



**A. Opening:** The board of consisting of Randall Kling, Robert Wade Barfield, and Barbara Crouch (the latter two having just been elected to the board immediately before the meeting) assumed their seats at the board table and Mr. Barfield announced that the meeting convened at approximately 2:05 PM, invited association members present to remain, and solicited committee reports.

**B. Board Officer Reports:** The board members having not yet determined their board positions, presented no board officer reports. Joel Levin, the previous Secretary, presented draft minutes from the 5 December 2020 board meeting for approval. Mr. Barfield recommended the minutes include the specific financial decision items. Mr. Kling offered to provide an attachment for the minutes. The board made no motion to approve the minutes, pending addition of the attachment and further review. The board members also thanked the Nominations and Elections Committee for their efforts on the 2021 election and the 2021 annual membership meeting.

### C. Committee Reports:

1 . **Architectural Review Committee:** Mr. Barfield presented a verbal report. Two architectural review request have been pending approval since late 2020. The first is for a duck coop on lot 70, submitted by Tommie Smith and Beckie Hilgart. The second is for a chicken coop on lot 57, submitted by Todd and Amanda Miller. The committee recommends approval of both requests. Mr. Barfield moved that the requests be approved, which was seconded by Ms. Crouch. The board voted to approve to approve both requests. The board vote was 3 to 0.

2 . **Road Committee:** No report was presented.

3 . **CCR&E Committee:** No report was presented.

4 . **Windmill Committee:** No report was presented.

5 . **Nominations and Elections Committee:** Karen Tribby presented a verbal report. She stated that the annual election ran smoothly and successfully, but solicited comments and recommendations from anyone with concerns or suggestions.

### D. Agenda Items:

1. **Appointment of Board Officers:** Presented to decide which board members will fill which board positions. The unexpected resignation of the Vice-President changed the options available to the board, due to the requirement in our by-laws to have either three or five members on the board. In anticipation of possibly having a three-person board, Mr. Barfield researched our governing document to determine which three positions would be included. The new board determined that the president, secretary, and treasurer positions should constitute a three-person board. Mr. Kling expressed his preference to continue as treasurer. Ms. Crouch offered to serve as secretary. Mr. Barfield volunteered to serve as president. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***The board positions be filled as follows until the next election: President - Robert Wade Barfield; Vice-President - (vacant); Secretary - Barbara Crouch; Treasurer - Randall Kling; Member-at-Large - (vacant).*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).

2. **Address Board Vacancy:** Presented to determine the immediate course of action regarding the vacancy created on the board by the departure of the previous board president; to appoint a replacement at this meeting or defer action to a later meeting. Immediately before the meeting, the vice-president resigned, thus creating a second board vacancy to be addressed. The expected vacancy had one year remaining in its term and the new vacancy has two years remaining in its term. Comments from the membership indicated that there was support for both options for filling the board vacancies, those options being: 1) special election; and 2) selecting for appointment from those who volunteered when only one vacancy existed. The board expressed its preference to replace the two-year vacancy with a special election, despite the \$150 cost. The addition of the one-year vacancy to the special election did not add any cost, and it allowed the board to comply with the requirement to have either three or five board members. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Board directs the Nominations and Elections committee to conduct a special election to fill the two board vacancies, and the board authorizes \$150 dollars for election expenses.*** The chairperson of the Nominations and Elections Committee reported they could announce the special election, solicit candidates, and collect ballots to allow the election to occur at the May 2021 board meeting (tentatively scheduled for 22 May 2021). The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
3. **Architectural Review Committee Annual Review:** Presented by the President to appoint a committee chair, increase participation on the committee, and use the opportunity to review and improve functions. The board voted to approve the following motion made by the President and seconded by the Secretary: ***Appoint Robert Wade Barfield (president) to chair Architecture Review Committee, task the chair to confirm or update the committee roster prior to the next board meeting,*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
4. **Road Committee Annual Review:** Presented by the President to appoint a committee liaison, increase participation on the committee, and use the opportunity to review and improve functions. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Appoint Randall Kling (treasurer) as board liaison to the Road Committee and task the liaison with reconstituting the committee.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
5. **CCR Committee Annual Review:** Presented by the President to appoint a committee liaison, increase participation on the committee, and use the opportunity to review and improve functions. The board voted to approve the following motion made by the President and seconded by the Treasurer: ***Appoint Robert Wade Barfield (president) as board liaison to the CCR Committee and task the liaison with confirming or updating the committee roster prior to the next scheduled meeting of the Board.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
6. **Nominations and Elections Committee Annual Review:** Presented by the President to appoint a committee chair, increase participation on the committee, and use the opportunity to review and improve functions. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Appoint Randall Kling (treasurer) as chair for the Nominations & Elections Committee, and task the chair with confirming or updating the committee roster prior to the next scheduled meeting of the Board.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
7. **NEC Procedures Approval:** Presented by the President to secure board approval of the procedures presented at the 5 December 2020 board meeting. The board voted to approve the following motion made by the President and seconded by the Secretary: ***Approve and adopt revised NEC procedures submitted for consideration during the December 2020 meeting.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
8. **Windmill Committee Annual Review:** Presented by the President to appoint a committee liaison, increase participation on the committee, and use the opportunity to review and improve functions. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Appoint Barbara Crouch (secretary) as board liaison to the Windmill Committee and task the liaison with reconstituting the committee.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
9. **2021 Budget Approval:** Presented by the Treasurer to to record and publish approval of the 2021 budget by the newly elected board. The treasurer that the new board review and approve the 2021 budget since they will be the board executing that budget. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Board approve the 2021 budget.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).

