

3 Canyons Ranch Master Homeowners' Association (MHOA)
Board of Directors Meeting Minutes
April 12, 2023

1. Call to Order. Meeting called to order at 5:30pm at the Palominas Fire Department Training Center, 9222 S. Kings Ranch Rd, Hereford.
2. Introductions and Review of Ground Rules

Directors present		Directors absent	
Sec 20E	Will Platt	Sec 19	Vacant
Sec 20W	Lynn Mattingly (Vice President)		
Sec 21	Philip Isaacson		
Sec 22	Bowie Clemons		
Sec 23	Mike Needham (President)		
Sec 24	Bob Gilbert		
Sec 26	JoAnne Ehasz		
Sec 27	Wayne Meckling		
Sec 28	Stacy Smith		
Sec 29	Louis Espinosa		

The President provided a brief review on the conduct of the meeting. Also announced that the Board Secretary and Gate Committee Chairperson, Joyce Bender, is not present due to being out-of-state and the Treasurer, Traffic Control, and Map Committee Chairperson, Donna Williad is participating in the meeting via phone.

3. Revision and/or Acceptance of Agenda

Agenda was accepted.

4. Revision and/or Acceptance of January 11 2023 BoD Meeting Minutes

Minutes were accepted with few minor changes

5. Call to Membership

No comments from the members in attendance.

6. President's Report

Received on February 7 2023 the Farmers Insurance final \$348.75 reimbursement for the Signal Gates repair estimate from the accident in August 2022.

Working with PMI on the 3 Canyons documentation new owners that go through a title company, receive. We are in the process of updating several of the documents.

PMI uses a company called Homewise for all disclosures on resales.

The title company goes into their system and fills out their portion and then we are notified by email. We then go in and fill out our portion. Homewise then sends a letter to the buyer letting them know how to access their documents, including MDC checklist, Articles of Incorporation, By-Laws, CC&Rs, Welcome letter,

In most cases, we are notified by the title company 10-15 days prior to closing, but sometimes, they only give us a few days and have to pay a rush fee to get it processed.

* For property transfers that go through Pioneer Title Pioneer title Pioneer Title provides the new owner with a portal link in which the owner can access various HOA and Cochise County Office websites that contain information on the property as well as the MHOA. It is up to the new owner's responsibility to access the information.

Website

Dimetri Wilker is working on changing our service provider. One thing that will change is the domain name. It will become threecanyonsranch.com. New domain will have a TSL certificate making it https. Members that still use az3canyons will be redirected to the new website URL.

7. TREASURER'S REPORT

Quarterly Report January through March 2023

April 12, 2023

1. Total Income YTD : \$166,447.64.00
2. Total Expenses YTD : \$71,669.74.00
3. Balance for the Operating Account: \$145,181.04
4. Balance for Savings Account as of March 2023: \$237,168.12
5. Balance for Road Account as of March 2023: \$160,418.39
6. Total of \$542,767,52 funds available.

Once again, this year I compared our master member list to the Cochise County Assessor's office records. No major changes but there were quite a few changes in acreage and a few in square footage. Acreage, square footage and membership totals were corrected on the master list and the assessment list, which will be forwarded to PMI for invoice changes after the assessment rate for 2023-2024 is determined.

8. Committee Reports

Master Design Committee (MDC) - Will Platt

MEMORANDUM FOR: 3 Canyons Ranch Master Homeowners (3C) Board of Directors (BOD) SUBJECT: Master Design Committee (MDC) Summary – 12 April 2023

The following synopsisizes key MDC activities for the period 11 January – 11 April 2023.

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 three formal meetings to consider MDC business. Video conference meetings were held on 14 February, 15 March and 11 April 2023. An overview of salient actions is summarized in Paragraphs C - E. 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 8 project requests as reflected below.

2. New Single-Family Residence (SFR) Construction. None.

3. Accepted. The MDC considered & approved 08 non-SFR project requests during the period: 043P (concrete pads & driveway extension); 045G (repaint); 059H (repaint); 061E (roof shingles); 105D (repaint); 122B (masonry walls) and 294 (inground pool; new garage).

4. Rejected. No project requests were rejected during the monthly meetings due to incomplete information or conflicts with the CCRs resulting in an initial approval rate of 100% for the period.

d. VIOLATIONS STATUS: The MDC actioned potential CCR violations alleged against three 3C properties resulting in two Warning Letters (059H; 102G) and 1 Notice of Violation (122B); all subsequently resolved during the period.

e. MISC: A prospective MDC volunteer, Ms. Ernestine Saint Louis participated as an ad hoc, non-voting, member. During this immersion period, Ms. Saint Louis conducted a thorough review of the 3C Governing Documents and "shadowed" two monthly MDC Meetings. The MDC unreservedly recommends the BOD appoint Ms. Saint Louis to the MDC as a full voting member.

