

**Three Canyons Ranch Master Homeowners Association
Board Meeting Minutes / Saturday July 20th, 2013**

Board Members Present: Richard Sontheimer (sec 21 / President), Jack Lang (sec 27 / Treasurer), Rich Frederici (sec 24), Cathy Chouinard (sec 22), Connie Slay (sec 20E), John Langholff (sec 20W), Mike Needham (sec 23).

- 1) Meeting called to order at 10:28am. Gary Brock was asked by the board to take the board meeting minutes as the outgoing secretary.
- 2) Newly elected board member Eileen McMannon (for sec 19) was seated with the board. A motion was made and seconded to appoint Jim Dobis to the board of directors as board member at large. The motion carried by a unanimous vote. Jim Dobis was seated with the board.
- 3) Introductions of Board Members and Review of Meeting Ground Rules. All board members introduced themselves.
- 4) Revision and/or Acceptance of Meeting Agenda. A motion was made and seconded to approve the meeting agenda as revised. The motion carried by a unanimous vote.
- 5) Revision and/or Acceptance of the June 12th, 2013 Board Meeting Minutes. A motion was made and seconded to accept the 6/12/13 meeting minutes as posted. The motion carried by a unanimous vote.
- 6) Call to Membership. Topics:
 - Request for more frequent mowing of 3 Canyons Road. Discussed concerns, challenges, history and possible options.
 - Road debris from over-filled wash on far west end of 3 Canyons Road near HWY 92 after heavy rains. Discussed concerns, challenges, history and possible options for the future.
 - Long delay in receiving gate remotes and codes. Tom Pickering, West Gate Committee Chair stated John Stone is the gate administrator. Tom will meet with member to resolve issue.
- 7) Treasurers Report. Report given by Jack Lang, Treasurer.

Financial Statements as of June 30 th , 2013:	
Commercial Checking	\$10,103.27
Outstanding Checks	\$0
Construction Deposits	\$0
Commercial Savings	\$200,781.68
<u>Capital Savings</u>	<u>\$71,275.80</u>
Total	\$282,160.75

The treasurer reviewed that the Capital Savings account was previously approved for the east gate project. The Commercial Savings account was previously approved for the resurfacing maintenance of 3 Canyons Road which was estimated months ago to be around \$400,000. The treasurer estimates we might have the funds to perform the road resurfacing maintenance by June 2015. The treasurer requested for the county assessor's office to reconfigure/recalculate the property taxes for the MHOA common area after inadvertently noticing some discrepancies when reviewing the property tax maps and information, which turned out to save the MHOA around \$800 a year in property taxes.

8) Committee Reports:

Master Design Committee Report: Given by Jack Lang, Committee Chair.
See attached report.

Road Committee Report: Given by Richard Frederici, Committee Chair.

A summary of activities for the road committee last year consisted of some roadway patching, roadway shoulder mowing, maintenance to the drainage ditches and cleaning culverts. Last year the road, with the approval of the board of directors, made major repairs to the 3 Canyons roadway. This was done because the scope of the repair was so expansive that simple patching was no longer a viable or cost effective solution. The committee has also completed additional repairs to the drainage ditches due to flooding issues. This year the road committee has completed the caulking and sealing of that portion of 3 Canyons roadway from the west gate to Vista Del Oro, approximately one half mile. Until the roadway is completely resurfaced, some additional patching will continue to be ongoing. The mowing will continue as well as keeping the ditches and culverts operating effectively. The frequency and cost of these maintenance projects can depend upon the amount of rain; flooding and other weather related conditions as well as usage.

West Gate Committee Report: Given by Tom Pickering, Committee Chair.

The West Gate has been functioning very well. The gate administrator is John Stone and his contact information is on the MHOA web site. Tom Pickering's contact information is also on the web site. Please contact Tom if unable to get gate remotes or codes in a reasonable amount of time from the gate administrator.

East Gate Committee Report: Given by Connie Slay, Committee Chair.

East Gate construction project recommendations to be discussed under "New Business".

Governing Documents Committee Report: Given by John Langholff, Committee Chair.

The PDF version of the CC&R's will be on the updated 3 Canyons Ranch web site and will also be searchable. The meeting minutes will be searchable. The Governing Documents Committee spent \$0 this last fiscal year.

Map Committee Report: Given by Eileen McMannon, Committee Chair.

