



## Opening

- **Call to Order:** The board convened at 10:00 am
- **Pledge of Allegiance:** Led by Robert Wade Barfield.

**Opening Comments:** By Mr. Barfield, how to get the agenda and read ahead to the general/public?

**Reason:** For the people who do not live on their property and to the PO's who do to be informed of association business in advance of the meeting. The idea is to have it posted two weeks before the next meeting. Therefore, we need agenda items and read ahead material submitted to the secretary three weeks ahead. The secretary will forward submitted items to the correct people.

**Adopt the Agenda** Mr. Barfield motioned to adopt the agenda Mr. Kling 2<sup>nd</sup>. Mr. Smith motioned to ~~present~~ amend the agenda by including Mr. Chuck Crouch's proposal for caution signs-Mr. Kling second it. By vote of 3 not in favor Mr. Kling, Mr. Barfield, Mr. McFarland - 2 in favor Mr. Smith and Mrs. Crouch. Mr. Smith's proposal for amendment failed and the agenda was adopted as presented.

## Board Officer Reports

**President Report** – see attachment

**Secretary's Report:** Mrs. Crouch reported the status of secretary tasks.

- Letter to Mr. Kelly was sent with no response back.
- Welcome letters are being sent and will be done by Monday May 24,2021.
- The 10-day sale notification has been posted on the web site.

**Treasurer's Report:** Mr. Kling reported the status of the following tasks:

- The BBA account is closed.
- All three must be present for the Bank signatures.
- The delinquency notices were mailed out on 18 May. It is the budget item submissions that will be due in October.
- Mr. Kling also submitted a written report (see attachments).

## Committee Reports

**Architectural Review Committee:** Mr. Barfield submitted a written report (see attachments).

**Road Committee Report:** Mr. Kling submitted a written report (see attachments).

**CCR&E Committee Report:** Mr. Barfield submitted a written report (see attachments).

**Windmill Committee Report:** Mr. Smith reported he had two PO nominated to join the Windmill Committee.

**Nominations and Elections Committee Report:** Mrs., Tribby submitted a written and a read report (see attachments).

## Board Business Items

**Approve Meeting Minutes** Presented by Barbara Crouch to approve minutes from previous meetings. The board voted to table the approval until corrections were made: the following motion made by the President and seconded by

Mr. McFarland: **To table approval of the meeting minutes for the 21 April 2021 board meeting as presented.** The board vote was 3 in favor to Mrs Crouch and Mr. Smith abstained.

**Committee Appointments:** Mr. Smith motioned to add Corinthea and Harold Pangelinan to the Windmill Committee Mr. Kling 2<sup>nd</sup>, passed 5 to 0

**Architectural Review Requests:** Presented by Mr. Barfield to approve 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 architectural review request which includes the main House and outside buildings on lot 69.**

The board vote was 5 to 0. The board voted to approve the following motion made by the Mr. Barfield and seconded by the Mrs. Crouch: **Approve the architectural review request which includes the main House and outside buildings on lot 70.** The board vote was 5 to 0.

The board voted to approve the following motion made by the President and seconded by the Randy Kling: **Approve the architectural review request for enclosed back porch added to the existing main house for Lots 130.** The board vote was 5 to 0.

**Debt Collection:** Mr. Kling motioned to resume collection action based on a request we received from Carpenter-Hazelwood. Curtailing the action would require the association to pay approximately \$3000 in fees while allowing the collection to continue would be at no cost to the association. Mr. Barfield 2<sup>nd</sup>. Passed 5 to 0

**Amend New Owner Welcome Letter:** Mr. McFarland motioned to add to the welcome letter a reminder that an association rule requires property owners obtaining owner-builder opt-out permits to opt for all required county code inspections. Mr. Smith seconded to bring the proposal to discussion. During open discussion Todd Miller brought to the board's attention that there are two conflicting versions of the association rule presented in the association's governing documents and minutes of the meetings where the rule was adopted. The motion to amend the letter failed by a vote of Mr. McFarland and Mr. Barfield in favor Mr. Smith, Mr. Kling against and Mrs. Crouch abstained.

