



## 1. Opening

1. **Call to Order:** The board convened at 7:00 PM.
2. **Pledge of Allegiance:** Led by Robert Wade Barfield.
3. **Opening Comments:** Mr. Barfield thanked Joel Levin for his hard work on the association website. He also thanked Karen Tribby and the Nominations and Elections Committee for their work on finding candidates for the special election.

## 2. Board Officer Reports

1. **President's Report:** Mr. Barfield submitted a written report (see attachments). During Mr. Barfield's report on attempts to find the key for the records file cabinet, Mr. Levin said that he believed he had the key.
2. **Secretary's Report:** Ms. Crouch reported that the revised website is now up and available for new items to be posted. She then reported on the status of secretary tasks.
3. **Treasurer's Report:** Mr. Kling submitted a written report (see attachments).

## 3. Committee Reports

1. **Architectural Review Committee:** Mr. Barfield submitted a written report (see attachments).
2. **Road Committee Report:** Mr. Kling submitted a written report (see attachments).
3. **CCR&E Committee Report:** Mr. Barfield submitted a written report (see attachments).
4. **Windmill Committee Report:** Ms. Crouch reported that Mr. Smith and Mr. Green had volunteered for the committee. Mr. Barfield advised that Mr. Jardine likely had some experience working with windmills and may be an asset to the committee.
5. **Nominations and Elections Committee Report:** Ms. Tribby submitted a written report (see attachments).

## 4. Board Business Items

1. **Approve Meeting Minutes:** Presented by Barbara Crouch to approve minutes from previous meetings. The board voted to approve the following motion made by the President and seconded by the Treasurer: ***Approve the meeting minutes for the 20 March 2021 board meeting as presented.*** The board vote was 3 to 0. The board voted to the following motion made by the President and seconded by the Secretary: ***Approve the meeting minutes for the 20 March 2021 membership meeting as written.*** The board vote was 3 to 0. The board voted to approve the following motion made by the President and seconded by the Treasurer: ***Approve the meeting minutes for the 20 March 2021 board meeting as presented.*** The board vote was 3 to 0. The board voted to approve the following motion made by the Secretary and seconded by the President: ***Approve the meeting minutes for the 10 November 2020 board meeting as written.*** The board vote was 3 to 0.
2. **Address Board Vacancies:** Presented to determine whether we continue with plans to conduct a special election on 22 May or appoint two new board members to fill the vacancies. Mr. Barfield reminded all that there was no guaranteed incumbency regarding board position, that the board involved responsibilities and authorities, but no privilege, and that all candidates should be familiar with the statements of ethics and governing documents. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Appoint Bill McFarland to the board of directors to fill the vacancy created by Ms. Shelburne's resignation and Tommie Smith to the board of directors to fill the vacancy created by Mr. Alberti's departure, and direct the Nominations and Elections committee to cease actions regarding a special election.*** The board vote was 3 to 0.

