have been cleaned and day-lighted to allow greater flow during heavy rains. Spoils from culvert project have been redistributed to 3 Canyons Roadside ditches that required fill due to erosion.

- Traffic Control
New cameras are on order to help reduce glare on photos taken of license plates as they cross gate lines.
- Gate
We had one problem with the west gate on April 1, and the gate was locked open. Signal Gate was contacted, came out the next day, and determined a circuit board had failed. The board was replaced under the warranty program at no cost, and our only expense was the travel cost. We have been pushing the use of remotes, cards, and now phone numbers, even long-distance numbers, to the call box. We are also working with the traffic control committee to track down compromised codes. I have found that many members are opening the gate for people stopped at the gate. This defeats the purpose of having a gate if members just open for anyone who is stopped.
- Governing Documents – NONE
- Maps – Map updates are in progress

9. NEW BUSINESS, PART 1: APPOINTMENT FOR VACANT SEAT ON BOARD

Appointment for vacant board seat: Jennifer and Will

- Jennifer – in section 27, here to support, has no agenda, just wants to get involved.
- Will – in section 20E, been there since 2008, recently retired from government service and has time to devote to serving the HOA.

Pam calls a vote: Jennifer - 2 Will - 8

Will Platt is the new at-large member of the Board of Directors.

10. NEW BUSINESS, PART 2: FINANCE COMMITTEE

- Motion by Marilyn to create a finance committee to provide possible recommendations for investments by the HOA. 10 yea, 1 no
- Donna volunteered to head the committee.
- Pam, Will, and Tom volunteer to be a part of the committee.
- Motion to vote on committee and committee membership. 10 yea 1 no.

NEW BUSINESS, PART 3: VOTING GUIDELINES AND BALLOT INSTRUCTIONS/INFORMATION

- John Macleod asks about the requirements of elections and voting. Members in good standing are required to be given an opportunity to participate in an election.
- Section 26 and 28 need entry lines like all other sections on the draft ballot, and the date needs updating.
- Pam asked for nominees from the floor who want to run for a board seat up for election: none.
- Mike asked if we could combine mailed info (assessment and voting). The answer is no.
- Mike asked if we need to provide postage for voting. The answer is that it is the only way we get votes back.
- Motion to accept ballot and voting guidelines with two amendments, Marilyn seconds, unanimous yea.

NEW BUSINESS, PART 4: FORMATION OF VOTING COMMITTEE

- Tom and Linda Gleason volunteer.

- Tom and Linda will receive an updated member list in good standing list prior to counting votes.
- Motion from John Mcleod that Tom and Linda Gleason be the election committee for 2020, unanimous yea.

NEW BUSINESS, PART 5: APPEAL – REQUESTING WAIVED/REIMBURSED FEES

- Residents from Circle S. Drive requested their fees be waived. HOA board does not have the authority to waive fees.

11. CALL TO MEMBERSHIP

- Tom Gleason suggested that add a line to the ballot a line for members to add their email address for our records.
- Pam said we cannot collect ballots online, and she will follow up with legal about what we can as residents for and consider sending email reminders as we approach voting meeting.
- Tom Gleason asked if we could change the four-number code to a five-number code for the gate access. Rick is using a code generator.

12. AJOURNMENT

Motion to adjourn by Pam, second by Marilyn, unanimous yea.
Meeting was over at 6:49pm.

GLOSSARY OF TERMS / SYMBOLS	
Term/Symbol	Meaning
*	At large
AB	Gravel used on edge of road to prevent road edge wear
CC&R	Covenants, conditions, and restrictions
HOA	Home Owners Association
P	President
S	Secretary
T	Treasurer
VP	Vice President

3 CANYONS RANCH HOMEOWNERS ASSOCIATION 2019-2020 BUDGET

BEGINNING BALANCE	77,080		ENDING BALANCE	74,246
	May-20	YTD	BUDGET	REMAINING
INCOME TOTAL	\$14,332	\$220,186	\$212,001	(\$8,185)
2019-2020 Assessments	\$1,974	\$150,513	\$164,865	\$14,352
2018-2019 Assessments	\$420	\$5,290	\$7,126	\$1,836
2017-2018 Assessments	\$420	\$2,445	\$5,292	\$2,847
2016-2017 Assessments	\$0	\$555	\$1,518	\$963
2015-2016 Assessments	\$0	\$435	\$615	\$180
Late Fees	\$299	\$2,972	\$1,500	(\$1,472)
Interest	\$711	\$4,726	\$1,400	(\$3,326)
Gate	\$80	\$945	\$1,000	\$55
Master Design	\$400	\$1,400	\$600	(\$800)
Transfer Fees	\$3,600	\$27,990	\$10,000	(\$17,990)
Recovered Legal Expenses	\$428	\$9,683	\$15,000	\$5,317
Recovered Admin. Expenses	\$0	\$100	\$700	\$600
Construction Deposits	\$6,000	\$13,000	\$3,000	(\$10,000)
Miscellaneous Deposits	\$0	\$132	\$0	(\$132)
EXPENSES TOTAL	\$17,166	\$148,560	\$184,604	\$36,044
ADMIN	\$5,134	\$13,856	\$4,190	(\$9,666)
Board	\$0	\$3,915	\$500	(\$3,415)
Master Design	\$0	\$76	\$120	\$44
Gate	\$0	\$133	\$200	\$67
Road	\$125	\$125	\$100	(\$25)
Documents	\$0	\$0	\$100	\$100
Maps	\$9	\$259	\$100	(\$159)
Website Maintenance	\$0	\$348	\$70	(\$278)
Construction Deposit Refund	\$5,000	\$9,000	\$3,000	(\$6,000)
ACCOUNTING	\$150	\$1,956	\$2,500	\$544
ATTORNEY	\$0	\$47,706	\$65,000	\$17,294
Litigation	\$0	\$1,756	\$20,000	\$18,244
Professional	\$0	\$21,425	\$15,000	(\$6,425)
Administrative	\$0	\$24,525	\$30,000	\$5,475
INSURANCE	\$6,786	\$6,786	\$5,644	(\$1,142)
Board & Officers	\$2,219	\$2,219	\$1,859	(\$360)
Property	\$4,567	\$4,567	\$3,785	(\$782)
TAXES	\$0	\$861	\$780	(\$81)
GATE	\$852	\$10,909	\$18,490	\$7,581
Warranty	\$640	\$7,040	\$8,000	\$960
Utilities	\$212	\$2,271	\$2,190	(\$81)
Lighting	\$0	\$0	\$300	\$300
Remotes & Cards	\$0	\$1,473	\$1,500	\$27
Maintenance	\$0	\$0	\$1,500	\$1,500
Repair	\$0	\$125	\$5,000	\$4,875
ROAD	\$2,244	\$43,519	\$45,000	\$1,481
Maintenance	\$392	\$12,710	\$3,000	(\$9,710)
ROW/Mowing	\$257	\$9,342	\$10,000	\$658
Road Edge & Weed Control	\$850	\$9,149	\$6,000	(\$3,149)
ROW/Drainage	\$745	\$8,048	\$23,000	\$14,952
Fence	\$0	\$3,915	\$3,000	(\$915)
TRAFFIC CONTROL	\$0	\$3,190	\$3,000	(\$190)
Maintenance/Monthly Cloud Fees	\$0	\$2,700	\$3,000	\$300
Miscellaneous	\$0	\$490	\$0	(\$490)
Contingency Savings		\$28,236	\$20,000	\$73,901
Road Savings		\$21,531	\$20,000	\$75,649
Construction Deposit	\$2,000	\$2,000	\$1,000	\$6,002
Approved by BD 4/10/19				

