



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

1. **Call to Order.** Vice President W. Barfield called the meeting to order at 6:00 p.m.
2. **Roll Call.** Board members present: W. Barfield, R. Kling, C. Peachey, D. Vlastic, and N. Tribby. Absent: N. Ceccarelli and S. Crosby. Audio was recorded with Google Meet.
3. **Approval of minutes of the May 21 board meeting:** No changes were requested, the minutes were approved as written.
4. **Officer Reports**
 - a. **President's report.** (absent, no report).
 - b. **Vice President's report.** (W. Barfield)
 - i. Most news relates to the common area, presented below. Please advise property owners to slow down when driving.
 - c. **Treasurer's report.** (R. Kling)
 - i. See attached financial report.
 - ii. Assessment payments: one property is late, 5 are delinquent. Final demand letters were sent to delinquent properties, which will be subject to collections after 40 days. We have signed the collections firm agreement.
 - iii. The transition from Wave to Autobooks is being prepared and will require board input at a later meeting during budget discussions.
 - d. **Secretary's report.** (C. Peachey)
 - i. The secretary submitted a reimbursement for \$156.24, which includes final election expenses \$40.19, Arizona Corporation Commission annual report fee \$10, Google Workspace fees January to June \$92.10, and printing and mailing expenses \$13.95.
 - ii. The board agreed to a proposal to publish the meeting agenda and supporting documents 5 days before each board meeting to allow time for board and community review. The call for agenda items will need to go out approx. 2 weeks before the board meeting.

5. Committee Reports

a. Common Area Committee (W. Barfield)

- i. There are some suggested changes for the committee charter, to be presented by S. Crosby at a later time.
- ii. The annual grading has been scheduled with the contractor for the third week in August, when we hope there will be moisture in the roads.

b. Architectural Review Committee (W. Barfield)

- i. No new or pending architectural review requests.

c. Finance Committee (R. Kling)

- i. The committee will meet 6/25 at 9:30 to finalize the charter and treasurer's procedures for a decision at the July board meeting. We will also review budget worksheets to be distributed to points of contact for budget lines. The target is to have the budget ready to be voted on at the October board meeting.

d. Election Committee (C. Peachey)

- i. The committee met 6/16 to draft the committee charter and the letter requesting property owner feedback on the March 2025 election (the latter required by HLRPOA Election Procedures). The feedback letter was read out loud and no changes were requested by the board.

6. General member comments. None.

7. Active agenda.

a. Old Business

- i. W. Barfield **moved to adopt the Common Area Committee Charter as written.** R. Kling seconded. The charter may be amended later to add language related to projects and scopes. The **motion carried** on a voice vote with none opposed.

b. New Business. None.

- i. Call for business items for the next meeting: Election Committee Charter; Finance Committee Charter; Treasurer's Policies and Procedures; start of 2026 budget discussions; possible amendments to Common Area Committee charter.

8. Comments from board members. None.

9. Next board meeting: Wednesday, July 16.

10. Adjourned at 6:32 p.m. with no objections.

Submitted by C. Peachey, HLRPOA Secretary.



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

Board Meeting Agenda
Thursday, June 19, 2025, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval of minutes of the May 21 board meeting
4. Officer Reports
 - a. President's report
 - b. Vice President's report
 - c. Treasurer's report
 - d. Secretary's report
5. Committee Reports
 - a. Common Area Committee
 - b. Architectural Review Committee
 - c. Finance Committee
 - d. Election Committee
6. 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
7. Active Agenda
 - a. Old Business
 - i. Consideration and decision regarding draft Common Area Committee Charter
 - b. New Business – None. Call for business items for next meeting.
8. Comments from Directors
9. Next board meeting date – Wednesday, July 16
10. Adjourn

HLR POA Treasurer's Report for May 2025

Bank Money

Checking on 1 Jun

\$53,671.93

Savings on 1 Jun

\$21,097.56

Total on 1 Jun

\$74,769.49

Money In

TOTAL

Invoiced

\$35,842.28

Income in May

\$1,051.62

Income before 1 Jun

\$33,758.59

Uncollected

(\$2,083.69)

2025 Assessment

\$35,632.00

\$1,048.00

\$33,667.00

(\$1,965.00)

Bank Interest

\$0.00

\$3.62

\$16.59

\$16.59

Disclosure Fees

\$75.00

\$75.00

\$0.00

Recording Fees

\$60.00

(\$60.00)