3. The board voted to the following motion made by the and seconded by the : **Appoint: Robert Wade Barfield as president, Billy McFarland as vice-president, Barbara Crouch as secretary, Randall Kling as treasurer, and Tommie Smith as member at large.** The board vote was 5 to 0.  
The board voted to approve the following motion made by the President and seconded by the Member at Large: **Appoint: Robert Wade Barfield ARC chair, Barbara Crouch NEC chair, Randall Kling road committee liasson, Billy McFarland CCR committee liasson, and Tommie Smith windmill committee liasson.** The board vote was 5 to 0.
4. **Committee Appointments:** Presented by Robert Wade Barfield to appoint committee members. Eileen A recommended the Architectural Review Committee have more members to counter the influence of the same person holding the positions of committee chair and board president. Mr. Barfield explained that additional members may cause delays. Committee sizes are not constrained by the motions being put forward, so the matter was deferred to a future meeting. The board voted to approve the following motion made by the Treasurer and seconded by the Member at Large: **Appoint Keith Stanford, Nate Tribby, Todd Miller, and Tommie Smith to the Road Committee.** The board vote was 5 to 0. The board voted to approve the following motion made by the President and seconded by the Treasurer: **Appoint Tommie Smith and Pat Green to the Windmill Committee.** The board vote was 5 to 0. The board voted to approve the following motion made by the President and seconded by the Treasurer: **Appoint GL Holt and Joel Levin to the Architectural Review Committee.** The board vote was 5 to 0. The board voted to approve the following motion made by the President and seconded by the Member at Large: **Appoint Bill McFarland, Eileen Ahearn, Todd Miller, and Claire Peachey to the CCR Committee.** The board vote was 5 to 0.  
The board voted to approve the following motion made by the President and seconded by the Secretary: **Appoint Karen Tribby, Eileen A, Claire Peachey, and Beckie Hilgart to the Nominations and Elections Committee.** The board vote was 5 to 0.
5. **Architectural Review Requests:** Presented by Robert Wade Barfield to approve any pending architectural review requests that have been vetted by the ARC. The board voted to approve the following motion made by the President and seconded by the Member at Large: **Approve the architecural review request which includes the main house, a carport, a workshop, small pond, tanks and cisterns for water storage, and a standalone solar panel array on lot 57.** The board vote was 5 to 0. The board voted to approve the following motion made by the President and seconded by the Member at Large: **Approve the architecural review request for a covered porch with pavers on Lot 22.** The board vote was 5 to 0. The board voted to approve the following motion made by the President and seconded by the Vice-President: **Approve the architecural review request for solar panels on Lots 132/133.** The board vote was 5 to 0.
6. **Architectural Review Committee Duty Statement Update:** Presented by Robert Wade Barfield to to review and approve the updated Architectural Review Committee duty statement. The board voted to approve the following motion made by the President and seconded by the Treasurer: **Approve the updated Architectural Review Committee duty statement.** The board vote was 5 to 0.
7. **Annual Report:** Presented by Randall Kling to approve the draft annual report that was presented and distributed at the 20 March 2021 board meeting. The board voted to approve the following motion made by the President and seconded by the Treasurer: **Approve the treasurer's annual report.** The board vote was 5 to 0.
8. **Reserve Study:** Presented by Randall Kling to use latest reserve study or perform a new reserve study. Eileen A recalled the last reserve study was done sometime around 2005 and the amount was larger, probably in the \$50,000-to-\$70,000 range; and that it was intended for road repair and rebuilding after catastrophic damage. Joel Levin recalled that sometime around 2013 or 2014, the board resolved to reduce the then reserve of around \$28,000 to \$20,000. The board voted to approve the following motion made by the Treasurer and seconded by the President: **Send welcome packets without a reserve study, explaining that one is not available; and begin including the reserve study if it is found.** The board vote was 5 to 0.
9. **Mandatory Letter to New Owners April 2021:** Presented by Barbara Crouch to to comply with Arizona law. Mr. Kling stated that the practice of sending out the welcome package had been suspended for a long, but undefined period; and that the advice of the association attorney may be helpful since that suspension violated Arizona HOA statutes. Mr. mcFarland Concurred, stating the legal advice would likely be well woth any possible cost. There was additional discussion recommending we send out packages retroactively to recent new owners, followed by a discussion of how far back to retroact. Consensus resulted in one motion and two tasks. The board voted to approve the following motion made by the President and seconded by the Treasurer: **Approve the proposed letter and attachments.** The board vote was 5 to 0.

