

Three Canyons Ranch Master Homeowners' Association (MHOA)
Board Meeting Minutes
June 10, 2015

1. Call to Order. Meeting called to order at 5:31pm

Board Members present:
Eileen McMannon - Sec. 19
Marilyn Wardlaw - Sec 20E
John Langholff - Sec 20W (Vice President
Richard Sontheimer - Sec. 21 (President)
Cathy Chouinard - Sec. 22
Mike Needham - Sec. 23 (Secretary)
Rich Frederici - Sec. 24
Bob Gilbert - Sec 26
Jim Dobis - Sec. 27
Evans Guidroz - Sec 28

2. Introductions and Review of Ground Rules

The President provided a brief review of the meeting ground rules.

3. Revision and/or Acceptance of Agenda

A motion was made and seconded for approval of the meeting agenda. The motion passed 10-0.

4. Revision and/or Acceptance of April 8, 2015 Board Meeting Minutes

Motion was made and seconded to approve the minutes. The motion passed 10-0.

5. Revision and/or Acceptance of May 9, 2015 Board Meeting Minutes

Motion was made and seconded to revise the minutes to include the basic terms of the road loan. The motion passed 10-0.

6. Call to Membership

Lynn Mattingly thanked the board members for volunteering their time and energy to run the association.

7. Treasurer's Report - Donna Willard

Donna handed out the 3 Canyons Ranch HOA 2014 - 2015 Budget as of May 31, 2015 report. The report is included at the end of the minutes.

8. Committee Reports

Master Design Committee (MDC) - Marilyn Wardlaw

Received six applications, one withdrawn before vote. Three approved, two have questions to be resolved.

Of the outstanding three Notice of Violation letters, one has been resolved, two are still pending and being worked on.

A reminder to the membership that if you wish to serve on the Master Design Committee to let your Section Representative know.

Road - Rich Frederici

The 3 Canyons Road resurfacing and resealing project is underway. The contractor expects to start chip sealing the road on June 15 and then start resealing the road on June 29. All members are reminded to slow down at the work areas and to please follow any instructions from the road workers. Please be safe.

Gate Administration - Tom Pickering

The damage to the East gate has been repaired and is now back in operation. While a Sheriff's report was filed, as of this date we do not know who was responsible for the damage. The direct cost to the association was \$1,000. Our insurance paid the rest. Some of the more common problems encountered by our members are:

1. When entering either the East or West gate using a number it must be preceded by the “#” sign.
2. When you receive a call from the gate call box and you wish to let the person in, press the “9” on your phone.
3. When proceeding West through the West gate it is important to activate the exit loop outlined in white. Many are bypassing the exit loop and then must use the exit pad.
4. Like your garage opener, the gate remotes require periodic replacement of the battery. Even though the red light still shows when the remote is activated, the signal may be too weak to activate the gate. The battery replacement type is “L1028”. While the remotes are guaranteed for life for the original owner, battery replacement is not.

Please feel free to contact me if you have any gate related issues.

Governing Documents - John Langholff

Continuing to work on the consolidation of various association rules
Maps - Eileen McMannon

Nothing to report

New Business

9. Update on Legal Actions

President reported the Association's attorney is attempting to locate a member for non-payment of past annual dues.

10. No Hunting Signs

President reported the Association's attorney provided an opinion on the requirement and placement of signs stating No Hunting and No Trespassing. The Board will take the opinion under advisement.

11. Inquire into getting a credit card from Chase Bank for payment of bills

The Treasurer will contact Chase Bank into the possibility of getting a credit card to allow the association to pay certain bills.

12. Change to HOA rules allowing payment of recurring items such as insurance gate administration to be done by the treasurer without signature of the president

A motion was made and seconded to authorize the Treasurer to set up a monthly recurring payment through Chase Bank for the monthly payment of the Gate warranty. Motion passed 10-0.

13. Ballot for Annual membership meeting

Three members put their names forward for the 2015 Board of Directors election

Richard Sontheimer - Section 21

Mike Needham - Section 23

Jim Dobis - Section 27

14. Formation of Voting Committee

Marilyn Wardlaw and Cathy Chouinard volunteered to be the 2015 Voting Committee. Neither Marilyn nor Cathy is not up for election this year so there is no conflict of interest.

15. Voting guidelines for upcoming annual meeting and election

Motion was made and seconded to approve the Voting Guidelines and Ballot Instructions. Motion passed 10-0. The guidelines/instructions document is included at the end of the minutes.

16. Waiver for MDC for Paint color

This issue was first discussed at the June 11, 2014 Board of Directors meeting. See the approved meeting minutes (on the web site) for specifics. The Board received an opinion from the Association's Attorney stating that since the Master Design Committee approved the paint color and the subsequent Board's vote in the June 2014 meeting to not approve the paint color was not valid. For this issue the Board determined that the property owners are not in violation of the CC&Rs and are members in good standing.

17. Change of Association Rule pertaining to assessments to make it \$15 per unit

The Board discussed whether it was necessary to have a Rule stating the annual assessment amount. A motion was made and seconded to delete the current Association Rule, "Membership dues are set at \$14.00 per membership. One Membership is allotted for each full acre of land plus One Membership is allotted for each full 100 sq. ft. of dwelling space. No fractional memberships are allowed. 4/10/13)".

The motion passed 10-0.