10. **Offer to Purchase Common Area B (1.87 acres at Windmill):** Presented by the Treasurer to formulate a board response to the offer. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***The board take no action on the offer and allow it to expire when rescinded on 18 April 2021; and take no action on any subsequent, similar offers for the remainder of 2021.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  11. **Disputed Postage Collection Fee and Request for Relief:** Presented by the Treasurer to to formulate a board response to the request from Member\*. The absence of clear and published policies and procedures regarding the use of certified, return receipt postage and the fees associated with it create the appearance of its use being arbitrary and unanticipated. The board voted to approve the following motion made by the Treasurer and seconded by the Secretary: ***The board relieve all members charged with the collection postal fee associated with the 2020 annual assessment second-half overdue notice; and the treasurer record relief as board-approved credits in the account ledger.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  12. **Mandatory Letter to New Owner:** Presented by the Treasurer to to comply with Arizona law. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Board tasks the secretary to lead the effort to develop a welcome letter/package that will bring us into compliance with AZ 13-1806, to estimate the costs associated with compliance, and to recommend a COA to perpetuate compliance.*** The treasurer will assist the secretary. The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  13. **External Financial Review:** Presented by the Treasurer to comply with state law and provide members a source to help them measure their confidence in the financial operations of the association. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Task the treasurer to schedule CNJ Bookkeeping to conduct a review of our 2020 financial records and authorize \$100 for cost.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  14. **Internal Financial Review:** Presented by the Treasurer to comply with state law and provide members a source to help them measure their confidence in the financial operations of the association. The treasurer and other board members will need time to review this five-page report. The board voted to approve the following motion made by the President and seconded by the Treasurer: ***Allow new board and association members to review 2020 financial documents and the volunteers' report, and have the board vote on response to findings and recommendations at another board meeting within the next 60 days.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  15. **New/Revised Architectural Review Request Form:** Presented by the President to improve clarity and utility of the ARR. Association member Eileen Ahearn recommended the form be publicized on the POA website for review and comment. The president (and Architectural Review Committee Chairperson) responded that further review and comment was not warranted. The board voted to approve the following motion made by the President and seconded by the Treasurer: ***Approve and adopt revised Architecture Review Request form.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  16. **Schedule 2021 Board Meetings:** Presented by the Treasurer to facilitate better planning and more frequent opportunities to address issues. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***The board treasurer will schedule board meetings for 21 April 2021 at 7:00 PM, and 22 May 2021 at 10:00 AM, or at such near dates and times as appropriate venues are available.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
  17. **Temporary Shift of Select Secretary Function to Treasurer:** Presented by the Treasurer to shift of duties from secretary to treasurer to allow the new secretary to focus on web hosting and content, publishing information, and becoming familiar with rules and procedures of the association and the board. The board voted to approve the following motion made by the Treasurer and seconded by the Secretary: ***The treasurer assume select secretary functions (Membership Contact List, Board Meeting Agenda and Meeting Minutes) for a period of three months, to then be terminated if not deliberately extended.*** The board vote was 3 to 0 (President - Yes, Vice-President - (vacant), Secretary - Yes, Treasurer - Yes, Member at Large - (vacant)).
- E. Closing:** The board president invited comments from the membership. None were offered. He then adjourned the meeting.

