

THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 13, 2021

1. CALL TO ORDER

Meeting called to order a 5:34 p.m. at the Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ.

2. ROLL CALL/INTRODUCTIONS

Present	Section	Absent	Section
Marilyn Wardlow	20E		
Lynn Mattingly	20W		
Rick Sontheimer - President	21		
David Bradberry	22		
Mike Needham	23		
Rich Frederici	24		
Joanne Ehasz	26		
Sarah Bradberry - VP	27		
Will Platt	28*		
Chris Truka	29*		

3. REVISION AND/OR ACCEPTANCE OF AGENDA

Acceptance of July 10, 2021 Annual Meeting Minutes added.
Acceptance of July 10, 2021 BOD Meeting Minutes added.
Move Line 10, APPEALS, to Line 6, after Call to Membership.

Motion to accept agenda as revised, seconded, and approved by majority.

4. REVISION AND/OR ACCEPTANCE OF JULY 10, 2021, QUARTERLY MEETING MINUTES

Motion to accept July 10, 2021, Annual Meeting Minutes made, seconded, and motion approved.
Motion to accept July 27, 2021, Special BOD Meeting Minutes made, seconded, and motion approved.
July 10, 2021 BOD Meeting minutes not approved. Attachments were not visible on the website. Joyce to work with the webmaster to correct the problem and the minutes to be approved at the next BOD meeting in January, 2022.

5. CALL TO MEMBERSHIP

None

6. APPEALS

APPEAL #1: Closed appeal by request of member

THOMPSON: Payment made using online bill pay in a timely fashion. Check was returned as uncashed to the bank. Submitted a second check in payment of HOA dues. Appealing late fee and interest charges. Motion made to remove late fee and interest, seconded, and approved.

APPEAL #2: Closed appeal by request of member. MDC advised to take no further action.

APPEAL #3: Closed appeal by request of member.

BENKERT: Billing used 2818 sq feet on permit, actual is 2324 sq feet. Requesting \$150.00 refund for years 2019 and 2020. Sent an email making the request. Need to file an appeal form.

7. PRESIDENT'S REPORT

Sent a certified letter to Stachel & Associates. Received confirmation the letter was received. Also sent many emails and left voice mails requesting list of who is in litigation, final transfers to the date of last report, confirm all checks deposited, member list up to the last transfer, member statements, and final cost accounting. If information not received, a letter will be sent to the Bar Association.

New management company, Platinum Management, Inc. (PMI), was given messy and incomplete information from Stachel. PMI has worked extremely hard to enter and correct information.

8. TREASURER'S REPORT

The Treasurer's report is attached to these minutes. On advice of PMI, some additional checking accounts have been started for the road committee and construction deposits. PMI has completed setting up member accounts. All payments being handled by PMI. Invoices received by Monday are paid on Friday. A suggestion was made for P&L statement be provided to the BOD members a few days prior to the BOD meetings so board members are able to evaluate the statement. Treasurer will handle this request.

9. COMMITTEE REPORTS

MASTER DESIGN COMMITTEE (MDC):

The Master Design Committee report is attached to these minutes. Committee meets once per month via Zoom. Zoom meetings are working well, but limited to 30 minutes. Would like to purchase Pro Version would allow meeting to go over the free version's limit to 30 minutes time. Cost is \$149.99/year/subscription. Motion made to purchase Pro Version of Zoom for use as a resource for the HOA, seconded, and approved. Further discussion on member

privacy on relating to information on MDC reports. Rick will follow up to obtain additional guidelines from the HOA attorney concerning member privacy.

ROAD COMMITTEE:

Continue to work on ditches. Completed last mowing for the year. Discussed homeowner's desire for HOA to erect a border fence to discourage driving on Siesta Way, which is private land. BOD cannot interfere on private land, but the homeowner has the right to fence on their property.

GATE COMMITTEE:

The Gate Committee report is attached to these minutes. Issues with the West gate with bad boards, bad chips, and phone lines. Issues seem to have been resolved. East gate was not accepting gate cards. Reader has been replaced and issue resolved.

TRAFFIC CONTROL COMMITTEE:

The Traffic Control Committee report is attached to these minutes. Chairman is working with the Gate Chairman to view camera footage at both East and West gates in order to identify trespassers.

MAPS COMMITTEE:

The Maps Committee report is attached to these minutes. Chairman is double checking membership list with maps to ensure accuracy.

FINANCE COMMITTEE:

No meeting was held.

