



**DRAFT Minutes of the Board Meeting**  
**held on Wednesday, March 18, 2026**  
**at 6:00 p.m. via Google Meet**

1. **Call to Order.** President W. Barfield called the meeting to order at 6:00 p.m.
2. **Roll Call.** Board members present: W. Barfield, T. Bontrager, R. Kling, C. Peachey, N. Tribby, and D. Vlastic. Absent: S. Crosby. Audio was recorded with Google Meet.
3. **Approval of minutes of the March 4 board meeting.** The secretary reported an error reported at the March 4 meeting regarding the total cost of the 2026 Annual Meeting and Election and requested that the March 4 minutes be corrected to report the error and the correct total of \$698.70. The minutes were approved with this correction.
4. **Approval of minutes of the February 28 Annual Membership Meeting.** The secretary reported that two corrections were requested by members: Para. 7d, correct the spelling of Reata Pass, and Para. 7f, exclude a last name and add the word “current” to the second sentence, to read “counter the current surface use agreement.” C. Peachey **moved to approve the minutes of the February 28 Annual Membership Meeting as corrected.** W. Barfield seconded. After opportunity for board member and general member comment, the minutes were **approved as corrected on a roll call vote** with none objecting.
5. **Officer Reports**
  - a. **President’s report** (W. Barfield)
    - i. Our main agenda item is to discuss procedures, primarily email communications. All four officers are using POA email accounts and two directors still need to activate theirs.
    - ii. Regarding the locked gate near the west end of Reata Pass, a letter will be sent soon to the organization it might belong to requesting removal of locks.
    - iii. Committee chairs are invited to review their membership rosters and solicit new members if needed.
    - iv. He has received input on a CCR enforcement policy from two directors and would like to hear from everyone to implement a revised policy.
    - v. There has been no contact from or with representatives of Ivanhoe or Diamondback since their presentation at the annual membership meeting.
  - b. **Vice President’s report** (T. Bontrager)
    - i. No comments beyond the agenda discussion on an email communication policy.

**c. Treasurer's report (R. Kling)**

- i. See attached financial report for February. Expenses related to the mining company are now being tracked in the Notes section.
- ii. The association's credit card from Vantage West is expected to arrive soon, which will allow for online payment of bills, reducing the need for directors to pay out-of-pocket.
- iii. Final demand letters for the 2026 assessment were sent for six of the nine delinquent accounts, with a seventh letter to be issued shortly. The remaining two delinquent accounts are already in collections. Delinquent accounts unpaid by the stated deadline will be turned over to collections.
- iv. The second-half assessment payments for the nine people utilizing that option will be due in May.
- v. The 2025 tax forms have been filled out and reviewed and will be mailed in early April. The board agreed the Treasurer is the appropriate person to sign the tax forms.
- vi. The internal annual review is complete, and the external review was initiated today by delivering documents to CNJ bookkeeping, with results expected in 30 to 45 days.
- vii. The finance committee will review the budget structure before the next budget cycle and explore the pros and cons of outsourcing or simplifying treasurer duties.
- viii. A special meeting will be set up in the coming weeks to invite more participation in financial planning for the association.
- ix. The \$311 expense in the windmill budget line was for work conducted by Allen Well Services late last year, billed and paid this year. They serviced the gearbox.

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

- i. Submitted a \$136.42 reimbursement request for the final expenses for the annual meeting: Election Buddy license, supplies, and printing. Still outstanding is the \$85 hall rental fee, which will be paid directly to the American Legion. We received an \$11 refund from USPS upon closing the election P.O. box.
- ii. Updated the POA's profile with the Arizona Corporation Commission (ACC) to reflect new board members. The process incurred a \$35 required expedite fee plus a \$2 credit card fee, for a total cost of \$37. The secretary complained by phone to the ACC about this additional and unexplained fee for a process that is supposed to be free. The ACC annual report, due soon, previously cost \$10 but will likely also incur the additional \$37 in fees. These costs are above the amounts budgeted for 2026. The budget can be amended after both reports are filed and the total cost is known.
- iii. Updated the POA's Corporate Transparency Act/Beneficial Owner filing as the POA is now exempt from filing. This removed all individual names from the filing.
- iv. POA email accounts are set up for all directors now.

