



**Final Minutes of the Board Meeting**  
**held on February 15, 2024**  
**via Google Meet, 6:00 p.m.**

1. **Call to Order.** The president called the meeting to order at 6:01 p.m. and asked for roll call.
2. **Attendees.** All board members were present: N. Ceccarelli, D. McFarland, D. Vlasic, C. Peachey, J. Levin, G. Barton, P. McCawley, K. Whitmire, and RW. Barfield. Roll call of other attendees was not taken. The meeting audio was recorded using Google Meet.
3. **Approval of minutes of the Jan. 18 and Jan. 25 meetings.** No changes requested. N. Ceccarelli stated the minutes are adopted as written. A property owner wished to make a correction, the president asked POs to present any corrections to a board member to bring to the board for consideration.
4. **Reports**
  - a. **President's report**
    - i. She has received complaints of speeding; a request that all use care when using firearms on the ranch; and notice of a pack of coyotes running around.
    - ii. We have been busy working on election preparations.
    - iii. The agenda is full today, we have requests regarding signage and hunting that can be discussed at a future meeting.
  - b. **Vice President's report.** The vice president presented a slide show on the ARR process from a user perspective, attached.
  - c. **Treasurer's report**
    - i. The treasurer reviewed the financial report, which was essentially the same as last month's; attached.
    - ii. Assessment invoices have been sent by email (if we have an address) and postal mail. We have already received \$10K in payments; thank you to POs who have paid.
    - iii. We are working with collections attorney on outstanding payments. Collections does not cost the association money unless we terminate the agreement with the firm. We are using our corporate firm for any new cases, we have one case continuing under the prior firm.

d. **Secretary's report.** Nothing to report outside of election information (below).

5. **Member Comments.** Four members presented comments.

6. **Active Agenda**

a. Election planning updates.

- i. Review of election ballot. The board discussed the test email ballot they all received, voting confirmation, information to be included on the ballot, remaining questions to ask Election Buddy rep, and the need to notify POs to expect the voting materials.
- ii. Owner contact verifications. We've received responses from all but about 14 POs; we don't have email addresses for 7 POs; 1 PO is deceased; and we're still sorting out confirmation for 6 POs.
- iii. The first post-election board meeting should take place within two weeks of the election. One week later is too close to Easter weekend.

b. Consideration and discussion of missing 2022 minutes project.

- i. The president noted the agenda item should also have included "decision" for consistency.
- ii. G. Barton presented an overview of the project and the need to have a record of 2022 meetings. There were many meetings in 2022. There are no approved minutes on the website between Feb 18 and August 5, 2022. The March minutes are drafts.
- iii. A team prepared the minutes that were not prepared at the time of the meetings. They listened to hours of recordings and read notes prepared by other members. Some recordings cannot be shared. The board has received the drafts the team prepared.
- iv. What is protocol for closed sessions? Summary minutes are produced. Since decisions have to be made in open session, the decisions should be in the public minutes.
- v. Long discussion, including: The minutes should have the name of the preparer, the date they were prepared, and the sources used to prepare them. Sources should be reviewable. Difficult to approve minutes if not in attendance at the meeting. These minutes don't have to be approved, we can ask for corrections and then accept them into the record. Minutes can be corrected after they are published. How about if the preparers sign affidavits? Perhaps extract decisions from recordings so those can be played as proof. G. Barton requested guarantee that the project would not be dropped.
- vi. President asked everyone to read the minutes and put forth corrections.

7. **Adjourned at 8:25 p.m.** D. McFarland **moved to adjourn and table the rest of the agenda items until the next meeting.** G. Barton **seconded.** After consideration of possibly adding an extra meeting in two weeks, the original motion was approved with no objections.

Submitted by C. Peachey, HLRPOA Secretary. Approved March 20, 2024.

