

**THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
DATE: 8 July, 2023**

1. CALL TO ORDER

By: Mike Needham, President
Where: Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ
Date: 8 July, 2023
Time: 0940

2. ROLL CALL/INTRODUCTIONS/REVIEW OF GROUND RULES

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

The President provided a review of the meeting rules:

-Please keep comments to focused on issues that concern the Membership as a whole, and if possible, please keep comments under three minutes.

3. REVISION AND/OR ACCEPTANCE OF 8 July, 2023 AGENDA

Motion to accept: Lynn Mattingly, Second: Will Platt
Revisions: None
Accepted: Approved, unanimous

4. REVISION AND/OR ACCEPTANCE OF 12 April, 2023, Quarterly Board Meeting Minutes

Motion to accept: Lynn Mattingly, Second: JoAnne Ehasz
Revisions: None
Accepted: Approved, unanimous

5. REVISION AND/OR ACCEPTANCE OF 20 April 2023 Board Meeting Minutes (held via Zoom)

-Mike Needham, President, clarified to the membership that this was a special meeting to discuss purchase of \$250,000.00 in CD's on behalf of the association. He explained that HOA funds were getting bank level interest. The Board discussed and considered several options to improve the interest on HOA funds in standard bank accounts. The Board voted at the 20 April, 2023 meeting to purchase 4 CD's at 3, 6, 9, 12 month at best annual rate, FDIC insured.

Revisions: none

Motion to accept: Stacy Smith, Second: Lynn Mattingly

Accepted: Approved, unanimous (JoAnne Ehasz abstained as she was unable to attend the meeting)

6. CALL TO MEMBERSHIP

Comments from members in attendance: No comments or questions

7. PRESIDENT'S REPORT: Mike Needham

The President's report is attached to these minutes.

Highlights:

-Purchase of four CDs on 1 May 2023 (discussed above item 5)

-Website: as of 1 June, new service provider and new URL: <https://threcanyonsranch.com>

-New email addresses for Directors, Officers, and Committee leads. These email addresses will be in a universal format, and transfer when new Directors, Officers, and Committee leads are elected and /or appointed.

-Gate, Road, MDC committee leads asked to update respective documents in PDF format, as well as new emails addresses for Dimitri to post on the website.

-Mike Needham will update the Financial and Variance Appeal Forms

-Mike Needham will also update the *New Homeowner Documents*, (via Homewise) welcome letter, pertinent contacts, and key information, *specifically the importance of MDC notification prior to beginning any work on property, per CCR's.*

Comments from members in attendance:

Stacy Smith asked about a possible tutorial to set up the universal email addresses.

Each person asked to contact Dimitri Welker directly.

8. TREASURER'S REPORT: Donna Willard

The Treasurer's report is attached to these minutes.

- Investment in CD's
- Gate repair of damaged gate reimbursed by insurance from individual who damaged gate.
- Lynn Mattingly clarified that "Roads Savings Account" funds can be used for general HOA purposes. If, however, there is a capital assessment voted on and accepted specifically for the roads, then those funds can only be used for the roads.
- Donna Willard suggests we move \$168,000 from Operating Account to Roads Account
- Clarification re: Edward Jones CD's "early termination fee" ONLY refers to loss of interest, NOT loss of principle.
- Accounts in arrears discussed, liens on these accounts were discussed (see April 2023 Board meeting minutes)
- Questions from membership re: legal fees, tax liens, litigation budget clarified by Donna Willard and Mike Needham.

9. COMMITTEE REPORTS

MASTER DESIGN COMMITTEE (MDC): Will Platt

-The Master Design Committee report is attached to these minutes.

-Additional discussion:

- Three additional meetings were held to discuss MDC business to accommodate member proposed project reviews. Members are invited to attend meetings: please contact William Platt.
- Members were reminded that variance requests cannot be approved by the MDC, per Three Canyons HOA CCR's. Only the Board of Directors can approve variances.
- Mr. Platt thanked all the members of the MDC for their time and effort and enthusiastically nominate them for the next term.
- PO box has been terminated: all communication will be electronic as stated on the TC HOA website.
- Updated MDC guidelines and checklist will be posted on website.
- All updates documents are on the Three Canyons Website NOT the Cochise County Website

ROAD COMMITTEE: Bob Gilbert

The Road Committee report is attached to these minutes.

