



**Minutes of the Board Meeting
held on March 19, 2025
at 6:00 p.m. via Google Meet**

1. **Call to Order.** President N. Ceccarelli called the meeting to order at 6:00 p.m. and asked for roll call.
2. **Roll Call.** All board members were present: N. Ceccarelli, W. Barfield, D. Vlasic, C. Peachey, S. Crosby, and N. Tribby. Audio was recorded with Google Meet.
3. **Approval of minutes of Feb. 20 board meeting:** No changes were requested, the minutes were approved as written.
4. **Reports.**
 - a. **President's report.** (N. Ceccarelli).
 - i. We have a speaker for the Annual Member Meeting and hope everyone can attend.
 - ii. (Presented later in the meeting): The Sheriff's office has a Sheriff's Assistance Team that can be asked to do welfare checks and other activities. She recently advised a concerned PO to contact the sheriff about welfare concerns about another PO.
 - b. **Vice President's report.** (W. Barfield)
 - i. He has drafted changes to the architectural review form and procedures and will distribute to board members in preparation for a meeting to review them.
 - ii. S. Crosby, Road Committee updates. Our road grader, Dustin's Grading, has agreed to provide a contract for future grading work and will name us on his insurance policy at no extra cost.
 - c. **Treasurer's report.** (D. Vlasic)
 - i. See attached report. Update on 2025 payments: 103 members have paid in full, 10 have paid half, 23 have paid none; therefore, 83% of members paid on time, 17% are unpaid.
 - ii. The reserve account has \$21,089.58. The only change since last year is small amounts of interest accrued.
 - d. **Secretary's report.** (C. Peachey)

- i. We received a request to ask members to drive slowly and carefully around animals on the ranch roads. We can send out a communication regarding driving on the roads.
- ii. Election updates: Election Committee met earlier today. Election volunteers are lined up, Joel Levin will be the Vote Monitor, Karen Tribby will be on-site Election Chair, and we will finalize the ballot counting procedures at this board meeting.

5. **Member comments.** None.

6. **Active agenda.**

- a. Discussion of Annual Meeting voting and ballot counting procedures. The board approved the procedures by consensus after one change was presented to eliminate inconsistency regarding spoiled ballots. If a lot account somehow submits two ballots, the earliest submitted ballot will be valid, the later one submitted, whether electronic or paper, will be spoiled.
- b. Discussion of Annual Meeting final preparations. Speaker will attend via Google Meet.
- c. Discussion and decision on ranch road signage, including decision regarding budgeting. Proposal to install eight signs, two at each entrance to the ranch, 36" x 24" each to match AZ statutes for public roads. One sign indicates private roads for owners and guests only, the other indicates primitive roads that are not maintained regularly. Cost estimate \$850-\$1000 for signs, posts, and cement. Existing signs can be reused within the ranch. Decided we need more information on possible colors and sizes. Goal is to have a final proposal and decision at next meeting.
- d. Discussion of liability insurance, including preparing questions to discuss with insurance agent and attorney. This needs more work to prepare questions.
- e. Discussion of need for research into insurance carriers. Steve and Randy will begin research, but this also depends on deciding on coverage needs/questions.

7. **Comments from board members.** Steve thanked the road committee for their work.

8. **Next board meeting:** Thursday, April 17.

9. **Adjourned** at 7:08 p.m. with no objections.

Submitted by C. Peachey, HLRPOA Secretary.

Approved April 17, 2025.



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

Board Meeting Agenda
Wednesday, March 19, 2025, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval of minutes of February 20 board meeting
4. Reports
 - a. President's report
 - b. Vice President's report
 - c. Treasurer's report
 - d. Secretary's report
 - i. Election updates
5. General member comments
 - a. Limited to 3 minutes
 - b. Must directly relate to action items of the Board previously considered and published or on today's agenda
6. Active Agenda
 - a. Discussion of Annual Meeting voting and ballot counting procedures
 - b. Discussion of Annual Meeting final preparations
 - c. Discussion and decision on ranch road signage, including decision regarding budgeting
 - d. Discussion of liability insurance, including preparing questions to discuss with insurance agent and attorney
 - e. Discussion of need for research into insurance carriers
7. Comments from Directors
8. Next board meeting date – Thursday, April 17
9. Adjourn

TREASURER REPORT FOR 19 MARCH 2025 BOARD MEETING

Checking account activity for 2025

			Starting balance	\$ 25,544.68
			Deposits	\$ 6853.76
			Withdrawals	\$ 427.48
			End balance	\$ 31,970.96
Checks paid				
1. CP/ Google Meets	L/F	\$173.86	10.	19.
2. CP/ Mailing	L/F	\$ 14.48	11.	20.
3. DV/ Printing	L/F	\$108.60	12.	21.
4. CP/ Election	L/F	\$ 70.54	13.	22.
5. KT/ Election	L/F	\$ 60.00	14.	23.
6.			15.	24.
7.			16.	25.
8.			17.	26.
9.			18.	27.