Road - Bob Gilbert

We have dealt with multiple fence cuts as well as one accident due to a Border Patrol chase and apprehension. I am unaware at this time as to whether the HOA received any funds from the defendant's insurance company for reimbursement.

I have hired a handyman, Tim Pouder, to work fencing issues, signage, and general landscaping cleanup. He has repaired all 6 fence issues and is working with me to plan for landscaping cleanup as the monsoon approaches. He has the lock code for the storage room so he can access materials if I am not available.

I am working with BNR Paving to get the repairs done between Route 92 and the west gate. Once they can finalize a date on which they will be able to commence their operations then I will work to get the grading done on the sides of the road to eliminate the drainage problems that cause the undercutting of the pavement and eventual failure. This will require the removal of much of the sod that is above the level of the road where it inhibits the proper drainage of water. I will be contacting Lynn Mattingly to contact the Oaks about the grading.

I have asked BNR to provide an estimate for repaving 3 Canyons Road from Route 92 to Palominas Road and from Route 92 to the East Gate for planning purposes as it will probably need to be done in 2025 and we will be better able to plan for the expenditure.

I met with Dan Workman in reference to their new start on Lot 3, on the south side of 3 Canyons Road about 750 feet east of the entrance to VDO. We have previously met in January about this but they delayed till April due to business concerns. This has already been approved through the MDC and Road Committees but will now commence within the next week.

Traffic Control - Donna Willard

I would like to commend Joyce on her cooperation and willingness to quickly process the reports I send to her on the gate access codes that have been compromised. We both have noticed a drop in the length of the gate transaction reports. I compared the weekly gate transaction reports and the access entry code line items have dropped from a maximum of 442, in January 2023, to 214 in February 2023. A decrease of 48%. Since then, it has fluctuated back up and at the end of March back down. January 23, 2023 is the last report turned into the Cochise Sheriff's Department. Sargent Borquez was quick to visit the trespasser who was entering numbers until he found one that worked. I have viewed this gentleman turning East from Rio Rancho and not using the HOA gate. This last report totals 19 vehicles that have been reported to CCSO.

Apparently there was a power surge at the East gate and the cameras shut down and I did not discover it for a couple of weeks. During this down time someone/something damaged the East gate and we did not get video. I would like to apologize for this and will endeavor to check the cameras more regularly.

Wednesday the West gate cameras were down and the gate transaction log would not download. I have a call into AI The Camera Guy to check this out.

Hecker Case: The sentencing for Ms. Hecker was on April 4th. The court ordered Ms. Hecker to complete an on-line behavior modification class and provide the court with a certificate showing completion of the class. There was no fine, no probation and no jail time.

Gate - Joyce Bender

It has been a busy quarter.

Gate Repair: During the high wind storm in Late February/Early March, the south side gate of the west entrance required being tied open. The other gates were able to be locked open using a key. When the repair technician arrived, he found that the gate had been "nudged" and a sensor was tripped. The sensor was repaired and a fee was charged for repair as this "damage" was not part of the warranty service we pay for. Lynn met with the technician and was given a course on how to reset the gate. Lynn has volunteered to share the knowledge and will be used as an information resource.

Managing Current Codes: Donna and I continue to work closely to deter trespassers. I did a large cleanup by matching names from our HOA members to the gate listing of names. I eliminated about 15 names I could not match to members. I have added back 5 members when they contacted me that the code they had was not working. I have found 3 that were given remotes by previous owners and have now been "re-rented" remotes and we received payment. I have changed codes for members once it came to light that the code being used had been compromised. Our members have been very kind and understanding. I have also assigned several vendor codes. This has been helpful in obtaining names and phone numbers to contact these people with the added benefit of being able to identify them on the transaction reports. Donna and I will continue to expand the vendor list as time goes on.

Assigning Codes: I would like to take the ability to assign codes back to the gate administrator. I have spoken to Bull Dog (the program) personnel and there will not be a charge. The software can be downloaded for free and that would give us the opportunity to be able to assign codes, activate remotes and cards when needed. We would also be able to download transaction logs for both or either gate when we wanted. Signal Gate's warranty charges will not change. Signal Gate will perform these tasks of assigning codes and downloading transaction reports for us as a service, but I have been told frequently that given the management we have been doing on the codes and transaction logs, it can be a challenge for them. The transaction logs take a bit of time to download. I have changed many codes, added and deleted. I have been assured by Bull Dog that they can get us up and running within 20 minutes.

