



High Lonesome Ranch Estates  
Property Owners Association Board of Directors Meeting  
Sunday, 20 May 2012 2PM  
Elfrida Community Center, Elfrida, AZ



Minutes (approved as of 19 August 2012):

- 2PM: Call to Order. Called to Order by Pres Bob H. Board members attending included Bob H, Jo G, David V, Eileen A, and Greg B; quorum met. Property owners in attendance included, Jo Alberti (35, 37, 38), Susan V (112), Russ C (101-103), Randy K (26, 28, 31) Carl & Gail G (21), GL Holt (20A) and Whitney Malone (59).
  - Pledge of Allegiance: recited
  - Code of Conduct: Read by Bob H
  - President's Message: Bob H shared his vision for serving on the BOD and as President.
  
- Consent Agenda: Bob H motioned to accept/approve all the items on the consent agenda listed below, Jo G seconded, and the motion carried.
  - Approval of 3/10/12 Board meeting minutes
  - Treasurer Report:
    - Monthly update; Draft Delinquent/Lien Letters to be sent to 2011& earlier delinquent POs by Cadden; and reimbursement for expenses to Green (\$181.22: web/printing) & Ahearn (\$254.56; printing/ mailing).
  - Secretary: Welcome letter to Paloucic; CCR violation letter to be mailed by Cadden
  - Committee Reports (info only/no committee recommendations):
    - ARC: see May 12 report\*
    - CCR: see May 12 report\*; new committee member volunteers: Gander/ Alberti/ Ceccarelli
    - Windmill: none
    - Road: none
    - Nominations: see May 12 report\*; David V to serve as new BOD Liaison
    - DRC: Greg B to serve as new BOD Liaison
  
- Committee Recommendations:
  - ARC:
    - ARR lot 21 /Gander (solar): The ARC recommended approval. Eileen A motioned approval of ARR with the additional information provided (site plan & elevation plan), Bob H seconded and the motion carried.
    - ARC recommended changes to ARC Guidelines/Association Rule (see May report) by adding the statement: "preferred location" be defined as to "avoid hills, rises, and ridgelines as much as possible to limit visibility from common areas and adjoining lots, utilize below grade locations when possible, and screen with native vegetation." Eileen A motioned to accept the ARC's recommendation, Jo G seconded and the motion carried.
    - ARC to meet on 4 August to discuss the impact of the new AZ Revised Statutes (ARS) 33-3317 on ARC procedures and guidelines.
  - CCR: none
  - Windmill: none
  - Road: Joe A reported a meeting between a Cochise County Road Engineer rep, Karen Riggs, and the RC to discuss the condition of HLR Roads. She stated that overall HLR roads were in very good condition. Road repair project: no action taken. RC to meet 4 August to discuss prioritization of projects, funding and repair options: see April 12 report \*

-- Nominations: The NC made three recommendations to the BOD based on the Feb 12 elections (see May 12 NEC Report\*). Eileen motioned to accept the proposed name change of the NC to Nominating and Elections Committee (NEC) and to increase the duties of the NEC to include "NC members need to make a more concerted effort to personally contact Members to solicit their interest in running for the Board via phone calls and other personal communications.", Jo G seconded the motion, and the motioned carried. NC to meet on 4 August to discuss how to break ties in future elections.

-- DRC: none

- New Business:

-- HLRPOA CD: CD rolled over to the Reserve Fund account. Bob H motioned to not put anymore Reserve Funds into a CD, Eileen A seconded and the motion carried.

-- Association rules changes:

- Complaint Form: Bob H motioned to approve the changes to the complaint procedures form, Greg B seconded and the motion carried. See page 3 and posted on HLR webpage on Official Documents Tab.
- Hearing Procedures: Eileen A motioned to approve the new Hearing procedures, Bob H seconded, and the motion carried. See page 4 and posted on HLR webpage on Official Documents Tab.
- Email correspondence and agenda items procedures: Eileen A motioned to approve the changes to email correspondence and agenda item procedures, Bob H seconded and the motion carried. See page 4 and posted on HLR webpage on Official Documents Tab.

-- Upcoming Committee and Community meetings: 4 August, 2012 at 10AM at lot 126 HLR (6463 Reata Pass). The ARC, NEC and RCs will meet to discuss items listed above. All committee meetings are open to all HLR Property Owners. In addition, the BOD will host a Community Meeting to discuss the HLR Reserve Fund. All PO are welcome to attend or email in input.

