

**THREE CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
January 11, 2023**

**1. CALL TO ORDER**

Meeting called to order at 5:30 p.m. at the Palominas Fire Department Training Center, 9222 S Kings Ranch Road, Hereford, AZ.

Special announcement by John MacLeod: John resigned from the Board of Directors, effective immediately due to health reasons.

**2. ROLL CALL/INTRODUCTIONS/REVIEW OF GROUND RULES**

Present	Section	Absent	Section
Vacant	19	Philip Isaacson (at large)	21
Will Platt	20E		
Lynn Mattingly (VP)	20W		
Bowie Clemons (at large)	22		
Mike Needham – (P)	23		
Bob Gilbert	24		
JoAnne Ehasz	26		
Wayne Meckling (at large)	27		
Stacy Smith	28		
Louis Espinosa (at large)	29		

The President provided a review of the meeting rules.

**3. REVISION AND/OR ACCEPTANCE OF AGENDA**

One revision. Change the date of the meeting to October 12, 2022 instead of October 11, 2022. Motion made by Lynn Mattingly to accept agenda as revised. Seconded by JoAnne Ehasz. Motion passed – unanimous

**4. REVISION AND/OR ACCEPTANCE OF OCTOBER 12, 2022, QUARTERLY MEETING MINUTES**

Acceptance of October 12, 2022 meeting minutes.

## 6. INVESTMENT PRESENTATION BY MR. RANDOLPH MOORE

The Board of Directors is looking for safe financial investment products for the association's road funds. Currently the funds are in bank accounts earning a low interest rate. The purpose of investing is to increase the monies available to be used for the future resurfacing of the 3 Canyons Road. Mr. Moore presented an overview of safe (protect the initial investment amount) investment opportunities. He provided the Board with his recommendation on investing in US Treasure Bills and the current return rate.

## 7. PRESIDENT'S REPORT

The President's report is attached to these minutes.

Still have not received from Farmer's Insurance the \$348.75 reimbursement for the Signal Gates repair estimate. Our insurance provider is in contact with the Farmer's representative.

President noted in an email on October 17 2022, the owner of the sec 27 8-acre parcel that was illegally split into two parcels did submit to the county to reestablish the original 8-acre parcel. Now waiting for the county to post it in their records.

Additionally, spam emails are being sent out using the HOA president's email. Please do not open those, delete them.

## 8. TREASURER'S REPORT

The Treasurer's report is attached to these minutes.

Further discussion on ARS transfer fee exemptions.

## 9. COMMITTEE REPORTS

### MASTER DESIGN COMMITTEE (MDC):

The Master Design Committee report is attached to these minutes.

Additional discussion included a member who has ignored Notice of Violation and Cease and Desist order. Motion made by Stacy Smith for Will to write a letter to the member and access \$500.00/fin for non-compliance of CC&R/MDC rules. A non-reported \$400.00 transfer fee will be added, if applicable. Seconded by Lynn Mattingly. Motion passed - unanimous

### ROAD COMMITTEE:

The Road Committee report is attached to these minutes.

Additionally, all materials stored by Rich Frederici were picked up and transferred to a storage building. Phone calls were made to hire a company willing to perform weeding, fence repair, and other maintenance service. Appointments were set up. One section of fence has been cut many times the past quarter.

Estimates for repair of 3 Canyons Road in front of The Oaks have been obtained. Looking for work to be performed in March. Plan to ask for an updated estimate at that time.

Looking forward to needing double chip sealing of 3 Canyons Road in 2025. Estimate at this time is \$800,000. Will request additional bids.

**GATE COMMITTEE:**

The Gate Committee report is attached to these minutes.

**TRAFFIC CONTROL COMMITTEE:**

The Traffic Control Committee report is attached to these minutes.  
Additional discussion on trespassers using codes. Several ideas presented, no final decision.

**MAPS COMMITTEE:**

The Maps Committee report is attached to these minutes.

**FINANCE COMMITTEE:**

The Finance Committee report is attached to these minutes.