**F. Attendance: 23**

Robert Barfield (President)  
Barbara Crouch (Secretary)  
Randall Kling (Treasurer)  
Eileen Ahearn  
Edna Barton  
George Barton  
Beckie Hilgart  
David Kelley  
Joel Levin  
Bill McFarland  
Deborah McFarland  
Amanda G. Miller  
Todd M. Miller  
Wayne Muellenbach  
Louise Novak  
Claire Peachey  
James Rossbach  
Judy Rossbach  
Margaret Shelburne  
Tommie Smith  
Keith Stanford  
Karen Tribby  
Nate Tribby

**3 Attachments:**

1. Taskings
2. Approved Motions
3. 2020 Financial Review of High Lonesome Ranch Estates Property Owners' Association
4. (New) HLRE Architectural Review Request
- 5.
- 6.



## **A. Tasks from Board Officer Reports:**

1. Secretary to update AZ Corporation Commission Annual Report.
2. Treasurer and President change signatories on bank accounts upon publication of election results in meeting minutes.

## **B. Tasks from Committee Reports:**

## **C. Tasks from agenda Items:**

1. Board members to review the report submitted by the volunteer internal financial review group and propose corrective actions.
2. Nominations and Elections committee to conduct a special election to fill the two board vacancies at earliest possible date.
3. President to review, and renew, membership and activities of the architectural review committee.
4. President to review, and renew, membership and activities of the CCR committee.
5. Secretary to post election results on the POA website.
6. Secretary to post revised architectural review request form on the POA website.
7. Secretary to post revised NEC procedures on the POA website.
8. Secretary to review, and renew, membership and activities of the windmill committee.
9. Secretary, with Treasurer assistance, develop a welcome letter/package IAW AZ 13-1806, to estimate the costs associated with compliance, and to recommend a course of action.
10. Treasurer to contract CNJ Bookkeeping to conduct a review of the association's 2020 financial records.
11. Treasurer to perform member roster, agenda, and meeting minutes duties until EOM June 2021.
12. Treasurer to reserve venues for board meetings at or near 21 April 2021 at 7:00 PM, and 22 May 2021 at 10:00 AM.
13. Treasurer to reverse all postal fees associated with the 2020 annual assessment second-half overdue notice.
14. Treasurer to review, and renew, membership and activities of the Nomination and Elections committee.
15. Treasurer to review, and renew, membership and activities of the road committee.



1. The board positions be filled as follows until the next election: President - Robert Wade Barfield; Vice-President - (vacant); Secretary - Barbara Crouch; Treasurer - Randall Kling; Member-at-Large - (vacant).
2. Board directs the Nominations and Elections committee to conduct a special election to fill the two board vacancies, and the board authorizes \$150 dollars for election expenses.
3. Appoint Robert Wade Barfield (president) to chair Architecture Review Committee, task the chair to confirm or update the committee roster prior to the next board meeting,
4. Appoint Randall Kling (treasurer) as board liaison to the Road Committee and task the liaison with reconstituting the committee.
5. Appoint Robert Wade Barfield (president) as board liaison to the CCR Committee and task the liaison with confirming or updating the committee roster prior to the next scheduled meeting of the Board.
6. Appoint Randall Kling (treasurer) as chair for the Nominations & Elections Committee, and task the chair with confirming or updating the committee roster prior to the next scheduled meeting of the Board.
7. Approve and adopt revised NEC procedures submitted for consideration during the December 2020 meeting.
8. Appoint Barbara Crouch (secretary) as board liaison to the Windmill Committee and task the liaison with reconstituting the committee.
9. Board approve the 2021 budget.
10. The board take no action on the offer and allow it to expire when rescinded on 18 April 2021; and take no action on any subsequent, similar offers for the remainder of 2021.
11. The board relieve all members charged with the collection postal fee associated with the 2020 annual assessment second-half overdue notice; and the treasurer record relief as board-approved credits in the account ledger.
12. The board relieve member\* of the collection postal fee associated with the 2020 annual assessment second-half overdue notice as an exception; and the treasurer record relief as a board-approved credit in the account ledger.
13. Board tasks the secretary to lead the effort to develop a welcome letter/package that will bring us into compliance with AZ 13-1806, to estimate the costs associated with compliance, and to recommend a COA to perpetuate compliance.
14. Task the treasurer to schedule CNJ Bookkeeping to conduct a review of our 2020 financial records and authorize \$100 for cost.
15. Allow new board and association members to review 2020 financial documents and the volunteers' report, and have the board vote on response to findings and recommendations at another board meeting within the next 60 days.
16. Approve and adopt revised Architecture Review Request form.
17. The board treasurer will schedule board meetings for 21 April 2021 at 7:00 PM, and 22 May 2021 at 10:00 AM, or at such near dates and times as appropriate venues are available.
18. The treasurer assume select secretary functions (Membership Contact List, Board Meeting Agenda and Meeting Minutes) for a period of three months, to then be terminated if not deliberately extended.

