



**Minutes of the Board Meeting
held on May 21, 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, R. Kling, C. Peachey, D. Vlastic, S. Crosby, and N. Tribby. Audio was recorded with Google Meet.
3. **Approval of minutes of April 17 board meeting:** No changes were requested, the minutes were approved as written.
4. **Reports.**
 - a. **President's report.** (N. Ceccarelli).
 - i. Followup re liability if volunteers work on the common area: Our insurance policy and CCRs 5.4 address liability. The bylaws and committee charters can define projects, and duties within the projects. We need to revamp the draft Common Area Committee charter to include projects and their scopes.
 - b. **Vice President's report.** (W. Barfield)
 - i. Common Area Committee report (S. Crosby).
 1. The recent grading on portions of High Lonesome Road and Legend Trail cost \$3345. The contractor used water while grading on Legend, with good results. Water came from the large tank at the windmill, saving several hundred dollars over transporting from Elfrida. Using water is expensive, so perhaps we can use it on only the worst areas of road.
 2. The committee is planning other projects and will write up scopes.
 - c. **Treasurer's report.** (R. Kling)
 - i. See attached financial report.
 - ii. Continuing to pursue the debit/credit card option for the association. Need controls in place first. Treasurer welcomes input from any member regarding the pros and cons of debit card vs credit card and ideas for controls on its use.
 - iii. Looking into bonding, awaiting responses from companies. Two types available, a surety bond covering the treasurer, or a fidelity bond covering all who have access to association funds.

d. **Secretary's report.** (C. Peachey)

- i. The association received another letter regarding intent to locate mining claims on common area.
- ii. Filed the association's annual report with the Arizona Corporation Commission. The cost of \$10.00 is in the annual budget.
- iii. The website will be updated as the committees finalize their charters.

5. **Member comments.**

6. **Active agenda.**

a. Old Business

- i. W. Barfield **moved to adopt the Architectural Review Committee Charter as presented, superseding all prior versions.** N. Tribby seconded. The **motion carried** unanimously on a roll call vote. Still to be organized are the mechanisms for board review of submissions and the final documents to provide to owners.
- ii. Consideration and decision regarding the Common Area Committee charter: Following the insurance-related discussion of the need to define projects and scopes for volunteer (association member) activities, it was decided to revise the draft charter and discuss at the next meeting.

b. New Business

- i. Consideration and decision regarding budget adjustments. R. Kling moved to amend the Recording Fee budget. S. Crosby seconded. R. Kling and S. Crosby rescinded the motion so the board could vote on both budget requests together. N. Tribby **moved to transfer funds from the uncommitted fund balance to increase the Recording Fee budget line by \$195 and add a budget line for Accounting Systems in the amount of \$80 for 2025.** S. Crosby seconded. The **motion carried** unanimously on a roll call vote.
 1. Add \$195 to the Recording Fees budget: The cost is to record liens of delinquent properties. By AZ HOA statute, liens on unpaid properties are automatically in place, whether recorded or not. We can investigate the need to do it ourselves before recording any additional liens.
 2. Add a new budget item for Accounting Systems (\$80 for 2025): The treasurer investigated programs to allow members to pay assessments electronically, sync with our bank account, and easily send invoices. After looking at paid Wave and Autobooks systems, Autobooks looked like the best fit. We can retain our current system while testing Autobooks for a month.
- ii. Consideration and decision regarding Draft Treasurer Procedures. Given the hour and the many details in the draft procedures, this item was tabled until next month to give more time for review and discussion. R. Kling reported he has an upcoming teleconference with the collections company and will ask about our contract and other details.

- 7. **Comments from board members.** None.
- 8. **Next board meeting:** Thursday, June 19.
- 9. **Adjourned** at 7:56 p.m. with no objections.

Submitted by C. Peachey, HLRPOA Secretary.

Approved 6/19/2025.



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

Board Meeting Agenda
Wednesday, May 21, 2025, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval of minutes of April 17 board meeting
4. Reports
 - a. President's report
 - b. Vice President's report
 - c. Treasurer's report
 - d. Secretary's report
5. General member comments
 - a. Limited to 3 minutes
 - b. Must directly relate to action items of the Board published, considered, or on today's agenda
6. Active Agenda
 - a. Old Business
 - i. Consideration and decision regarding the Architectural Review Committee charter
 - ii. Consideration and decision regarding the Common Area Committee charter
 - b. New Business
 - i. Consideration and decision regarding budget adjustments:
 1. Add \$195 to the Recording Fees budget
 2. Add a new budget item for Accounting Software/ Subscriptions/ Licenses (\$80 for 2025)
 - ii. Consideration and decision regarding Draft Treasurer Procedures
7. Comments from Directors
8. Next board meeting date – Thursday, June 19
9. Adjourn