Post Office Box: I just received the renewal notice for my personal post box. It is the exact same size as the box for the HOA Gate. The renewal for the box this coming year is \$94.00. Given that we receive only about 5 pieces per month (and that is a busy month), I firmly recommend that we combine the gate mail with another box. I think it would be convenient if combined with the treasurer. The treasurer could even open the mail and just send the gate administrator a copy. Right now, if a check is received, I hand deliver it to the treasurer.

Remotes and Cards: It is difficult to speculate exactly how many additional cards will be needed IF the gate codes are discontinued. Donna has been especially helpful in

assisting in estimating what we will need. Going in the direction of providing entry cards would be nice as it would also eliminate the traffic control committee, some of our current members are set in their ways and only want what is not charged for. I look forward to the BOD decision concerning this matter.

Maps - Donna Willard. No report.

Old Business

9. Investing Association Funds

A motion was made and seconded to invest \$250,000 available funds into four Certificates of Deposit using the local Edward Jones office. The CD's would be 3-month, 6-month, 9-month, and 12-month with a \$35 charge to renew each. The motion failed 2 yes, 8 no.

A second motion was made and seconded to decide if the Board does wish to find a very-low to no-cost, risk free investment option. Motion passed 10-0. Lynn Mattingly volunteered to research this option one last time with the intent to present it to the Board in July or possibly earlier.

New Business

10. Ballot for Board of Directors Election

The election this year is for the odd-numbered sections. Motion was made and seconded to approve the ballot. Approved 10-0. Ballot is at the end of the minutes.

11. Voting Guidelines/Information for Board of Director Election

Motion was made and seconded to approve the document which is sent with the mailed ballot to all members. Approved 10-0. Document is at the end of the minutes.

12. Formation of Voting Committee

Motion was made and seconded to appoint Charlene Meckling, Jeri Mattingly, and JoAnne Ehasz to the committee. Approved 10-0. The committee will tally the votes for the July 2023 BoD election. Donna Willard will assist the committee.

13. MDC Appointment

Motion was made and seconded to appoint Ernestine Saint Louis to the MDC. Approved 10-0.

14. Past Due Assessment

The President announced that there are several parcels that have met the state criteria which allows the Association to file a lien.

The President announced that a four-acre parcel (27-052P) in Section 20E is having its tax lien purchased. As part of the legal process to complete the tax lien sale all entities that have a valid financial claim on the property have to be legally notified. 3 Canyons had filed a lien in 2011 for collection of past-due assessments and a default judgment in 2021 when the Association removed a dilapidated structure on the parcel. Besides 3 Canyons there was another entity that had a financial claim. We received the notification on 28 March 2023. The legal notification was passed to the Association Attorney to present options to the Board. The attorney presented 3 options. First option is to do nothing. This option held the least financial risk. It would allow the tax lien holder to complete the buy and wipe out any junior lienholders, which the Association is considered. The next two options would require the Association to pay off the current county tax lien (in excess of \$14,000) plus interest at 16%, and any fees and costs incurred by the tax-lien holder, which are currently unknown. These two options would have resulted in the association owning the property and then having to sell it and hopefully recouped all expenses. The Association did this once before within the past 5 years. It took two years to sell the property and ended up costing the Association approximately \$1,600. A motion was made and seconded to accept Option 1. Motion was approved 9-1. The President will notify the Association attorney.

15. 2023-2024 Budget and Assessment Rate

The treasurer, Donna Willard, presented the proposed 2023-2024 budget. A motion was made and seconded to approve the budget. Motion passed 8 yes - 2 no.

A motion was made and seconded to set the 2023-2024 assessment rate at \$15 per membership. Motion passed 8 yes - 2 no.

Copy of the approved budget is at the end of the minutes.

16. Call to Membership - No comments

17. Adjournment

Motion was made and seconded to adjourn the meeting. Motion passed 10-0. Meeting was adjourned at 7:57pm.

**Three Canyons Ranch Homeowners' Association
 2023 Annual Meeting
 Board of Directors Election Ballot
 Saturday, July 8, 2023 @ 9:30am
 Palominas Fire Department Training Center
 9222 S. Kings Ranch Rd, Hereford, AZ**

Vote for Board of Directors

You may split your number of votes between any of the candidates, including write-in candidates. Please write numbers legibly. Please use the blank space provided for write-in candidates and their section (any name written in must be a current property owner in the named respective section). For 2023, only the odd-numbered sections of the board seats are up for election.