Postage Fees

\$22.24

(\$22.24)

Debt Interest

\$53.04

(\$53.04)

Money Out

TOTAL

Budget

\$40,830.00

Spent in May

\$3,405.00

Spent Jan - May

\$4,077.76

Available

\$36,752.24

Administrative

\$3,935.00

\$60.00

\$652.76

\$3,282.24

Election and Annual Meeting Costs

\$2,500.00

\$474.18

\$2,025.82

Website

\$374.00

\$374.00

Mailings

\$250.00

\$118.58

\$131.42

Google Business Suite

\$200.00

\$200.00

Financial Review

\$125.00

\$125.00

PO Box

\$86.00

\$86.00

County Recorder Fees

\$270.00

\$60.00

\$60.00

\$210.00

Office Supplies

\$50.00

\$50.00

Accounting Systems

\$80.00

\$80.00

Common Areas

\$32,600.00

\$3,345.00

\$3,375.00

\$29,225.00

Road Grading

\$25,500.00

\$3,345.00

\$3,345.00

\$22,155.00

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

Payments Issued

Check Number

Check Date

Check Amount

Road Grading

#1135

05-May-25

\$3,345.00

County Recorder Fees

#1136

13-May-25

\$30.00

County Recorder Fees

#1137

13-May-25

\$30.00



High Lonesome Ranch Estates Property Owners Association Common Area Committee Charter

19 June 2025

This Common Area Committee Charter is subordinate to the Declaration, the Articles of Incorporation, and the Bylaws. This charter supersedes any previous charters, resolutions, or other decisions by the Board of Directors pertaining to the mission, authority, membership, responsibilities, duties, meetings, and reporting of the Common Area Committee.

1. **Mission Statement.** The committee's purpose is to comply with the Declaration and Bylaws regarding the general maintenance, repair, and improvements to the Association's common areas and those roads that are right-of-way easements across private properties.
2. **Defined Authority.**
 - 2.1. **Expenditures.** The committee is authorized to schedule and direct road work only if it meets both conditions of being 1) within the scope of a signed contract and 2) not exceeding the level of remaining budgeted funds in the current budget. The committee is NOT authorized to otherwise commit, obligate, or spend any funds on behalf of the Association unless previously approved by the board. The committee is authorized to make inquiries, collect information, and make recommendations regarding maintenance/repair/improvement actions and their cost.
 - 2.2. **Liability.** Per Declaration 5.4, Committee members are in no way liable for the conditions of the roads, driving habits of the people or vehicles that travel the roads, and act in good faith in the scope of their assignment. Committee members are not acting in their professional capacity as engineers or construction contractors. The committee does not carry professional or liability insurance in the execution of their duties and solely act as a support committee.
3. **Membership.** The committee quorum is reached when more than half of the committee members are present. The committee member is a voluntary position. Members do not have to be on the board of directors or be an officer of the association. Members of the committee should have skills or knowledge that contribute to the operation of the committee. Members of the committee should be able to participate in scheduled road committee meetings.
4. **Responsibilities and Duties.**
 - 4.1. **Planning.** The committee will coordinate an immediate-action response plan that it can execute after a major weather event; and will recommend long-term solutions for maintenance and improvements.

4.2. **Evaluating Conditions.** The committee will evaluate all common areas and easements to enable the committee to create or revise plans for maintenance/repair/improvements.

4.3. **Budget Inputs.** The committee will submit budget requests for roadway maintenance, repair, and improvements.

4.4. **Maintenance.**

4.4.1. **Coordination.** The committee will notify property owners through the POA Secretary of scheduled maintenance and repairs. The committee will contact the contractor performing the maintenance, repairs, or improvements to make appropriate advance arrangements.

4.4.2. **Execution.** The committee will oversee maintenance, repair, emergency repair, and improvement, and will direct those performing maintenance.

5. **Meeting and Reporting Structure.**

5.1. **Committee Meetings.** Hold committee meetings in accordance with A.R.S. 33-1804. Meeting minutes or meeting notes will be submitted to the Secretary.

5.2. **Reporting.**

5.2.1. **Reports to the Board of Directors.** Provide meeting minutes or meeting notes to the board of directors.

5.2.2. **Reports to the Members.** The committee will communicate with the members through the Association Secretary.