-Old Business Items:

-- Next Board Meeting: Sunday, 19 August, 2PM, Elfrida Community Center

- Call to the Membership \*\*:

-- Alberti (lot 35+) concern: Joe A opted not to discuss in public his concern. Bob H thanked him for his input. No further action taken.

-- Malone (lot 59) concern: Whitney said ditto to Joe's comment. No action taken.

- Review of Action items:

-- Joe A to email name of County Road rep..

-- Eileen A to prepare minutes and update HLR Webpage.

-- Eileen A to coordinate with Cadden for letters and reimbursements approved above.

-- Bob H to mail the welcome letter.

- Executive Session: None

- Adjournment: Bob H motioned to adjourn the meeting at 4:03PM, Greg B seconded and the motion carried.

\* All reports/changes are posted on the HLR official webpage at <http://www.hlrpoa.com>.

\*\* This is the time for the Membership to comment on issues that confront a member or the Ranch as a whole. Action taken as a result of Members' comments will be limited to a referral to the Board of Directors in order to study the matter, response to any criticism or scheduling the matter for further consideration and decision at a later date.

**Complaint Form: High Lonesome Ranch Estates Property Owners Association**

Complete and mail to Cadden Management at 555 E Wilcox Drive, Sierra Vista, AZ 85635, or fax to 520-452-3782, or email to board@hlrpoa.com.

Person Who Observed a Violation and Is Making a Complaint	
Name:	Lot #:
Address:	
Phone:	

Name of the HLR POA or lot/address where there is an alleged Violation

Date(s) the Violation(s) Occurred

Nature of the Violation(s): Must cite HLR POA Governing document(s) and/or State statute(s) (cite the document and paragraph(s) or statute(s) #)

Per Arizona Law (A.R.S. § 33-1242 and A.R.S. § 33-1803) any complaint lodged with the Association will NOT remain anonymous. The person complaining of the alleged violation must state their first and last name and this information will be sent to the party who is accused of the violation.

Signature of Observer: \_\_\_\_\_

Date: \_\_\_\_\_

**High Lonesome Ranch Estates Hearing Procedures:** Approved as of May 2012

1. Prior to a hearing, whether requested by a Property Owner (PO) or as a result of a complaint, the PO will be informed in writing to the last known address of the PO.
2. Whenever possible, hearings will be scheduled prior to or just after a scheduled Board of Directors meeting.
3. Hearings will normally be closed sessions and include only Board members, the property owner in question and any witness(es) or complainant. The property owner may request the hearing be public by submitting a request in writing 24 hours in advance. The public attending may not interfere/intervene in the hearing process and are not entitled to speak or ask questions.
4. President/President/Chair calls meeting to order and briefly summarizes reason for the hearing.
5. President/Chair explains rules of hearing.
6. President/Chair or designated Board member will lists/identifies all letters/activities/actions leading to the hearing/ sent to property owner/alleged violator and cites any additional information and/or complaints received. Property owner/alleged violator is provided copies.
7. If the hearing is based on a complaint, the President/Chair will entertain testimony from any witness(es) concerning the situation or to the alleged violation, and permit him/her/them to make a statement.
8. President/Chair will permit the property owner to respond to the concern/complaint, present any witness(es), rebut any evidence and testimony, and to question any witnesses in #5.
9. Board members will ask any questions (for clarity or accuracy) to any parties present.
10. If the hearing is based on a complaint, any complainant(s) in attendance will be afforded an opportunity to make a closing statement
11. The property owner will be afforded an opportunity to provide a closing statement.
12. The President/Chair will explain that the Board will issue its decision in writing within *twenty* (20) days.
13. The President/Chair will dismiss.
14. President/Chair will dismiss the property owner(s) and witnesses, and meet with the board members to determine its decision. Upon reaching a decision the President will close the hearing.

Ground rules:

- The Board will attempt to make a decision based solely upon the evidence and testimony presented at the hearing.
- The Board will not consider hearsay testimony or evidence.
- In the event the issue is a “nuisance” related violation, the Board will strive to determine whether the issue would reasonably constitutes a nuisance to most “reasonable” persons.

**Association Rules: Approved changes to our Association rules as of 20 May 12 BOD:**

(Changes in BOLD)

**Email correspondence.** The official email address for the POA is [board@hlrpoa.com](mailto: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.

**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.** **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.**