## 6. Committee Reports

- a. **Common Area Committee** (W. Barfield)
  - i. The next project is three road cuts on Last Trail. Stone has been delivered. An announcement will be sent out to invite members to help.
  - ii. The committee will address setting a standard for common area gates, prompted by a recent request and an existing gate in disrepair.
  - iii. Fixing the erosion on Reata Pass will require three to five semi loads of dirt and will be an expensive effort, to be addressed after the Last Trail project is completed.
  - iv. Next meeting tentatively scheduled for 4/1.
- b. **Architectural Review Committee** (W. Barfield)
  - i. The Chair is developing a rough draft of Architectural Review Committee procedures for the committee to review; still need to resolve details regarding the electronic form flow system.
- c. **Finance Committee** (R. Kling)
  - i. Next meeting will be Sunday following the board meeting at 9:30 AM. The agenda includes the first-quarter review, scheduling the expanded meeting on financial planning, streamlining treasurer tasks, and reviewing possible changes to the budget structure.
  - ii. The committee suggested the reimbursement rate for printing should be 20 cents per page, based on review of several sources.
  - iii. Online assessment payment was less straightforward than expected. Thirteen members requested to pay online, nine did pay online, spending \$58.59 in transaction fees. The consensus of the committee was that the benefits did not outweigh the increased workload and potential for error, and a simpler system needs to be found.
- d. **Election Committee** (C. Peachey)
  - i. Next meeting will be 3/24 at 6 pm to prepare the required call for election feedback.

7. **General member comments.** None.

## 8. Active agenda

- a. **Email communications.** The board discussed in detail the ideas for an email communications plan and developed a near-final draft during the meeting. It will be prepared for final review, discussion, and vote at the next meeting.
- b. **Agenda submissions and procedures:** The secretary sends the board the call for agenda items about two weeks prior to a meeting, with a deadline of 3-5 days, including any supporting documents. The draft agenda and documents are reviewed by the president, and the final agenda and supporting documents are distributed to board members and the whole community five days before the meeting. Directors can submit agenda items and

supporting materials to the secretary as early as possible to allow other directors time to review.

- c. **Business items for next meeting.** Topics mentioned at this time are not final agenda submissions. Directors are not required to include these topics at the next meeting, and may submit different or additional topics when the call for agenda items is sent. This simply serves as a prompt for the board to think about near-term topics and goals. For the April 15 meeting: Email communications plan. Association rule regarding gates across common area. Review of ARC procedures.

**9. Comments from board members.**

**10. Next board meeting:** Wednesday, April 15, at 6 pm.

**11. Adjourned** at 7:50 p.m. W. Barfield moved, R. Kling seconded, no objections.

Submitted by C. Peachey, HLRPOA Secretary.

DRAFT



**Board Meeting Agenda**  
**Wednesday, March 18, 2026, 6:00 p.m.**  
**via Google Meet**

1. Call to order
2. Roll call
3. Approval of minutes of the March 4 board meeting
4. Approval of minutes of the February 28 Annual Membership Meeting
5. Officer Reports
  - a. President's report
  - b. Vice President's report
  - c. Treasurer's report
  - d. Secretary's report
6. Committee Reports
  - a. Common Area Committee
  - b. Architectural Review Committee
  - c. Finance Committee
  - d. Election Committee
7. 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
8. Active Agenda
  - a. Discussion of board procedures, communications, and current issues
  - b. Call for business items for next meeting
9. Comments from Directors
10. Next scheduled board meeting date – Wednesday, April 15, 2026
11. Adjourn

# HLR POA Treasurer's Report for February 2026

## Bank Money

	<u>Checking on 1 Mar</u>	<u>Reserves on 1 Mar</u>	<u>Flex Fund on 1 Mar</u>	<u>Total on 1 Mar</u>
	<b>\$37,639.33</b>	<b>\$21,121.24</b>	<b>\$16,518.09</b>	<b>\$75,278.66</b>
- Unspent Budget:	<b>\$41,903.07</b>			
= Operating Fund:	<b>(\$4,263.74)</b>			

## Money In

	<u>Invoiced</u>	<u>Income in February</u>	<u>Income thru February</u>	<u>Balance</u>
<b>TOTAL</b>	<b>\$105,379.62</b>	<b>\$1,902.33</b>	<b>\$99,576.42</b>	<b>(\$5,803.20)</b>
2000-2023 Debts	\$573.81		\$0.00	(\$573.81)
2024 Assessment	\$32,368.00		\$31,892.00	(\$476.00)
2025 Assessment	\$35,632.00	\$262.00	\$35,108.00	(\$524.00)
2026 Assessment	\$33,274.00	\$1,510.65	\$30,916.00	(\$2,358.00)
2026 Assessment (Split-Payment)	\$2,358.00		\$1,179.00	(\$1,179.00)
Disclosure Fees	\$375.00	\$75.00	\$375.00	\$0.00
Recording Fees	\$60.00		\$0.00	(\$60.00)
Postage Fees	\$136.09	\$10.90	\$42.80	(\$93.29)
Late Fee	\$81.00	\$12.00	\$12.00	(\$69.00)
Debt Interest	\$521.72	\$31.78	\$51.62	(\$470.10)

