

**Minutes of the Meeting of 3 Canyons Ranch
Master Homeowners Association (MHOA)
Regular Quarterly Board of Directors (BOD) Meeting
April 8, 2009, 5:30 PM, at La Purisima Center**

Board Members Present:

Connie Foust (20E), Lois Bloom (20W),
Greg Chouinard (22), Ron Slyter (23), Frank Diaz (26)

Officers:

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

Call to Order

The meeting was called to order at 5:40 PM by Vice President, Frank Diaz

Acceptance of Agenda

A motion was made and seconded to adopt the meeting agenda as amended to table items 10, and 14. The motion to adopt the amended meeting agenda was carried unanimously.

Acceptance of February 10, 2009 MHOA Board Meeting Minutes

A motion was made and seconded to accept the minutes from the Board of Directors (BOD) special meeting of February 10, 2009. The motion to accept the minutes was carried unanimously.

Call to Membership

Two members requested the floor.

Treasurers Report

Treasurers Report / Board Meeting / April 8th, 2009

Account balances as of 3/31/09 from Chase Bank monthly statement:

Regular Checking Account:	\$167,818.29
Capital Checking Account:	\$69,045.90
Capital Savings Account:	<u>\$2,549.92</u>
Total	\$239,414.11

Carl Bromund spends hours tracking and filing all unpaid/late assessments from the last 2+ fiscal years. I don't have the current total from Carl only because I ran out of time to get it from him. It's around \$10,000 rough estimate.

Gary Brock, Treasurer.

Committee Reports:

Master Design Committee (MDC)

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

A motion was made and seconded to amend the MDC guidelines as follows:

Change the Note at the end of the fee schedule

From:

Note: (All fees and deposits collected by the Master Home Owners Association, via the Master Design Committee, will be included as general revenue.)

To:

Note: Please make checks payable to 3 Canyons Ranch Master HOA. All fees and deposits collected by the Master Design Committee will be included as Association general revenue.

The motion to amend the MDC guidelines carried unanimously.

Mail Committee

A report was given by Chairman Rick Phillips. (See Attachments, pages 4 through 8)

Gate Committee

A report was given by Chairman Tom Pickering. Mr. Pickering said the West Gate project has been delayed due to Castle & Cook moving the location of the gate approximately 20 feet to the East.

8. Old Business:

A motion was made and seconded to table the items "Gate Regulations", and "Gate Insurance". The motion was carried unanimously.

- **Gate Regulations** (Propose, Review, Comment, Amend, Approve) (Tabled)
- **Gate Insurance** (Tabled)
- **Delinquent Assessments** President, Carl Bromund will be representing the association and attending a court hearing on Monday April 27, 2009 at 9:30 in Bisbee.
- **Road Deed Litigation** All of the road deed quit claims have been received except for one which is expected in the mail soon.

9. New Business:

10. 2009-2010 Budget (Propose, Review, Comment, Amend, Approve) (Tabled at acceptance of agenda)

A motion was made and seconded to table the items 11, 12, and 13, and to set a date (to be determined) for a Special Board Meeting prior to the next Quarterly Board Meeting. The motion was carried unanimously.

.
. .
. .
. .

11.2009-2010 Assessments

- Establishment of Annual Assessment Rate and Due Date for Payment Assessment Invoices
- Format and Content
- Production (Print, Stuff and Stamp Envelopes)
- Distribution, Collection, Recording and Deposit Procedures

12. Annual Meeting Preparations

- Voting Procedures
 - Propose, Review, Comment, Amend, Approve
 - Establish Procedure for Candidates to Declare Intentions and be Placed on Ballot including deadline for Declaration of Intentions

13. Ballot Preparation

- Format and Content
- Production (Print, Stuff and Stamp Envelopes)
- Distribution, Collection and Counting Procedures

14. Site Selection and Arrangements (Contract, Payment) (Tabled at acceptance of agenda)

Call to Membership

Two members requested the floor.