All the maps have been updated and are available on the 3 Canyons Ranch web site.

New Business:

9) A motion was made and seconded to approve an exception to the rule of using a licensed contractor to clear debris on 3 Canyon Road, pending the MHOA attorney review and approval. After discussion, the motion passed by a vote of 5 yes and 4 no votes. The president will review this with the MHOA attorney.

10) East Gate Project

Connie Slay, East Gate Committee Chair, thanked the east gate construction subcommittee (Rich Frederici, Jim Dobis and Tom Pickering) for all their hard work on this large and important project. Connie turned over the discussion to Rich Frederici to review the east gate committee / construction subcommittee recommendations to the board for review, discussion and approval or denial. The recommended location for the east gate is on 3 Canyons Road between Rio Santiago (north) and Rio Santiago (south). Only one out of the five construction contractors contacted, submitted a bid.

Proposed East Gate Construction Budget :

General Contractor (Tom Felix):	\$32,116.00
Signal Gate:	\$29,171.35
BNR Paving:	\$6,920.95
APS Electric	\$5,000.00
Legal fees, possible law enforcement:	\$5,000.00
County Building Permit	\$810.75
Sub-total:	\$79,019.05
<u>Contingence (10%)</u>	<u>\$7,901.00</u>
Total:	\$86,920.00

Does not include monthly utility fees, maintenance fees, insurance, etc...

The east gate committee / construction subcommittee strongly recommends the board/president schedule a meeting with the following people prior to the start of the east gate construction: MHOA attorney, Cochise County Sheriff, east gate committee chair / subcommittee members and board officers/members. Meeting would be to discuss the legal and law enforcement options and recommendations for trespassers onto 3 Canyons Road through the east and west gates once the east gate is completed and operational, and any other topics or concerns related to trespassers, speeders and persons whom commit intentional property damage to the gates/monuments.

A motion was made and seconded to approve the above proposed plan and budget for the east gate construction project submitted by the east gate committee / construction subcommittee. After discussion, the motion carried by a unanimous vote. The president will set up the meeting discussed and recommended above.

11) Election of Board Officers

- a. President - A motion was made and seconded to appoint Richard Sontheimer as President. The motioned passed by a vote of 8 yes and 1 abstaining.
- b. Vice-President - A motion was made and seconded to appoint Keith Gallew as Vice-President. The motion passed by a unanimous vote.
- c. Secretary - No board members volunteered to be Secretary. After discussion, a motion was made and seconded for Gary Brock (non-board member, outgoing secretary) to be Secretary for the next quarter. The motion passed by a unanimous vote.
- d. Treasurer. A motion was made and seconded for Jack Lang to be Treasurer. The motion passed by a vote of 8 yes and 1 abstaining.
Assistant Treasurer - Jack Lang stated this position was not needed at this time.

12) Formation of Committee's

- a. Master Design Committee - A motion was made and seconded to appoint the following members to the MDC: Eileen McMannon for sec 19, Gerry Rovner for sec 20W, Cathy Chouinard for sec 22, Grant MacLean for sec 23, John Hightower for sec 24, Steve Burr for sec 26 and Jack Lang for sec 27. The motion carried by a unanimous vote.
- b. Road Committee - A motion was made and seconded to appoint the following members to the Road Committee: Rich Frederici, Jim Dobis, Tom Pickering and Bob Gilbert. The motion carried by a unanimous vote.
- c. West Gate Administrator / Committee - A motion was made and seconded to appoint member John Stone as the West Gate Administrator, and appoint the following members Tom Pickering, Rich Frederici and Jim Dobis to the West Gate Committee. The motion carried by a unanimous vote.
- d. East Gate Committee - A motion was made and seconded to appoint the following members to the East Gate Committee: Connie Slay and Ray Faulkenberg, and to appoint the following members to the East Gate Construction Subcommittee: Rich Frederici, Jim Dobis and Tom Pickering. The motion carried by a unanimous vote.
- e. Governing Documents Committee - A motion was made and seconded to appoint member John Langholff to the Governing Documents Committee. The motion carried by a unanimous vote.
- f. Map Committee - A motion was made and seconded to appoint member Eileen McMannon to the Map Committee. The motion carried by a unanimous vote.
- g. Web Master - A motion was made and seconded to appoint member Tom Gleason as the 3 Canyons Ranch MHOA Web Master. The motion carried by a unanimous vote.