# HLRPOA ARR Process and System

From the User Perspective

# Process

- Owner navigates to [instruction page](#) and then completes the form
- VP reviews form for completeness
  - Accepts or
  - Comments and returns to owner
- System routes form to reviewers
  - Reviewers can comment, return to owner, or recommend approval
- Secretary receives recommended ARR for signature
- VP reviews recommended and signed doc and completes the workflow
- Owner notified of result
- Owner can track the ARR throughout the process using link sent in email



High Lonesome Ranch  
Estates Property Owners  
Association

HOME

COMMITTEES ▾

Documents ▾

General Information

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Maps

Architectural Review  
Requests

Treasurer



High Lonesome Ranch  
Estates

Property Owners  
Association

Official Website



# Second Step:



## Architectural Review Requests (Property Planning Submittals)

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The mission is to review Architectural Review Requests (ARRs) for completeness and compliance with our CCR and Association Rules. These duties assist the Board in managing the development of the HLRE consistent with our governing documents.

## Architectural Review Requests (Property Planning Submittals)

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Architectural Review Requests - [Click here](#)



# Third Step:

High Lonesome Ranch ARR

## ARR Form and Instructions

This page provides the instructions for submitting your ARR and provides an understanding of the process. You will be filling out a form and submitting it to the Association. The Association will review your request and if no "major" waivers are required and the form is complete, you'll receive an approval letter. If it is not complete, additional information is required, or a major waiver is required, you will receive notification of next steps.

A presentation of how to navigate and fill out the form is available here (TBP). Also, before you submit your form, feel free to send questions to [arr.hlrpoa@gmail.com](mailto:arr.hlrpoa@gmail.com) to clarify anything that seems unclear to you. This is a low stress process and the Association looks forward to working with you so that you can develop your lot, secure in the understanding of what you are approved to do.

The Association has broad discretion in applying the Declaration (CC&Rs) as it has the "right, but not the duty" to enforce them. You can read in the Bylaws how the Association is exercising this discretion in order to have the lightest "touch" possible while addressing the concerns of a majority of owner-members.

### Waivers

There are two types of waivers available, major waivers and minor waivers. Major waivers are the items that you'll see listed on the checkbox question on part 1 of the form. Minor waivers are for anything else in Article 10 of the Declaration (CC&Rs). Requests for major waivers will require a meeting to approve them, at which you will be able to present your request if you wish, while minor waivers will just be recorded and approved by the Association.

Please access the form here:

ARR Form



# Fourth Step:

## High Lonesome Ranch Estates Architectural Review Request

Please use this form to submit your ARR to the Association for Review and Processing. We want this process to be as easy as possible. It is designed to avoid asking you for any unneeded information.

dmmcfarlandaz@gmail.com [Switch account](#)



\* Indicates required question

Email \*

Your email

Name \*

Your answer

Lot or Lots involved \*

Your answer

Mailing address \*

Enter the complete address on one line to include City, State, and Zip Code

Your answer

Mailing address \*

Enter the complete address on one line to include City, State, and Zip Code

Your answer

Phone number \*

Your answer

Please describe your project \*

Please do this with special attention to the CC&Rs. The Association needs to understand any aspects of your project that do not comply with the CC&Rs.

Your answer

My construction plan complies with applicable Cochise County requirements for what I am requesting. \*

Please understand that you are committing to complying with the County's requirements and failure to do so will invalidate your ARR approval.

Yes

No

### The Governing Documents

Before you can complete your request, you need to become familiar with the requirements of the CC&Rs at [https://hlrpoa.com/govdocs/HLR\\_CCRs\\_Oct00pdf.pdf](https://hlrpoa.com/govdocs/HLR_CCRs_Oct00pdf.pdf) and at [https://hlrpoa.com/govdocs/HLR\\_CCR\\_Ammendments\\_Sep01pdf.pdf](https://hlrpoa.com/govdocs/HLR_CCR_Ammendments_Sep01pdf.pdf)

I have read and acknowledge the CC&Rs with special attention to Article 10 and its requirements

Yes

No

### Waivers or Unenforced Provisions

Based on the requirements of the CC&Rs, your request may require a waiver of one of the provisions below. Please refer to the CC&Rs as you consider them and review the list of granted or existing waivers on the [hlrpoa.com](http://hlrpoa.com) website and if you see one that is the same as what you are requesting, list that here.