OUTSTANDING ASSESSMENTS 2023 AND PRIOR

1 member has a total of \$627.69 owed including fees and interest is in collections.

OUTSTANDING ASSESSMENTS 2024

2 members have a total of \$580.18 owed including fees and interest and are going into collections.

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.

OUTSTANDING ASSESSMENTS 2025

AS OF 03/15/25 WE HAVE 84 MEMBERS THAT HAVE PAID IN FULL AND 10 MEMBERS WHO HAVE PAID 1/2 ASSESSMENTS OR 69% HAVE PAID ON TIME. **THANK YOU**

AS OF 03/15/25 WE HAVE 42 MEMBERS THAT ARE OR MAY BE LATE OR 31%.

HLRPOA 2025 Board of Directors Election, March 22, 2025

Voting and Ballot Counting Procedures

OVERVIEW

At the Annual Meeting on March 22, 2025, members may vote in person from 10:30 a.m. to noon. Voting at the meeting will be via paper ballot. Election volunteers will assist voters. Karen Tribby will serve as Election Committee (EC) Chair at this meeting. Joel Levin, experienced election volunteer for Cochise County and resident of Gleeson/Elfrida, will serve as third-party Vote Monitor. All voting (paper and electronic) closes at noon. **Only the Vote Monitor and the EC Chair will have access to the Election Buddy account. No Election Buddy results will be accessed until all paper votes are tallied.** The Vote Monitor will announce election results after all ballots have been processed.

COLLECTION OF MAILED/ABSENTEE BALLOTS

The Vote Monitor and one other election volunteer will pick up all mailed/absentee paper ballots from PO Box 6, Tombstone, AZ 85638, at 10:00 a.m. on March 22. Mailed ballots received after this date/time will not be counted.

The two volunteers will immediately place the mailed ballots in a large envelope, seal the envelope, and bring the envelope to the Annual Meeting.

VOTING PROCEDURES

Voter Instructions -- To Vote at the Meeting:

1. The Election Committee will provide ballots and envelopes at the meeting for voters who do not bring their mailed ballot materials.
2. Do not cast a ballot if your lot account has already voted electronically or by mail. If it is determined during vote counting that a lot account has cast more than one vote, the first vote cast will be considered valid and the most recently cast vote (either electronic or paper) will be considered spoiled and will not be counted.
3. For each completed ballot, first place the ballot inside the small secret ballot envelope and seal it; then place this ballot envelope inside the larger mailing envelope and seal it.

4. Place only ONE ballot in each envelope set. If, during vote counting, more than one ballot is found in an envelope, the ballots will be placed in the spoiled ballot repository and will not be counted.
5. **You must write your name, address, signature** (per Arizona Revised Statute 33-1812.A6), and lot number on the outside of the mailing envelope. Envelopes without the required information will be placed in the spoiled ballot repository and will not be counted.
6. Hand your sealed ballot to the voter registrar. After the registrar checks your information, insert your envelope into the ballot box and leave the voting area.

Volunteer Instructions – To Assist a Voter:

1. Provide a ballot, ballot envelope, and outer envelope to the voter, if needed. Ask them to confirm they have not already voted electronically or by mail. (This will be ascertained after voting closes, so no roster is checked at this time.)
2. Before the voter places the envelope in the ballot box, take the outer envelope and ensure it contains the voter's name, address, signature, and lot number. Ask them to supply missing information if necessary. Ask them to confirm there is only one ballot in the envelope. Log last name and lot number on the "In-Person Voting" list.
3. Return the envelope to the voter to insert into the ballot box.

BALLOT/VOTE COUNTING PROCEDURES

General Instructions:

1. The EC Chair oversees the ballot counting process.
2. Detailed procedures are broadly divided into (i) checking envelope information, (ii) separating ballots from envelopes, and (iii) counting votes.
3. Steps are conducted in a manner to preserve ballot secrecy and election integrity. Ballots should always be kept face down until the ballot counters count them. No one shall write on any ballot. Each volunteer conducts their task independently, seeking assistance from the EC Chair only, not from other volunteers.
4. Counting will take place in a separate but open area where members may observe the process. Observers may not make comments to the counters or others involved in the process. If they attempt to interfere, they will be asked to leave the counting area.

Step 1, Log Envelopes Collected from PO Box 6, Tombstone:

(1.1) Unseal the envelope of absentee ballots and make a list of the enclosed envelopes, listing last name and lot number. Voter credentials will be checked in Step 3.

(1.2) Place the logged envelopes into the ballot box.