Adjournment:

A motion was made to adjourn. The motion was seconded, and was carried unanimously
The meeting was adjourned at 6:32 PM.

Submitted By: Greg Chouinard, Secretary

[illegible]

Attachments:

Master Design Committee Report 8 April 2009

The Master Design Committee (MDC) received nine applications (one application for new construction) this quarter. The nine applications were approved.

The MDC was notified of two violations of campers/travel trailers being stored on property in 3 Canyons Ranch and those two violations have been corrected.

The MDC has collected \$440.00 in fees this quarter. The MDC also collected a \$1000.00 refundable construction deposit. MDC expenses for this quarter were \$60.00. Currently MDC administrative fees for the year (July 08 – June 09) exceed expenses by \$376.00. There was a \$4.00 shortfall at the end of last quarter.

The MDC has submitted one minor change to the Design Guidelines for Board approval.

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

Three Canyons HOA Mailbox Committee Progress Report April 2009

Executive Summary

A meeting was held at the committee chairman's residence on the 26th of February. Although several Three Canyons homeowners expressed interest in serving on the committee, only VDO and section 27 were represented (by Lynn Mattingly and Bob Schnieder, respectively). John Langholff, from Fairfield, met with the committee chairman separately, and PJ Picard also met with the committee chairman separately.

As VDO has made the most progress in its goal of producing a plan to present to VDO homeowners, it was strongly suggested that mailbox committee members follow the VDO template; which consists of the following:

- a) Stay within the parameters delivered by the Three Canyons board
- b) Meet the requirements of the USPS (including obtaining written approval for the location from the local postmistress)
- c) Obtain funding and location approval from the section homeowners

(These three objectives are described more fully below.)

Due to the difficulty determining an equitable funding plan using Three Canyon's money, this committee is operating under the assumption that each interested section will fund its own project.

The current committee membership consists of Rick Phillips (chair), Bob Schneider (27), John Langholff (Fairfield), PJ Picard(26), and Ron Slyter (23), with committee assistance provided by Lynn Mattingly (VDO).

Project Requirements

Three Canyons HOA Board Requirements

The Three Canyons HOA Board requirements are summed up in the document entitled "MailboxCommittee(Bromund).doc" (originally delivered in .wps format). This document details the board's expectations, and is to be used by Three Canyons HOA Mailbox committee members as general guidance. Of special note is the requirement that the location of any mailbox must be on property owned (or leased in perpetuity) by Three Canyons or the village being serviced by the mailbox.

USPS Requirements

The USPS requires that the residents of Three Canyons receive free mail service, and has met that requirement by providing free mailboxes at the Hereford Post Office. Although the Postmaster is not required to deliver mail to Three Canyons, she has communicated her own additional requirements:

1. Postal delivery personnel will deliver mail only off of Three Canyons road (distance not defined).
2. Postal delivery personnel will not deliver mail on roads 'not properly maintained'
3. Postal delivery personnel will only deliver mail to a USPS approved mailbox
4. Packages which do not fit in the mailbox will be picked up at the post office
5. Three Canyons will provide a point of contact for each mailbox cluster

Resident's Requirements

The general consensus of the committee is that most homeowners will primarily be interested in two issues:

1. Where will the mailbox(es) be installed in my section?
2. How much will the mailbox(es) cost me?

It is the responsibility of each committee member to address these questions for home/land owners in their section. This entails determining a rough cost estimate and prospective locations. Committee members will assist each other as needed.

Outstanding Issues/Concerns

Questions raised during general committee discussions (each currently open to continued committee discussion):

- a) Q-What if a homeowner not belonging to a section that has mailbox service requests the use of a mailbox not currently being used?

A-If homeowners who have mailboxes receive shares, shares could be sold to other individuals.

b) Q-How many mailboxes should a section have?

