

**THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
July 13, 2024**

1. CALL TO ORDER

Meeting called to order by Mike Needham, President, at 9:50 am at the Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ.

2. ROLL CALL/INTRODUCTIONS/REVIEW OF GROUND RULES

Representative	Section	Present	Absent
Jill Waterman	19	X	
Will Platt	20E	X	
Lynn Mattingly (VP)	20W	X	
Philip Isaacson	21	X	
Bowie Clemons	22		X
Mike Needham (P)	23	X	
Bob Gilbert	24	X	
JoAnne Ehasz	26	X	
Wayne Meckling	27	X	
Stacy Smith	28	X	
Dean Frazeur	29	X	

The President provided a review of the meeting rules.

3. REVISION AND/OR ACCEPTANCE OF AGENDA

Revisions: None. Accepted: Unanimous

4. REVISION AND/OR ACCEPTANCE OF APRIL 10,2024 QUARTERLY MEETING MINUTES

Revisions: None. Accepted: Unanimous

5. CALL TO MEMBERSHIP

None

6. PRESIDENT'S REPORT

The President's Report is attached to these minutes

Mike Needham highlighted:

1. CD investments are for Three Canyons Road repairs.

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

2. Insurance policies: for common property and gates, and for the BOD and Officers
3. Discussed Corporate Transparency Act compliance

7. TREASURER'S REPORT

The Treasurer's report is attached to these minutes.

Anne Thompson will be the new Three Canyons HOA Treasurer as of July 14, 2024.
Donna Willard will be the Assistant Treasurer.

Please see the attached Treasurer's Report

Members questions regarding

- Use of assessment fees for Three Canyons Road
- Master HOA is responsible for maintaining Three Canyons Road only per CCR's
- Master HOA funds cannot be used for maintenance of other roads in the HOA: only Three Canyons Road
- Villages are responsible for their own road maintenance

A "Road Maintenance Agreement" (such as Fairfield Rd.) is an option for roads not maintained within a "Village"

8. COMMITTEE REPORTS

MASTER DESIGN COMMITTEE (MDC):

The Master Design Committee report is attached to these minutes.

The MDC is a group of volunteers and at capacity for service to the HOA.
CCR violations are proliferating, and the MDC members cannot keep up with the need for addressing violations. Solutions were discussed and will be further considered at the next BOD meeting, Oct 2024.

ROAD COMMITTEE:

The Road Committee report is attached to these minutes.

Bob Gilbert will be resigning as the Road Committee Chair after this meeting.
JoAnne Ehasz has agreed to take over at the Road Committee Chair

GATE COMMITTEE:

The Gate Committee report is attached to these minutes.

Joyce Bender and Rick Sontheimer will remain on the Gate Committee

TRAFFIC CONTROL COMMITTEE:

The Traffic Control Committee report is attached to these minutes.

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

MAPS COMMITTEE:

The Maps Committee report is attached to these minutes.

WEBSITE MAINTENANCE:

Wayne Meckling is working through the transition from Dimitri Wilker.

9. APPOINTMENT OF DIRECTORS FOR VACANT SECTIONS

There were no nominees for Section 22 and Section 24 representatives. At the present time, these positions remain open for volunteers.

10. GATE WARRANTY CONTRACT

Bids from Alltech Gate Solutions and Signal Gates were obtained.
The bid from Signal Gates was unanimously accepted by the BOD.

11. GATE AND ROAD LANDSCAPING CONTRACT

Bids were obtained by Southwest Desert Images and Quiroz Multi Services
The bid from SWDI was unanimously accepted by the BOD.

12. TRAFFIC CONTROL CAMERA CONTRACT

Donna Willard is resigning from the traffic control committee.
Jill Waterman has agreed to take over.
The recorders and hard drives need to be replaced. New equipment and recording options are under evaluation. No new contracts were initiated.

13. ASSOCIATION RULE 17 UPDATE

Rule 17 update was approved by a vote of 7 to 2 with one director abstaining.
Rule 17 previously stated:

Hunting is strictly prohibited within the boundaries of 3 Canyons. "No Hunting"
signs are posted at both ends of 3 Canyons Rd, as required by ARS 17-304.

Rule 17 has been updated as follows:

Hunting (using any means) and the recreational discharge of firearms and fireworks is prohibited within the boundaries of 3 Canyons.

14. PROPOSAL FOR PERIODIC CC&R COMPLIANCE OF ALL 3 CANYONS PARCELS

Options for assuring compliance were discussed. As noted above, the MDC is requesting help with compliance reporting. This topic will be further discussed at the next BOD meeting.

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

15. ELECTION OF BOARD OFFICERS

President- Mike Needham received a nomination but turned it down before a second was made. No other Director or 3 Canyons member was interested in the position. Position remains open.