10. **Sale Notification 10 Days Before Closing:** Presented by Randall Kling to ensure we send the mandatory information to those who recently became owners at HLR, and to those soon becoming owners at HLR. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Task the secretary to send (mail or email) the welcome package to all owners who became association members within the past 16 months.*** The board vote was 5 to 0.
11. **Assessment Procedures:** Presented by Randall Kling to implement formal policies and procedures that are more effective in serving the interests of the association and its members. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***Approve draft Policies and Procedures - Assessments and task Treasurer to implement immediately.*** The board vote was 5 to 0.
12. **External Financial Review Response:** 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. Mr. Kling reported that the review had been completed, but no invoice had yet arrived.
13. **Internal Financial Review Response:** Presented by Randall Kling to allow the board to act on the recommendations made by the internal financial review volunteer group. Mr. Barfield and Mr. McFarland summarized the observations and recommendations of the volunteer committee as, "Do what you are supposed to do." Other board members agreed. Therefore, no resolutions were needed, excepting the need to budget for the external review.
14. **Mail Box Cluster at Legend Trail Entrance:** Presented by Randall Kling to seek a volunteer to research options acceptable to the post office, the interest level of HLR residents, costs and locations; and to report results to the board.
15. **Board Member Training:** Presented by Randall Kling to ensure the new board use available training opportunities to reduce the potential for errors or oversights.
16. **Dumpsters on Common Area:** Presented by Randall Kling to report dumpsters at the south end of Legend Trail appear to be sitting on common area (road) in violation of the CCR&Es. Mr. Kelly said his dumpster had been there a long time and had proved very convenient. He also said he could move the dumpster and comply with the CCR&Es. The board discussed that there was an extenuating circumstance in that Mr. Kelly is trying to sell his home--and Mr. Kelly agreed that the dumpster would be gone in the event of a sale. Mr. Barfield stated that the company providing the dumpsters had been contacted and in turn had contacted the individuals renting the two dumpsters. Mr. Kelly had contacted the board in response, but we have not heard from the renter of the other dumpster. Mr. Kelly identified who he believed was the renter. The board voted to approve the following motion made by the Treasurer and seconded by the Member at Large: ***Send a letter to the identified property owner allowing the temporary presence of the dumpster as is until June 30, 2021, but requiring removal from common area and compliance with CCRs (10.6 and 10.9) thereafter.*** The board vote was 3 to 2 (President - No, Vice-President - No, Secretary - Yes, Treasurer - Yes, Member at Large - Yes). The board voted to approve the following motion made by the Treasurer and seconded by the President: ***If owner 2 remains unidentified on 2 May, contact the company owning the unidentified-owner dumpster to issue a notice of trespass and demand immediate removal of the dumpster from the association's common property.*** The board vote was 5 to 0. The board voted to approve the following motion made by the Treasurer and seconded by the President: ***If owner 2 is identified by 2 May, send a letter to the property owner allowing the temporary presence of the dumpster as is until June 30, 2021, but requiring removal from common area and compliance with CCRs (10.6 and 10.9) thereafter.*** The board vote was 4 to 1 (President - Yes, Vice-President - No, Secretary - Yes, Treasurer - Yes, Member at Large - Yes).
17. **High Lonesome Road Closure:** Presented by Robert Wade Barfield to make the road unavailable to all vehicles, including ATVs and UTVs often used by hunters and mining speculators. **High Lonesome Road Closure:** Presented by Robert Wade Barfield to make the road unavailable to all vehicles, including ATVs and UTVs often used by hunters and mining speculators. The board voted to approve the following motion made by the President and seconded by the ta: ***Authorize wire to be strung across High Lonesome Road at the fence on the northern perimeter of the subdivision (using volunteer labor and donated materials).*** The board vote was 4 to 1 (President - Yes, Vice-President - Yes, Secretary - Yes, Treasurer - Yes, Member at Large - No).
18. **Online Pay Option:** Presented by Randall Kling to provide members an electronic option to pay their assessments that does not rely on USPS. Mr. Kling requested this item be deferred to a future meeting.
19. **Association Member Feedback:** Presented by Randall Kling to propose a means to give members an annual, simple and easy, low-cost survey opportunity, providing the board and committees insight into what may need additional action or attention as perceived by associaiton members. This agenda item was deferred to the May 22, 2021, board meeting due to time constraints.

## 5. Closing

1. **Call to Membership:** Presented by Robert Wade Barfield to provide an opportunity for members to voice concerns, observations, etc. and to present issues needing board attention. No comments offered.
2. **Call to Board Members:** Presented by Robert Wade 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.
3. **Review of Meeting's Tasks:** Presented by Randall Kling 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.
4. **Review of Meeting's Motions:** Presented by Randall Kling to review tasks to ensure none were missed or recorded incorrectly, and provide a last-chance opportunity to clarify if needed. No additions or corrections offered.
5. **Announce Future Events:** Presented by Barbara Crouch to announce dates, times, and locations of upcoming meetings (board and committees) and other events. Mr. Kling requested dates, times, and locations be set for the June and July 2021 board meetings. The board agreed on the dates of June 22 and July 19, 2021, both meetings to be at 1:00 PM in Schieffelin Hall.
6. **Closing Comments:** Robert Wade Barfield presented brief comments.
7. **Adjourn:** The meeting adjourned at 9:10 PM.

### 9 Attachments:

1.  Attendees
2.  President's Report
3.  Treasurer's Report
4.  Architectural Review Committee Report
5.  Road Committee Report
6.  CCR Committee Report
7.  Nominating and Election Committee Report
8.  Approved Motions
9.  Taskings



1. Robert Barfield (President)
2. Bill McFarland (Vice-President)
3. Barbara Crouch (Secretary)
4. Randall Kling (Treasurer)
5. Tommie Smith (Member at Large)
6. Beckie Hilgart
7. Karen Tribby
8. Nate Tribby
9. Claire Peachey
10. Harold (Jr) Pangelinan
11. Corinthea Pangelinan
12. Amanda G. Miller
13. Todd M. Miller
14. Joel Levin
15. David Kelley

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

21 April 2021

SUBJECT: President's Report – April 2021

On 29 March 2021, I contacted Jason Smith of Goodman, Holmgren, and Smith (goodlaw.legal), the association's attorney, and introduced myself as his point of contact for the association. We discussed that at least one of the legal opinions he offered to the board of directors had been based on governing documents that were repealed and replaced in 2014 and therefore invalid. I provided him a complete set of the association's current governing documents in PDF via email.

