



## Opening

**Call to Order by:** Mr. Barfield President with board members Mr. McFarland VP, Mr. Kling Treasurer, Mrs. Crouch Secretary - Absent Mr. Smith Member at Large **HLR** Property Owners in attendance included Karen and Nate Tribby, Amanda and Todd M. Miller. Chuck Crouch, Eileen A., George Barton, Margret Shelburne, Tony and Judy Rossbach, Corinthea Pangelinan meeting convened at 1:00 pm

**Pledge of Allegiance:** Led by Robert Wade Barfield.

## Opening Remarks:

Mr. Barfield again encouraged members to take advantage of the pre-posting of the agenda and read-ahead materials as an opportunity to have their opinions on agenda items considered even if they are not able to attend meetings in person by submitting their comments via email. He pointed out that the emailed feedback will be treated just as the call to the membership during meetings and urged members to focus their comments on the pros and cons of the topic of the proposal.

Mr. Barfield encouraged members to submit agenda items as early as possible and reminded members that all submissions should be sent to the association's official address ([board@hlrpoa.com](mailto:board@hlrpoa.com)). As long as submissions are complete with all information the directors will need to make a decision the proposal will be included on the agenda. In the case of proposals that are incomplete, a director will contact the member to find what information is missing and required to make the proposal complete. If a member is reluctant to work with anyone director because of concerns over conflicts of interest or for any other reason they should make that known to the Secretary when giving their proposal.

Mr. Barfield reminded committee chairs that each committee has its own page on the association website and asked them to review their pages to make sure the contents are up-to-date and to give to the Secretary any items they would like to have posted.

Only board members can make motions or second motions. So, when a committee chair brings something to the board for approval it must be the board liaison to that committee that makes the motion even if it is the committee chair that makes the presentation or answers questions

**Adopt the Agenda** Mr. Kling motioned to amend the agenda by including two motions about the review of the association's insurance policy, one regarding the association's lawyer, and one regarding the use of road repair funds. s. Mr. Barfield's second and agenda was amended and adopted by unanimous consent.

## Committee Appointments:

**Mr. Kling** motioned for the approval of Mr. Jardine's membership, and to accept Tommie Smith's resignation from the Road Committee Mr. Barfield 2nd was all in favor.

**Chair Lady Mrs. Pangelinan** motioned to approve Mr. Crouch to the Windmill Committee: Robert 2nd all in favor.

**Chairperson Mr. Miller** motioned to approve Mrs. Pangelinan to the Governing Documents Committee Mr. McFarland 2nd all in favor.



## Board Business Items



**Approve Meeting Minutes:** Presented by Mrs. Crouch a motion to approve June 22, 2021, minutes Mr. Kling 2nd all in favor. Will be posted on our official HLR webpage at [www.hlrpoa.com](http://www.hlrpoa.com).

**Mr. Barfield** chairperson of the Architectural Review motion to accept Lot 40 (storage containers, added water storage tanks, and the construction of a fence) as submitted by Mr. Crosby. Mr. McFarland 2nd and passed unanimous consent.

**Mr. McFarland** proposed a set location of future meetings at the Schieffelin Hall in Tombstone, Mr. Barfield 2nd passed Mr. McFarland, Mr. Kling, Mr. Barfield accepted Mrs. Crouch opposed.

**Mr. McFarland** motioned to add the Aug and Sept meeting from Gleeson to be changed to the Tombstone, Schieffelin Hall location we had the discussion about not reversing previous board resolutions unless there was a compelling need. Mr. McFarland agreed and withdrew the motion to change the Aug and Sept meetings and it was agreed the new resolution about meeting locations would take effect beginning with the Oct. meeting.

