



**DRAFT Minutes of the Board Meeting
held on Thursday, August 21, 2025
at 6:00 p.m. via Google Meet**

1. **Call to Order.** Vice President W. Barfield called the meeting to order at 6:05 p.m.
2. **Roll Call.** Board members present: W. Barfield, R. Kling, C. Peachey, D. Vlastic, and N. Tribby. N. Ceccarelli joined at 6:15 p.m. Absent: S. Crosby. Audio was recorded with Google Meet.
3. **Approval of minutes of the July 16 board meeting:** No changes were requested, the minutes were adopted as written.
4. **Officer Reports**
 - a. **President's report.** (no report)
 - b. **Vice President's report.** (W. Barfield)
 - i. For a future discussion, suggests defining "temporary" in the context of ARRs. Provided examples of (a) temporary storage containers still in use and (b) a structure that has not been painted yet as described in the approved ARR. N. Ceccarelli stated that according to J. Smith, we can give notice and assign a reasonable timeline.
 - ii. Discussion re changing future board meeting dates, as Thursdays are difficult for at least one board member. Third Wednesday of the month was agreed upon.
 - c. **Treasurer's report.** (R. Kling)
 - i. See attached financial report.
 - ii. External review of 2024 finances is complete; report has been posted.
 - iii. Financial Committee reviewed second quarter financial records; recording errors were corrected.
 - iv. Seeking volunteers for internal review of 2025 finances to be conducted next January. Contact treasurer@hlrpoa.com or admin@hlrpoa.com.
 - v. Two accounts are in collections for delinquent 2024 and 2025 assessments and one account is in collections for delinquent 2025 assessment (and associated costs and interest). All other accounts are fully paid.
 - vi. 2026 Draft Budget has been updated with inputs received to date.
 - vii. 2026 Assessment. At the September board meeting, would like to decide on electronic payments and how to handle the fees, and on the idea of setting up a

donations account. At the October board meeting, we will set the budget, the assessment, and the due dates.

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

- i. We received two emails with budget inputs, forwarded them to the board.
- ii. Turbify invoice for annual charges for our website and domain name is \$376.16, which is \$2.16 higher than budgeted. Secretary requests approval of the higher cost and reimbursement for payment. See New Business.
- iii. Google Business Suite prices rose in July from \$15.35/month to \$17.24/month. There is enough in the 2025 budget to cover this increase. In later discussion, board members suggested looking into other meeting options that might be less expensive.
- iv. Requested permission to use some Office Supply funds to purchase flash drives for backup of POA files. No board objections.

5. Committee Reports

a. Common Area Committee (W. Barfield)

- i. Grading of the ranch roads has begun.
- ii. A storm washed a ravine across Old Adobe Rd near the windmill. It was quickly marked with cones and repaired by committee volunteers.
- iii. Would like to reimburse volunteers for money spent on such projects, such as for fuel and supplies. Committee is developing a way to ask for and plan projects.
- iv. Would like to replace the leaking upper tank at the windmill. Patching is not feasible. Access to quantities of water is useful for resident use and for road grading. Tank costs are approx. \$2 per gallon of capacity. We have funds available in the operating fund (above budgeted needs) this year. There was board agreement to get it done this year. Need a formal proposal with prices and options to put on the agenda for board and community discussion.

b. Architectural Review Committee (W. Barfield)

- i. No new or pending architectural review requests.

c. Finance Committee (R. Kling). See New Business items.

d. Election Committee (C. Peachey). Nothing to report.

6. General member comments.

7. Active agenda.

- a. Old Business -- None

b. New Business

- i. R. Kling **moved to increase the 2025 Post Office Box budget line by \$2.00.** W. Barfield seconded. The cost went up this year. After opportunity for discussion, the **motion carried** on voice approval, none opposed.
- ii. C. Peachey **moved to amend the agenda to discuss increasing the 2025 Website budget line.** N. Tribby seconded. After opportunity for discussion, the **motion carried** on voice approval, none opposed.
- iii. C. Peachey **moved to increase the 2025 Website budget line by \$2.16 to cover the invoice.** N. Ceccarelli seconded. After opportunity for discussion, the **motion carried** on voice approval, none opposed.
- iv. N. Ceccarelli **moved to adopt the Credit Card Policies and Procedures as written.** W. Barfield seconded.
 1. Discussion topics: According to the POA records policy, financial records are to be kept longer than cited in these procedures. How will we replicate two signatures as on checks? Email approval by those with signature authority. The card has no fee and 1.5% cashback. Bank requires a letter signed by two board members. Statements close on the 25th of the month. It can be hard to get out of autopayment/recurring payment arrangements; pay for a full year instead, if possible. For checks and balances on recurring charges, get an invoice before payment. The name on the credit card will be the Association, not an individual.
 2. Paragraph 5, final sentence can be amended to say “All statements will be retained until all applicable annual reviews and annual reports have been completed, and for the periods defined in the Association’s record retention policy.”
 3. N. Ceccarelli **amended the motion to adopt the Credit Card Policies and Procedures as amended.** W. Barfield seconded. The **motion carried** on a roll call vote 5-1-0 (Yes = NT, DV, WB, RK, NC. No = CP).
- v. Call for business items for next meeting
 1. Decision regarding replacing the windmill tank (WB)
 2. Begin discussions on updating CCRs (NC)
 3. Decision regarding procuring an association credit card; how to handle electronic payment fees; opening a donation account (RK)