Vice President- Lynn Mattingly (8 votes for, Lynn Mattingly abstaining)

Secretary- Stacy Smith (8 votes for, Stacy Smith abstaining)

Treasurer- Anne Thompson (unanimous)

Assistant Treasurer- Donna Willard (unanimous)

****Lynn Mattingly will temporarily assume the role of President**

16. FORMATION OF COMMITTEES

Master Design Committee (MDC) Chairman: Will Platt (7 votes for, 2 abstaining)

Master Design Committee: Steven Burr, Wayne Meckling, Ernestine Saint Louis, and Virginia Styles are appointed to the MDC

Road Committee Chairman: JoAnne Ehasz (8 votes for, JoAnne Ehasz abstaining)

Gate Committee: Joyce Bender/Rick Sontheimer (unanimous)

Traffic Committee: Jill Waterman: (8 votes for, Jill Waterman abstaining)

Map Committee: Donna Willard (unanimous)

Website maintenance: Wayne Meckling (unanimous)

17. DATES FOR FUTURE MEETINGS

BOD - October 9, 2024 @ 1730

BOD - January 8, 2025 @ 1730

BOD - April 9, 2025 @ 1730

Annual Membership and BOD - July 12, 2025 @ 0930

18. CALL TO MEMBERSHIP

Issues for discussion:

A. Community Dropbox for parcels

B. Options for payment of assessments online: PMI will be asked to put instructions for online payments on invoices for July 2025 assessments.
NOTICES WILL BE SENT OUT IN MAY-JUNE 2025.

C. Placement of larger meeting announcement boards at the gates

19. ADJOURNMENT: 1309 by Mike Needham, President

Submitted: Stacy Smith, Secretary. August 9, 2024

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

PRESIDENT REPORT, COMMITTEE CHAIR REPORTS

A. President's Report July 13, 2024

- Renewed the Association's two Insurance Policies. The property policy is for three years (June 4, 2027) and the Directors and Officers policy is for 1 year (June 4 2025) due to the AZ Dept of Real Estate hearing claim in January 2024.
- Two \$125K 1-year CDs were purchased in April, both at 5.05%. The fourth of the original CDs matured in May and was reinvested for 12-months at 5.2%. The next CD will mature in August 2024, and the plan is to purchase another 12-month CD at the best available rate.

Corporate Transparency Act/Beneficial Owners Information (CTA/BOI)

Reminder to all Director's and Board Officers that everyone will have to provide their information. The government suspense is still December 31, 2024

AZ Corporation Commission (ACC)

We need to update the ACC information on all Directors and Officers.

Mike Needham, President

B. 3 Canyons Master HOA Road Committee Report for 1 July 2024.

1. Fence Cuts
 - a. None since last meeting.
 - b. No signage repairs have been done.
2. Mowing of 3 Canyons Road has been completed but will need to be redone shortly. New proposals were requested by remaining road committee. New contracts at new rates will be let and new proposals for weeding and spraying are included.
3. BNR has provided an estimate for repairing the damage from the truck fire east of the East Gate. I met with the Foreman and walked 3 Canyons Road and identified approximately 20 places needing repair. He wrote those up as a separate estimate. I now have the estimate and have already forwarded the Palominas Fire report to the Board Chair to determine if the Board, HOA attorney or Management firm will go forward with this. There was no police report filed that I have been able to locate.
4. We determined that due to different topography in areas along 3 Canyons Road, the standard Road Cut package requiring 2 culverts did not fit in certain areas. The Road Cut package has been updated with a Driveway Dip option where culverts do not fit well with the existing grade. The Dip option will be approved by the Road Committee via an onsite inspection with the contractor/builder/owner to determine the best fit for the location. Road Cut checklist will be annotated to identify which option is approved for installation.
5. This is my final report as Chair

Bob Gilbert, Road Committee Chair

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

C. Gate Committee Report July 13, 2024

It has been a slow quarter!!

Gate repairs: There was one repair needed, but the repair was covered under the warranty. The card reader at the west gate was reset and has been working well since.

Managing Current Codes: Requests for new codes runs in cycles. There have been several requests for remote devices made by existing residents, but things are running smoothly.

Questions from residents concerning Estate Sales and Garage sale code being given to the public. The resident's status is checked, and the sales window is confirmed. I activate the code about 2 hours before the sale starts and I delete the code within 2 hours after the sale has ended. I have received questions about the development establishing a ONE DAY SALE for any resident who wishes to participate and then that is the day for a "public" code.

The following members are recommended for the Board's approval to serve on the Gate Committee for the 2024-2025 term:

Joyce Bender
Rick Sontheimer

Respectfully presented:
Joyce Bender

D. MAP COMMITTEE REPORT July 13, 2024

Parcel 104-01-103B: Contact was made with Cochise County Tax Assessor's office July 12, 2024, regarding the split of this 16 ac. Parcel. The tax assessor's office reported: "104-01-103B was cancelled and 104-01-103J / 103K were created for tax year 2025" and "The split has already been approved and parcel numbers assigned. It is still going through the process and has not been finalized." The Map Committee proceeded to update the Section 26 Map.

