

THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
January 12, 2022

1. CALL TO ORDER

Meeting called to order a 5:30 p.m. at the Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ.

2. ROLL CALL/INTRODUCTIONS

Present	Section	Absent	Section
John McCloud	19	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 meeting minutes.
Delete introduction of new attorney (will reschedule).
Move appeals from item #11 to item #6.
Motion made by Lynn Mattingly to accept to agenda as amended, Seconded by Joanne Ehasz.
Motion was passed.

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

July 10, 2021 BOD Meeting minutes presented for approval. Motion made by Lynn Mattingly to accept minutes as presented, Seconded by David Bradberry. Motion was passed.

October 13, 2021 BOD Meeting minutes presented for approval. Revisions to be added are: clarification of Notice of Violation #2 (MDC advised to take no further action) and correction of spelling of member Benkert name. Motion made by Lynn Mattingly to accept minutes as revised, Seconded by Chris Truka. Motion was passed.

5. CALL TO MEMBERSHIP

None

6. APPEALS

SHEHAN: Requests to be de-annexed from 3 Canyons HOA. Member has attempted to deal with Legal, but has not receive a response from Legal. Withheld paying annual fee waiting for response from Legal. Assessments must be paid. Did pay HOA assessments (late) but have accrued late fees and interest.

De-annexation must be handled by Legal. Exemption cannot be made by the BOD.

Motion made by Lynn Mattingly to waived late fees \$25.50 and processing fee of \$15.00, (total \$40.50) but not interest. Seconded by Rich Frederici. Motion did not pass.

Motion made by Dave Bradberry to waive late fees \$25.50 and Interest \$54.46 (total \$79.96). Seconded by Sarah Bradberry. Motion was passed.

APPEAL #2: Closed appeal by request of member.

APPEAL #3: Closed appeal by request of member.

APPEAL #4: Closed appeal by request of member.

7. PRESIDENT'S REPORT

Spoke to new attorney and attorney apologized for not making trip down to BOD meeting. Spoke to State Bar concerning the complaint filed by BOD and they are continuing to process the complaint.

A package was dropped off to the new attorney from Stachel and Associates, but have not been advised what the contents were.

Rules document needs to be updated to remove Stachel and Associates as place of business. Will double check with attorney if this document needs to be recorded with the County.

8. TREASURER'S REPORT

The Treasurer's report is attached to these minutes. Discussion followed on budget amounts and service contractors, invoicing from prior management company, and income/loss statement provided by PMI

9. COMMITTEE REPORTS

MASTER DESIGN COMMITTEE (MDC):

The Master Design Committee report is attached to these minutes. 4th quarter is slowest quarter of the year. Zoom subscription has been purchased as a monthly subscription. The Board will provide a credit card for the monthly subscription payment. MDC seeking BOD direction regarding PMI request for NOV/membership up-to-date on property prior to property transfer. Motion made by Lynn Mattingly that the MDC will report to PMI if there are any current outstanding Notices of Violations as part of the property transfer process. Motion was seconded by Joanne Ehasz. Motion was passed.

ROAD COMMITTEE:

The Road Committee report is attached to these minutes.

GATE COMMITTEE:

The Gate Committee report is attached to these minutes.

TRAFFIC CONTROL COMMITTEE:

The Traffic Control Committee report is attached to these minutes.

MAPS COMMITTEE:

The Maps Committee report is attached to these minutes.

FINANCE COMMITTEE:

No meeting was held.

10. NEW BUSINESS

Appeal Form needs to be updated. Attorney has submitted a couple of recommendations. Can create 2 forms. One for financial appeals (fines/fees) and one for request for variance (includes appeal from MDC decision). Motion made by Sarah Bradberry to update the appeal form to split to two forms. One financial appeal form and one request for variance form. Seconded by David Bradberry. Motion was passed.