10. NEW BUSINESS

ATTORNEY PROPOSAL:

Current attorney relationship is irreconcilable. President, Rick Sontheimer, asked PMI for suggestions of attorney names to handle HOA questions and litigation. Rick spoke to Jason Smith, Smith and Wamsley. Jason Smith is a real estate attorney, specializing in HOAs. Mr. Smith proposed two plans, (1) simple questions handled by a paralegal \$50.00/month; (2) litigation/attorney. Discussion continued on how to continue litigation previously handled by Stachel & Assoc. Motion was made to authorize Rick to accept contract(s) with Smith and Wamsley and notify Stachel & Assoc. of termination, seconded and approved.

11. CALL TO MEMBERSHIP

None

12. ADJOURNMENT

The meeting was adjourned at 8:18 p.m.

GLOSSARY OF TERMS / SYMBOLS

Term/Symbol	Meaning
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*	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

TREASURER'S REPORT
Quarterly Report
For October 13 , 2021

1. Income : \$158,550.00
2. Expenses: \$28,426.00
3. Balance for Savings Account as of October 2021: \$85,440.00
4. Balance for Road Account as of October 2021: \$191,299.00
5. Balance for Const. Deposit Savings Account as of October 2021: \$7804.00
6. Balance for Const. Deposit Checking Account as of October 2021: \$776.00

Platinum Management has completed setting up our member accounts into Quick Books. A letter was sent by Platinum introducing their company to our members along with a statement of their account.

The President has already received one call and appeal as their check has not been processed by Stachel & Associates. We know there will be others.

As treasurer I have submitted a proposal, for vote by the Board, on a process to resolve this issue timely for our members, the HOA and Platinum Management.

We also know that there are property transfers that are being held by Stachel & Associates, therefore the membership list will not be up to date nor will the Quick Book accounts.

I have contacted Pioneer Title Agency to ascertain if they can provide a list of transfers to us for any 3 Canyons property. Unfortunately, they cannot as the documents are filed by Name and Address, with no indication of location.

Platinum Management has agreed to email me as soon as a property transfer is complete so I can update the membership list. They consider it complete when a copy of the deed is received.

Platinum Management is also issuing checks for the HOA. I would like for all invoices to be paid be submitted to me. I will then note the budget item to be charged on the invoice, attach an approval from the appropriate person, scan the

documents into the HOA files and email to Platinum. Invoices must be received by Platinum by Monday to be paid on Friday of the same week.

I would like to commend Platinum Management, especially Sarah Malovich, on their patience and diligence during this transition. In my experience they are very professional and are willing to do whatever they can to help us.

I would like to take a moment to ask the BOD what they want from the Treasurer's report at the quarterly meetings. It appears to me that when I give the treasurer's report for most of you, your eyes glaze over and you go away.

Am I giving you the information you want, and do you understand the information I present to you? If not, tell me how I can better present the information to help you understand.

Questions.

3 Canyons Ranch 2021 - 2022 Monthly Budget					11629 MS
Beginning Balance:	October	Ending Balance:			
\$138,933.00	MONTHLY	BUDGET	YTD	REMAINING	
Income Total	\$0	\$208,123	\$158,550	\$49,573	
2021-2022 Assessments	\$0	\$174,435	\$149,092	\$25,343	
2020-2021 Assessments	\$0	\$5,028	\$1,065	\$3,963	
2019-2020 Assessments	\$0	\$154	\$250	(\$96)	
2018-2019 Assessments	\$0	\$1,739	\$200	\$1,539	
2017-2018 Assessments	\$0	\$723	\$0	\$723	
2016-2017 Assessments	\$0	\$555	\$0	\$555	
2015-2016 Assessments	\$0	\$165	\$0	\$165	
2014-2015 Assessments	\$0	\$154	\$0	\$154	
2013-2014 Assessments	\$0	\$0	\$0	\$0	
Prepayment 2022-2023	\$0	\$0	\$0	\$0	
Late Fees	\$0	\$249	\$249	\$0	
Assessment Interest	\$0	\$274	\$274	\$0	
Bank Interest	\$0	\$8	\$8	\$0	
Gate	\$0	\$1,800	\$730	\$1,070	
MDC	\$0	\$1,600	\$600	\$1,000	
Transfer Fees	\$0	\$10,000	\$1,600	\$8,400	
Recovered Legal Expenses	\$0	\$4,000	\$115	\$3,885	
Recovered Admin. Expenses	\$0	\$100	\$100	\$0	
Construction Deposits	\$0	\$5,000	\$2,400	\$2,600	
Miscellaneous Deposits	\$0	\$500	\$1,867	(\$1,367)	
Expenses Total	\$1,274	\$170,383	\$28,426	\$141,957	
Admin	\$4	\$8,445	\$860	\$7,585	
Board	\$0	\$700	\$468	\$232	
MDC	\$4	\$250	\$90	\$160	
Gate	\$0	\$100	\$56	\$44	
Road	\$0	\$100	\$55	\$45	
Documents	\$0	\$30	\$0	\$30	
Map	\$0	\$195	\$191	\$4	
Website Maint	\$0	\$70	\$0	\$70	