<u>Candidate</u>	<u>Section</u>	<u># of Votes</u>
	19	_____
Philip Isaacson	21	_____
Mike Needham	23	_____
Wayne Meckling	27	_____
	29	_____
WRITE IN		
_____	19	_____
_____	21	_____
_____	23	_____
_____	27	_____
_____	29	_____

Section: Parcel(s) Number(s): House (square feet):

Land acreage: Total Number of Votes:

Signature: _____ Date: _____

To receive Association notices by email click on the 3 Canyons Ranch Email List Signup link on the homepage of our website, <https://threecanyonsranch.com>

Ballot Instructions and Information

A quorum, 10% of all memberships, is necessary to call the meeting to order and conduct any business. Ballots received prior to or at the annual meeting will be used to establish a quorum. This ballot is valid only for the 2023 Annual Membership Meeting scheduled for July 8, 2023. Mailed ballots, in order to be counted, must be received by the Voting Committee no later than July 7, 2023. Ballots may also be cast at the meeting. Once cast, the ballot may not be revoked. The 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(s) number and number of memberships (votes). This information is taken from Cochise County 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 Association is available online at <https://threecanyonsranch.com>

Please return your ballot to the following address:

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

Voting Guidelines

(as approved by the board 4/12/2023)

1. Voting may be accomplished either in person at the annual meeting or by mailed ballot.
2. Board Directors are elected for two-year terms. This year's election (2023) will be for Board Directors for sections 19, 21, 23, 27, and 29.
3. Within each section, the candidate with the most 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 appointed by the Board of Directors.
5. Ballots will be retained for one year following the election. After one year, 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, 2023 will be eligible to vote in the 2023 election.
8. Members may cast all votes, or allocate among any members on the ballot, or write in a candidate.
9. Members (or write ins) who are running for a section board seat must own property in that section.

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2023-2024 Budget (approved April 12, 2023)

2023-2024 BUDGET

		11980 Total memberships X \$15.00
PROJECTED	PROJECTED	NOTES
INCOME TOTAL	\$ 216,514.00	TOTAL OF ALL INCOME LISTED
ASSESSMENTS	\$ 197,121.00	*2023-2024 Assessments \$179,700.00 plus \$ 17,421.00 past assessments due added in. Combining current and all past years' assessments into one income line item.
LATE FEES	\$ 1,300.00	Based on 2022-2023 fiscal year
INTEREST	\$ 1,300.00	Based on 2022-2023 fiscal year
GATE	\$ 1,654.00	Based on 2022-2023 Fiscal Year
MDC	\$ 1,500.00	Based on 2022-2023 fiscal year
TRANSFER FEES	\$ 2,800.00	Based on 2022-2023 fiscal year
UNEARNED INCOME	\$ 1,039.00	Based on Amounts Prepaid per PMI Customer Balance Summary Report 4/7/23
CONSTRUCTION DEPOSITS	\$ 8,000.00	Based on 2022-2023 fiscal year
RECOVERED LEGAL EXPENSES	\$ 500.00	Based on 2022-2023 fiscal year
RECOVERED MANAGEMENT EXPENSES	\$ 800.00	Based on 2022-2023 fiscal year
MISCELLANEOUS DEPOSITS	\$ 500.00	Same as 2022-2023 fiscal year
REMINDER: INCOME IS MONEY PAID TO THE HOA		
REMINDER: EXPENSES ARE THE ITEMS THE HOA HAS TO PAY FOR IN ORDER TO OPERATE		
EXPENSES TOTAL	\$ 216,514.00	TOTAL OF ALL EXPENSES LISTED (Includes \$88,174 for Road Reserve)
ADMINISTRATION	\$ 9,680.00	TOTAL OF ADMINISTRATION EXPENSES
Board	\$ 725.00	Slight increase from 2021-2022 fiscal year based on actual expenses
MDC	\$ 450.00	Increased due to Zoom Subscription, Per Will Platt, email dated March 24, 2023
Gate	\$ 150.00	Increased based on expenses for 2022-2023
Road	\$ 640.00	Increased due to addition of storage fee.
Documents	\$ 30.00	Same as 2022-2023 Fiscal year
Map	\$ 200.00	Increased due to Adobe Acrobat software to convert PDF to Word and map use \$15.90 per month paid with HOA debit card
Website Maint	\$ 190.00	Increased by \$120, due to switching to new provider per Dimetri email 3/24/23
Construction Deposits Refund	\$ 7,195.00	Based on total of both Construction Deposit accounts
Refund to Owner	\$ 100.00	Based on 2022-2023 fiscal year
Excess Funds to Road Reserve	\$ 88,174.00	