11. CALL TO MEMBERSHIP

None

12. ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

GLOSSARY OF TERMS / SYMBOLS

Term/Symbol	Meaning
*	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

3 Canyons Ranch 2021 - 2022 Monthly Budget			11629 MS	
Beginning Balance:	December		Ending Balance:	\$139,564
\$135,399.00	MONTHLY	YTD	BUDGET	REMAINING
Income Total	\$6,412	\$184,654	\$208,123	\$23,469
2021-2022 Assessments	\$3,585	\$162,037	\$174,435	\$12,398
2020-2021 Assessments	\$120	\$1,395	\$5,028	\$3,633
2019-2020 Assessments	\$0	\$460	\$154	(\$306)
2018-2019 Assessments	\$0	\$410	\$1,739	\$1,329
2017-2018 Assessments	\$0	\$210	\$723	\$513
2016-2017 Assessments	\$0	\$210	\$555	\$345
2015-2016 Assessments	\$0	\$0	\$165	\$165
2014-2015 Assessments	\$0	\$0	\$154	\$154
2013-2014 Assessments	\$0	\$0	\$0	\$0
Prepayment 2022-2023	\$0	\$0	\$0	\$0
Late Fees	\$333	\$1,012	\$2,000	\$988
Assessment Interest	\$242	\$1,433	\$2,000	\$567
Bank Interest	\$0	\$8	\$30	\$22
Gate	\$680	\$1,655	\$1,800	\$145
MDC	\$0	\$1,600	\$1,600	\$0
Transfer Fees	\$800	\$7,600	\$10,000	\$2,400
Recovered Legal Expenses	\$0	\$1,111	\$4,000	\$2,889
Recovered Admin. Expenses	\$0	\$100	\$100	\$0
Construction Deposits	\$0	\$2,400	\$5,000	\$2,600
Miscellaneous Deposits	\$652	\$3,013	\$500	(\$2,513)
Expenses Total	\$2,247	\$37,137	\$170,383	\$133,246
Admin	\$0	\$1,922	\$8,445	\$6,523
Board	\$0	\$480	\$700	\$220
MDC	\$0	\$1,140	\$250	(\$890)
Gate	\$0	\$56	\$100	\$44
Road	\$0	\$55	\$100	\$45
Documents	\$0	\$0	\$30	\$30
Map	\$0	\$191	\$195	\$4
Website Maint	\$0	\$0	\$70	\$70
Construction Deposits Refund	\$0	\$0	\$7,000	\$7,000
Accounting	\$0	\$1,050	\$2,500	\$1,450
Attorney	\$84	\$3,465	\$80,000	\$76,535
Litigation	\$0	\$0	\$20,000	\$20,000
Professional Services	\$84	\$965	\$30,000	\$29,035
Administrative	\$0	\$2,500	\$30,000	\$27,500
Platinum Management	\$572	\$2,022	\$0	(\$2,022)
Insurance	\$0	\$0	\$7,600	\$7,600
Board	\$0	\$0	\$2,400	\$2,400
Property	\$0	\$0	\$5,200	\$5,200
Taxes	\$0	\$0	\$100	\$100
Gate	\$1,380	\$6,645	\$18,790	\$12,145
Warranty	\$1,280	\$5,120	\$8,000	\$2,880

89%

93%

TREASURER'S REPORT
Quarterly Report October – December 2021
January 12 , 2022

1. Total Income YTD : \$184,654.00
2. Total Expenses YTD : \$35,469.00
3. Balance for Savings Account as of Dec. 2021: \$85,440.12
4. Balance for Road Account as of Dec. 2021: \$191,299.39
5. Balance for Const. Deposit Interest Account as of Dec. 2021: \$ 8004.42
6. Balance for Const. Deposit Non-Interest Account as of Dec. 2021: \$800.00
7. PMI mailed their introduction letter and statements to our members in late September/early October, which resulted in a good response from our members. (47 members responded of the 93 statements mailed 50%)
8. We have collected 92% of Assessment dollars due for fiscal year 21-22.
9. 8% of members have not paid as of December 31, 2021 (36 of 434 members)

Questions.

MEMORANDUM FOR: 3 Canyons Ranch Master Homeowners (3C) Board of Directors (BOD)

SUBJECT: Master Design Committee (MDC) Summary – 12 January 2022

The following synopsisizes key MDC activities for the period 12 October 2021-11 January 2022.

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

b. MEETINGS. The MDC conducted two formal meetings during 4Q 2021 to consider MDC business. Two video conference meetings were conducted on 15 December 2021 and 11 January 2022. The MDC meeting scheduled for 09 November 2021 was canceled since there was no business to consider. A summary of actions taken is summarized in Paragraph C. Specific 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 one new residential construction application during the period.

2. The MDC considered and subsequently approved 3 other applications during the period. One application, was disapproved for lack of required information and subsequently withdrawn by the member.

3. The MDC received no notification of potential CCR Violations during the period.

d. MISC.