**10. OLD BUSINESS – INVESTING ASSOCIATION FUNDS**

Heavy discussion on the best way of investing to maximize return on invested funds. Motion made by Lynn Mattingly to invest in Schwab Value Advantage Money Fund and Treasury Bills. Seconded by Mike Needham. Motion failed. (For – 2, Against – 4, Abstain – 3) At least two of the abstentions commented they needed additional time to think about this issue. JoAnne Ehasz volunteered to speak to banks about CDs, T-Bills, and other investment options. Wayne Meckling also volunteered to pursue investment options.

**11. OLD BUSINESS – OAKS PORTION OF 3 CANYONS ROAD**

See discussion under Traffic Committee report.

**12. OLD BUSINESS – BY LAWS UPDATE**

Our lawyers have advised us to review our governing documents and update the documents to reflect what practices we currently enforce and/or impacted by State law. Discussion entailed how to encourage members to attend a meeting/special meeting to have enough people to vote in person. Changing the By-Laws requires a quorum of members to be present at the meeting (currently 1,154 memberships) and approval by 80% of the quorum.

**13. NEW BUSINESS – APPEALS**

Financial appeal by the Fairfield Estates Road Maintenance and Improvement District (FERMID). Request was to forgive the late fees imposed for lack of payment on the two PERMID parcels. Asking for forgiveness of interest. Motion made and seconded to deny the appeal. Motion passed – unanimous. The President will email Mr. Paddock, FERMID Board President.

**14 CALL TO MEMBERSHIP**

None

## 15 ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

## GLOSSARY OF TERMS / SYMBOLS

Term/Symbol	Meaning
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*	At large
AB	Gravel used on edge of road to prevent road edge wear
CC&Rs	Covenants, conditions, and restrictions
HOA	Homeowners Association
P	President
S	Secretary
T	Treasurer
VP	Vice President

## President's Report Jan 11 2023

Still haven't received from Farmer's Insurance the \$348.75 reimbursement for the Signal Gates repair estimate. Our insurance provider is in contact with the Farmers representative.

I noted in an email on Oct 17 2022, the owner of the sec 27 8-acre parcel that was illegally split into two parcels did submit to the county to reestablish the original 8-acre parcel. Now waiting for the county to post it in their records.

3 CANYONS RANCH  
TREASURER'S REPORT  
JANUARY 11, 2023

Ending Balance of Accounts as of December 31, 2022:

Operating: \$148,070.47

Road Reserve: \$160,418.39

Contingency Savings: \$237,168.12

Construction Deposit Checking: \$7,200.00

Construction Deposit Savings: \$3,195.06

Per Will: Previously referenced property: The MDC Approved in March of 2021, Owner failed to schedule final approval, sold property in July 2022, with no final approval. Does the BOD want to keep the 800.00 construction deposit or refund?

Thank you to the BOD for inviting Randolph Moore for the presentation on investing HOA funds.

Questions????

Respectfully Submitted,

Donna Willard  
Treasurer

Post Meeting Note: 01-13-2023 two \$800.00 transfers were made from the old construction deposit account to the Operating account per BOD approval. These nonrefunded construction deposits are for parcels 01-XXX-and 01-XXX.

*Donna Willard*  
1/13/2023

**MEMORANDUM FOR: 3 Canyons Ranch Master Homeowners (3C) Board of Directors (BOD)**  
**SUBJECT: Master Design Committee (MDC) Summary – 11 January 2023**

The following synthesizes key MDC activities for the period 12 October 2022 – 10 January 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 two formal meetings to consider MDC business. Video conference meetings were held on 08 November and 13 December 2022; the MDC meeting scheduled for 10 January 2023 was canceled due to lack of new business. An overview of salient actions is summarized in Paragraphs C - D. 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 06 member project requests as reflected below.

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

3. **Accepted.** The MDC considered & approved 06 non-SFR project requests during the period.

4. **Rejected.** No project requests were rejected 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 received & actioned potential CCR violations alleged against 4 3C properties. One was dismissed, two were provided warning letters and one fine recommended.