## 2026 Annual Assessment

Total Amount Invoiced:	\$35,632.00		Number of Invoices:	136	
Total Amount Paid:	\$32,095.00	90.1%	Number of Paid:	127	93.4%
Total Amount Unpaid:	\$3,537.00	9.9%	Number of Paid in Full:	118	86.8%
(status of unpaid on 'as of' date is 'DELINQUENT')			Number of Partial Paid:	9	6.6%
			Number of Unpaid:	9	6.6%

## Annual Assessments Schedule

<b>Status</b>	<b>Actions</b>	<b>Count</b>
<b>All / 1st Half:</b>	Invoices: 1 Dec 2025	136
	Reminders: 31 Dec 2025	72 52.9%
Due: 15 Jan 2026	Overdue Notices: 16 Jan 2026	32 23.5%
Late: 30 Jan 2026	Late Fee Invoices: 5 Feb 2026	11 8.1%
Loss of Good Staning: 14 Feb 2026	Notify Secretary: 20 Feb 2026	9 6.6%
Delinquent: 1 Mar 2026	Final Demand Letters: 7 Mar 2026	0 0.0%
	Turn Over to Collections: 12 Apr 2026	0 0.0%
<b>2nd Half:</b>	Invoices: 31 Mar 2026	9
	Reminders: 30 Apr 2026	0 0.0%
Due: 15 May 2026	Overdue Notices: 17 May 2026	0 0.0%
Late: 30 May 2026	Late Fee Invoices: 5 Jun 2026	0 0.0%
Loss of Good Staning: 14 Jun 2026	Notify Secretary: 20 Jun 2026	0 0.0%
Delinquent: 29 Jun 2026	Final Demand Letters: 5 Jul 2026	0 0.0%
	Turn Over to Collections: 10 Aug 2026	0 0.0%

# HLR POA Treasurer's Report for February 2025

<b>Money Out</b>	<u>Budget</u>	<u>Spent in February</u>	<u>Spent thru February</u>	<u>Unspent</u>
	<b>TOTAL</b>	<b>\$42,900.00</b>	<b>\$311.90</b>	<b>\$996.93</b>
<b>Taxes</b>	<b>\$90.00</b>			<b>\$90.00</b>
AZ Income Tax	\$50.00			\$50.00
Cochise County Property Taxes	\$30.00			\$30.00
Arizona Corporation Commission Fee	\$10.00			\$10.00
<b>Services</b>	<b>\$5,800.00</b>			<b>\$5,800.00</b>
Insurance	\$2,400.00			\$2,400.00
Legal	\$3,400.00			\$3,400.00
<b>Common Areas</b>	<b>\$32,800.00</b>	<b>\$311.90</b>	<b>\$611.90</b>	<b>\$32,188.10</b>
Road Maintenance	\$32,000.00		\$300.00	\$31,700.00
Windmill	\$350.00	\$311.90	\$311.90	\$38.10
Common Area Other	\$450.00			\$450.00
<b>Administrative</b>	<b>\$2,995.00</b>		<b>\$385.03</b>	<b>\$2,609.97</b>
Annual Meeting and Election	\$1,500.00		\$385.03	\$1,114.97
Website	\$410.00			\$410.00
Mailings	\$515.00			\$515.00
Google Business Suite	\$240.00			\$240.00
Post Office Box	\$100.00			\$100.00
County Recorder Fees	\$180.00			\$180.00
Office Supplies	\$50.00			\$50.00
<b>Finance</b>	<b>\$1,215.00</b>			<b>\$1,215.00</b>
Financial Review	\$150.00			\$150.00
Accounting Systems	\$200.00			\$200.00
Delinquent Account Burden	\$865.00			\$865.00
<b>Payments Issued</b>		<u>Check Number</u>	<u>Check Date</u>	<u>Check Amount</u>
Windmill		1178	09-Feb-26	\$311.90

## Treasurer Notes

### Mining Interests Expense

\$108.00 12/16/2025 LetterStream invoice #13009847: Initial info to membership.

\$130.50 12/28/2025 LetterStream invoice #13054248: Info update to membership.

### 2026 Goals

Review our budget structure to make sure it best serves the interests of the Association.

Investigate the pros and cons of outsourcing part of the treasurer duties.

Focus on our reserve fund and flex fund to assist the board in meeting its obligation to set the Association on solid financial footing.

### END OF REPORT

from: E:\CommonDatabases\TreasurerCorrespondence 08.accdb

on: Sunday, March 8, 2026 at 11:15