**Mr. McFarland** presented an agenda item to supply guidance to the Windmill committee Mr. McFarland moved to send it to the Governance Document Committee. Mr. Kling 2nd all in favor

**Mrs. Crouch** motioned to accept 2021 NEC procedures read by Chair Lady Mrs. Tribby, Mr. Kling 2nd all in favor

**Mr. Kling Treasurer** proposed that each board officer and committee chair prepare a protocol document addressing the functions of their office, which is being done using a standardized format, and those drafts are reviewed by the Governance Document Committee. The final products will be combined into a single protocol document. Mr. Barfield 2nd. McFarland, Mr. Kling, Mr. Barfield in favor of Mrs. Crouch opposed

**Mr. Kling Treasurer** motion to Expand the definition of road repair expenses to include materials used for road-repair activities. Mr. McFarland 2nd all in favor.

**Mr. Kling Treasurer** motion to accept research for Foreclosed ranch property (without incurring any expense) the process involved in the association foreclosing on lots when members have gone into arrears on association assessments and report findings to the board within seventy-five days. Mr. McFarland 2nd all in favor

**Community Mailboxes:** Mr. Barfield said that Mrs. Tribby had asked to have her proposal about the use of association common area for the installation of community mailboxes be withdrawn from the agenda for reasons stated in her summary of the responses to the questionnaire sent to property owners. Mr. Barfield proposed the Secretary be tasked with compiling in one place the proposal prepared by Mrs. Tribby along with the previous proposal by Russ Christopher (Feb 2009) for future reference by other property owners should they be interested in again bringing the proposal forward for consideration by the board of directors. Mr. Kling seconded; passed by unanimous consent.

**VP Mr. McFarland** motioned that his addressing his concerns for the HLR Procedure Doc be passed by the board be passed to the Governance Document Committee for their consideration. Mr. Barfield 2nd all in favor.

**Mr. Kling Treasurer** added agenda item, asks the President or the VP, to lead or conduct activities to research legal firm requirements, collect information on legal firm candidates, and report findings and recommendations at the August 2021 board meeting. Mr. Barfield accepted

**Mr. Kling Treasurer:** added agenda item, asks the President or VP to lead or conduct activities to research insurance requirements, collect information on insurance options, and report findings and recommendations at the August 2021 board meeting. Mr. Barfield accepted

**Mr. Kling Treasurer** added agenda item, suggest we need to do a complete inventory assessment, motion the President to lead actions to compile an inventory of all association property. Mr. Barfield accepted

**Mr. Barfield** added agenda item, suggest the Secretary create a folder for Mailbox research information for future references. All in favor

**Mr. Kling Treasurer** reported the status of the following tasks: The new signature card is still open carried forward from June 22,2021.

**End of Board Business Call to Membership remarks:** concerns, observations, etc., and issues needing the board's attention. Three comments were offered by PO's.

**Mrs. Rossbach** expressed concerns about the board's consideration of foreclosing on lots where property owners are in arrears. She said that board members who are not real estate professionals in the association lack the knowledge required to avoid potential problems.

**Eileen A.** reported and commented on the vandalism of the recent landscaping at the main entrance at High Lonesome Estates in July 2021. **See attached report.**

**Mr. Barton** commented on the earlier discussion about the use of community property for the installation of community mailboxes. He suggested that interested property owners consider joining together to purchase and install a gang box near the saloon in Gleeson.

**Mr. Barton** asked Mr. King what information would be used to determine the amount necessary to be held in the "Reserve" for maintenance and repairs of the Ranch roads. Mr. King responded that he would consult with contractors that have done work for the POA.

**Call to Board Members:** Presented by Mr. Barfield to provide a last opportunity to present an issue, concern, or item of information that warrants the attention of the board and/or membership. No comments offered.

**Review of Meeting's Tasks:** Presented by Mr. McFarland to review tasks to ensure none were missed or recorded incorrectly and reinforce the expectations of specific people or groups. No corrections or additions offered.

**Review of Meeting's Motions:** Presented by Mrs. Crouch to review board resolutions to ensure none were missed or recorded incorrectly and provide a last-chance opportunity to clarify if needed.