E. TRAFFIC CONTROL. July 13, 2024

Cameras 3, 4, 5, and 6 at the East and West gate are not recording beginning Feb. 9th. Al Armenta came on March 6th to correct and restart the system. After Al's visit the West gate, the recording stopped for all cameras. Al reported the hard drive and the recorder needed to be replaced at both gates.

A proposal was submitted by Al for the parts and installation in the amount of \$2,595.00.

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

Traffic Control committee submitted the proposal to the President of the HOA and the president decided to not proceed with the equipment replacement.

The Traffic Control Committee began a search for a replacement company to install and maintain a new camera system.

Kiwi HiFi, ADT Security and Accura (Tucson) were contacted. Accura does not service the Sierra Vista/Hereford area.

Kiwi HiFi owner, Jude, visited with the traffic control chairperson at the West gate to review how the system is currently set up. I explained to Jude that the HOA was looking for better equipment and a monthly maintenance agreement. Jude began a search for replacement equipment and upgraded license plate cameras. His results of this search showed that the license plate cameras on the market are not much better than what we currently have. Although, most companies he talked to said they are testing better license plate cameras. He stated he would put together a proposal for the HOA for a new system and a monthly maintenance agreement. July 12, 2024, contacted Kiwi owner, Jude. He stated he received a quote from a company with new updated license plate cameras. Their quote was almost \$20,000.00. Total quote from Kiwi HiFi would be close to \$27,000.00. Jude suggested that we replace the current equipment and work with what we have for a couple of years, until the prices come down on the equipment we need. Jude is not able to access our current equipment therefore he cannot provide maintenance or support.

ADT Security, Dan Cremons (the manager) and Will (the tech) both indicated they would not take over the equipment and provide maintenance on it. I asked for a proposal to replace and possibly upgrade the equipment with the same number of cameras with a monthly maintenance agreement. Will visited with the traffic control chairperson at the West gate and indicated he would put together a proposal for the HOA. Dan recommended a mini air conditioner to help keep the boxes cool. July 12, 2024, contact Dan at ADT, he stated his company did not want to submit a quote.

A search was performed for a mini air conditioner, but there didn't seem to be any that would work with the current set up.

Jim Van Dyke built and installed insulated covers for the tops of the metal boxes housing the camera equipment. Insulation was also added to the interior of the metal boxes, in hopes of keeping the camera equipment cooler. The insulation installed may have to be removed and another type installed, due to the insulation taking up too much space inside the box. Also, the cooler pads were replaced in the bottom of the metal boxes. I recommend a slightly larger fan for inside the box to keep the air moving through the vent cut outs in the bottom of the boxes.

Respectfully Submitted,
Donna R. Willard

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

F. Master Design Committee (MDC) Summary – 13 July 2024

The following synopsis key MDC activities for the period 10 April 2024 – 12 July 2024.

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

b. MEETINGS. The MDC conducted 3 formal meetings to consider MDC business during the period. Video conference meetings were held on 11 June and 09 July 2024. The video conference scheduled for 14 May was not conducted due to a connectivity issues. However, discussion and voting was completed in near real time via email. An overview of salient actions is summarized in Paragraphs C – E below. Specific details are captured in the respective MDC Agendas, Minutes, Voting Logs & Notifications and documented in the MDC Archives.

c. PROJECT REQUEST STATUS:

1. Summary. The MDC received & considered 14 project requests as reflected below. Thirteen project requests were approved resulting in an approval rate of 97% for the current period.

2. New Single-Family Residence (SFR) Construction. The MDC considered & approved two new SFR project requests during the period.

3. Non SFR. The MDC considered & approved 11 non-SFR project requests during the period.

4. Rejected for Non-Compliance with CCRs: The MDC considered and subsequently was unable to approve 1 project request for a shed due to non-compliance with proscribed setback requirements (CCR 4.3.4a), overall height and size (CCR 4.3.7). The member was advised to resubmit plans to the MDC or to submit a request for variance to the BOD.

d. VIOLATION STATUS: Two Notice of Violation (NOV) and one Warning Notice are pending.

1. 17-052H (CCR 4.2.). Warning letter issued / Resolved.

2. 17-055 (4.2.1, 4.3.4(b), 4.9). Warning letter issued / member has not complied / NOV pending BOD concurrence of construction fine (\$1K).

3. 266. (CCR 4.2.6). Warning letter issued / member has not complied / NOV pending BOD concurrence of non-construction fine (\$200).

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1

4. 282 (CCR 4.2.6) Warning letter pending.

e. MISCELLANEOUS:

1. MDC published written notification to all members regarding the recent proliferation of violations and reminding members of their contractual obligation to comply with established 3C governing documents. This notice was included with the July 2024 Ballot mailed in May 2024.

2. The following volunteers are nominated to serve on the MDC Committee for the 2024-2025 term:

Will Platt, Steven Burr, Wayne Meckling, Ernestine Saint Louis, Virginia Styles

3. MDC request assistance from each Director to systematically report potential GD violations within their respective sections. Proposed concept attached.

Respectfully submitted,

W. PLATT MDC Chair 3C HOA

YEARLY HOA ASSESSMENTS ARE DUE BY JULY 1