### Existing Waiver or Unenforced Provision

If you are aware of a property that already has what you are seeking, please include that here.

Your answer \_\_\_\_\_

My request requires a "major" waiver of one of the provisions of Bylaws Section 7.1 \*

Note that there is some confusion about what constitutes a mobile home. Please read Article 1.9 carefully. The provisions of 10.1, 10.4, 10.6, 10.9, 10.10, 10.11, 10.12, or 10.13 are the 'Major Provisions.' Any checkboxes selected here will require review at an open board meeting. You will have the opportunity to speak in favor of your request.

Note that there is some confusion about what constitutes a mobile home. Please read Article 1.9 carefully. The provisions of 10.1, 10.4, 10.6, 10.9, 10.10, 10.11, 10.12, or 10.13 are the 'Major Provisions.' Any checkboxes selected here will require review at an open board meeting. You will have the opportunity to speak in favor of your request.

10.1 Owner's Responsibilities

10.4 Mobile Home provision only

10.6 Building Set Backs

10.9 Rubbish and Storage

10.10 Resubdivision

10.11 Noise and Nuisances

10.12 Vehicle Parking and Storage

10.13 Inoperable Vehicles and Commercial Vehicles

No major CC&R provision waiver required

Please email your site plan and elevation drawings to [arr.hlrpoa@gmail.com](mailto:arr.hlrpoa@gmail.com) if you have them and think they will assist the approval of your request. These are not required **if no aspect of your plan will violate either a Section 10 provision or a County code provision.**

This is only required if what you are planning requires a major waiver of the CC&Rs.

### Main Building \*

Are there any issues with your main building that violate a provision of the CC&Rs? This includes both Major (the ones above in the checkbox section, 10.x) and minor CC&R provisions (the rest of Section 10 of the CC&Rs).

Yes

No

Not applicable, this is not for a main building

# High Lonesome Ranch Estates Architectural Review Request

dmmcfarlandaz@gmail.com [Switch account](#)

 Draft saved

\* Indicates required question

## Main Building

Describe your main building \*

Please describe main building with particular attention to Article 10 of the CC&Rs.

Your answer

 This is a required question

Maximum Height if it exceeds two stories \*

Your answer

[Back](#)

[Next](#)

[Clear form](#)

# High Lonesome Ranch Estates Architectural Review Request

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\* Indicates required question

## Outbuilding and Other Structures

Do any of your outbuildings or other structures violate a CC&R provision? \*

If your outbuilding or other structure will violate a CC&R provision, and you haven't already done so, please return to the Waivers section and provide input there to resolve the issue.

- Yes
- No
- This is not for an outbuilding or other structure

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[Clear form](#)

# High Lonesome Ranch Estates Architectural Review Request

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\* Indicates required question

## Other Features

Do any of your features violate a CC&R provision? \*

If any of your features will violate a CC&R provision, and you haven't already done so, please return to the Waivers section and provide input there to resolve the issue.

- Yes
- No
- There are no features in this request

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[Next](#)

[Clear form](#)

# High Lonesome Ranch Estates

## Architectural Review Request

dmmcfarlandaz@gmail.com [Switch account](#)



\* Indicates required question

### Final Questions

#### Requested Waivers \*

Please list, one per line, every waiver you are requesting for this project. I none are requested, please enter 'None.' See the host page for examples.

Your answer

Are any of your colors going to violate a CC&R provision and be visible from another property or a street? \*

- Yes
- No
- Does not apply

Are any of your locations going to be on the horizon sight line of a neighboring \*

Are any of your locations going to be on the horizon sight line of a neighboring property due to elevations? \*

Answering this will require walking your property and examining the structures on other lots that you can see. If you can see them, they can see you and you are on the sight line.