**Announce Future Events:** Presented by Mr. Smith to announce of the upcoming board and committee meetings.

- Aug 28, at 1 pm at the Gleeson Jail
- Sept 23, at 1 pm at the Gleeson Jail
- Oct 20, at 1 pm at Tombstone, Schieffelin Hall
- Nov 15, at 1pm at Tombstone, Schieffelin Hall

**Closing Comments:** Mr. Barfield presented brief comments.

**Adjourn:** The meeting adjourned at 3:00 PM.

**Board Officer Reports & Agenda Attachments:** Presidents Report, Treasurer's Report, Vandalism Report, Road Committee, Approved Motions, Taskings, NEC report, CCR / Governing Documents Committee Meeting

**Minutes by,** Barbara Crouch Board Secretary for July 19,2021

**HIGH LONESOME RANCH ESTATES  
PO BOX 215  
ELFRIDA, AZ 85610**

19 July 2021

SUBJECT: President's Report

I contacted Jason Smith, the association's attorney, on 1 July 2021 to discuss concerns expressed by a member regarding the authority of the Board of Directors to establish procedures for access to the association's records that are more restrictive than allowing unconstrained access to all association files "at all times." Our attorney's opinion is the Board of Directors is operating within its authority in establishing such procedures and it is his opinion that the procedures adopted by resolution of the Board of Directors during the 22 June meeting are fully compliant with Arizona state law (ARS 33-1805) and are a practical implementation of Article XI of our bylaws given the current situation where records are stored in the residence of the association's Secretary rather than in the offices of a professional management company.

One of two main points of discussion was whether a member should be allowed to browse the association's books and records or whether the member should request in advance access to specific records or files. Our attorney pointed out that Arizona state law permits certain records and information to be withheld from disclosure and that allowing a member to indiscriminately browse the files would subject those records or information to disclosure. His opinion is that requiring members to specify particular records in advance so that they may be retrieved and made available is a valid procedure that complies with the provisions of ARS 33-1805.

The second point discussed was the advance notice required by our procedures in contrast to the "at all times" clause of Article XI of the association's bylaws. Our attorney's opinion is that the text of the bylaws is reasonable if the association has and maintains an official place of business – which was the case when the bylaws were adopted while the association was being served by a professional management company – but is not suited to our current situation of being self-managed. His opinion is that requiring advance notice and arranging for a time convenient to all parties is a practical implementation of the requirement to provide members access to the association's records and pointed out that Arizona state law allows up to ten days to produce records for review after receiving a request from a member. As adopted our procedures establish a response time of 72 hours.

RW Barfield  
President, HLR POA



# Treasurer's Report

as of Monday, July 19, 2021

ASSETS		As Of Date	Checking	Savings	Other	Total
	Vantage West C U	01-Jul-21	\$34,962.44	\$20,009.96	\$0.00	\$54,972.40

INCOME		Assessment	Disclosure Fee	Late Fees	Bank Interest	Total
	LEVIED AMOUNT	(\$23,603.05)	(\$450.00)	(\$88.90)	\$0.00	(\$24,072.45)
	COLLECTED AMOUNT	\$22,396.05	\$450.00	\$28.90	\$8.10	\$22,883.05
	January	\$8,100.00	\$75.00		\$1.63	\$8,176.63
	February	\$4,949.95	\$150.00	\$6.95	\$1.05	\$5,107.95
	March	\$4,680.00			\$1.28	\$4,681.28
	April	\$810.00	\$75.00		\$1.35	\$886.35
	May				\$1.41	\$1.41
	June	\$2,243.05	\$75.00		\$1.38	\$2,319.43
	July	\$1,613.05	\$75.00	\$21.95		\$1,710.00
	August					
	September					
	October					
	November					
	December					
COLLECTED PERCENT	94.9%	100.0%	32.5%	na	95.1%	
BALANCE DUE	(\$1,207.00)	\$0.00	(\$60.00)	\$8.10	(\$1,189.40)	
	Assessment Status	Lot Count	(Cumulative)	Lot Percentage	(Cumulative)	
	Paid in Full	126	126	92.6%	92.6%	
	1st Half Delinquent	6	132	4.4%	97.1%	
	2nd Half Overdue	4	136	2.9%	100.0%	

