



**Minutes of the Board Meeting
held on November 21, 2024
at 6:00 p.m. via Google Meet**

1. **Call to Order.** N. Ceccarelli called the meeting to order at 6:06 p.m. and took roll call.
2. **Attendees:** Board members present: N. Ceccarelli, W. Barfield, D. Vlastic, S. Crosby, and N. Tribby. Absent: C. Peachey, D. McFarland, and G. Barton. Audio was recorded with Google Meet.
3. **Approval and adoption of the October 24, 2024, meeting minutes.** No changes were requested, the minutes were approved and adopted.
4. **Reports.**
 - a. **President's report.** (N. Ceccarelli)
 - i. Governing docs/Bylaws update. A working group made many changes to the draft based on member comments submitted. The new draft was sent to the board and then to all members asking for another round of comments and edits by Dec. 5.
 - ii. Corporate Transparency Act (CTA) update. We have one director remaining to provide the necessary information.
 - b. **Vice President's report.** (W. Barfield)
 - i. The test project at Legend Trail is holding up well so far. To recap, gravel/aggregate was spread over a 300 ft length of road help prevent washboarding. Cost was approx. \$1400 (\$1321.03).
 - c. **Treasurer's report.** (D. Vlastic)
 - i. See attached report.
 - ii. There has been no action on the one account in long-term collections.
 - iii. From our current collections firm, the board has been sent a new collections agreement for review and signing. The language is similar to last year.
 - d. **Secretary's report.** (C. Peachey) (Absent; submitted by email and read at meeting.)
 - i. **Election Committee recap:** The Election Committee met on Oct. 30 and Nov. 19. At the first meeting, we discussed member input regarding the March 2024 election and discussed ways to improve things. Some of the main goals are to reduce costs, maintain third-party handling of certain elements of the election,

and improve communications/instructions. To reduce costs, we plan to consolidate mailings, ask members for their voting preference so we mail fewer paper ballots, investigate other electronic voting vendors, and look into having the League of Women Voters handle mail-in ballots. At the second meeting, we revised the Election Procedures document, including the timeline. We plan to have the updated procedures ready for board approval at the December board meeting. We investigated printing/ mailing costs and found that Letterstream is the best option for our main mailings. We have contacted election vendors, put together a matrix of election service options and costs, and are waiting for updated costs. We have contacted the League of Women Voters and are waiting for their response. We need to reserve a venue for the Annual Meeting, so we need the board to choose the meeting date. Our first mailing will go out in mid-December and will include address verification, choice of voting method, and call for nominations for the board positions.

- ii. **Choose Annual Meeting date:** The secretary requested a decision on the Annual Meeting date. After discussion, consensus was March 22, 2025.
- iii. **CTA filing:** Seven of eight board members provided their FINCEN ID number to the secretary. The secretary sent out detailed instructions for filling out the form to acquire the number. We will work to get all needed information and file the association's required report by the end of November.

5. Member comments.

6. Active agenda.

a. Old Business

- i. **Records Retention Policy.** S. Crosby moved to adopt the Records Retention Policy as written. W. Barfield seconded. After opportunity for board and member discussion, the motion carried by voice vote with none opposed.
- ii. **2025 Budget** (attached). After long discussion, D. Vlasic moved to approve the proposed 2025 budget as presented with a 10% assessment increase to \$262/year and make the remaining adjustments in January to fund all the items in the budget. W. Barfield seconded. After more board and member discussion, the motion carried on a roll call vote (YES = SC, NT, WB, DV, NC).
- iii. **Vacant Board Seat.** S. Crosby moved to keep the seat vacant until the next annual election. N. Tribby seconded. After opportunity for board and member discussion, the motion carried on a voice vote with none opposed.

7. **Comments from board members.** None.
8. **Next board meeting:** December 19.
9. **Adjourned** at approximately 8:25 p.m. with no objections. (N Tribby moved, S. Crosby seconded).

Submitted by C. Peachey, HLRPOA Secretary, based on the Google Meet audio recording and director notes.

Accepted and adopted Dec. 19, 2024, after amendment to include total cost of Legend Trail project.