**Amend Architectural Review Request Form:** Mr. McFarland motioned to add to the ARR form a reminder that an association rule requires property owners obtaining owner-builder opt-out permits to opt for all required county code inspections. Mr. Smith second motion failed 1 to 4

**Form Committee to Draft FAQ Page for Association Website:** Mr. McFarland motioned for board approval to form a committee to draft a set of frequently asked questions with answers for addition to the association's website, allowing board members and others to convene under committee rules rather than a meeting of directors' rules. Seconded by Mr. Kling and passed by vote Mr. Barfield, Mr. Kling and Mr. McFarland in favor Mr. Smith and Mrs. Crouch against

**Form Committee to Study Establishing a Finance Committee:** Mr. McFarland motioned for board approval to establish an ad-hoc committee of board members to study establishing an internal audit and finance committee. Motion was seconded by Mr. Kling and passed on a vote of 5-0.

**Provide Guidance to Windmill Committee:** Expecting this discussion would last longer than the time allotted for the meeting would allow Mr. Barfield motioned to table this item until the June meeting. Motion was seconded by Mr. Kling and passed by vote of 5-0.

**Close Pending Actions Regarding Privately Leased Dumpsters on Association's Common Area:** Based on the Member at Large's success in resolving this issue Mr. Barfield motioned that previously approved pending actions be suspended. Motion seconded by Mr. Smith and passed on a vote of 5-0.



### Closing

**Call to Membership:** Presented by Mr. Barfield to provide an opportunity for members to voice concerns, observations, etc. and to present issues needing board attention. No comments offered.

**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. No additions or corrections offered April's minutes was tabled upon the approval of corrections.

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

- June 22, 2021 1:00 PM in Schieffelin Hall.
- July 19, 2021, 1:00 PM in Schieffelin Hall.
- **NEC** July 1 at 10 am @ Mrs Tribby
- **CCR** meeting June 22 - 12 pm Schieffelin Hall
- **Road Committee** – June 1 – 9:30 am @ Mr. Klings

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

**Adjourn:** The meeting adjourned at 12:10 PM.

# Attachments

Attendees

Presidents Report

Architectural Review Committee Report

Treasurer's Report

CCR Committee Report

Road Committee Report

Nominating and Election Committee Report

Approved Motions

Taskings



Robert Barfield (President)

Bill McFarland (Vice-President)

Barbara Crouch (Secretary)

Randall Kling (Treasurer)

Tommie Smith (Member at Large)

Beckie Hilgart

Karen Tribby

Nate Tribby

Harold (Jr) Pangelinan

Scarlett Pangelinan

Amanda G. Miller

Todd M. Miller

Chuck Crouch

Debra McFarland

Judy Rossbach

Tony Rossbach

Rhonda Buesgens

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

22 May 2021

SUBJECT: President's Report – May 2021

On 23 and 27 April I attempted to contact Jason Smith, the association's attorney, for his opinion on the best course to take in addressing the past failure of the association to provide new owners with the information required by AZ state law (see ARS 33-1806). My calls rolled to voice mail where I left a brief description of the situation and requested a return call which he made on 28 April.

A synopsis of his opinion is that there is no way to redress the failure retroactively – whatever harm that could be done has been done by the oversight and cannot be redressed. He also feels it is not now an issue as there is no demonstrable harm to the owners who were not provided with the information and that it is sufficient to comply with the law going forward.

RW Barfield  
President, HLR POA

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

22 May 2021

SUBJECT: Architectural Review Committee Report – May 2021

Since our last report the committee has received three architectural review requests:

Lot 70 – Smith/Hilgart: comprehensive ARR which includes the main house, two outbuildings (shops), a greenhouse, gates and perimeter fencing. After amending the original submission to call for green roofing material vice white roofing material the committee's recommendation for approval is submitted as an agenda item for the 22 May 2021 meeting of the board of directors.

Lot 69 – Pangelinan: comprehensive ARR which includes the main house, a barn, a workshop, a ramada, an aviary, a standalone solar panel array, livestock corrals, and a small pond. The committee's recommendation for approval is submitted as an agenda item for the 22 May 2021 meeting of the board of directors.