OUTFLOW		Budgeted	Invoiced	Paid	Unpaid Invoices	Unspent Budget
	Totals:	\$27,370.00	\$5,478.33	\$5,478.33	\$0.00	\$21,891.67
	Administrative	\$1,230.00	\$585.35	\$585.35	\$0.00	\$644.65
	County Recorder Fees	\$150.00				\$150.00
	Financial Review	\$100.00	\$100.00	\$100.00		
	Mailings	\$550.00	\$279.48	\$279.48		\$270.52
	Meetings	\$200.00				\$200.00
	PO Box	\$80.00	\$64.00	\$64.00		\$16.00
	Website	\$150.00	\$141.87	\$141.87		\$8.13
	Common Areas	\$22,900.00	\$4,555.48	\$4,555.48	\$0.00	\$18,344.52
	Damage Prevention	\$2,000.00	\$914.97	\$914.97		\$1,085.03
	Road Grading	\$17,500.00	\$2,800.00	\$2,800.00		\$14,700.00
	Road Repair	\$3,000.00	\$700.00	\$700.00		\$2,300.00
	Signs	\$150.00	\$140.51	\$140.51		\$9.49
	Windmill	\$250.00				\$250.00
	Services	\$2,950.00	\$277.50	\$277.50	\$0.00	\$2,672.50
	Insurance	\$1,850.00				\$1,850.00
	Legal Fees	\$1,100.00	\$277.50	\$277.50		\$822.50
	Taxes	\$290.00	\$60.00	\$60.00	\$0.00	\$230.00
	AZ Corp Commission	\$10.00	\$10.00	\$10.00		
	AZ Income Tax	\$50.00	\$50.00	\$50.00		
	County Taxes	\$30.00				\$30.00
	Tax Prep	\$200.00				\$200.00

SCHEDULE	Calendar Entry (15 days past to 45 days future)	Date(s)
	Annual Assessment Email Out 2nd-Half Reminders	25 Jun - 5 Jul 2021
	Treasurer Report Publish Monthly Report	1 - 9 Jul 2021
	Annual Assessment 2nd-Half Payment Due (Owners w/Balance action)	15 Jul 2021
	Annual Assessment Mail Out 2nd-Half Overdue Notices	25 Jul - 4 Aug 2021
	Annual Assessment Mail Out 1st Interest Invoices	29 Jul - 8 Aug 2021
	Treasurer Report Publish Monthly Report	1 - 9 Aug 2021
Annual Assessment 2nd-Half Payment Delinquent	29 Aug 2021	

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## COMMENTS

**Financial Decisions:** At the June 2021 Board Meeting, these changes were approved in the current budget:

1. \$150 authorized for two entryway signs. (Signs installed. Total cost \$140.51)
2. \$500 authorized for two sets of geocel for erosion-prevention testing. (Purchased. Cost to date \$414.97)
3. \$1,500 authorized for road damage prevention berm and contouring. (Completed. Total cost \$500)
4. \$3,000 authorized for road repair as needed. (Roadwork on 16 July 2021. Cost \$700)

### **Treasurer Tasks Update:**

#### *Tasks - Closed:*

1. Develop a Reserve Study Proposal (21 April 2021): Proposal included in agenda for 19 July 2021 Board Meeting.
2. Purchase and coordinate the installation of two signs warning of equestrians on the roadways (22 June 2021): Signs have been procured and installed.
3. Amend budget process to incorporate recommendations from property owners (22 June 2021): Amendment included in agenda for 19 July 2021 Board Meeting.
4. Budget for the Annual External Financial Review (21-Apr-21): Budget-Item request has been submitted.