Respectfully submitted,

W. Platt  
MDC Chair  
3C HOA

## Road Committee Report 11 Jan 2023

Bob Gilbert – Chair

During this period, I have taken over as Road Committee Chair from Rich Frederici after his decision to step down. We thank Rich for his long service on many committees for 3 Canyons.

1. Road Committee has acquired a storage facility for the storage of road and fence maintenance materials at Cochise Stronghold Storage off South Rte 92. All materials belonging to 3 Canyons have been moved to this location. 1 year rental was paid via debit card and we received one free month for paying a year rental.
2. I have met with BNR paving and have received two quotes for repairs to shoulder areas between Rte 92 and the West gate. I am also trying to reschedule a meeting with the owner of BNR to address the repair just east of Vista del Oro. The quality of the repair is not up to standard and there needs to be some rework done. Due to winter temperatures, repairs may not commence until late March.
3. As most are aware, there were several incidents of fence cutting at the intersection of Keystone and 3 Canyons road. I did 2 temp repairs which were quickly removed again and then several residents completed a more significant repair which has not been disturbed as of 5 Jan. I have obtained a quote from a contractor for installing additional vertical bollards. His quote was \$2500 for digging 10 holes, concrete and labor to place the pipes. I found a source in Tucson for used pipe that would run about \$800 (including cutting the pipe) and provide 9 pieces to use but requires 2 trips to Tucson to get the pipe cut into 5'4" lengths (3-16' pieces cut into 3 pieces each). The cost of the piping and the quote is more than my fencing budget for the year so I am looking for less expensive contractors and also checking on placing small boulders instead of piping but they are more easily moved out of the way than the piping.
4. I met with the foreman from Workman Homes referencing a curb cut and culverts for a new home to be constructed on the south side of 3 Canyons just east of VDO. Waiting for construction to commence.

I appreciate all the comments and suggestions I have received from members. Thank you for your assistance. I will continue to work on repairs and future planning for 3 Canyons Road.



## **January 2023 Gate Committee Report**

### **HARDWARE:**

West gate has been working well.

East gate has been locked open since Friday, January 6, The entry side is having trouble. The sound of accepting the code entered, does not stop and continues to be loud. A service call has been requested. Just waiting for a confirmation date. Signal Gate was able to reset the East Gate Code Wednesday, January 11, 2023.

### **DATA:**

- 1) Continue to deactivate access as properties are sold and new owners request their own access code.
- 2) Monitoring transaction reports monthly. If a code is identified as being used to excess over multiple months, that code is deactivated and a new code issued to the owner.

Submitted by Joyce Bender

# TRAFFIC CONTROL COMMITTEE REPORT

## Quarterly Meeting

### JANUARY 11, 2023

Currently tracking 80 vehicles trespassing from Rio Rancho Estates.

8 vehicles were turned into the Cochise County Sheriff's Department in early December who were using the Sheriff's department's code.

I received updates from Lieutenant Morales on December 20, 2022 and December 27, 2022. The Corporal's reports were almost finished, they needed approval and then they would send me copies of the reports. Only Local residents were contacted.

The Gate Administrator, and I are working closely together to track and document the codes the trespassers are using, contacting the code's owner and deleting codes when it is feasible.

Lieutenant Morales mentioned that some of the Rio Rancho Residents they spoke to stated that "a friend" in 3 Canyons HOA gave them the code to use. Lieutenant Morales indicated the Corporal would indicate in his reports which of the residents said "a friend" gave them the code. This way we can follow up with the owner of the code to reinforce NO SHARING of their code(s). I would suggest in the Gate Committee Policies and Procedures there is fine schedule set up for members who share their access code.

Also of note, Lieutenant Morales stated that once they tell them "a friend" in 3 Canyons gave them the code, it is not longer a criminal trespassing issue, it is a civil issue between us and the trespasser. There is nothing the Sheriff's department can do.

This is an excerpt from Lieutenant Morales' last email to me on Jan. 7<sup>th</sup>.