High Lonesome Ranch Estates Property Owners Association
P.O. Box 215, Elfrida, Arizona 85610

Board Meeting Agenda
Thursday, November 21, 2024, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval and adoption of minutes of the October 17 meeting
4. Reports
 - a. President's report
 - b. Vice President's report
 - c. Treasurer's report
 - d. Secretary's report
 - i. Election Committee meeting recap
 - ii. Choose 2025 Annual Meeting date
 - iii. CTA filing update
5. Member comments
 - a. Limited to 3 minutes.
 - b. Must directly relate to action items of the Board previously considered and published or on the agenda this evening.
6. Active Agenda
 - a. Old Business
 - i. Consider and decide on Records Retention Policy
 - ii. Consider and decide on 2025 Budget
 - iii. Consider and decide on vacant board seat
7. Comments from board members
8. Next board meeting date – scheduled for December 19
9. Adjourn

TREASURER REPORT FOR 21 NOVEMBER-2024 BOARD MEETING

Checking account activity for 2024

	Starting balance	\$ 10,695.32
	Deposits	\$ 34,485.02
	Withdrawals	\$ 19,636.51
	End balance	\$ 25,543.83
Checks paid		
1. Az. Dept of revenue	\$50.00	10. RB/ Well Reg. \$30.00
2. NC/ E buddy	\$136.00	11. CP/ Website \$341.98
3. NC/ E buddy	\$107.17	12. CP/ Google \$152.98
4. CP/ Az corp comm.	\$10.00	13. AZ farm bureau \$59.00
5. CP/ election expenses	\$154.90	14. DV/ cert. mail \$44.30
6. DM/ refund o/payment	\$90.00	15. SW/ Retainer \$600.00
7. PO Box renewal	\$84.00	16. Tax C.County \$6.90
8. Fiscal review	\$125.00	17. Tax C.County \$6.90
9. RD/ Sign Repair	\$26.67	18. Tax C.County \$6.90
		19. US Insurance \$1,225.00
		20. FB Insurance \$708.00
		21. Dustin's G. \$15,097.50
		22. Tombstone G. \$573.53
		23.
		24.
		25.
		26.
		27.

OUTSTANDING ASSESSMENTS 2023 AND PRIOR

1 member has a total of \$627.69 owed. Includes assessments late fees and interest and is currently in collections.

All other members are paid in full through 2023

As of 09/30/2024 we have collected \$31,719.50 or 99.4% of current 2024 assessments

134 MEMBERS THAT HAVE PAID IN FULL.... THANK YOU

2 MEMBERS THAT HAVE NOT PAID ANYTHING

1 member overpaid by \$1.00 they have a credit.

1 member overpaid by \$26.13 they have a credit.

1 member overpaid by \$558.14 they have a credit.

I HAVE RE-BILLED ALL MEMBERS WHO HAVE NOT PAYED ANY ASSESSMENTS BY THEIR STATED DUE DATE AND AFTER 45 DAYS OF NON-PAYMENT THEIR ACCOUNTS HAVE BECOME DELINQUENT AND I HAVE ADDED INTEREST TO THEIR ACCOUNTS.

THE TWO MEMBERS THAT HAVE NOT PAID ANYTHING HAVE HAD FINAL DEMAND LETTERS SENT TO THEM BY CERTIFIED MAIL, RETURN RECEIPT. IF NOT PAID IN FULL IN 30 DAYS THEY WILL BE TURNED OVER FOR COLLECTIONS WITH OUR ATTORNEY OF RECORD.

HLRPOA PROPOSED 2025 BUDGET

TAXES	2024	2025	
ARIZONA INCOME TAX	\$ 50.00	\$ 50.00	
COCHISE COUNTY PT.	\$ 35.00	\$ 35.00	
ARIZONA CORP FEE	\$ 10.00	\$ 10.00	
 SERVICE			
INSURANCE	\$ 2,000.00	\$ 2,200.00	+ \$ 200.00 / 10%
LEGAL	\$ 2,000.00	\$ 2,000.00	
 COMMON AREA			
ROAD GRADING	\$ 17,000.00	\$ 25,500.00	
ROAD REPAIR	\$ 6,800.00	\$ 6,500.00	
WINDMILL	\$ 300.00	\$ 300.00	
MAINTENANCE	\$ 00.00	\$ 300.00	NEW ITEM
 ADMINISTRATION			
WEBSITE	\$ 340.00	\$ 374.00	+ \$ 34.00 / 10%
GOOGLE BUSINESS	\$ 00.00	\$ 200.00	NEW ITEM
PO BOX	\$ 82.00	\$ 86.00	+ \$ 4.00 / - 5%
RECORDING FEES	\$ 125.00	\$ 75.00	
FINANCIAL REVIEW	\$ 125.00	\$125.00	
OFFICE SUPPLIES.	\$ 00.00	\$ 50.00	NEW ITEM
MAILINGS	\$ 250.00	\$ 250.00	
ELECTION COSTS	\$ 2500.00	\$ 2500.00	
 BUDGETED AMOUNT	 \$ 31,642.00	 \$ 40,555.00	
LESS ASSESSMENT	\$ 32,368.00		
SURPLUS AMOUNT	\$ 726.00		