Financial Review of High Lonesome Ranch Estates Property Owners' Association – 2020  
Completion Date 21 January 2021

A committee was formed to review the association's financial records as required by Arizona state law (ARS 33-1810). The committee's review of the Treasurer's records finds no issues with the financial accounting of the association's funds. There are, however, several procedural irregularities and shortcomings in the way the association's board of directors authorizes the expenditure of funds.

Members of the association should be able to trace every expenditure of their monies to a resolution by the board of directors -- a voted upon decision during an open meeting of the board of directors. The resolution should be recorded in minutes of the meeting. The minutes should be available to members for review so they are informed of decisions being made regarding the use of their monies. This isn't happening.

What is happening instead is that the board of directors is directing the expenditure of funds without adopting resolutions to do so and without informing the membership of decisions regarding their monies. On some occasions the board of directors has voted on a resolution but that decision was not recorded in minutes of the meeting where the resolution was adopted. On at least one and perhaps two occasions the board of directors met in closed session without first giving prior notice of their meeting -- a violation of Arizona state law (see ARS 33-1804) -- and made decisions resulting in the expenditure of \$275. There were at least eight meetings of the board of directors held in 2020 but the committee was unable to obtain access to minutes of these meetings prior to completing their review -- the result is no publicly available record of board resolutions to expend funds and association members are not being informed of how their monies are being used.

The committee's recommendation is to correct these irregularities and shortcomings by returning to procedures that conform to Arizona state law, the association's governing documents, and accepted standards of "best practice." Any resolution involving the expenditure of funds should be voted upon and adopted in a meeting by the board of directors that is open to the membership. All meetings by the board of directors should be announced in advance. Closed meetings (executive sessions) are not exempt from this requirement (see ARS 33-1804). Minutes of meetings of the board of directors should record any resolution directing the expenditure of funds. Minutes of meetings by the board of directors should be made available to the membership via publication on the association's official website in a timely fashion. Aside from conforming to state law, the result of adopting these best practices is an audit trail that traces every expenditure of funds back to a resolution by the board of directors while keeping the membership informed of decisions being made regarding the use of their monies.

Attached to this summary is a case-by-case discussion of the irregularities and shortcomings observed by the committee and our recommendations for corrective action.

Respectfully Submitted by the Committee

Beckie Hilgart  
Louise Novak  
Nance Ceccarelli  
Robert-Wade Barfield

Financial Review of High Lonesome Ranch Estates Property Owners' Association – 2020  
Completion Date 21 January 2020

Specific Observations and Recommendations

1) The association's bylaws require an annual review by a public accountant.

a) Observation: The association's bylaws require an annual review by a public accountant. ARS 33-1810 gives precedence to the more stringent requirement of the association's governing documents regarding an annual financial review. This review by a public accountant has not been completed nor have funds been budgeted or authorized for that review. (Article VIII, Section D of the Revised Bylaws of High Lonesome Ranch Estates Property Owners Association, as recorded in Cochise County 17 January 2014 and published on the association's website as a current governing document).

b) Recommendation: Budget for and complete an annual review by a public accountant as required by the association's bylaws.

2) Minutes of open meetings by the Board of Directors are not available to the membership.

a) Observation: There are no published final approved minutes of any board meeting at which expenditures were authorized by resolution for the year 2020. Aside from notes provided by the Treasurer the committee has no audit trail that connects the expenditure of funds to a resolution by the board authorizing the expenditures.

b) Recommendation: Publish on the association's website as public record the board-approved minutes of all meetings by the association's board of directors. Meeting minutes should record any board resolution regarding the expenditure of funds. This not only provides an audit trail authorizing the Treasurer's expenditure of funds but informs members of the association as to how their monies are being used and managed. See ARS 38-431.01 for reference.