#### *Tasks - Open:*

1. New Bank Signatories (20-Mar-21): Treasurer and President completed. Vice-President pending.

### **Actions:**

1. Developing processes for treasurer functions (Budget, Assessments, Invoices/Payments, Reports, Calendar).
2. Revised current budget on website.

**Future Events:** 78 days until budget submissions are due. Submissions can be made by board officers, committees, and association members. The budget-item-submission form should be posted on the website NLT 1 August 2021.

### **Other:**

1. The current bank checking account balance does not include expenditures of \$700 (road repair) and \$64 (PO Box), nor deposits \$173.05 (2021 annual assessment payments). Adjusted balance is \$34,371.49
2. Some of the 2nd-half reminders for the 2021 annual assessment contained errors. Please let the treasurer know if you see anything in treasurer-issued correspondence or reports that appears incorrect, unclear, or otherwise amiss in any way.

# Vandalism Report

## July 19,2021

July 19, 2021

Subject: Call to Membership: Vandalism at HLR Entranceway

On July 5, 2021, several HLR volunteers planted three ocotillos and several small agave plants vicinity the entranceway of High Lonesome Ranch Estates. This effort was a continuation of the improvement project presented to the HLR Board in June 2020 when the board approved plans to clean up the entranceway and common area: "just so it does not fall back on the Board".

See picture #1.

On the afternoon or evening of July 9, 2021, they were vandalized. All the plants were completely removed, the holes were filled in, and the rocks surrounding each planting were scattered.

Pictures of the entranceway taken by another property owner posted on the HLR website on July 10, 2021, confirmed the plants were gone by the time those pictures were taken.

There are three possibilities:

- 1 - An animal ate the plants, filled in the holes, and scattered the rocks.
- 2 - A random stranger driving by the entranceway on Gleeson Road stole the plants, filled in the holes and scattered the rocks.
- 3 - One of our neighbors was so small minded, peevish, and selfish as to destroy our efforts to clean up and enhance the front entranceway.

You can decide.

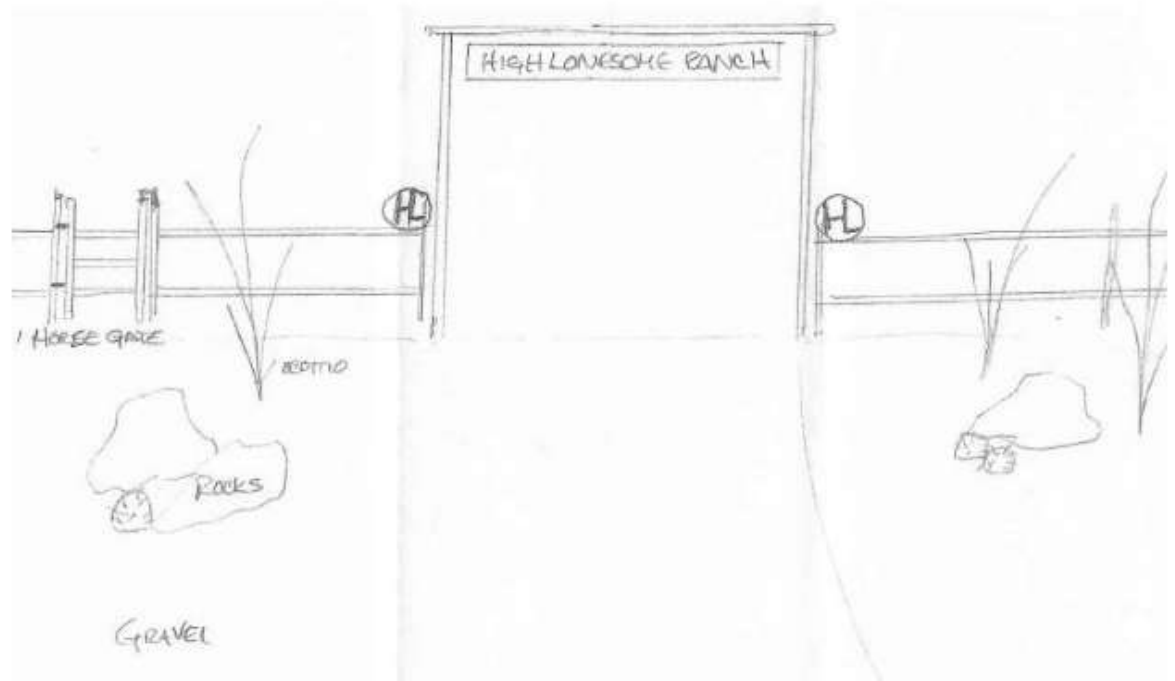
This vandalism was an assault on every HLR property owner who wants to live in a quiet, friendly, rustic, rural community. This vandalism disrespected every HLR property owner. The Board can take whatever action they determine to be appropriate to deal with the vandalism. The incident demonstrates that anything visible from Gleeson Road may not be secure. The individual who performed this vandalism has a stain on their character and their trustworthiness is completely in question.