A-The number of mailboxes should reflect the number of potential homes in a section. This will include properties yet divided or sold. This does not mean that the initial build will include the maximum number of mailboxes, but rather, that the concrete pad (or other suitable location) will be able to accommodate future mailboxes.

c) Q-What should the ratio of large, medium, and small mailboxes be?

A-No guidance given; left to the discretion of the committee member.

d) Q-What type (brand) of mailboxes should be recommended?

A-This also is left to the discretion of the committee member, although it must be USPS approved. Members may want to begin by considering www.usmailsupply.com or www.auth-florence.com

e) Q-How will maintenance of the mailboxes be managed?

A-To be determined by each section-the prototype project, VDO, for example, is self-insured.

f) Q-Can mailboxes that are not in use by sold/leased?

A-To be determined.

Three Canyons HOA Status by Section

VDO

Lynn Mattingly, the president of VDO has established a good working relationship with the Postmaster, and has discussed the suitability of a location in VDO with her; this location has been approved in writing by the Postmaster (see attachment, USPS.pdf). Additionally, VDO has drawn up plans for installing mailboxes, as well as estimated costs. These plans have been delivered to the Three Canyons board, as well as presented to interested homeowners.

However, at the recent annual VDO board meeting (3.2009), other pressing needs outweighed the need/desire for mailboxes, and VDO has decided to table further planning for mailboxes. The template for mailbox planning is still valid, and the committee is continuing to use the template for other sections.

Also, Lynn Mattingly has agreed to leverage his good will with the Postmaster on behalf of other Three Canyons sections, and will continue his dialog with the Postmaster in coordination with other committee members, with permission from the Three Canyons Board.

Fairfield

tbd

Section 26

tbd

Section 27

The current working proposal for Section 27 is that there be 3 separate Mailbox locations as follows:

1. - Oak Ridge Dr, approximately 300 feet South of 3 Canyons Rd, on the East side.
2. - Deer Ridge Trail, approximately 68 feet South of 3 Canyons Rd, on the East Side.
3. - Deer Ridge Trail, just North of the swale before intersection of E Bloomfield Rd, on the East side.

It is anticipated that the mailbox footprints for locations 1 & 2 above, will be approximately 6' X 28'. This will allow for a 4' X 8' concrete pad, and pull-off spaces for 2 vehicles. The footprint for location 3, above will be 6' X 17'. The concrete pads at each location will be 4' X 8', to allow for one mailbox immediately, and space for a second one to be added later as needed.

We plan for most or all of the work to be done by resident volunteers, to minimize the cost of the project. Costs should be for AB Compound, lumber for concrete frames, concrete mix, the mailboxes and associated hardware.

A survey of Section residents has not been done yet, because it is felt that any survey will center around costs, which it is felt must still be dealt with by the Committee and ultimately the Board (i.e., for land parcels of 16+ acres that could be subdivided, how much of a share will the owner be assessed; will the HOA absorb the costs, or will they do a special assessment; how will, and who will, prepare the lease in perpetuity, and how will that cost be handled).

POSTMASTER



April 6, 2009

Vista Del Oro Homeowners Association
C/o Lynn Mattingly
Hereford, AZ 85615

Dear Lynn,

In reference to the location of cluster box units (CBU mail delivery) the location to the east of lot three is acceptable to us. The following stipulations must be adhered to:

1. The CBU's will have parcel lockers and if a parcel will not fit in the unit the customer will be required to come by the Post Office to pick up their parcel.
2. Vista Del Oro Homeowners Association will provide a letter to the post office with the statement "it is understood that if the road is not properly maintained, rural delivery service will be withdrawn." This will also include Three Canyons Blvd. This is a requirement when travel over a private road is proposed.
3. The Post Office will be notified who to contact if there are concerns about the CBU.

We appreciate the opportunity to serve you.

Sincerely,

A handwritten signature in blue ink that reads "Amy Marshall".

Amy Marshall

7258 SH-32
HEREFORD, AZ 85616-9900
520-378-3166
T402