Previous Month	Itemized Entries	Dates for D
\$158,550		
\$149,092		
\$1,065		
\$250		
\$200		
\$0		
\$0		
\$0		
\$0		
\$0		
\$0		
\$249		
\$274		
\$8		
\$730		
\$600		
\$1,600		
\$115		
\$100		
\$2,400		
\$1,867		
\$27,152		
\$856		
\$468		
\$86	4	
\$56		
\$55		
\$0		
\$191		
\$0		

76%

85%

Construction Deposits Refund	\$0	\$0	\$7,000	\$7,000
Accounting	\$0	\$1,050	\$2,500	\$1,450
Attorney	\$0	\$2,500	\$80,000	\$77,500
Litigation	\$0	\$0	\$20,000	\$20,000
Professional Services	\$0	\$0	\$30,000	\$30,000
Administrative	\$0	\$2,500	\$30,000	\$27,500
Insurance	\$0	\$0	\$7,600	\$7,600
Board	\$0	\$0	\$2,400	\$2,400
Property	\$0	\$0	\$5,200	\$5,200
Taxes	\$16	\$16	\$100	\$84
Gate	\$804	\$3,882	\$18,790	\$14,908
Warranty	\$640	\$2,560	\$8,000	\$5,440
Utilities	\$164	\$823	\$2,190	\$1,367
Lighting	\$0	\$0	\$300	\$300
Remotes & Cards	\$0	\$499	\$1,800	\$1,301
Maintenance	\$0	\$0	\$1,500	\$1,500
Repair	\$0	\$0	\$5,000	\$5,000
Road	\$450	\$20,118	\$49,948	\$29,830
Maintenance	\$0	\$0	\$10,000	\$10,000
ROW/Mowing	\$450	\$20,118	\$36,948	\$16,830
Fence	\$0	\$0	\$3,000	\$3,000
Traffic Control	\$0	\$0	\$3,000	\$3,000
Maintenance/ Cloud Fees	\$0	\$0	\$1,000	\$1,000
Equipment/Miscellaneous	\$0	\$0	\$2,000	\$2,000
			Budget	Balance
Contingency- Savings	\$0	\$85,457	\$0	\$85,440
Road Savings Account	\$0	\$191,299	\$49,642	\$191,299
Const. Deposit Checking	\$0	\$776	\$0	\$776
Const. Deposit Savings	\$0	\$8,004	\$7,000	\$8,004

Approved by BOD 4/14/21

Last Fiscal Year Board approved \$17,000.00 to Road ROW. \$14,948.00 was remaining at end of fiscal year. Added \$14,948.00 to this fiscal year Road- ROW budget item.

\$0				
\$1,050				
\$2,500				
\$0				
\$0				
\$2,500				
\$0				
\$0				
\$0				
\$0				
\$0	16			
\$3,078				
\$1,920	640			
\$659	49	62		53
\$0				
\$499				
\$0				
\$0				
\$19,668				
\$0				
\$19,668	450			
\$0				
\$0				
\$0				
\$0				
\$85,457				
\$191,299				
\$776				
\$8,004				

MEMORANDUM FOR: 3 Canyons Ranch Master Homeowners (3C) Board of Directors (BOD)
SUBJECT: Master Design Committee (MDC) Summary – 13 October 2021

The following synthesizes key MDC activities for the period 11 July – 12 October 2021.

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

b. MEETINGS. The MDC conducted 3 formal meetings during the period to consider MDC business. An in-person meeting was held on 10 August at the Palominas Fire Training Center. Two video conference meetings were conducted on 14 September and 12 October out of an abundance of caution due to the ongoing COVID situation. A summary of actions taken is included in Paragraph C. Details are captured in the respective Agenda, Minutes, Voting Logs and Notifications and filed in the MDC Archives.

c. APPLICATIONS / VIOLATIONS.