1. All MDC meeting dates for 2022 are posted to the 3C Website.

2. The MDC, with BOD approval, subscribed to a full version of the video conference software ZOOM. Subscription price is \$14.95 with payment billed monthly.

3. PMI is requesting MDC assistance during the property transfer disclosure process. The MDC is seeking BOD guidance. Details are captured in the a separate memorandum.

Respectfully submitted,

WILL PLATT
MDC Chair
3C HOA

Richard Frederici

Road committee report January 12, 2022

Jan 10, 2022 at 1:01:46 PM

Rich Frederici

(1) two new culverts were installed by property owners on the north side of 3 Canyons Road. One in section 24 and one in section 19.

(2) Reset bollards on the south side of 3 Canyons Road across from Keystone Rd.

**Repainted and striped backside of pipe
with D.O.T. Reflective tape.**

**(3). Ditch work on road shoulders from the west gate to VDO both sides.
Ditch work from Oak Ridge to deer Ridge south side of road.**

Rich frederici

Road committee chairman

Sent from my iPhone

January 2022 Gate Committee Report

HARDWARE:

Gates have been operating well since the last repairs in October 2021.

WEST GATE PHONE LINE:

The confusion with phone lines has been resolved. Previously, when installing the Oaks phone lines, the tech incorrectly hooked their 2nd line to our gate instead of to the Oaks West Gate, disconnecting our line. We had been operating that way ever since. The error was identified in December and the tech has now correctly connected all three gates (2 for Oaks and 1 for us).

DATA:

Previously, Rick had added the 520 area code to all numbers requiring that for the 10-digit dialing. A couple months ago, we became aware that since our phone lines are land lines, we had to have a 1 before all non-local 520 numbers. These were identified and all the 520 numbers should be working from the directory now.

LIST CLEANUP/DETERRENCE OF TRESPASSERS

Removed 127 names (along with access codes and access devices) from the Gate list over the last 3 months, reducing the number of active access codes that can be used by trespassers. Removing these names also reduces the size of the directory displayed at both gates. There were a few glitches where I deactivated someone that was renting or using codes/devices from a previous owner, but it was fairly minimal and they were all very pleasant and cooperative when I explained the goal. Still working to update about 10 where current owners are possibly using access codes/devices from a previous owner.

Watching traffic at the East gate, I identified and deactivated 17 access codes being regularly used by people coming from the Rio Rancho area. New codes were provided to the resident owners of those codes as needed. Unfortunately, it doesn't seem to be deterring the "regular" trespassers—they just find another code. I referred two habitual trespassers to Donna in December; they have been referred to the Cochise County Sheriff's Department for a warning. In January, I expect to refer at least one other. I'm still processing data after the last round of deactivations to determine if it was successful or if there are others.

Future plans:

- Expand time frame for watching the East gate and catching additional codes being used; continue to deactivate and/or refer to Sheriff's office.
- Do data mining on transaction reports to identify codes that are being overused and probably used by trespassers.
- Do data mining on transaction reports to identify service provider codes that are being used at unusual hours/day of the week.

MAP COMMITTEE REPORT

January 12, 2022

There were multiple updates to the maps due to multiple property transfers. Updated maps were sent to the MDC, and Section Reps as the maps were updated. None of the updated maps needed to be uploaded to the website.

TRAFFIC CONTROL COMMITTEE REPORT

January 12, 2022

Chris has been reviewing the cameras and put together a report for CCSO of a couple who has continued to trespass from Rio Rancho Estates. One vehicle was a business pickup truck and the other vehicle was a Chevrolet Malibu. I reviewed the report, added additional pictures and delivered one report to CCSO on Monday December 27, 2021. Sargent Wilson with CCSO called me on December 31, 2021 and asked me how the couple kept getting codes. Explanation was given. I also explained the spouse was also trespassing and he asked for that report also with pictures of her license plate so they could get their residential address. Sargent Wilson was going out of town for a week and would turn our complaints over to the Deputy that covers this area upon his return. I requested a follow-up call after the Deputy had talked to the trespassers. As yet, I have not received any word. Sargent Wilson assured me that the Deputy would tell the trespassers to stop and if they were caught again it would mean a criminal trespass charge and possible jail time. Thank you, Chris for your diligence in reviewing the cameras and providing the reports.

FINANCE COMMITTEE

January 12, 2022

No meeting held.

Respectfully Submitted,
Donna R. Willard