Lastly, like minded volunteers who want to clean up the common area will continue to do so.

See picture #2.

Respectfully,  
Eileen A  
Lot 127

Diagram below presented to Board at June 2020 meeting on what improvement would be done to the front entranceway:



Pictured below is the SECOND planting of ocotillos at HLR Entranceway on 18 July 2021 since first planting was vandalized. Ocotillos are in the same location as the first planting. Rocks surrounding the plants have not yet been put in place.



# Road Committee Report

## July 19, 2021

1. Road Maintenance:
  - a. Routine Grading: Next grading is expected the first week of October. We will update this information as needed.
  - b. Road Repair:
    - i. The road committee established procedures for calling in the grader to effect repairs.
    - ii. After the severe monsoon storm on 1 July 2021, the emergency repairs were affected by various property owners including Nate Tribby and Kelly Jardine. The contract grader was not scheduled for several days due to the continuing forecasts of additional storms, the need to preserve limited repair funds, and the road being in minimum (passable) condition. The contract grader was scheduled subsequent to the committee meeting of 14 July 2021 and repair roadwork was accomplished on Legend Trail, Reata Pass, Foothills Trail and Last Trail. The expected cost for the contract grader is approximately \$1,000.
    - iii. The road committee intends to acquire road-hazard warning signs to mark dangerous road damage until repairs can be made.
  - c. Road-Issue Prevention: The committee installed test measures on 29 June 2021 – a berm on Stagecoach Pass and three contouring gradings on High Lonesome Roads. A heavy monsoon storm on 1 July 2021 caused two of the three contouring's to show minor water erosion. The third contouring showed no erosion. The success of the third is attributed to the contouring being lower relative to the road surface. The berm was primarily successful in preventing erosion, though much brush and clutter was deposited on the roadway (removal was relatively simple and easy). The partial failure of the berm in preventing erosion is attributed to a small gap created by a warped railroad tie, plus additional rock. Locations for testing the Geocell have not yet been determined.
2. Conditions of HLR Roads: Most subdivision roads are passable by most vehicles. All roads are passable by robust vehicles (four-wheel drive and high clearance). In at least three locations, severe erosion is encroaching onto the roadways from the downhill side of water erosion (on Old Adobe immediately west of the windmill, on Cowboy Pass, and on Saddlebag roughly between lots 32 and 33). Repair will require large rock. The committee is seeking a reliable source and delivery service.
3. Committee Actions: The committee met on 24 June 2021 and 14 July 2021. The committee intends to effect repairs to halt encroaching erosion, and to keep the roads passable while balancing conditions against funding.
4. We request association members report road damage to the committee via email to [admin@hlrpoa.com](mailto:admin@hlrpoa.com) or through a board or road committee member.
5. We would appreciate owners' help in clearing the road edges of trees and brush that may pose a visibility safety hazard or may impede the grader or other roadwork. We hope we address the problem through volunteer efforts and avoid the association expense for hiring this work out.