Discussion:

- Recurrent Fence cuts discussed, Mr. Gilbert has informed Law Enforcement
- All members encouraged to watch for 1982 white Ford standard shortbed truck, has paper temporary tag that expired in April 2023. Please let Mr. Gilbert or Law Enforcement know immediately if you see this vehicle, reporting an illegal vehicle with invalid registration, and if you can get tag number, that would be helpful. Any information of date/time appreciated. Cost thus far for repairs has been over \$2500.00
- Plan is to prospectively get six estimates for road repairs. There will be two estimates: one for the Palominas to East gate, and one for Hwy 92 to East gate. The section from Hwy 92 to East gate gets the most traffic and may need to be done first.
- Mowing and weed spraying to be scheduled.
- Extensive discussion re: barriers and obstacles to deter trespasser(s) at the East gate. A wildlife camera to be installed. The specific area is Keystone looking to Three Canyons Road to the left. One individual as discussed above is repetitive trespasser and is also damaging the fences to gain illegal access to Three Canyons Road.

GATE COMMITTEE: Joyce Bender

The Gate Committee report is attached to these minutes.

Discussion:

- Mrs. Bender is now able to assign codes and activate gate access cards remotely, which makes the process more efficient.
- Cards that were ordered were not functional: this has been corrected and new cards are on order.
- The Wildhorse Fire damaged the West gate code box. The three-digit codes are not functional because of the damaged lines. Century Link has not been responsive to getting the cable repaired, and has thus far, refused to give an appointment date. This repair should be free.
- There are eight outstanding requests for entry codes, and residents have been informed of the problem and are understanding of the delay.
- Lynn Mattingly suggested bringing this to the attention of the Arizona Corporation Commission to get Century Link to respond to urgent need for repairs.

TRAFFIC CONTROL COMMITTEE: Donna Willard

The Traffic Control Committee report is attached to these minutes.

Discussion:

- Cameras are not functional, Al Armenta “The Camera Guys” said it is an internet issue. Ben from HPAZ says the internet connection is functioning correctly. Please see the attached report.

MAPS COMMITTEE: Donna Willard

The Maps Committee report is attached to these minutes.

- Mike Needham noted that a portion of Section 22 has sold and surveyed into smaller parcels. This indicates that there may be building in the future.
- Mike Needham noted that there is a conservation easement of 40 feet on the West side of Section 22. The membership cannot be blocked from enjoying the conservation easement.

10. OLD BUSINESS – None

Comments from members in attendance: None

11. NEW BUSINESS – APPOINT DIRECTORS-AT-LARGE FOR VACANT SECTIONS

Discussion: Will Platt clarified that no write-ins for the vacant At-Large Directors positions for sections 22 and 24

-Motion: to appoint Bowie Clemons (Section 22), Bob Gilbert (Section 24)- Stacy Smith

-Second: Will Platt

-Voting results: approved, unanimous

12. NEW BUSINESS – VARIANCES

- Lynn Mattingly notes that members who come forth and ask for variances are appreciated and should be given consideration accordingly.

A. Sec 19 parcel 27-108 shed row barn setback

-Discussion: Synopsis given by Will Platt, JoAnne Ehasz notes that CCR’s don’t often reflect reality of some lots. Mr. Platt reminded members that only the Board can approve a variance, even though the MDC felt this was a reasonable request.

-Motion: Lynn Mattingly

-Second: Unable to determine on review of tape

-Voting results: Approved, unanimous (with Jill Waterman abstaining as it is her property)

B. Sec 21 parcel 01-294 wall setback to conceal propane tank

-Discussion: Synopsis given by Will Platt

-Motion: Stacy Smith

-Second: Lynn Mattingly

-Voting results: Approved, unanimous

C. Sec 27 parcel 01-198 pool setback

-Discussion:

Note that this property is part of Deer Ridge, which has its own MDC.