- Yes
- No

If your project will be visible from another property, please describe any impacts on the other owner's lot or owners' lots. The same applies if this will otherwise affect another lot or lots. Please include the affected lots. Enter N/A if it does not apply. \*

Your answer

Aside from the preceding waivers requested (Major and Minor) for the CC&Rs, this project complies with all provisions of the CC&Rs. \*

I understand that a 'No' answer to this question will make my ARR nonconforming and that it will not receive rapid approval. Additionally, the ARR committee may require the submission of additional documentation in order to understand your request and that your approval will be delayed until the ARR committee understands your request and can make a decision on it.

- Yes
- No

A copy of your responses will be emailed to the address you provided.

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[Submit](#)

[Clear form](#)

From: Form Approvals <[arr.hlrpoa@gmail.com](mailto:arr.hlrpoa@gmail.com)>

Date: Wed 7 Feb 2024 at 9:00 a.m.

Subject: Request #14 for your review


To: <[arr.hlrpoa@gmail.com](mailto:arr.hlrpoa@gmail.com)>

REQUEST [#14](#) | RECIPIENTS: 1 of 6 | FEB 07, 2024

## High Lonesome Ranch Estates Architectural Review Request

You have a new ARR to review for completeness.

You have been requested to review the following:

Requestor:	<a href="#">nancel</a> 
Name:	ESettersrun
Lot or Lots involved:	mine
Mailing address:	1031 Showalter Road
Phone number:	private
My construction plan complies with applicable Cochise County requirements for what I am requesting.:	Yes

# Advantages

- Easy for owners to complete
- Designed to protect the Association from litigation
- Demonstrates compliance with the Declaration
- Focuses on what's important to other owners
  - If an ARR is rejected, it goes “old school” and the board will have to hold an open meeting to address the request; documents will be required

# Pending Issues for Clarification

- Each board or committee constituted thinks it can do what it wants regardless of precedent or case law
- Lack of understanding of the state of the law that has probably made moot several provisions of the CC&Rs

## TREASURER REPORT FOR 15 February 2024 BOARD MEETING

Checking account activity for 2023

Starting balance	\$5,278.09
Deposits	\$31,424.73
Withdrawals	\$26,007.50
End balance	\$10,695.32

Checks paid

1. \$600.00 Smith & Wamsley	8. \$6.86 C. County tax	15. \$14747.58 Stachel
2. \$180.00 Jacob Throckmorton	9. \$6.86 C. County tax	16. \$600.00 Smith & Wamsley
3. \$50.00 Arizona income tax	10. \$6.86 C. County tax	17. \$276.34 C. Peachey Pr/MI
4. \$125.00 CNJ bookkeeping	11. \$690.00 FFP&C ins.	18. \$143.90 D. Vlastic Pr/Mail
5. \$82.00 P.O. Box rental	12. \$1225.00 USL ins.	19. \$1604.64 N. Ceccarelli EB
6. \$596.46 Bernardo Espinoza	13. \$59.00 Az. Farm b.	20. \$42.00 C. Peachey Pr/MI
7. \$1000.00 Attorney's fees	14. \$3965.00 Dustin's G.	

### OUTSTANDING ASSESSMENTS 2022 AND PRIOR

2 members have a total of \$530.80 owed. Includes assessments and interest.

\* This amount does not include interest or late fees for 2023.

### OUTSTANDING ASSESSMENTS FOR 2023

4 members have paid no assessments for 2023, total owed \$872.50, 2 are in collections and 2 are lots that the owner has passed ad is currently in probate.

\* Of the 4 members who have paid nothing, this includes the 2 previous mentioned members 1 of which have had \$8.50 added to their accounts for the mailing of the certified letters.

Total assessments still outstanding is **\$1421.53** this does not include any current interest or late fees.

All members who have any monies outstanding for 2023 and prior were invoiced in June with a due date of 07-15-2023. All outstanding amounts now will have interest and late fees added to their accounts.

The members with outstanding monies from 2022 or prior have been turned over for collections.