# Approved Motions



## Board Meeting

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July 19, 2021

Starting in October of 2021, the default location for future board meetings will be at Schieffelin Hall in Tombstone.

Approved and adopted the 2021 NEC revision of the committee procedures dated July 1, 2021

Proposed for the board officers to create a protocol to combine all association procedures in a standardized format and send to the Governance Documents Committee for review.

Tasked the Treasurer to conduct a Reserve Study and make budgeting Recommendations.

Tasked the Treasurer to research costs and process of Property Foreclosure on property's that are in the rear.

Tasked the President to research other options on the association's general Insurance liability and Directors and Officers and bring them to the August meeting.

Tasked the President to Conduct activities to research legal firms and provide recommendations regarding a move to a new firm or renewing the current contract and bring these requirements to the August meeting.

Tasked the President to Compile an inventory of all association property

Expand road expense cost of materials bought for improvement or repair of association roads to be included in the road repair budget (previously included only contracted costs).

Tasked the Secretary in putting a Mailbox research file together.



# Taskings

Board Meeting on July 19,2021



## **President**

Task the President to lead or conduct activities to research legal firm requirements, collect information on legal firm candidates, and report findings and recommendations at the August 2021 board meeting.

In coordination with the Governing Documents Committee, merge all governing body functions into one document; that we organize the document by responsible entity (board positions and committees); that we identify and add missing functions; and that we use a common format.

Task the President to lead or conduct activities to research insurance requirements, collect information on insurance options, and report findings and recommendations at the August 2021 board meeting.

Task the President to lead actions to compile an inventory of all association property

## **Treasurer**

Task the treasurer to research, without attorney expense, foreclosure procedures and report findings to the board within 75 days.

Expand the definition of road repair expenses to include materials used for road-repair activities.

The Treasurer lead or conduct a reserve study and present findings and recommendation to the board.

## **Secretary**

Create a file for mailbox research.

**Nominating and Election Committee (NEC) Report to the HLR  
Board for 19 July 2021 BOD meeting**

(as of 1 July 2021)

1. The NEC hosted a meeting on 1 July to review property owner input to our NEC Mission and Procedures. The 2021 document has been posted for property owner input/comment since early May 2021. No changes were recommended.
2. The NEC request the Board motion and approved our updated Nominating and Election Committee Mission and Procedures dated 1 July 2021 (attached). Changes from the 2020 procedures included more detail about forms/tools used during the election and special election timeline.
3. Upon approval request the Board post the 2021 procedures on our HLR website in two locations: the Governing Documents page and the NEC page. In addition, request the following statement be posted on the NEC page (right side in lieu of where it currently requests for PO comment to the draft procedures): “The next schedule election for board position(s) will be during the first quarter of 2022. We encourage you to consider running for the vacant board position(s). You do not need to live on the ranch to serve on the board. All property owners in good standing are eligible to run. If you have any questions, contact the board Attention: NEC. “
4. Unless something unexpected happens, the next NEC meeting will be in the 4<sup>th</sup> quarter, 2021.  
Date/Time: TBA.
5. Any comments and questions should be directed to myself.

*Karen Tribby*

Karen Tribby Co-Chair NEC  
ktribaz@gmail.com

CCR / Governing Documents Committee Meeting  
Minutes 22 June 2021  
Final as of 27 June 2021

1. The CCR committee met on 22 June with the following members attending: Todd M, Billy McF (Board Liaison), Claire P, Corinthea P, and Eileen A. Property owners attending included Amanda M and Chuck C.