Step 2, Remove Envelopes from the Ballot Box:

(2.1) Unlock the ballot box, remove all envelopes, and place them in a basket.

Step 3, Check Envelopes Against Property Owner Roster:

(3.1) Check each outer envelope to compare the name, address, and lot number against the approved roster of property owners and lot accounts. **Do not open any envelope.** Place a mark on the roster to indicate a paper ballot has been received for that lot account. Place the checked envelope in a new basket.

(3.2) Set aside envelopes in the Unresolved Ballot basket if any of the following apply:

- a. An envelope does not have the name, address, and signature of the property owner, thus violating Arizona Revised Statute 33-1812.A6. In this case, after the EC Chair confirms the information is missing, this ballot will be considered spoiled.
- b. Lot number is missing from the envelope. In this case, if the property owner name and address can be matched with corresponding lot number, and if no other envelope has been received for that lot account, this envelope may be logged per step 3.1.
- c. Information on the envelope does not match the property owner roster.
- d. There is more than one envelope for a lot account.

(3.3) The EC Chair will attempt to resolve any discrepancies so that all valid votes can be counted.

(3.4) Pass all checked and valid envelopes to the Vote Monitor.

Step 4, Vote Monitor Checks Envelopes Against Election Buddy Voter Status:

(4.1) Check each envelope against the Election Buddy Voter Status to ensure that no lot account that submitted a paper ballot has also voted electronically. **Do not open any envelope.**

(4.2) If a lot account has already cast an electronic vote, place the unopened envelope in the Unresolved Ballot basket and notify the EC Chair. The first vote cast (whether electronic or paper) will be considered valid and the most recently cast vote will be considered spoiled.

(4.3) Pass all checked and valid envelopes to the next volunteer.

Step 5, Open Outer Envelopes:

(5.1) Slit open each outer envelope and remove the inner (secret) ballot envelope.

(2) If the outer envelope contains more than one secret ballot envelope, restuff the envelope, place it in the Unresolved Ballot basket, and notify the EC Chair for resolution.

(3) Place the unopened secret ballot envelopes in one basket and the empty outer envelopes in a separate basket.

(4) When all envelopes have been processed, pass the basket of unopened secret ballot envelopes to the next volunteer. EC Chair collects and retains empty outer envelopes.

Step 6, Open Secret Ballot Envelopes:

(1) Slit open each secret ballot envelope and ensure there is only one ballot per envelope.

(2) If the envelope contains more than one ballot, restuff the envelope, place it in the Unresolved Ballots basket, and notify the EC Chair. These ballots will be considered spoiled.

(3) Remove each ballot and stack the ballots face down in a ballot basket. Do not turn over the ballots or attempt to look at the written side. Place the empty envelopes in a separate basket.

(4) Pass the basket of face-down ballots to the next volunteer. EC Chair collects and retains empty envelopes.

Step 7, Tally Votes, Volunteer 1:

(1) Fill out the information at the top of the tally sheet.

(2) Turn over each ballot one at a time. If the ballot is illegible or there are other concerns, place the ballot face down in the Unresolved Ballots basket for resolution with the EC Chair.

(3) For each valid ballot, place tally marks next to the candidates' names to log the votes received.

- (4) Place each reviewed ballot face down in a new basket. Once all ballots have been processed, pass the basket of face-down ballots to the next volunteer, who repeats this process.
- (5) Add up the total number of paper ballot votes for each candidate on your tally sheet.

Step 8, Tally Votes, Volunteer 2:

- (1) A second volunteer tallies the votes using the procedures listed in Step 7, using a separate tally sheet.

Step 9, Compare Tally Sheets:

- (1) Volunteers 1 and 2 pass their tally sheets to the EC Chair who will check if the totals of the two volunteers match. If they do not match, the two volunteers count the ballots again, using new tally sheets. The process is continued until the EC Chair confirms that the tallies of the two counters match and is confident the tally is accurate.

Step 10, Add Electronic Votes:

- (1) The Vote Monitor opens the electronic voting results in Election Buddy and writes the electronic totals for each candidate in the appropriate column on the two tally sheets. The EC Chair confirms the transcription is correct.
- (2) Return the tally sheets to the two vote tally volunteers. The volunteers add up the paper plus electronic votes for each candidate to determine the total number of votes for each candidate.
- (3) Pass the tally sheets to the EC Chair who will check if the totals of the two volunteers match. If they do not match, the volunteers add the paper and electronic totals again until the EC Chair confirms that the tallies of the two counters match.
- (4) Provide the tally sheets to the Vote Monitor, who will inform the Annual Meeting chair that election results are ready to announce.

Step 11, Collect Election Materials:

- (1) The EC Chair collects all ballots, tally sheets, voter roster, envelopes, and other election materials to be archived in Association files.