3 Canyons Ranch 2020 - 2021 Monthly Budget

Beginning Balance:

JULY 2020

Ending Balance:

\$139,158

0	MONTHLY	YTD	BUDGET	REMAINING
Income Total	\$141,063	\$141,063	\$203,505	\$62,442
2020-2021 Assessments	\$141,063	\$141,063	\$171,720	\$30,657
2019-2020 Assessments	\$0	\$0	\$3,749	\$3,749
2018-2019 Assessments	\$0	\$0	\$2,865	\$2,865
2017-2018 Assessments	\$0	\$0	\$1,177	\$1,177
2016-2017 Assessments	\$0	\$0	\$675	\$675
2015-2016 Assessments	\$0	\$0	\$165	\$165
2014-2015 Assessments	\$0	\$0	\$154	\$154
Late Fees	\$0	\$0	\$1,500	\$1,500
Interest	\$0	\$0	\$1,500	\$1,500
Gate	\$0	\$0	\$1,000	\$1,000
MDC	\$0	\$0	\$800	\$800
Transfer Fees	\$0	\$0	\$10,000	\$10,000
Recovered Legal Expenses	\$0	\$0	\$5,000	\$5,000
Recovered Admin. Expenses	\$0	\$0	\$100	\$100
Construction Deposits	\$0	\$0	\$3,000	\$3,000
Miscellaneous Deposits	\$0	\$0	\$100	\$100
Expenses Total	\$1,905	\$1,905	\$215,314	\$213,409
Admin	\$1,169	\$1,169	\$7,220	\$6,051
Board	\$169	\$169	\$500	\$331
MDC	\$0	\$0	\$150	\$150
Gate	\$0	\$0	\$200	\$200
Road	\$0	\$0	\$100	\$100
Documents	\$0	\$0	\$100	\$100
Map	\$0	\$0	\$100	\$100
Website Maint	\$0	\$0	\$70	\$70
Construction Deposits Refund	\$1,000	\$1,000	\$6,000	\$5,000
Accounting	\$0	\$0	\$2,500	\$2,500
Attorney	\$0	\$0	\$99,000	\$99,000
Litigation	\$0	\$0	\$30,000	\$30,000
Professional Services	\$0	\$0	\$32,000	\$32,000
Administration	\$0	\$0	\$37,000	\$37,000
Insurance	\$0	\$0	\$7,324	\$7,324
Board	\$0	\$0	\$2,300	\$2,300
Property	\$0	\$0	\$5,024	\$5,024
Taxes	\$0	\$0	\$780	\$780
Gate	\$442	\$442	\$18,490	\$18,048
Warranty	\$0	\$0	\$8,000	\$8,000
Utilities	\$105	\$105	\$2,190	\$2,085
Lighting	\$0	\$0	\$300	\$300
Remotes & Cards	\$337	\$337	\$1,500	\$1,163
Maintenance	\$0	\$0	\$1,500	\$1,500
Repair	\$0	\$0	\$5,000	\$5,000
Road	\$1,294	\$1,294	\$45,000	\$43,706
Maintenance	\$0	\$0	\$30,000	\$30,000
ROW/Mowing	\$0	\$0	\$12,000	\$12,000
Fence	\$1,294	\$1,294	\$3,000	\$1,706
Traffic Control	\$0	\$0	\$8,000	\$8,000
Maintenance/ Cloud Fees	\$0	\$0	\$3,000	\$3,000
Equipment/Miscellaneous	\$0	\$0	\$5,000	\$5,000
			Budget	Balance
Contingency- Savings	\$0	\$0	\$12,000	\$73,901
Road Savings Account	\$0	\$0	\$12,000	\$75,650
Const. Deposit Savings	(\$1,000)	(\$1,000)	\$3,000	\$5,002

Approved by BOD 5/20/20