3) Minutes of closed meetings by the Board of Directors are not available to the membership.

a) Observation: On two occasions (7 and 25 October 2020) the board met in executive session and on at least one of these occasions did so without first giving the required notice of a closed meeting (see ARS 33-1804 C & D) and at those meetings reportedly made resolutions regarding the expenditure of funds totaling \$275.00. An additional expense of \$15.15 was incurred on 9 November 2020 for action reportedly directed by the board but without a resolution made to fund the directed action until 5 December 2020. Minutes of these meetings have not been published and there is no record of resolutions authorizing the actions or the expenditure of funds. See ARS 38-431.01 for reference. (1026, 1027)

b) Recommendation: Give advance notice of closed meetings as required by ARS 33-1804. Record minutes of a closed meeting and document in the minutes resolutions regarding actions to be taken and the expenditure of funds. Approve minutes of closed meetings at the next open meeting of the board of directors and publish minutes of the meeting on the association's website. See ARS 38-431.01 for reference.



4) There is no record the published budget for 2020 was approved and adopted by the Board of Directors.

a) Observation: While there is an annual budget for the year 2020 published on the Treasurer's page of the official HLRPOA website there is no record the budget was voted on and approved by the board.

b) Recommendation: Record in the minutes of the meeting the resolution to approve and adopt an annual budget. Include documentation of the budget itself as an attachment to the minutes of the meeting. Publish minutes of the meeting with the attached budget documentation on the association's website.

5) Un-budgeted expenditures are not being authorized by formal board resolution until after the fact and are not being reported to the membership.

a) Observation: There were three un-budgeted expenditures in 2020 totaling \$197.35 that were not authorized by board resolution until long after the obligations were incurred and funds were disbursed. The resolutions authorizing the expenditures have not been recorded in published minutes of the meeting at which the funding decision was made. (1017,1018,1027)

b) Recommendation: Approve un-budgeted expenditures by board resolution prior to incurring obligations and prior to disbursing funds. Record resolutions authorizing un-budgeted expenditures in minutes of the meeting where such expenditures are authorized. Publish minutes of the meeting on the association's website serving both as record of the resolution authorizing expenditure of funds and to inform association members of the expenses incurred.

6) Expenditures exceeding budgeted amounts are not being authorized by formal board resolution until after the fact and are not being reported to the membership.

a) Observation: There were three over-budget expenditures in 2020 totaling \$170.51 that were not authorized by board decision until long after the obligations were incurred and funds were disbursed. None of the authorizations has been recorded in published minutes of the meeting at which the funding decision was made. (1011,1013,1014)

b) Recommendation: It is understandable that the final cost of budgeted items cannot always be accurately predicted a year in advance but the board should approve over-budgeted expenditures by board resolution prior to incurring obligations and prior to disbursing funds. Record resolutions authorizing over-budgeted expenditures in minutes of the meeting where such expenditures are authorized. Publish minutes of the meeting on the association's website serving both as record of the resolution authorizing expenditure of funds and to inform association members of the expenses incurred.

7) Un-budgeted expenditures reported to the committee as duly authorized (by voted-upon resolutions in a meeting by the Board of Directors) are not recorded in minutes of the meeting and are not being reported to the membership.

a) Observation: There were three un-budgeted expenditures totaling \$1677.03 in 2020 that were reported to the committee as authorized by the board prior to the disbursing of funds. None of the authorizations has been recorded in published minutes of the meeting at which the funding decision reportedly was made.(1026,1028,1030,franked envelope expense)

b) Recommendation: Record resolutions authorizing expenditures in minutes of the meeting where such expenditures are authorized. Publish minutes of the meeting on the association's website serving both as record of the resolution authorizing expenditure of funds and to inform association members of the expenses incurred.

Notes: numbers refer to the numbered check drawn on the association's account.

1011- over-budget expense of \$53.61 disbursed 30 January 2020; reportedly authorized by resolution 5 December 2020; no record of the resolution authorizing the expenditure.

1013 - over-budget expense of \$110.00 disbursed 14 February 2020; reportedly authorized by resolution 5 December 2020; no record of the resolution authorizing the expenditure.

1014 - over-budget expense of \$6.90 disbursed 14 February 2020; reportedly authorized by resolution 5 December 2020; no record of the resolution authorizing the expenditure.

1017 - un-budgeted expense of \$50.00 disbursed 12 July 2020; reportedly authorized by resolution 5 December 2020; no record of the resolution authorizing the expenditure.

