



**DRAFT Minutes of the Board Meeting
held on Wednesday, April 15, 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 18 board meeting.** No changes were requested, the minutes were approved as written.
4. **Officer Reports**
 - a. **President's report** (W. Barfield)
 - i. The President has been working to understand the mining situation that the Association is faced with. One complicating factor is that ownership of mineral rights varies within the subdivision. There is a difference between lots where the federal government owns mineral rights and lots where the property owner owns mineral rights. He will request guidelines from the attorney on what the board's authority or actions might be going forward.
 - b. **Vice President's report** (T. Bontrager)
 - i. The VP is selling his property and will resign from the board no later than May 10.
 - c. **Treasurer's report** (R. Kling)
 - i. See attached financial report for March.
 - ii. The 2025 tax return was filed.
 - iii. Three delinquent accounts were placed in collections. Of the five accounts in collections, two are delinquent for 2024-2026, and three are delinquent for 2026.
 - iv. The association's credit card has been received and activated.
 - v. CNJ bookkeeping completed the external financial review and found no irregularities. The cost was \$135, a \$10 increase over last year.
 - d. **Secretary's report** (C. Peachey)
 - i. Filed the Arizona Corporation Commission annual report, the cost was \$10 plus a \$2 credit card fee. No expedite fee was required. Submitted a reimbursement request for this transaction and the director change transaction (reported at last meeting), for a total of \$49.

5. Committee Reports

- a. **Common Area Committee** (W. Barfield)
 - i. The full ranch grading is being scheduled for mid to late August.
 - ii. The project on Last Trail is completed, the cost was just under \$1100. The leftover stone should be enough for the next Reata Pass project and will be moved there.
- b. **Architectural Review Committee** (W. Barfield)
 - i. We have two requests to be considered on the agenda tonight.
 - ii. Updated procedures are in draft form.
- c. **Finance Committee** (R. Kling)
 - i. Met 3/22. Determined no extra meeting was needed for financial planning; no change to the budget structure is needed; still looking at options for outsourcing or streamlining; reviewed the committee makeup and charter.
 - ii. Next meeting scheduled for 4/19.
- d. **Election Committee** (C. Peachey)
 - i. Met 3/24 to prepare the required call for election feedback. Prepared a list of questions to elicit feedback, but will save this to discuss with the board and send to members closer to the next annual meeting and election to help with planning. A general, brief call for feedback on the 2026 election was emailed to members.

6. General member comments.

7. Active agenda

- a. **Communication Policy.** W. Barfield **moved to approve the Communication Policy as presented, with the correction to the ARR email address in section 2.** R. Kling seconded. There was a suggestion to bring the ARR correspondence into the hlrpoa domain, which can be investigated. After opportunity for board and community discussion, **the motion carried** unanimously on a roll call vote.
- b. **ARR Lot 22 for house painting.** W. Barfield **moved to approve the Lot 22 ARR and issue an approval letter.** D. Vlasic seconded. After opportunity for board and community discussion, **the motion carried** unanimously on a roll call vote.
- c. **ARR Lot 40 for house addition.** W. Barfield **moved to approve the Lot 40 ARR and issue an approval letter.** T. Bontrager seconded. After opportunity for board and community discussion, **the motion carried** unanimously on a roll call vote.

- d. **Complaint about bees in empty structure.** The property owner was contacted and will bring a professional to take care of the bees. The secretary will update the party who reported the situation.
- e. **Association Rule regarding standards for gates across common area and easements.** Since changes to the Association Rules may not be approved until submitted to the membership for review and comment, W. Barfield **moved to submit a proposed Association Rule to the membership for their consideration, regarding standards for the installation of gates across roadways on the association's common area and right of way easements.** T. Bontrager seconded. The membership will be notified by email, by postal mail if we don't have an email address, and on the website. Other discussion topics included making the policy retroactive for existing gates (there are three across common area now); and cattle guard options. After board and community discussion, the **motion carried 5 to 1** on a roll call vote (Yes=NT, DV, RK, TB, WB; No = CP).
- f. **Request to install gate across Lot 52 easement.** T. Bontrager **moved that the board of directors grant permission for the Lot 52 property owner to install a gate across the right-of-way easement where the southern terminus of the common area of High Lonesome meets the property line of Lot 52. It will be a proper ranch gate of tubular steel. It will not be locked and no member of High Lonesome Ranch Estates will be denied access to the right-of-way easement for purposes of ingress, egress, or the installation of public utilities.** N. Tribby seconded. Discussion topics included origin and purpose of the easement; reason for the request; potential differences between gates across easements vs across common area; objection to gates across common area; and ownership and maintenance of any such gates. After board and community discussion, the **motion carried 5 to 1** on a roll call vote (Yes=NT, DV, RK, TB, WB; No = CP).
- g. **Business items for next meeting.** Amend budget to account for increase in AZ Corporation Commission costs.