On 7 April 2021, I visited the Tombstone Real Estate office to locate the association's files and records that were first placed in storage there in 2014. The records are stored in a locked four-drawer file cabinet located in a storage room at 204 East Fremont Street in Tombstone; the real estate company is planning to sell this building.

We attempted without success to determine the chain-of-custody of and locate the key to the file cabinet. We are now attempting to have a key made but may end up having to force the lock or at least move the locked cabinet from its current location prior to the building's sale. Once the exact nature of the files kept there is known to us the board of directors will need to decide upon action to take regarding their disposition.

On 12 April 2021, I sent to the association's former president via certified mail a request for a hand-off of all keys, documents, records, communications, and files obtained by, created by, or received by him pertaining to the business of the High Lonesome Ranch Estates Property Owners Association while he was serving in any capacity on the association's board of directors. Mr. Alberti responded via email stating that none of the requested items are in his possession.

I have requested and received from our insurance providers copies of our policies for general liability (Farm Bureau Property & Casualty Insurance Company – Agent is Jacob Romney (520) 766-3276) and Association Directors & Officers Liability (United States Liability Company – Agent is Andrea Brayden of Allied General Agency, (888) 364-3434). PDF copies of the policies are available from me upon request.

RW Barfield  
President, HLR POA



**ASSETS**

	As Of Date	Checking	Savings	Other	Total
Vantage West C U	21-Apr-21	\$32,397.62	\$20,002.47	\$2.01	\$52,402.10

**INCOME**

	Assessment	Document Fee	Late Charges	Bank Interest	Total
<b>LEVIED AMOUNT</b>	<b>(\$23,963.05)</b>	<b>(\$300.00)</b>	<b>(\$13.90)</b>	<b>\$0.00</b>	<b>(\$24,207.45)</b>
<b>COLLECTED AMOUNT</b>	<b>\$18,449.95</b>	<b>\$225.00</b>	<b>\$6.95</b>	<b>\$3.96</b>	<b>\$18,760.86</b>
<i>January</i>	\$8,100.00	\$75.00		\$1.63	\$8,176.63
<i>February</i>	\$4,949.95	\$150.00	\$6.95	\$1.05	\$5,107.95
<i>March</i>	\$4,680.00			\$1.28	\$4,681.28
<i>April</i>	\$720.00				\$795.00
<b>COLLECTED PERCENT</b>	<b>77.0%</b>	<b>100.0%</b>	<b>50.0%</b>	<b>na</b>	<b>77.5%</b>
<b>BALANCE DUE</b>	<b>(\$5,513.10)</b>	<b>(\$75.00)</b>	<b>(\$6.95)</b>	<b>\$3.96</b>	<b>(\$5,446.59)</b>
<b>Assessment Status</b>		<b>Lot Count</b>	<b>(Cumulative)</b>	<b>Lot Percentage</b>	<b>(Cumulative)</b>
<i>Paid in Full</i>		89	89	65.4%	65.4%
<i>1st Half Paid</i>		37	126	27.2%	92.6%
<i>1st Half Overdue</i>		10	136	7.4%	100.0%

**OUTFLOW**

	Budgeted	Invoiced	Paid	Unpaid Invoices	Unspent Budget
<b>Totals:</b>	<b>\$21,970.00</b>	<b>\$3,375.56</b>	<b>\$3,127.50</b>	<b>\$248.06</b>	<b>\$18,842.50</b>
<b>Administrative</b>	<b>\$980.00</b>	<b>\$248.06</b>	<b>\$0.00</b>	<b>\$248.06</b>	<b>\$980.00</b>
<i>County Recorder Fees</i>	\$150.00				\$150.00
<i>Financial Review</i>					
<i>Mailings</i>	\$400.00	\$248.06		\$248.06	\$400.00
<i>Meetings</i>	\$200.00				\$200.00
<i>PO Box</i>	\$80.00				\$80.00
<i>Website</i>	\$150.00				\$150.00
<b>Common Areas</b>	<b>\$17,750.00</b>	<b>\$2,800.00</b>	<b>\$2,800.00</b>	<b>\$0.00</b>	<b>\$14,950.00</b>
<i>Road Grading</i>	\$17,500.00	\$2,800.00	\$2,800.00		\$14,700.00
<i>Road Repair</i>					
<i>Windmill</i>	\$250.00				\$250.00
<b>Services</b>	<b>\$2,950.00</b>	<b>\$277.50</b>	<b>\$277.50</b>	<b>\$0.00</b>	<b>\$2,672.50</b>
<i>Insurance</i>	\$1,850.00				\$1,850.00
<i>Legal Fees</i>	\$1,100.00	\$277.50	\$277.50		\$822.50
<b>Taxes</b>	<b>\$290.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$240.00</b>
<i>AZ Corp Commission</i>	\$10.00				\$10.00
<i>AZ Income Tax</i>	\$50.00	\$50.00	\$50.00		
<i>County Taxes</i>	\$30.00				\$30.00
<i>Tax Prep</i>	\$200.00				\$200.00