1018 - four un-budgeted expenses totaling 132.20 disbursed 24 August 2020; action reportedly authorized 24 August 2020 but without accompanying funding resolution; funding reportedly authorized by resolution 5 December 2020; no record of the resolutions authorizing the action or expenditures.

1026 - un-budgeted expense of \$200.00 reportedly authorized by resolution on 7 October 2020 and 75.00 un-budgeted expense reportedly authorized by resolution on 25 October 2020; funds disbursed 9 November 2020; no record of the resolutions authorizing the actions or the expenditures.

1027 - un-budgeted expense of \$15.15 for action reportedly directed by the board without an accompanying resolution to fund the expense, disbursed on 9 November; funding reportedly authorized by resolution on 5 December 2020; no record of the resolution authorizing the action or expenditure of funds.

1028 - un-budgeted expense of \$93.00 reportedly authorized by resolution 5 December 2020 and disbursed 10 December 2020; no record of the resolution authorizing the expenditure.

1030 - un-budgeted expense of \$143.08 reportedly authorized by resolution 10 November 2020 and disbursed 10 December 2020; no record of the resolution authorizing the expenditure.

# High Lonesome Ranch Estates – Architectural Review Request

Prior to construction or placement of any improvements on your property, please read your CCR and provide the following information to the association's board for review and approval. Complete and submit this form via email to [admin@hlrpoa.com](mailto:admin@hlrpoa.com) or via mail to:

HLRPOA (ARC)  
PO Box 215  
Elfrida, AZ 85610

Lot #: \_\_\_\_\_ Lot Address If Available: \_\_\_\_\_

Name of point of contact: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Contact Information: (mailing address, phone, email)

My signature below indicates my intent to comply with the association's CCR, bylaws, and rules. I understand once construction begins the board reserves the right to inspect property after notification to insure compliance with the originally approved submission.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Received by Committee: \_\_\_\_\_

Date Committee Returned Recommendation to Board: \_\_\_\_\_

Date Approved / Disapproved by Resolution of the Board: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Lot #: \_\_\_\_\_

( ) Check here if this project requires an exception to the CCR. In Section D or on a separate page provide an explanation and justification for the requested exception.

**Attachments:**

( ) Site Plan – attach a copy of survey plat, topo map, google earth image, etc, annotated to show lot layout and distances (in feet) from proposed structures and features to the nearest property line.

( ) Elevation drawings of proposed structures. Photos or commercial drawings of similar structures are acceptable as a substitute. If submission is for a project under construction or already completed please attach photos.

**A) Main Building**

This is ( ) Proposed ( ) Under Construction ( ) Completed ( ) An Addition to Existing Structure

Approx square footage: \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ max height \_\_\_\_\_

Exterior material: \_\_\_\_\_ color: \_\_\_\_\_

Roof style: \_\_\_\_\_ material: \_\_\_\_\_ color: \_\_\_\_\_

Attached porch/patio roof style \_\_\_\_\_ material: \_\_\_\_\_ color: \_\_\_\_\_

**B) Outbuildings or Other Structures**

These are: ( ) Proposed ( ) Under Construction ( ) Completed ( ) An Addition to Existing Structure

1) Type: \_\_\_\_\_ length: \_\_\_\_\_ width: \_\_\_\_\_ max height: \_\_\_\_\_

exterior material: \_\_\_\_\_ color: \_\_\_\_\_

roof style: \_\_\_\_\_ material: \_\_\_\_\_ color: \_\_\_\_\_

2) Type: \_\_\_\_\_ length: \_\_\_\_\_ width: \_\_\_\_\_ max height: \_\_\_\_\_

exterior material: \_\_\_\_\_ color: \_\_\_\_\_

roof style: \_\_\_\_\_ material: \_\_\_\_\_ color: \_\_\_\_\_

3) Type: \_\_\_\_\_ length: \_\_\_\_\_ width: \_\_\_\_\_ max height: \_\_\_\_\_

exterior material: \_\_\_\_\_ color: \_\_\_\_\_

roof style: \_\_\_\_\_ material: \_\_\_\_\_ color: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Lot #: \_\_\_\_\_

**C) Other Features** (on site plan indicate location, distance to property lines and where applicable approx dimension).

These are:  Proposed  Under Construction  Completed

Water Storage Tanks       Pool       Pond       Solar/Wind Power Generation

Corrals / Animal Pens       Entry Gate  Cattle Guard       Fencing / Walls

**D) Other:** (please describe; attach a separate page if required):