8. **Comments from board members.** N. Tribby: Community members have asked about grading the 50 ft strip of state land between HLRPOA and Bono property on High Lonesome Rd. The Association cannot grade it, as we don't own it, but private individuals can choose to do it.
9. **Next board meeting:** Wednesday, September 17. **Future meetings will be on the third Wednesday of the month**, no longer alternating with Thursdays.
10. **Adjourned** at approx. 7:10 p.m. W. Barfield moved, N. Ceccarelli seconded, approved 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, August 21, 2025, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval of minutes of the July 16 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 -- None
 - b. New Business
 - i. Consideration and decision regarding increasing the 2025 Post Office Box budget line by \$2.00
 - ii. Consideration and decision regarding draft Credit Card Policies and Procedures
 - iii. Call for business items for next meeting
8. Comments from Directors
9. Next board meeting date – Wednesday, September 17
10. Adjourn

HLR POA Treasurer's Report for July 2025

Bank Money

Checking on 1 Aug

Savings on 1 Aug

Total on 1 Aug

\$55,562.58

\$21,102.85

\$76,665.43

Money In

Invoiced

Income in July

Income before 1 Aug

Uncollected

TOTAL

\$35,991.65

\$774.65

\$35,060.74

(\$930.91)

2025 Assessment

\$35,632.00

\$655.00

\$34,846.00

(\$786.00)

Bank Interest

\$0.00

\$3.63

\$23.72

\$23.72

Disclosure Fees

\$150.00

\$75.00

\$150.00

\$0.00

Recording Fees

\$60.00

(\$60.00)

Postage Fees

\$75.19

\$21.18

\$21.18

(\$54.01)

Debt Interest

\$74.46

\$19.84

\$19.84

(\$54.62)

Money Out

Budget

Spent in July

Spent Jan - Jul

Available

TOTAL

\$40,930.00

\$88.00

\$4,400.97

\$36,529.03

Taxes

\$95.00

\$60.00

\$35.00

AZ Income Tax

\$50.00

\$50.00

\$0.00

Cochise County Property Taxes

\$35.00

\$35.00

Arizona Corporation Commission Fee

\$10.00

\$10.00

\$0.00

Services

\$4,200.00

\$4,200.00

Insurance

\$2,200.00

\$2,200.00

Legal

\$2,000.00

\$2,000.00

Common Areas

\$32,600.00

\$3,345.00

\$29,255.00

Road Grading

\$25,500.00

\$3,345.00

\$22,155.00

Road Repair

\$6,500.00

\$6,500.00

Windmill

\$300.00

\$300.00

Maintenance

\$300.00

\$300.00

Administrative

\$4,035.00

\$88.00

\$995.97

\$3,039.03

Annual Meeting and Election

\$2,500.00

\$504.37

\$1,995.63

Website

\$374.00

\$374.00

Mailings

\$350.00

\$221.50

\$128.50

Google Business Suite

\$200.00

\$92.10

\$107.90

Financial Review

\$125.00

\$125.00

Post Office Box

\$86.00

\$88.00

\$88.00

(\$2.00)

County Recorder Fees

\$270.00

\$90.00

\$180.00

Office Supplies

\$50.00

\$50.00

Accounting Systems

\$80.00

\$80.00

Payments Issued

Check Number

Check Date

Check Amount

Post Office Box

#1143

21-Jul-25

\$88.00



High Lonesome Ranch Estates Property Owners Association

Credit Card Policies and Operating Procedures

Approved by the Board of Directors on Thursday, August 21, 2025

1. **Purpose.** These policies and procedures ensure financial integrity through documentation standards and oversight procedures and ensure that transactions comply with governing documents.
2. **Eligibility and Issuance.** The Treasurer will have sole possession, use, and responsibility for the credit card. The credit card remains the property of the Association and must be surrendered immediately upon demand by the board of directors.
3. **Permitted Uses.** Budgeted goods, services, subscriptions, licenses, or fees supporting the Association.
4. **Prohibited Uses.** Personal expenses. Cash advances, money orders, cryptocurrency, or gift cards. Any other use not specifically permitted or not pre-authorized by the board of directors.
5. **Documentation.** All receipts will be retained until reconciled with statements. In the absence of a receipt, the Treasurer will create a memo for record that includes the vendor, date, itemized description, and amount. All statements will be retained until all applicable annual reviews and annual reports have been completed, and for the periods defined in the Association's record retention policy.
6. **Review.** The Finance Committee and the Treasurer will reconcile statements and receipts, and report discrepancies and any suspected misuse to the board of directors.
7. **Bank Point of Contact.** Joaquin at (520) 404-7656.