8. Comments from board members.

9. Next board meeting: Wednesday, May 20, at 6 pm.

10. Adjourned at 7:40 p.m. W. Barfield moved, D. Vlastic seconded, no objections.

Submitted by C. Peachey, HLRPOA Secretary

HLR POA Treasurer's Report for March 2026

Bank Money

	<u>Checking on 1 Apr</u>	<u>Reserves on 1 Apr</u>	<u>Flex Fund on 1 Apr</u>	<u>Total on 1 Apr</u>
	\$50,206.54	\$21,118.93	\$16,520.19	\$87,845.66
- Unspent Budget:	\$41,007.74			
= Operating Fund:	\$9,198.80			

Money In

	<u>Invoiced</u>	<u>Income in March</u>	<u>Income thru March</u>	<u>Balance</u>
TOTAL	\$105,492.30	\$873.00	\$100,449.42	(\$5,042.88)
2000-2023 Debts	\$573.81		\$0.00	(\$573.81)
2024 Assessment	\$32,368.00		\$31,892.00	(\$476.00)
2025 Assessment	\$35,632.00	\$0.00	\$35,108.00	(\$524.00)
2026 Assessment	\$33,274.00	\$786.00	\$31,702.00	(\$1,572.00)
2026 Assessment (Split-Payment)	\$2,358.00		\$1,179.00	(\$1,179.00)
Disclosure Fees	\$450.00	\$75.00	\$450.00	\$0.00
Recording Fees	\$60.00		\$0.00	(\$60.00)
Postage Fees	\$136.09		\$42.80	(\$93.29)
Late Fee	\$81.00	\$12.00	\$24.00	(\$57.00)
Debt Interest	\$559.40		\$51.62	(\$507.78)

2026 Annual Assessment

Total Amount Invoiced:	\$35,632.00		Number of Invoices:	136	
Total Amount Paid:	\$32,881.00	92.3%	Number of Paid:	130	95.6%
Total Amount Unpaid:	\$2,751.00	7.7%	Number of Paid in Full:	121	89.0%
(status of unpaid on 'as of' date is 'DELINQUENT')			Number of Partial Paid:	9	6.6%
			Number of Unpaid:	6	4.4%

Annual Assessments Schedule

Status	Actions	Count
All / 1st Half:	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 Standing: 14 Feb 2026	Notify Secretary: 20 Feb 2026	9 6.6%
Delinquent: 1 Mar 2026	Final Demand Letters: 7 Mar 2026	7 5.1%
	Turn Over to Collections: 12 Apr 2026	0 0.0%
2nd Half:	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 Standing: 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 March 2025

Money Out	<u>Budget</u>	<u>Spent in March</u>	<u>Spent thru March</u>	<u>Unspent</u>
	TOTAL	\$42,900.00	\$895.33	\$1,892.26
Taxes	\$90.00	\$50.00	\$50.00	\$40.00
AZ Income Tax	\$50.00	\$50.00	\$50.00	\$0.00
Cochise County Property Taxes	\$30.00			\$30.00
Arizona Corporation Commission Fee	\$10.00			\$10.00
Services	\$5,800.00			\$5,800.00
Insurance	\$2,400.00			\$2,400.00
Legal	\$3,400.00			\$3,400.00
Common Areas	\$32,800.00	\$760.33	\$1,372.23	\$31,427.77
Road Maintenance	\$32,000.00	\$760.33	\$1,060.33	\$30,939.67
Windmill	\$350.00		\$311.90	\$38.10
Common Area Other	\$450.00			\$450.00
Administrative	\$2,995.00	\$85.00	\$470.03	\$2,524.97
Annual Meeting and Election	\$1,500.00	\$85.00	\$470.03	\$1,029.97
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
Finance	\$1,215.00			\$1,215.00
Financial Review	\$150.00			\$150.00
Accounting Systems	\$200.00			\$200.00
Delinquent Account Burden	\$865.00			\$865.00
Payments Issued		<u>Check Number</u>	<u>Check Date</u>	<u>Check Amount</u>
Road Maintenance		1179	10-Mar-26	\$220.00
Road Maintenance		1180	12-Mar-26	\$540.33
Annual Meeting and Election		1181	19-Mar-26	\$85.00
AZ Income Tax		1182	31-Mar-26	\$50.00

Treasurer Notes

2027 Property Taxes

No change in value from 2026 to 2027

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.