13) Dates for Future Meetings: A motion was made and seconded to approve the following meeting dates:

- 1. October 9th, 2013 Board Meeting.
- 2. January 8th, 2014 Board Meeting.
- 3. April 9th, 2014 Board Meeting.
- 4. June 11th, 2014 Board Meeting.
- 5. July 19th, 2014 Annual Meeting / Board Meeting.

The motion carried by a unanimous vote.

15) Call to Membership. There are local HOA management companies to consider as our HOA grows and becomes increasingly more challenging and difficult to manage with just member volunteers. Wildhorse HOA and Winterhaven HOA both use a local management company. The board commented that this would be something to consider and research in the future.

16) Adjournment: A motion was made and seconded to adjourn the meeting. The motion carried by a unanimous vote. The meeting was adjourned at 1255pm.

3 Canyons Ranch 2012 - 2013 Budget
June 30, 2013

	June 30, 2013	Year-to-Date	2012-13 Budget	Budget Remaining
Expenses				
Admin	\$1,127	(\$2,139)	\$12,800	\$14,939
Board	\$362	(\$2,201)	\$5,500	\$7,701
MDC	(\$35)	(\$524)	\$200	\$724
West Gate	\$750	\$536	\$3,600	\$3,064
East Gate	\$0	\$0	\$1,000	\$1,000
Road	\$0	\$0	\$500	\$500
Documents	\$0	\$0	\$1,000	\$1,000
Map	\$50	\$50	\$1,000	\$950
Accounting	\$150	\$1,700	\$2,500	\$800
Attorney	\$775	\$6,250	\$20,000	\$13,750
Services	\$250	\$5,179	\$8,000	\$2,821
Litigation	\$525	\$2,355	\$12,000	\$9,645
Insurance	\$0	\$3,936	\$4,400	\$464
Board	\$0	\$1,500	\$1,600	\$100
Road	\$0	\$2,036	\$2,300	\$264
Gate	\$0	\$400	\$500	\$100
Lockbox	\$186	\$2,068	\$2,600	\$532
Taxes	\$0	\$188	\$1,000	\$812
West Gate	\$554	\$5,502	\$13,000	\$7,498
Warranty	\$340	\$3,740	\$4,200	\$460
Utilities	\$79	\$925	\$1,000	\$75
Projects	\$0	\$0	\$2,000	\$2,000
Maintenance	\$135	\$837	\$5,800	\$4,963
Road	\$250	\$56,004	\$60,000	\$3,996
Repair	\$250	\$44,680	\$42,000	(\$2,680)
Oaks Repair	\$0	\$3,015	\$10,000	\$6,985
Mowing	\$0	\$2,920	\$4,000	\$1,080
Drainage	\$0	\$5,389	\$4,000	(\$1,389)
Contingency	\$0	\$0	\$10,600	\$10,600

Financial Statement
3 Canyons Ranch HOA
June 30, 2013

Commercial Checking	\$ 10,103.27
Outstanding Checks	\$ 0.00
Construction Deposits	\$ 0.00
Commercial Savings	\$200,781.68
Capitol Savings	\$ 71,275.80
East Gate Expenditures	\$ 618.31
Total	\$282,160.75

Master Design Committee Report

20 July 2013

The Master Design Committee (MDC) received five (5) applications this quarter (May – July) and approved four (4) of the applications. The other application is pending approval (waiting for the Building Permit to be issued by the County)

The MDC collected \$340.00 in fees this quarter. MDC expenses for this quarter were \$0.00.

There is one new construction (pending) ongoing currently. The refundable construction deposit is in the Association's account.

There is two reports of overgrazing. The MDC will issue four advisory NOV letters and report the overgrazing to the AZ NRCS and request they survey the properties for an official determination.

There was a report of vehicles using Calle Cielo Grande and exiting through the fence on the North end of 3 Canyons property. Recommend the Board authorize expenditure of \$1,000.00 to place large rocks or construction of a fence to block the exit from Calle Cielo Grande.

The MDC requests the Board approve posting of the next year's MDC dates of 7/8/13, 8/12/13, 9/9/13, 10/14/13, 11/11/13, 12/9/13, 1/13/14, 2/10/14, 3/10/14, 4/14/14, 5/12/14, and 6/9/14.

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