**SCHEDULE**

<b>Calendar Entry</b> (15 days past to 45 days future)	<b>Date(s)</b>
<u>Treasurer Report</u> <b>Publish Monthly Report</b>	1 - 9 Apr 2021
<u>Annual Report</u> <b>Request Publication</b>	1 Mar - 10 Apr 2021
<u>Taxes</u> <b>Federal Income Taxes</b>	1 Feb - 15 Apr 2021
<u>Taxes</u> <b>Arizona Income Taxes</b>	1 Feb - 15 Apr 2021
<u>Annual Report</u> <b>Publish and Announce</b> (Secretary action)	1 Mar - 20 Apr 2021
<u>Annual Assessment</u> <b>1st-Half Payment Delinquent</b> (Overdue Owners action)	29 Apr 2021
<u>Treasurer Report</u> <b>Publish Monthly Report</b>	1 - 9 May 2021
<u>Annual Assessment</u> <b>Mail Out 1st-Half Delinquent Notices</b>	10 - 14 May 2021
<u>Annual Assessment</u> <b>Mail Out 2nd-Half Notices</b>	31 May - 4 Jun 2021

**COMMENTS**

**Financial Decisions:**

- The board authorized \$100 for an external financial review of our 2020 records.
- The board authorized \$150 for a special election.
- The board reversed the certified-return-receipt postage charges levied on members for overdue

assessment notices in August of 2020.

**2020 Annual Treasurer Report:** The draft (pending board approval) report is available for review.

**2020 Income Taxes:** Federal income tax documents (Form 1120-H) and Arizona income tax documents (Arizona Form A120) have been filed.

**Treasurer Tasks Update:**

1. (***Close***) **Find Missing PO Box Key** - Treasurer attempt to obtain second PO Box key from former board president.
  - 13-Apr-21 - USPS Elfrida has 2 keys on hand, \$12 each. It will cost approximately \$60 to have the box re-keyed.
  - 27-Mar-21 - Joe Alberti replied that he did not have the key.
  - 27-Mar-21 - Inquiry sent to Joe Alberti (all other members of the previous board (Judy Rossbach, Margaret Shelburne, and Joel Levin) has already confirmed that they did not have the key).
  
2. (Open) **External 2020 Financial Review** - Treasurer to contract CNJ Bookkeeping to conduct a review of the association's 2020 financial records.
  - 12-Apr-21 - Review from CNJ received. Invoice to arrive soon.
  - 05-Apr-21 - Inquiry emailed to CNJ Bookkeeping, 'Will review be available by 20 April for presentation at the next board meeting?'
  - 25-Mar-21 - CNJ asked for copy of last review. I responded that we did not have any records of the last
  - 22-Mar-21 - CNJ Bookkeeping notified on 22 March. Data and reports provided to CNJ Bookkeeping.
  
3. (Open) **Internal Financial Report Review** - Board members to review the report submitted by the volunteer internal financial review group and propose corrective actions.
  - 14-Apr-21 - The 7 recommendations from the volunteer group will be presented as motions at the 21 Apr 21 board meeting.
  
4. (***Close***) **Reversal of Fees Re 2020 Overdue Notices** - Treasurer to reverse all postal fees associated with the 2020 annual assessment second-half overdue notice.
  - 23-Mar-21 - Ledger entries made and notifications to affected members emailed on 23 March 2021.
  
5. (Open) **Agenda & Contacts to Treasurer** - Treasurer to perform member roster, agenda, and meeting minutes duties until EOM June 2021.
  - 21-Apr-21 - Updated rosters distributed to board members.
  - 18-Apr-21 - Final agenda distributed.
  - 22-Mar-21 - Draft minutes prepared on 20 March 2021 board meeting.
  