1. The MDC considered and subsequently approved 3 new residential construction applications during the period.

2. The MDC considered and subsequently approved 9 other applications during the period.

3. The MDC considered 5 potential CCR Violations during the period: 3 Resolved; 2 Pending. One fine was assessed as specified in the provided Notice of Violation (NOV) and pursuant to the 3C MDC Guidelines, Section 11.

d. MISC. The MDC intends to continue conducting its monthly meetings via video conference due to the ongoing COVID situation and in an attempt to maximize member participation. Currently, the MDC is using a free trial version of ZOOM software. However, the free version restricts both meeting length and the number of participants. The MDC requests the BOD consider funding a ZOOM subscription. Estimated cost is \$14.95 monthly.

Respectfully submitted,

WILL PLATT
MDC Chair
3C HOA

October 2021 Gate Committee Report

WEST GATE:

Early August, gate not working. Tech was out within a couple days, but replacement board was faulty, so gate left locked open until receipt of an emergency replacement board. That board had a bad memory chip on it, but by using a memory chip from the previous (bad) board, the gate was operational. On 9/15, Tech came out and replaced the "patched" board with a new board. Issue resolved.

On 9/16, gate stopped working; panel was blank and emitted a solid tone. At Tech's direction, I reset the breaker switches and the gate was operational again. On 9/17, the gate stopped working again with blank panel and emitting a solid tone. Resetting the breaker switches did not resolve the issue. Gate was locked open for the weekend and most of the following week, until Tech arrived. A crack was found in the power strip. Issue resolved.

On 10/3, gate was not operating; appeared to have no power to panel. Gate was locked open. Tech arrived a few days later; found board installed on 9/15 was bad. Replacement board installed 10/12. Issue resolved.

On 10/11, due to high winds and gates being locked open, had to tie the exit gate open because wind was blowing it shut. Tech determined there were some bad brushes and repaired them on 10/12. Issue resolved.

EAST GATE:

Early August, discovered the exit side of the East Gate was not accepting gate cards. Due to the low use/priority, requested that it be worked with West gate or maintenance trip to avoid a call charge. Card reader was replaced, but new one didn't work correctly. Second card reader installed on 10/8. Issue resolved.

WEST GATE PHONE LINE:

Signal Gates identified issues with CenturyLink phone line. Getting fluctuations in voltage (12.8 to 45). Reported to CenturyLink. Ticket was addressed remotely on 10/1.

DATA ISSUES:

On 9/16, an incorrect file was sent to the East gate, so only very old codes were functional. The gate was locked open overnight and the problem was fixed the next morning by sending a new file. Issue resolved.

LIST CLEANUP/DETERRENCE OF TRESPASSERS

Working on another cleanup pass of the Signal Gates list, deactivating codes for transferred members.

Working with Donna on organized process to catch trespassers and deactivate/change access codes being used.

OTHER:

- Signal Gates cost **may** be increasing by about 20% at the end of the year.
- Signal Gates provided quote for changing from land-line phones to cellular.
 - Conversion costs: \$1,405 plus tax for one gate, \$2,655 to do both gates
 - Ongoing Costs: \$75 per month for one gate; \$150 per month for two gates (paid to Signal Gates)
 - Reduction Costs: Approximately \$118 a month currently paid to CenturyLink.
 - PROS:
 - Signal Gates claims we will have fewer phone line problems.
 - We are no longer the "go-between;" Signal Gates deals directly with the cellular carrier if there are problems.
 - CONS:
 - Conversion fees
 - Additional charges of about \$32/month or \$384/annually
 - RECOMMENDATION:
 - Do not convert at this time unless Rick has a better grasp on a history of phone line problems
- Signal Gates provided quote for adding RFID access (a couple members have requested RFID it).
 - Work: Set new posts and install readers at both entry gates, install conduit and pull new power and data wires
 - Initial costs: \$10,566.97
 - Ongoing costs: RFID tags are \$11.18 each plus shipping & tax
 - RECOMMENDATION:
 - Do not pursue at this time.

Chris Truka

Gate Committee Chair

MAP COMMITTEE REPORT
October 13, 2021

Notice of a parcel split, 8 acres to two 4-acre parcels. Per Cochise County Parcel Map this has not been reversed as of October 2021

Continue to work on Map updates. There have been several lately. The updated maps will be sent to Dimetri as soon as all maps are updated.

TRAFFIC CONTROL COMMITTEE REPORT
October 13, 2021

Al coordinated with Chris to load the PMS Video software to her computer. Chris now has access to view videos at both gates. As far as I know, the software has not been downloaded onto Will's computer.

After viewing the video of the East gate, Chris has developed a process for us to follow, which I think will make it easier for all of us. Thank You Chris.

Chris has been able to disable a few codes that were being used by trespassers.

FINANCE COMMITTEE
October 13, 2021

No meeting held.

Respectfully Submitted,
Donna R. Willard