2. Introduction: Todd M welcomed new member Corinthea P.

3. Discussions:

a. Name: To correct past CCR Committee minutes, the Group motioned and approved our recommended name change to be: Governing Documents Committee (GDC). Eileen motioned, Billy 2d, motion passed)

b. Movement of GDC recommendations for Board Approval: Board Liaison to submit June GDC report for action (motion to approve) with recommended name change, duties, and members at July BOD meeting.

- Name: Governing Documents Committee (GDC) (since it better encompasses all the HLRPOA governing documents.)

- Mission and duties:

The Governing Documents Committee (GDC) serves as a resource to guide the HLR Board of Directors, ensuring they operate within the framework of HLR governing documents, and advises the Members of the Association whenever questions occur about the meaning, interpretation and/or application of HLRPOA governing documents.

To accomplish their duties, the GDC will:

1. Become knowledgeable about HLR Articles of Incorporation, Declaration of Conditions, Covenants, Restrictions and Easements (CCR), ByLaws, Association Rule, and state laws and judicial decisions that impact those governing documents and advise the Board accordingly.
2. Create open routes of communication with other Committees of the Board.
3. Remain available for question from Association Members about HLR governing documents. The Committee will inform the board of any communications with Members and courtesy copy any responses.
4. Recommend to the Board any amendments to our governing documents as needed.

c. Summary of Past Motions: The group will continue to refine our review of past motions from posted minutes and cross check them against our current governing documents. See 15 May minutes (posted on HLRpoa.com) for full discussion of purpose of summary. A review of our efforts so far had us agree on three adjustments to our effort: -1- to add an additional column to our matrix to track whether the motion is accounted for in our current governing documents; -2- to better clarify in our summary whether the action was an actual "Motion" or recorded as simply "agreed"; -3- to limit our summary to include "motions/agreements" that impact our governing documents, with limited exception. In addition, years 2002 through 2009 were shared with our new member. Internal GDC suspense for sharing our updated

summaries with each other is 13 July 2021. How and when we plan to share our summary is yet to be announced (TBA). Recap of years and responsibilities:

- Todd M: Years 2019 through 2021
- Claire P: Years 2015 through 2018
- Billy McF: Years 2013 through 2014
- Eileen A: Years 2010 through 2012
- Corinthea P: Years 2002 through 2009

d. Documents Sharing: Billy M agreed to create a web-based document sharing - collaboration space for the GDC. Details to follow.

e. Review of Updated Governing Documents: Eileen pointed out that recently approved governing documents sometimes conflict with other governing documents with higher order of precedence. Example: Section 7.2 of ByLaws (dated 2014) versus Article 5.2 of CCR (recorded 13 Oct 2000). Billy M motioned that as a framework to our efforts we ID and cancel out any conflicts in our governing documents using the order of precedent as outlined in our documents (CCR, AI, Bylaws, Association rules, then Procedures), Eileen 2d; passed. How we present our findings TBA.

f. New Member: Eileen A motioned to accept our new member Corinthea P; Claire P 2d; passed.

4. Next Meeting: The next GDC meeting is set for 19 July at 11:30am at Schieffelin Hall (same location as BOD meeting). The meeting agenda: check progress and discuss highlights of each of our summaries; discuss impact on our governing documents; discuss/create a plan of action.

5. Due Outs:

- Eileen to create/share draft minutes and draft GDC June report for review; edit/update as needed by member input. Submit final versions to GDC Chair.
- GDC Chair to submit final GDC report to the Board liaison for further action (sent separately).
- GDC Chair to submit final minutes, report, and next meeting information to the HLR Secretary for posting.
- GDC Liaison to submit for action/motion at July 2021 BOD meeting for approval: name change, mission, and duties, and GDC member roster (NLT 3 July for agenda item input)
- GDC Liaison to create a collaborative/shared workspace for the committee.
- Each: extract a summary of past motions for the years assigned; add new column (see paragraph 3.c. above); share your summary to other GDC members no later than 13 July 2021.