J Bender raised the issue of contractors and how best to control access for the project

-Motion: Bowie Clemons

-Second: JoAnne Ehasz

-Voting results: Approved, unanimous

13. ELECTION OF BOARD OFFICERS

President: Mike Needham

-Discussion: None

-Motion: Lynn Mattingly

-Second: Will Platt

-Voting results: Approved, unanimous (Mike Needham abstaining)

Vice President: Lynn Mattingly

-Discussion: None

-Motion: Mike Needham

-Second: Will Platt

-Voting results: Approved, unanimous (Lynn Mattingly abstaining)

Secretary: Stacy Smith

-Discussion: None

-Motion: Mike Needham

-Second: Lynn Mattingly

-Voting results: Approved, unanimous (Stacy Smith abstaining)

Treasurer: Donna Willard

-Discussion: None

-Motion: Lynn Mattingly

-Second: William Platt

-Voting results: Approved, unanimous

Assistant Treasurer: Ron Pranger

-Discussion: Mike Needham discussed that Donna Willard has many other duties she has volunteered for. Ron Pranger has volunteered. Lynn Mattingly noted this would be an assistant officer position.

-Motion: Lynn Mattingly

-Second: William Platt

-Voting results: Approved, unanimous

14. FORMATION OF COMMITTEES: Nominations for the 2023-2024 term

1. Master Design Committee:

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

-Motion to appoint William Platt as MDC Chairman: Lynn Mattingly

-Second: Stacy Smith

Voting results: Approved, unanimous (Will Platt abstaining)

2. Road Committee:

Bob Gilbert, JoAnne Ehasz, Wayne Meckling

-Motion: Lynn Mattingly

-Second: William Platt

-Voting results: Approved, unanimous

3. Gate Committee:

Joyce Bender, Rick Sontheimer

-Motion: Lynn Mattingly

-Second: Stacy Smith

-Voting results: Approved, unanimous

4. Traffic Control:

Donna Willard, Will Platt

Discussion re: concerns of challenges with technical assistance from Al Armenta

-Motion: Lynn Mattingly

-Second: Stacy Smith

-Voting results: Approved, unanimous

5. Map

Donna Willard, Ron Praeger

-Motion: Lynn Mattingly

-Second: William Platt

-Voting results: Approved, unanimous

6. Web Site

Dimitri Wilker

-Motion: Mike Needham

-Second: Will Platt

-Voting results: Approved, unanimous

15. 3 CANYONS MHOA PERIMETER FENCING

Discussion:

-JoAnne Ehasz communicated with Mike Needham regarding individuals (who are not members of Three Canyons HOA) accessing Three Canyons Road via Siesta Way from the South.

-Mike Needham reminded the membership that the common area that the Three Canyons Master HOA is authorized to spend HOA monies on is Three Canyons Road and the easement that comes with it. All side roads and perimeter fencing of 6400 acres are privately owned.

-Will Platt notes that the CCR's grant the Master HOA an easement for the purpose of access to the perimeter fencing. [Section 15.4 of CCR's]

-Discussion continued regarding members in Section 26 and their easements to have access to Three Canyons Road. Lynn Mattingly noted that no property in Cochise County can be landlocked. Ron and Sarah Pranger expressed concerns regarding emergency evacuation of residents and livestock during a fire if gates were blocking egress.

-JoAnne Ehasz, Section 26 rep, commented on the history of flooding on Bloomfield Rd and this area being in a Flood Plain. She volunteered to get more information regarding parcel access to Three Canyons Road.

-William Platt noted that Calle Cielo Grande has a similar situation approximately two-three years ago, where Board responsibility for perimeter access was addressed. Legal advice was previously obtained (M. Stachel), and a fence in that area was approved. This information should be in prior minutes. Therefore, there is precedent from the past to help address this issue.

16. DATES FOR FUTURE BOD AND ANNUAL MEMBERSHIP MEETINGS

October 11 2023 @ 1730
January 10 2024 @ 1730
April 10 2024 @ 1730
July 13 2024 annual membership and Board of Directors meeting @ 0930

Motion to set above dates: Stacy Smith
Second: JoAnn Ehasz
-Voting results: Approved, unanimous

17. CALL TO MEMBERSHIP

Comments from members in attendance: Joyce Bender inquired about the road punched in across from Oakridge Rd.

18. ADJOURNMENT:

Motion to adjourn: Lynn Mattingly
Second: JoAnn Ehasz
-Voting results: Approved, unanimous
The meeting was adjourned by Mike Needham at 1132

GLOSSARY OF TERMS / SYMBOLS

Term/Symbol	Meaning
*	At large
CC&Rs	Covenants, conditions, and restrictions
HOA	Homeowners Association
P	President
VP	Vice President
S	Secretary
T	Treasurer