

Three Canyons Ranch Master Homeowners' Association (MHOA)
Special Board Meeting Minutes
March 25, 2015
(approved at the April 8, 2015 Board meeting)

1. Call to Order. Meeting called to order at 5:30pm

Board Members present:

Eileen McMannon - Sec. 19
Marilyn Wardlaw - Sec 20E
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 (see agenda item 6)
Evans Guidroz - Sec 28

Board Members not present: John Langholff - Sec 20W (Vice President)

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 with two revisions/additions. Items added to the agenda are items 8 and 9 in the minutes. The motion carried unanimously, 8-0.

4. Revision and/or Acceptance of January 14 , 2015 Board Meeting Minutes

Motion was made and seconded to approve the minutes of the January 14, 2015 meeting. The motion carried unanimously, 8-0.

5. Call to Membership

No comments from the membership.

6. Appoint interim board member for Section 27

Due to Jack Lang leaving the association a new representative for Section 27 needed to be appointed to the Board of Directors. A motion was made and seconded to appoint Jim Dobis to the Board. The motion carried unanimously, 8-0.

7. Elect Treasurer

Due to Jack Lang leaving the association a new treasurer needed to be appointed. Donna Willard said she would take on the treasurer duty if the board

accepted her letter of stipulations (see attachment). Jack Lang offered to work with Donna through the upcoming budget and annual assessment process. A motion was made and seconded to appoint Donna Willard as the Treasurer and accept her letter. The motion carried unanimously, 9-0.

8. Appoint new member to the Master Design Committee (MDC)

A motion was made and seconded to appoint Marilyn Wardlow to the MDC. The motion carried unanimously, 9-0.

9. Revision of Resurfacing 3 Canyons Road

Tabled to the April 8, 2015 meeting.

10. Call to Membership

A question was asked about the East Gate. Tom Pickering stated that some unknown driver ran into and damaged the exit gate side of the East Gate. The Gate committee is waiting on a cost estimate to fix it. All members are reminded that the exit gates will open automatically and to remind any guests or other visitors of the same. Please be patient.

11. Adjournment

A motion was made and seconded to adjourn the meeting. The motion carried unanimously, 9-0. Meeting adjourned at 6:25pm.

(Agenda Item 7. Treasurer Position Letter from Donna Willard)

March 25, 2015

3 Canyons Ranch Home Owners Association
P O Box 970
Hereford, AZ 85615

RE: Treasurer Position

Dear Board Members of 3 Canyons Home Owners Association:

This letter is in response to the request that I assume the treasurer's duties for the association.

I would be honored to assume the treasurer's duties once the following stipulations are met:

1. A letter from a CPA stating the current status of the Association financial records.
2. There be 3 signees for checks on file. (I travel and may not always be available when needed to sign checks)
3. The Association obtain the assistance of Michelle DePadre of Stachel and Associates to help with the following until I am fully trained:
 - A. Yearly assessments
 - B. Maintaining Membership list
 - C. Filing Yearly Taxes
 - D. Training/Education
4. Any checks over \$1,000.00 requires two signatures
5. The financial records are audited yearly.

Thank you for your consideration in this matter.

Donna R. Willard