6. (***Close***) **Reservations for 21 Apr and 22 May Board Meetings** - 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.
  - 26-Mar-21 - Schieffelin Hall reserved for 9am (1 hour before meeting) on 22 May 2021. (Key to be picked up NLT 5pm on 21 May 2021.)
  - 24-Mar-21 - Schieffelin Hall reserved for 6pm (1 hour before meeting) on 21 April 2021. (Key to be picked up NLT 5pm on 21 April 2021.)
  
7. (Open) **New Bank Signatories** - Treasurer and President change signatories on bank accounts upon publication of election results in approved meeting minutes.
  - 22-Mar-21 - No action required until minutes with election results and minutes with board position appointments are approved.
  
8. (Open) **Close bbva Account** - Joel Levin to attempt close-out of bbva Bank account.
  - 21-Apr-21 - No update.

**HIGH LONESOME RANCH ESTATES  
PO BOX 215  
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21 April 2021

SUBJECT: Architectural Review Committee Report – April 2021

The committee conducted the annual review called for by the bylaws via email exchange. Currently serving committee members expressed their desire to continue serving on the committee. The committee consists of Robert-Wade Barfield, Joel Levin, and GL Holt. Per ARS 33-1817 and Article IX of the association's bylaws Robert-Wade Barfield was named committee chair as a result of the recent election seating him on the association's board of directors. Consensus of the committee was the current number of three members was optimal and decided no solicitation for new members was warranted.

The committee reviewed the current procedures document and found no changes were warranted. The committee agreed to a proposed change of the committee's duties statement that removes references to Cadden Management. The draft revision of the duties statement will be presented for approval at the meeting of the board of directors scheduled for 21 April 2021.

The committee received and reviewed three architectural review requests:

Lot 22 – Bohnsack: covered porch and exterior door addition to existing structure (residence). Recommendation for approval submitted as an agenda item for 21 April 2021 meeting of the board of directors.

Lot 57 – Miller: comprehensive ARR which includes the main house, a carport, a workshop, small pond, tanks and cisterns for water storage, and a standalone solar panel array. Recommendation for approval submitted as an agenda item for 21 April 2021 meeting of the board of directors.

Lot 132 – Tribby – standalone solar panel array. Recommendation for approval submitted as an agenda item for 21 April 2021 meeting of the board of directors.

For the Committee

RW Barfield  
Committee Chair



# Road Committee Report

21 April 2021

1. Road Maintenance:
  - a. Routine Grading: Committee is seeking clarification on contract and/or precedents regarding the next expected grading. Recent history would indicate post-monsoon grading. The committee will advise when more information is available.
  - b. Road Repair: None scheduled at this time.
  - c. Road-Issue Prevention: None scheduled at this time. However, the committee is developing policy and procedure recommendations. (See para 4.I. below.)
2. Conditions of HLR Roads: Initial evaluations are underway. (See para 4.b. below.)
3. Committee Actions: The committee has met twice (22 March and 6 April 2021). The subjects have included:
  - a. Expect higher costs due to more weather-related road issues than in 2019 or 2020 and increasing fuel costs.
  - b. Recognize the need for periodic and/or scheduled evaluations (both pre-grading and post-grading to ensure contracted work was performed). To facilitate evaluations, the committee divided the entirety of HLR roads into four sections (see map below) and has assigned each section to a committee member for evaluation. The assignment of these individual sections of roads to each RC member will also allow for that member to be responsible for routinely inspecting their section for possible Road Repairs and Road-Issue Prevention.
  - c. Current and past practices of the road committee--what to carry forward and what to change.
  - d. The need for more efficiency via competition, more targeted and responsive maintenance, and more attention to preventive long-range measures.
  - e. Seek additional detail on the interactions between the association and the current grader to get a better understanding of from both sides' perspectives on the significant factors that impact the processes and interactions between contractor and customer.
  - f. Research other potential road-maintenance contractors so alternatives can be considered in the future.
  - g. Consolidate committee responsibilities, charter, and duties into one document.
  - h. Review past plans and procedures to build upon them.
  - i. Attempt to calculate the return on investment for preventive measures.
  - j. Address quality of life (road conditions and inconveniences) with cost in making recommendations
  - k. Recognize chronic road issues and develop a deliberate strategy.
  - l. Form a 3<sup>rd</sup> road-maintenance category for damage prevention (to join road grading and road repair) as a means of long-range savings resulting from less damage to the roads occurring. Additionally, recognize the distinction between the three in funding, planning, and acting.
4. Committee Tasks: Review / Renew Road Committee - Treasurer to review, and renew, membership and activities of the road committee. 06-Apr-21 - Committee met at 4:30pm at my residence. Committee beginning work on priorities, organization, and strategy; building on previous committee accomplishments. 23-Mar-21 - Committee met to discuss general expectations and suggestions.