PROPOSED REVENUE

136 MEMBERS X \$ 238.00 = \$ 32,368.00 WITH ZERO INCREASE
 136 MEMBERS X \$ 262.00 = \$ 35,632.00 WITH 10% INCREASE
 136 MEMBERS X \$ 285.00 = \$ 38,760.00 WITH 20% INCREASE

AS YOU CAN SEE THE PROPOSED BUDGET AMOUNT IS OVER OUR PROJECTED 2025 REVENUE EVEN IF WE WERE TO HAVE A 20% INCREASE. THIS IS DO TO 3 NEW LINE ITEMS BEIND ADDED TO THE BUGET, A % BEING ADDED TO 3 LINES IN CASE OF POSSIBLE INCREASES TO THESE ITEMS AND A AGGRESSIVE REQUEST FROM OUR ROAD COMMITTEE BASED ON 1 1/2 GRADINGS AND PLANNED ROAD REPAIRS.

**HIGH LONESOME RANCH ESTATES
PROPERTY OWNERS' ASSOCIATION (HLRPOA)
RECORDS RETENTION POLICY**

High Lonesome Ranch Estates Property Owners' Association ("Association") is a nonprofit corporation and a planned community formed under the laws of Arizona. In an effort to meet the responsibilities under Arizona law, the Association and its Board of Directors (the "Board") hereby adopts the following Records Retention Policy (the "Policy") for Board Members and Committee members, if any.

1. Records of the Association.

The records of the Association consist of all Records that involve Association business, regardless of who generates the records (e.g., an Association's community manager, if any, a Board member, a member of an Association committee, a member, or some other third party). The term "Records" includes both paper documents and electronic documents.

The Association designates the Secretary and Treasurer, or an Association community manager, if any, as official records keepers for the Association. Board members and Committee members may maintain files as necessary to conduct association business for which they are responsible.

Association records include, but are not limited to, records that directly relate to the business of the association and are records maintained by a Board member, or a Committee member, or the Association's community manager, if any.

The manner and form of retention of records shall follow the guidelines outlined below.

2. Retaining Records of the Association.

All Association records, whether in hard copy or electronic form, are categorized as "permanent records," "semi-permanent records," or "temporary records." Records are categorized based upon the content contained within the record and are maintained relative to purposes related to organizational efficiency, as well as in compliance with Arizona law, as amended from time to time.

- Permanent records are maintained indefinitely.
- Semi-permanent records are maintained for the duration required by law, as amended from time to time, or as determined by the Board through resolution.
- Temporary records are maintained as needed to accomplish the Association's business.

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RECORDS RETENTION POLICY**

3. Official Association Records (Paper and Electronic Records).

The Association shall maintain official records in paper and electronic forms. The Association's designated record keepers shall maintain official records in the manner most effective and efficient for conducting Association business.

Association records in any form received or printed by a member of the Board or of a Committee may be maintained by that member for the purpose of carrying out any association business. Members should store and maintain all Association records separately from personal records.

When a Board or Committee member no longer holds their position, members may retain records for personal use and knowledge; however, any such record will not be considered an official Association record for the purpose of this policy.

4. Association Records to be Maintained at Principal Office.

The Board's Secretary and Treasurer, or the Association's community manager, if any, shall be responsible for maintaining the following Association records at the Association's known place of business (e.g., Association on-site office, if any, or home of a designated Board member) or at the office of its statutory agent using paper files and/or electronic storage accessible on-site:

- Current Declaration or CC&Rs and all amendments to them currently in effect.
- Current Articles of Incorporation and all amendments to them currently in effect.
- Current Bylaws and all amendments to them currently in effect.
- Any resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members.
- The minutes of all Board meetings and Members' meetings, as well as records of all actions taken by members without a meeting, for the past three years.
- All written communications to members generally within the past three years, including the financial statements furnished to the members for the past three years.
- A list of the names and addresses of its current Board members and officers.
- The most recent annual report of the Association delivered to the Arizona Corporation Commission.
- The FINCEN reports as required by the Corporate Transparency Act (CTA).

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5. Use of Storage and Electronic Archives.