18. Call to Membership

No comments

19. Adjournment

Motion was made and seconded to adjourn the meeting. Motion passed 10-0. Meeting adjourned at 6:51pm.

(Agenda Item 7. Treasurer's Report)

3 Canyons Ranch 2014 - 2015 Budget
May 31, 2015

	May 31, 2015	Year-to-Date	2014-2015 Budget	Budget Remaining
Income Total	\$156,520.00	\$332,622	\$160,900	-\$171,722.00
Assessments	\$330	\$151,928	\$148,400	\$3,528
Fees	\$0	\$11,206	\$12,500	\$1,294
Late Fees	\$0	\$115	\$0	-\$115
Interest	\$0	\$155	\$0	-\$155
Gate	\$4,290	\$4,290	\$0	-\$4,290
MDC	\$0	\$0	\$0	\$0
Loan	\$150,000	\$150,000	\$0	-\$150,000
Attorney Admin. Recovered	\$1,900	\$4,611	\$0	-\$4,611
Attorney Legal Recovered	\$0	\$10,317	\$0	-\$10,317
Expenses Total	\$20,115	\$100,427	\$113,800	\$13,373
Admin	\$10	\$5,473	\$8,100	\$2,627
Board	\$0	\$936	\$3,500	\$2,564
MDC	\$0	\$103	\$200	\$97
Gate	\$10	\$3,773	\$3,600	(\$163)
Road	\$0	\$553	\$200	(\$353)
Documents	\$0	\$0	\$200	\$200
Map	\$0	\$25	\$200	\$175
Website Maint	\$0	\$83	\$200	\$117
Accounting	\$0	\$1,655	\$2,500	\$845
Attorney	\$4,139	\$28,712	\$12,000	(\$16,712)
Services	\$0	\$5,152	\$4,000	(\$1,152)
Litigation	\$0	\$14,887	\$5,000	\$430
Administration & Profess.	\$4,139	\$8,673	\$3,000	(\$5,673)
Insurance	\$0	\$0	\$4,400	\$4,400
Board	\$0	\$0	\$1,600	\$1,600
Road/Umbrella	\$0	\$0	\$2,800	\$2,800
Lockbox	\$0	\$1,233	\$2,600	\$1,367
Taxes	\$0	\$65	\$200	\$135
Gate	\$3,135	\$14,445	\$25,500	\$11,055
Warranty	\$640	\$5,700	\$7,500	\$1,800
Utilities	\$225	\$1,745	\$2,000	\$255
Projects	\$0	\$1,216	\$3,000	\$1,784
Maintenance	\$2,270	\$5,784	\$8,000	\$3,586
Law Enforcement	\$0	\$0	\$5,000	\$5,000
Road	\$12,831	\$48,844	\$53,000	\$4,156
Repair	\$565	\$13,272	\$35,000	\$21,728
Mowing	\$20	\$3,310	\$5,000	\$1,690
Drainage	\$12,246	\$32,262	\$10,000	(\$23,632)
Fence	\$0	\$0	\$3,000	\$3,000
Contingency	\$0	\$0	\$5,500	\$5,500
Resurface Road	\$38,845	\$85,845	\$461,000	\$375,155

NOTE: ATTORNEY EXPENSE IS OFFSET BY ATTORNEY RECOVERED EXPENSES SHOWN IN INCOME. \$16,712.00 EXPENSES OFFSET BY \$14,928.00 RECOVERED EXPENSES LEAVING \$1789.00 OVERAGE IN ATTORNEY EXPENSE.

(Agenda Item 15. Voting Guidelines for upcoming annual meeting and election)

Ballot Instructions and Information

A quorum, 10% of all memberships, is necessary to call the meeting to order and conduct any business. Absentee Ballots received on or before the cutoff date will be used to establish a quorum. This absentee ballot is valid only for the 2015 Annual Membership Meeting scheduled for July 18, 2015. In order for your absentee ballot to be counted, it must be received in the 3 Canyons Post Office box no later than July 17, 2015. Once cast, this ballot may not be revoked. This ballot may only be cast by the member to whom it is issued.

Printed above the signature line on the ballot is information concerning your parcel number and number of memberships (votes). This information is taken from County Assessor records. If you feel the information is incorrect, please notify the association.

Membership and Voting are covered in section 6 of the CC&R's. Information concerning the Homeowners Association is available online at az3canyons.com.

Please return your ballot to the following address:

3 Canyons Ranch Master Homeowners Association
PO Box 970
Hereford, AZ 85615

Voting Guidelines

(as approved by the board 6/10/2015)

1. Voting may be accomplished either in person at the annual meeting or by absentee ballot.
2. Board members are elected for two-year terms. This year's election (2015) will be for Board Members for sections 19, 21, 23, and 27.
3. Within each section, the candidate with the largest number of votes will be declared the winner.
4. Voter eligibility, quorum determination, ballots (preparation, distribution and collection) will be under the control of the board of directors. Ballot counting will be handled by the voting committee. The Voting Committee will be appointed by the Board of Directors.
5. Ballots will be retained for thirty days following the election. After thirty days, the ballots will be destroyed.
6. You may vote if you own property in Three Canyons Ranch. (Memberships and Voting are covered in section 6 of the CC&R's).
7. All members of record as of July 1, 2015 will be eligible to vote in the 2015 election.
8. Non-payment of assessments for 60 days past the due date will result in loss of voting rights.