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

21 April 2021

SUBJECT: CCR Committee Report – April 2021

Pending appointment by the board of directors the committee tentatively is composed of:

- Bill McFarland
- Chuck Crouch
- Claire Peachey
- Eileen Ahearn
- Todd Miller

No meetings or committee discussions were held. We will schedule a meeting in the near future during which the committee will select a chair.

For the Committee

RW Barfield  
Committee Liaison

## **Nominating and Election Committee (NEC) Report to the HLR Board for 21 April 2021 BOD meeting**

(as of 19 April 2021)

1. The NEC hosted meetings on 24 March and 18 April to prepare to conduct the Special Election scheduled for 22 May 2021. Meeting minutes submitted to the BOD for posting and attached.

2. After mailing the Special Election notice letter, three candidates submitted their intent to run for the two vacant HLR board positions within the specified time limit. They were: Bill McF, Karen T and Tommie. Upon further discussion, Karen T withdrew her name to allow new POs to serve and to avoid forcing a special election. With only two candidates remaining, as agreed at the 24 March 2021 NEC Meeting, the NEC recommends the BOD forgo the special election and appoint the two candidates to the two vacant positions during this April BOD meeting

3. As announced at the annual meeting, IAW our NEC Mission and Procedures approved on 20 March, the NEC welcomes any comments by HLR Property Owners on how we can improve the election process. The suspense date for input is 1 May 2021. Input can be emailed to the board at [admin@hlrpoa.com](mailto:admin@hlrpoa.com) or directly to the NEC Co-chair, Karen, at [ktribaz@gmail.com](mailto:ktribaz@gmail.com).

4. Future Task:

- 5 May: NEC will host a meeting to consolidate PO input/recommendations for change to the NEC Mission & Procedures document.
- NLT 22 May BOD Meeting- NEC will propose DRAFT V1 changes to our NEC Mission and Procedures document. (send to BOD as part of read ahead by @ 15 May 2021)
- NEC request the BOD post the draft changes on the HLR website for 2d opportunity for POs to comments. Give PO a 30-day window (propose 30 June 2021).

- After receiving final PO comments, the NEC will update and present the draft V2 NEC Mission and Procedures document for approval by the BOD (propose NLT 31 July 2021); IAW our ByLaws, BOD approval should happen before the end of Aug 2021.

5. To accomplish the goals mentioned above, the next NEC meeting to discuss changes to our NEC mission and procedures document is scheduled for **5 May at 6pm** at 10847 N Double U Ranch Rd. The meeting is open to all property owners. The NEC ask the BOD to post the upcoming meeting date and purpose on our HLR website.

6. Tasks:

- a. Review / Renew Nominations and Elections Committee (treasurer to review, and renew, membership and activities of the Nomination and Elections committee). NEC membership is set. Procedures proved successful in the annual election. Procedures approved by the board. No additional action needed.
- b. 22 May 2021 Special Election (Nominations and Elections committee to conduct a special election to fill the two board vacancies at earliest possible time). NEC mailed out nomination solicitation letters on 25 March 2021. Two candidates have volunteered. NEC prepared to proceed upon direction from the board.

Any comments and questions should be directed to myself.

Karen Tribby

Co-Chair NEC

ktribaz@gmail.com



At the board meeting on Wednesday, April 21, 2021, the board of directors voted to:

1. **20 Mar 2021 Board Meeting Minutes** - Approve the meeting minutes for the 20 March 2021 board meeting as presented.
2. **20 March 2021 Membership Meeting Minutes** - Approve the meeting minutes for the 20 March 2021 membership meeting as presented.
3. **5 December 2020 Board Meeting Minutes** - Approve the meeting minutes for the 5 December 2020 board meeting as presented.
4. **10 November 2020 Board Meeting Minutes** - Approve the meeting minutes for the 10 November 2020 board meeting as presented.
5. **Board Vacancy Appointments** - Appoint Bill McFarland to the board of directors to fill the vacancy created by Ms. Shelburne's resignation and Tommie Smith to the board of directors to fi, and direct the Nominations and Elections committee to cease actions regarding a special election.
6. **Appointment to Board Positions** - Appoint: Robert Wade Barfield as president, Billy McFarland as vice-president, Barbara Crouch as secretary, Randall Kling as treasurer, and Tommie Smith as member at large.
7. **Committee Liaison Appointments** - Appoint: Robert Wade Barfield ARC chair, Barbara Crouch NEC chair, Randall Kling road committee liasson, Billy McFarland CCR committee liasson, and Tommie Smith windmill committee liasson.
8. **ARR Lot 57 Site Plan** - Approve the architectural review request which includes the main house, a carport, a workshop, small pond, tanks and cisterns for water storage, and a standalone solar panel array on lot 57.
9. **ARR Lot 22 Covered Porch** - Approve the architectural review request for a covered porch with pavers on Lot 22.
10. **ARR Lot 132 Solar Panels** - Approve the architectural review request for solar panels on Lots 132/133.
11. **Approve ARC Duty Statement** - Approve the updated Architectural Review Committee duty statement.
12. **ARC Appointments** - Appoint GL Holt and Joel Levin to the Architectural Review Committee.
13. **Road Committee Appointments** - Appoint Keith Stanford, Nate Tribby, Todd Miller, and Tommie Smith to the Road Committee.
14. **CCR Cmte Appointments** - Appoint Bill McFarland, Eileen Ahearn, Todd Miller, and Claire Peachey to the CCR Committee.
15. **Windmill Committee Appointments** - Appoint Tommie Smith and Pat Green to the Windmill Committee.
16. **NEC Appointments** - Appoint Karen Tribby, Eileen A, Claire Peachey, and Beckie Hilgart to the Nominations and Elections Committee.
17. **Annual Financial Report** - Approve the treasurer's 2020 annual report.
18. **Assessment Policies and Procedures** - Approve draft Policies and Procedures - Assessments and task Treasurer to implement immediately.
19. **Find Reserve Study** - Send welcome packets without a reserve study, explaining that one is not available; and begin including the reserve study if it is found.
20. **Welcome Package Approval** - Approve the proposed letter and attachments.

21. **Welcome Package Distribution** - Task the secretary to send (mail or email) the welcome package to all owners who became association members within the past 16 months.
22. **Dumpsters on Common Area 1** - Send a letter to the identified property owner allowing the temporary presence of the dumpster as is until June 30, 2021, but requiring removal from common area and compliance with CCRs (10.6 and 10.9) thereafter.
23. **Dumpsters on Common Area 3** - If renter 2 remains unidentified on 2 May, contact the company owning the unidentified-owner dumpster to issue a notice of trespass and demand immediate removal of the dumpster from the association's common property.
24. **Dumpsters on Common Area 2** - If renter 2 is identified by 2 May, send a letter to the property owner allowing the temporary presence of the dumpster as is until June 30, 2021, but requiring removal from common area and compliance with CCRs (10.6 and 10.9) thereafter.
25. **Block High Lonesome Road** - Authorize gate and/or wire to block High Lonesome Road at the fence on the northern perimeter of the subdivision (using volunteer labor and donated materials).



## President

1. **Attorney Advice on Welcome Packages** - The president will seek the advice of the association attorney at no additional cost regarding appropriate action to address the past violation of A.R.S. 33-1806.

## Secretary

1. **Letter to Mr. Kelley re Dumpster** - The secretary will mail a letter to Mr. Kelley regarding the resolutions passed by the board.
2. **Advise Selling Owners of ByLaws Article XIII.** - The secretary will attempt to identify all lots currently for sale and ensure the owners of those lots are advised of the requirement to notify the board at least 10 days before closing, and to provide the name and contact information of the buyers.
3. **Distribute Welcome Package to New Owners** - The secretary will mail the welcome package to all owners who have become members of the association on or after Jan 1, 2020.
4. **June and July 2021 Board Meeting Reservations** - The secretary will make reservations for Schieffelin Hall to 1:00 PM meetings on June 22, 2021 and July 19, 2021.
5. **Distribute Welcome Package to All Owners** - The secretary will send the welcome package to all owners who became members of the association before January 1, 2020. The package will be sent via email to those for whom we have an email address and will be mailed to the remainder.

## Treasurer

1. **Develop a Reserve Study Proposal** - Task the Treasurer to prepare a recommendation for conducting a new reserve study and to present that recommendation to the board within the next 90 days.
2. **Budget for the Annual External Financial Review** - The treasurer will budget for an annual review by a public accountant as required by the association's bylaws.

## Member at Large

1. **Contact Renter of 2nd Dumpster** - The member at large will attempt to contact the renter of the second dumpster and have them contact the board regarding the situation and resolutions addressing the dumpsters at the end of Legend Trail.
2. **Volunteers to Research Mailbox Cluster at Entrance** - Ask volunteers Karen Tribby and Beckie Hilgart to research mail box cluster options acceptable to the post office, the interest level of HLR residents, costs and locations; and to report results to the board at the next board meeting.