"From the last case most of those contacted claimed current 3 Canyons residents had given them permission to use the road as well as access codes. This would make most of these occurrences a civil matter. As a law enforcement we have to be very careful with civil situations. We have to try to ensure we are not giving the appearance we are on either parties side or acting as an agent for either party. I would feel more comfortable if the person using the road did not have a code and was just pushing buttons until they found something that worked. That would decrease the chance they could claim they had permission to use the road and give us "Reasonable Suspicion". "

From what I have seen of the gate transaction logs, the pushing button until a code works, does not happen that often. I have seen it twice in the two months of reviewing the transaction logs.

Lynn Mattingly has offered to help Joyce and I write policy and procedures for the Gate administrator and the Traffic Control Committee. Some procedures are in place, but they need to be updated and clarified. I would like to propose the three of us plan on a meeting within the next week or two.

At this time, I have 9 more vehicles documentation ready to turn over to the Sheriff's department. These nine vehicles have been trespassing for a long time and have used several codes to access 3 Canyons. When we delete one, they find another one, either by pressing buttons till a code works or obtain the code from a neighbor or from a 3 Canyons member.

If the Sheriff's department starts to refuse to contact/visit the Rio Rancho residents regarding the trespassing, the BOD is going to have to decide how far they want to take this issue.

I propose three options:

1. We obtain names and addresses for the Rio Rancho residents from Cochise County tax assessors office/map and we send a letter to each resident. In this letter we inform them of their trespassing and to cease and desist with an explanation of the consequences of civil charges.
2. We send the list of vehicle license plate numbers to our attorney and hire them to obtain the names and addresses and send a letter, from the attorney, of the consequences of the trespassing. The first one will take a lot of volunteer time and will most likely be ignored by the Rio Rancho residents. The second will be more expensive, but would have more of an impact with the Rio Rancho residents.
3. The third option is to do nothing and let the Rio Rancho residents continue to trespass.

Questions?

Respectfully Submitted,

Donna R. Willard

**MAP COMMITTEE REPORT**

**January 11, 2023**

**Parcel 01-061M is the new parcel number for the 8 acres that was split in to two 4 acre parcels.**

**Maps are updated as property transfers are reported by PMI and distributed to the Master Design Committee.**

**FINANCE COMMITTEE**

**January 11, 2023**

**No meeting held.**

**Respectfully Submitted,  
Donna R. Willard**

**More 4 U Financial Solutions**

**"the husband and wife financial team"**

**RANDOLPH S. MOORE and TYRA A. MOORE**

Action Plan for:

***Three Canyons Ranch HOA***

1-11-2023

1. Introduction to the concept of Ladder Maturing Fixed Income Investments.
2. Investments available to Ladder Mature are, CD's, Municipal Bonds, U.S. Government Treasury Bills, Notes, and Bond.
3. My recommendation for your organization is to use U.S. Treasury Bills which typically mature in three, six and nine month time frames.
4. Liquidity and lack of volatility is very important for an organization like yours.
5. Everyone of the Board have Fiduciary Responsibilities, which means making decisions in the best interest of your community, and not self serving.
6. Assuming the Board would invest \$200,00.00, we would place \$50,000.00 in the Schwab Value Advantage Money Fund, current 7 day yield is 4.36%, we would place \$50,000.00 in 3 month Treasury Bills w/ current yield of 4.70%,next we would place \$50,000.00 in 6 month Treasury Bills w/ current yield of 4.834%, the last \$50,000.00 in 9 month Treasury Bills w/ current yield of 4.719%. All things staying as they are today your portfolio would have an average annual yield of 4.65%. Your investments will roll over every 3 Months.
7. As a Board you will have access to view your portfolio daily on the Schwab Advisory Account.
8. We would set up a Schwab Money Link connection to your bank. If funds are needed by the organization we would sell Money Market and send funds to your checking account the next day. If you want to put more Dollars in your Money Market you tell us the amount and we will move funds from your checking account.

9. Schwab will need a Letter of Instruction from the Board telling them who can place orders, and give instructions. Schwab will also need the names of Board Members who will have capability of viewing the portfolio.