ACCOUNTING	\$ 1,500.00	Decreased based on 2022-2023 amount.
ATTORNEY	\$ 20,000.00	
Litigation	\$ 10,000.00	Decreased based on 2022-2023 amount.
Professional Services	\$ 10,000.00	Decreased based on 2022-2023 amount. Expected 8 Cases to S&W for collection at approximately \$745.00 per case. Plus \$600.00 yearly Retainer Fee = \$6560.00
MANAGEMENT FEES	\$ 13,120.00	Based on 2022-2023 fiscal year, 8748.00 for 8 months (July-Feb) Average per month \$1093.00 x 4 months (March - June) = 4372.00, 8748.00+ 4372.00=\$13,120.00
Platinum Management	\$ 13,120.00	
INSURANCE	\$ 7,600.00	
Board	\$ 2,400.00	Same as 2022-2023 Fiscal year, 3rd year of 3 year locked in charge.
Property	\$ 5,200.00	Same as 2022-2023 Fiscal year, 3rd year of 3 year locked in charge.
PROPERTY TAXES	\$ 100.00	Same as 2022-2023 Fiscal year
GATE	\$ 20,840.00	
Warranty	\$ 9,240.00	Same as 2022-2023, Approved per Joyce Bender, Gate Administrator via Phone call 03/24/23
Utilities	\$ 3,000.00	Increased due to expected Electricity increases
Lighting	\$ 100.00	Same as 2022-2023
Remotes & Cards	\$ 2,000.00	Increased due to supply demands See Attachment A (Attached)
Maintenance	\$ 1,500.00	Same as 2022-2023
Repair	\$ 5,000.00	Same as 2022-2023 Fiscal Year
ROAD	\$ 52,500.00	APPROVED BY Bob Gilbert per email 4/4/23
Maintenance	\$ 27,500.00	Increased due to projected ditch work
ROW/Mowing	\$ 20,000.00	Increased due to expected fuel costs
Fence	\$ 5,000.00	Increased due to expected fence repairs/replacement
Traffic Control	\$ 3,000.00	Approved by Donna Willard Chairperson
Maintenance	\$ 1,000.00	Same as 2022-2023 fiscal Year
Equipment/Miscellaneous	\$ 2,000.00	Same as 2022-2023 fiscal Year
Contingency- Savings	\$ 237,168.00	Per April 7, 2023 Account Balance
Road Savings Account	\$ 160,418.00	Per April 7, 2023 Account Balance
Const. Deposit Checking	\$ 5,600.00	Per April 7, 2023 Account Balance
Const. Deposit Savings	\$ 1,595.00	Per April 7, 2023 Account Balance
Approve by BOD 12 April 2023		

Agenda
Three Canyons Ranch Homeowners' Association
Board of Directors Meeting
April 12, 2023

1. Call to Order
2. Introductions and Review of Ground Rules
3. Revision and/or Acceptance of Agenda
4. Revision and/or Acceptance of January 11, 2023 Board Meeting Minutes
5. Call to Membership
6. President's Report
7. Treasurer's Report
8. Committee Reports
 Master Design, Road, Gate, Traffic Control, Map

Old Business

9. Investing Association Funds

New Business

10. Ballot for Board of Directors Election
11. Voting Guidelines/Information for Board of Directors Election
12. Formation of Voting Committee
13. MDC Appointment
14. Past Due Assessment Liens
15. 2023-2024 Budget and Assessment Rate for 2023-2024
16. Call to Membership
17. Adjournment

3C WEB SITE

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

SUBJECT: Master Design Committee (MDC) Summary – 12 April 2023

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Respectfully submitted,

WILL PLATT
MDC Chair
3C HOA

TRAFFIC CONTROL COMMITTEE
APRIL 12, 2023

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Respectfully Submitted

Donna R. Willard
Chairperson

MAP COMMITTEE REPORT
April 12, 2023

No major updates to the map in the last quarter.

FINANCE COMMITTEE
April 12, 2023

No action by the committee since the presentation by Randolph Moore on Investment options at the January meeting. The Board of Directors have been researching and reviewing options that the BOD can do on their own.

Respectfully Submitted,
Donna R. Willard

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<u>Candidate</u>	<u>Section</u>	<u># of Votes</u>
	19	_____
Philip Isaacson	21	_____
Mike Needham	23	_____
Wayne Meckling	27	_____
Louis Espinosa	29	_____

WRITE IN

_____	19	_____
_____	21	_____
_____	23	_____
_____	27	_____
_____	29	_____

Section: Parcel(s) Number(s): House (square feet):

Land acreage: Total Number of Votes:

Signature: _____ Date: _____