END OF REPORT

from: E:\CommonDatabases\TreasurerCorrespondence 08 - Copy (2).accdb

on: Wednesday, April 1, 2026 at 17:20

**HIGH LONESOME RANCH ESTATES
PROPERTY OWNERS' ASSOCIATION (HLRPOA)
COMMUNICATION POLICY**

High Lonesome Ranch Estates Property Owners' Association ("Association") is a nonprofit corporation and a planned community formed under the laws of Arizona. In an effort to meet the responsibilities under Arizona law, the Association and its Board of Directors (the "Board") hereby adopts the following Communication Policy (the "Policy") for Board Members and Committee members, if any.

The purpose of the Policy is to ensure communication between the HLRPOA board and membership follows a structured, professional approach to maintain transparency, reduce legal risks, ensure consistency, and prevent misunderstandings.

Communication to membership outside the approved official channels may be misinterpreted as official board positions or be improperly retained.

The manner and form of official communications shall follow the guidelines outlined below.

1. Use of Dedicated, Official Email Addresses

The use of official email addresses and disclaimer text on personal email reduces liability exposure and makes it clear when an email is official vs. personal.

- Board members should not use personal or work emails for **official** HOA-related correspondence with members.
- Communication to the membership from board members not through the **official** communications channel must be distinguished with a boilerplate statement indicating "not an official communication of the HLRPOA board."
- The Secretary grants access to communications channels to new board members and revokes access from leaving board members.
- Unassigned email accounts in the *.hlrpoa.com domain should be set with auto-responder, decommissioned, or redirected to active accounts.
- All communications are retained per the record retention policy. To ensure compliance with the record retention policy, board members should not use personal or work emails for **official** HOA-related correspondence.

2. Centralize Outbound Communications to Members

- Approved channels for official communication to membership is via HLRPOA.com website, communication from the **official** association email (admin@hlrpoa.com and secretary@hlrpoa.com), USPS mail from the Secretary, or official meetings of the board.
- Authorization to send emails **on behalf of the board** are the president, secretary and treasurer.
- The HLRPOA does not utilize social media or any other channels for official communications.
- During submission, review and approval of Architectural Review Requests, the Architectural Review Committee may communicate using arr.hlrpoa@gmail.com.
- Individual board members may not send mass emails directly to the membership list unless explicitly authorized.
- Board members should not use personal or work emails for **official** HOA-related correspondence with members.

3. Inbound Communication from Members

- Direct members to send inquiries to one central address (e.g., admin@hlrpoa.com). Upon receipt, send an acknowledgement (e.g., acknowledge receipt via auto-reply). Substantive replies will occur upon board review.
- Inbound email communication to secretary@hlrpoa.com, president@hlrpoa.com and admin@hlrpoa.com will be reviewed by the secretary and/or president and forwarded to other board members as deemed relevant and appropriate.
- If the board member receives the communication via personal channels (email, written, verbal, or other), the board member uses discretion to determine the nature of the communication and whether it relates to HLRPOA business or whether it is a personal matter. If the matter relates to HLRPOA business, the board member should encourage the member to communicate to admin@hlrpoa.com for consideration by the board. Alternatively, the board member may document the conversation or forward the communication to admin@hlrpoa.com on behalf of the member.

This Communication Policy is effective as of this _15th__ day of _April_____, 2026.

Motion by: W. Barfield

Second by: R. Kling

Votes in favor: 6 (unanimous)

Votes against: 0

Motion passes? Yes or No: Yes

Effective date: April 15, 2026

Secretary signature/confirmation: Claire Peachey

Date: 15 April 2026

Motion: The Board of Directors, acting on behalf of the High Lonesome Ranch Property Owners' Association per Article 5.3 of the Declaration of Conditions Covenants, Restrictions and Easements, adopts the following rule regarding the installation of gates across roadways on the association's common areas and right-of-way easements:

D R A F T

Proposed Rule Concerning Owner-Installed Gates Across Association Roads

No gate or any other improvement shall be installed on the association's common area or on a right-of-way easement without prior written approval of the Board of Directors.

Gates installed across the association's common areas or roadways will consist of tubular steel panels (ranch gates) in good condition hung on wooden or metal posts with sufficient strength and bracing to support the gate without sagging into contact with the ground. A wheel may be installed on gate panels to prevent sagging. A reflective MUTCD compliant end-of-roadway marker at least 18" wide will be installed on both sides of and in the center of each gate panel.

Gates may consist of one or two panels but minimum distance between the gate posts is to be 16 feet.

Gates installed across roadways at road intersections will be set back with at least 20 feet between the gate posts and the survey pins marking the roadway intersection. Gates across roadways may not be installed closer than 20 feet to the nearest driveway.

Gates will not be locked and nothing may be done to prevent use of the gate by members of the association or their invitees.

Members installing gates across the association's common area will be responsible for their maintenance and gates and the common area on which they are installed will be maintained to present a clean and tidy appearance as prescribed by Article 10.9 of the Declaration of Conditions Covenants, Restrictions and Easements.

D R A F T