HLR POA Treasurer's Report for April 2025

Bank Money		<u>Checking on 1 May</u>	<u>Savings on 1 May</u>	<u>Total on 1 May</u>
		\$56,504.00	\$21,094.87	\$77,598.87

Money In	TOTAL	<u>Invoiced</u>	<u>Income in April</u>	<u>Income Jan - Apr</u>	<u>Uncollected</u>
		\$35,707.00	\$2,230.51	\$31,830.83	(\$3,876.17)
2025 Assessment		\$35,632.00	\$2,227.00	\$31,742.86	(\$3,889.14)
Bank Interest		\$0.00	\$3.51	\$12.97	\$12.97
Disclosure Fees		\$75.00		\$75.00	\$0.00
Recording Fees		\$0.00			\$0.00
Postage Fees		\$0.00			\$0.00
Debt Interest		\$0.00			\$0.00

Money Out	TOTAL	<u>Budget</u>	<u>Spent in April</u>	<u>Spent Jan - Apr</u>	<u>Available</u>
		\$40,555.00		\$861.10	\$39,693.90
Administrative		\$3,660.00		\$781.10	\$2,878.90
Election costs		\$2,500.00		\$474.18	\$2,025.82
Website		\$374.00			\$374.00
Mailings		\$250.00		\$133.06	\$116.94
Google Business Suite		\$200.00		\$173.86	\$26.14
Financial Review		\$125.00			\$125.00
PO Box		\$86.00			\$86.00
County Recorder Fees		\$75.00			\$75.00
Office Supplies		\$50.00			\$50.00
Accounting Systems		\$0.00			\$0.00
Common Areas		\$32,600.00		\$30.00	\$32,570.00
Road Grading		\$25,500.00			\$25,500.00
Road Repair		\$6,500.00			\$6,500.00
Windmill		\$300.00		\$30.00	\$270.00
Maintenance		\$300.00			\$300.00
Services		\$4,200.00			\$4,200.00
Insurance		\$2,200.00			\$2,200.00
Legal		\$2,000.00			\$2,000.00
Taxes		\$95.00		\$50.00	\$45.00
AZ Income Tax		\$50.00		\$50.00	\$0.00
Cochise County property tax		\$35.00			\$35.00
AZ Corp Commission		\$10.00			\$10.00

2025 Assessment

🔑 127 (93.4%) lot accounts are current. Nine (6.6%) lot accounts are delinquent (total is \$2,358). No responses to date.

Older Assessments

🔑 Two lot accounts are now delinquent for more than one year for the 2024 annual assessment (combined debt is \$606.28).

🔑 One lot account owes \$627.69 from delinquencies spanning several years--debt will be active, but not reported.

Foreclosure Changes

🔑 90 days after legislature adjourns, HOA foreclosure threshold changing from '12 months or \$1,200' to '18 months or \$10,000'.

High Lonesome Ranch Estates Property Owners' Association

ARCHITECTURAL REVIEW COMMITTEE CHARTER 21 May 2025

This charter supersedes any previous charters, resolutions, or decisions by the Board of Directors pertaining to the mission, authority, membership, responsibilities, duties, meetings and reporting of the Architectural Review Committee.

- 1. MISSION:** The Architectural Review Committee (ARC) makes recommendations to the Board of Directors regarding approval of proposed improvements to the properties based on evaluation of their compliance with the provisions of the Declaration of CCR&E and written rules and regulations of the Association.
- 2. AUTHORITY:** The ARC does not approve proposed improvements of the properties but only makes recommendations to the board of directors. The ARC Chair may communicate directly with property owners to solicit additional information or point out conflicts with the Association's governing documents.
- 3. MEMBERSHIP:** The ARC will consist of three members appointed by the Board of Directors. All members of the ARC must be members in good standing. The Chair of the ARC will be a member of the Board of Directors.
- 4. RESPONSIBILITIES AND DUTIES:** The ARC, via its Chair, will coordinate with property owners to insure all submissions are complete and sufficient in detail to show the elevation, color, style, size, height, and location on the lot of the proposed improvements. The ARC will ensure its review is completed in a timely manner to allow the submission to be voted on by the board and the final decision communicated to the property owner within 45 days of submission. When complete, the ARC Chair will forward the ARC's recommendation to the Secretary of the Association's Board of Directors for retention in the Association's records. The ARC Chair will notify property owners when the ARC's evaluation of their proposed improvement has been forwarded to the Board of Directors for action.
- 5. MEETINGS AND REPORTS**
 - 5.1 Meetings:** Collaboration between members of the ARC will be conducted on an as-needed basis by email or other digital means associated with the submissions requesting review of proposed improvements. Questions or solicitations for additional information will be consolidated by the Chair and communicated via email to the property owner.
 - 5.2 Reports:** Records of the ARC's recommendations and approval/denial letters will be maintained by the Association's Secretary. The ARC will report to the Board of Directors during Board meetings on the number of review requests received since the previous meeting and the current status of each request.