The Board may coordinate the use of storage facilities, whether on-site or off-site, and/or electronic archiving of all Association records that must be maintained for a period in excess of three (3) years but that need not be maintained at the Association's known place of business or the office of its statutory agent as provided in Paragraph 4.

6. Destruction of Association Records.

Association records that no longer need to be maintained shall be destroyed by the designated record keeper(s) and one or more Board members, as follows:

- The Board of Directors, through recommendations by the Secretary and Treasurer, shall undertake an audit of existing records on an annual basis to determine which records, if any, are suitable for destruction.
- No destruction of any temporary or semi-permanent records shall occur prior to a resolution passed at a properly noticed regular meeting of the Board.
- The resolution shall specify the records to be destroyed, the method of destruction, and the name or title of the director(s) required to take the action.
- In the case of paper documents, the records shall be shredded prior to disposal.
- Electronic records shall be permanently deleted.

8. Litigation Hold.

If the Association receives a threat of legal action, believes legal action is a possibility, or becomes involved in a legal action of any kind, all destruction of Association records shall be suspended immediately.

The Association shall then notify all persons who may have records relevant to the legal action to perform an audit of their e-mail accounts, files, and personal property to determine what Association records, if any, are in their possession.

The Association's legal counsel will then coordinate the collection of such records and their use in the legal action.

9. Modification.

This records retention policy may be amended and modified through resolution by the Board of Directors or as recommended by designated records-keepers with Board concurrence, or upon direction by legal counsel.

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10. Retention Schedule.

The schedule of records retention is as follows. If a retention time is not specified, it shall be at Board discretion following an annual audit.

Permanent Records To Be Kept Indefinitely

- Declaration or CC&Rs
- Articles of Incorporation
- Bylaws
- Rules and Regulations
- Architectural Guidelines
- All amendments to the aforementioned governing documents
- Board Resolutions
- Minutes of all Meetings of the Members and the Board of Directors
- Written documentation of all actions taken without a meeting by the Members or the Board of Directors
- Minutes of Committee meetings
- Written documentation of actions taken by Committees on behalf of the Association
- Architectural Plans and Approvals/Denials in Lot files
- Legal records of any kind that pertain to litigation or as directed by counsel.
- Financial records of the Association
 - Financials for past 3 years should be kept at the Association's place of business or readily available if in electronic format.
 - Financial records 4 years or older may be stored off-site or archived if in electronic format.
- Records of any kind as determined by the Board to be necessary for historical purposes.

Semi-Permanent Records To Be Kept At Least 3 Years

- All Written Communication to the Members generally (e.g., notices, e-mails, letters, blank ballots, web pages, newsletters, etc.).

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Semi-Permanent Records To Be Kept At Least 1 Year

- Arizona law requires that ballots and all election materials, including sign-in sheets, be maintained for at least 1 year.
- All records relating to Board elections, including but not limited to, ballots, calculation/counting notes, names of those who performed counts and who witnessed counts, etc.
- Records related to Removal of a Board Member (e.g., petitions, notices, ballots, meeting minutes, etc.).

Semi-Permanent Records Regarding Association Contracts and Insurance

- Keep all Association contracts and related documentation (such as requests for proposals and bids).
- Insurance policies may be kept until renewal or as directed by insurance provider or legal counsel.
- Insurance claims shall be kept until claim is resolved or as directed by insurance provider or legal counsel.

Semi-Permanent CC&R Complaints

- Keep all complaints from members (whether written, electronic or phone notes) in the Lot file about which the complaint is made.

Semi-Permanent Records of Specific HOA Communications with Owners

- Keep all Records relating to communication with the Owner (including but not limited to violations about their Lot, photos about violations, unpaid assessments, or any other dispute) in the Lot file.

Semi-Permanent Records Related to Any Dispute or Potential Dispute

- Keep all Records of any kind relating to any dispute or potential dispute for purposes of a litigation hold, until dispute is resolved, or as directed by counsel or insurer.

Temporary Records That May Be Discarded After 1 Year

- Records and communications in which the content is captured, contained, or maintained in another record categorized as permanent or semi-permanent.

**HIGH LONESOME RANCH ESTATES
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RECORDS RETENTION POLICY**

This Records Retention Policy is effective as of this ____ day of _____,
2024.

Motion:

**The Board of Directors, acting on behalf of the High Lonesome Ranch Estates
Property Owners' Association, adopts and implements immediately the Records
Retention Policy.**

Motion by: _____

2nd by: _____

Votes in favor: _____

Votes against: _____

Motion passes? Yes or No

Effective date: _____

Secretary signature/confirmation: _____ **Date:** _____