



High Lonesome Ranch Estates Property Owners Association

Cadden Management Company; 555 East Wilcox Drive, Suite B, Sierra Vista, AZ 85635;

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Official email: board@hlrpoa.com

Official website: www.hlrpoa.com



Association Rules and Procedures

as of November 2012

The following rules and procedures were adopted on the dates indicated below in accordance with paragraph 5.3 of our CCR.

Association rules are defined as:

5.3 Association Rules By a majority vote of the Board, the Association may, from time to time and subject to the provisions of this Declaration, adopt, amend and repeal the Association Rules. The Association Rules may, among other things, restrict and govern the use of the Common Areas; provided, however, that the Association Rules shall not discriminate among Owners and occupants and shall not be inconsistent with this Declaration, the Articles or the Bylaws. The Association Rules shall be intended to enhance the preservation and development of the Properties and the Common Areas. Upon adoption, the Association Rules shall have the same force and effect as if they were set forth in this Declaration. A copy of the Association Rules, as adopted, or amended, shall be available for inspection at the office of the Association.

1. **Architectural Review Request (ARR) Form**: The ARR form that is on the web site is mandatory for all ARC submissions. The form is available at:
http://www.hlrpoa.com/files/HLR_Arch_Form_Aug12_approvedpdf.pdf
(Adopted Sep09 / updated Aug12)
2. **Definition Mobile/Manufactured home**: A unit that is built on a permanent chassis is deemed to be a mobile/manufactured home and is not allowed based on 1.9 and 10.4 of our CCRs. (Adopted 9/16/2006)
3. **Permits**: Owner/Builder permits must require all county inspections. (Adopted 2/18/2007)
4. **Association Roads**: Association roads will be maintained in at least the condition they were in at the time the property owners took over the Association, but not improved. (Adopted 2/18/2007)
5. **Lot Splits**: If a lot is split, as provided in Article 10.10, no additional vote is assigned nor assessment dues assessed from the new split lot until a change in ownership of one of the sections is recorded. Multiple lots owned by a single owner and combined into a single, larger lot retains the number of votes and dues assessments of the original number of lots purchased and surviving subsequent sale of combined lots. Lot owners must notify the Board of their intention to split a lot to ensure that the new split is properly recorded by the Association. Survey documentation is required to ensure the new split lot meets minimum acreage requirements. A new lot number will be assigned, and the appropriate vote and dues assessments assigned to the new owner(s) upon the transfer of ownership.
(Adopted 3/21/2009)



6. **Power:** Above ground power lines must be located within the roadway easements only. All other power and telephone lines must be placed underground. (Adopted 12/7/2002; Updated 3/18/2006)
7. **ARR:** All Architectural Review Requests (ARRs) will only be valid for two (2) years from the date of board approval. Any extensions to this will need to be requested in writing and an updated ARR must be submitted to Cadden. Once this has been accomplished the above listed procedures will apply. This two (2) year ruling applies to all ARR's submitted and approved after 13 December 2008. (Adopted 13 Dec 2008)
8. **Email correspondence.** The official email address for the POA is board@hlrpoa.com. Email correspondence will be acknowledged in a timely manner. The response will be coordinated by the board and then responded to the requestor or put on the agenda for the next board meeting (see Agenda item for Board meetings below). If the query covers a topic already discussed during a previous board meeting and published in minutes, then a response will be given as such. A board response must be made from the board email not from a board member's personal email. (Approved at the 20 May 2012 BOD; changes in bold print)
8. **Agenda items for Board meetings.** Agenda items are welcome for board meeting. Agenda items should be topics of relevance to the Association as a whole and to the smooth running of the POA. The board will assume the property owner raising the issue will participate in the discussion with proposed solutions. To ensure timely submission of topic, topics will be solicited not later than (fourteen) 14 days prior to the next meeting. Submitted topics must be in writing and include topic, issue, discussion and recommendation ([explanation](#)). When possible, agenda items will be posted on the website prior to a board meeting so that discussions can move towards solutions and non attending POs can email in their input. (Approved at the 20 May 2012 BOD)
9. **Complaints.** In accordance with the Arizona Revised Statutes, Title 33, Article 33-1803, the specific information needed by a POA Board before taking any action on a complaint includes at least four parts:-1- a formal notice to the board stating which portions of the CCR are being violated;-2- the name and lot number of the person violating the CCR;-3- the name and lot number of the person making the complaint; -4- and specific information concerning on what dates and times the violations were observed. The board cannot accept anonymous complaints. ARS Title 33, Article 33-1803 entitles the person accused of the violation to know who has lodged the complaint. The board also expects that members will attempt to resolve complaints on a neighbor-to-neighbor basis before submitting a complaint. Prior attempts to resolve issues will be a prerequisite to the board acting on any written complaint. With this detailed information the board can determine the next best steps for action. (Approved at the 11 Nov 07 board meeting. Updated complaint form approved at the 20 May 2012 available at http://www.hlrpoa.com/Governing_Docs.html .)
10. **Request for release of property owner information.** During our 2007 annual meeting we asked property owners whether their address, email address or phone number could be released to other property owners for ranch business only. We will continue to update this information. If a property owner request addresses, email addresses or phone numbers of other property owners and states in writing that they will use the information for ranch business only, the board will



release only that data which the property owners have indicated was releasable. (Approved at the 28 Dec 07 Board meeting.)

11. **DRC Procedures/Rules:** The Dispute Resolution Committee is a subcommittee of the Association intended to resolve issues and challenges. Members serving on the committee are all HLR Poa and volunteers. Cases warranting resolution will be assigned to the DRC by the HLR President or Board of Directors. Issues will be referred to the DRC only after an issue has gone through the appropriate HLR committee, a recommendation has been made to the board, and the board has then made a decision that a PO does not like or want. DRC resolution will consist of face to face discussions between the three members DRC and the HLR PO with an issue. The DRC meeting will allow for all sides of the issue to be heard. The DRC will then make a further recommendation to the board. The DRC recommendation may be presented to the board in an open meeting consisting of the DRC, the PO and the board. DRC recommendations are not binding on the board but are strongly encouraged. (Approved May 2008)

12. **Architectural Review Procedures and ARR Guidelines:** Procedures available at: http://www.hlrpoa.com/files/ARC_Procedures_Aug12_approvedpdf.pdf ; Guidelines available at: http://www.hlrpoa.com/files/HLR_Architectural_Guidelines_Aug12_approvedpdf.pdf (Approved: December 13, 2008; updated August 12)

13. **CCR Enforcement Procedures:** available at: http://www.hlrpoa.com/Governing_Docs.html . (Approved 20 Nov 2011/ updated Nov 12)

14. **Reserve Fund:** Reserved Funds be apportioned with 75% going to the Common Area Reserve Fund and 25% to the Legal Reserve Fund. (Approved 11 June 2011)

15. **BOD meeting locations:** Meeting locations will be split between Elfrida (4) and Tombstone (2) with the Annual meeting held in Elfrida when possible. (Approved 29 Oct 2011)

16. **Nomination, Election and Balloting Procedures:** available at: http://www.hlrpoa.com/Governing_Docs.html. (Approved 3 Dec 2011)

17. **Video Taping Board Meetings:** Amended and available at http://www.hlrpoa.com/Governing_Docs.html: . (Approved 4 Feb 2012)

18. **Agenda Items:** To assist in speeding up the BOD meetings, all items listed on the agenda will be open to discussion without further motions. (Approved 3 Dec 2011)

19. **Hearing Procedures:** Available at http://www.hlrpoa.com/Governing_Docs.html (Approved May 12)