Lot 130 – Browning: ARR for addition of an enclosed porch to the existing main house. The committee's recommendation for approval is submitted as an agenda item for the 22 May 2021 meeting of the board of directors.

For the Committee

RW Barfield  
Committee Chair

# Treasurer Report May 21,2021

	As Of Date		Checking	Savings	Other	Total
ASSETS	Vantage West C U 17	Text17 20-May- 21	\$32,693.15	\$20,003.29	\$0.00	\$52,696.44
INCOME		Assessment	Document Fee	Late Fees	Bank Interest	Total
	LEVIED AMOUNT	(\$23,963.05)	(\$300.00)	(\$88.90)	\$0.00	(\$24,282.45)
	COLLECTED AMOUNT	\$18,539.95	\$225.00	\$6.95	\$5.31	\$18,852.21
	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			\$1.35	\$886.35
	COLLECTED PERCENT	77.4%	100.0%	50.0%	na	77.6%
	BALANCE DUE	(\$5,423.10)	(\$75.00)	(\$6.95)	\$5.31	(\$5,430.24)
	Assessment Status		Lot Count	(Cumulative)	Lot Percentage	(Cumulative)
	Paid in Full		89	89	65.4%	65.4%
	1st Half Paid		38	127	27.9%	93.4%
	1st Half Unpaid		2	129	1.5%	94.9%
	1st Half Delinquent		7	136	5.1%	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>
	County Recorder Fees	\$150.00				\$150.00
	Financial Review					
	Mailings	\$400.00	\$248.06		\$248.06	\$400.00
	Meetings	\$200.00				\$200.00
	PO Box	\$80.00				\$80.00
	Website	\$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>
	Road Grading	\$17,500.00	\$2,800.00	\$2,800.00		\$14,700.00
	Road Repair					
	Windmill	\$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>
	Insurance	\$1,850.00				\$1,850.00
	Legal Fees	\$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>
	AZ Corp Commission	\$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)
Treasurer Report <a href="#">Text17</a> Publish Monthly Report	1 - 9 May 2021
Annual Assessment <a href="#">Text17</a> Mail Out 1st-Half Delinquent Notices	9 - 19 May 2021
Treasurer Report <a href="#">Text17</a> Publish Monthly Report	1 - 9 Jun 2021
Annual Assessment <a href="#">Text17</a> Mail Out 2nd-Half Notices	6 May - 15 Jun 2021
Annual Assessment <a href="#">Text17</a> Email Out 2nd-Half Reminders	25 Jun - 5 Jul 2021

## COMMENTS

**Financial Decisions:** None

### **Treasurer Tasks Update:**

#### **Tasks - Closed**

- 1 . Close bbva Account (20-Mar-21)
- 2 . Agenda & Minutes to Treasurer (20-Mar-21)

#### **Tasks - Open**

- 1 . New Bank Signatories (20-Mar-21)

Treasurer and President change signatories on bank accounts upon publication of election results in approved meeting minutes.

- 20-May-21 - Arizona Corporation Commission does not yet show update of officers. Approved minutes for 21 April 2021 meeting should be sufficient once approved.
- 28-Apr-21 - Confirmed with business account manager at Vantage West that all three new signatories will need to sign at the same time.
- 22-Apr-21 - Vice-President also to be a signatory, so will need to wait for approval of 21 April meeting minutes.
- 22-Mar-21 - No action required until minutes with election results and minutes with board position appointments are approved.

- 2 . Develop a Reserve Study Proposal (21-Apr-21)

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.

- 3 . Budget for the Annual External Financial Review (21-Apr-21)

The treasurer will budget for an annual review by a public accountant as required by the association's bylaws.

- 22-Apr-21 - Budget submissions will be opened in late September to early October.

**Actions:** Delinquency notices mailed 18 May 2021. Vantage West Credit Union confirmed Paypal is compatible with their systems.

**Future Events:** Approximately 150 days until budget submissions are due. Submissions can be made by board officers, committees, and association members.

# CCR Committee / Governance Committee Report

## 22 May 2021 (as of 18 May 2021)

1. The CCR committee met on 15 May with the following members attending: Todd M, Billy McF (Board Liaison), Claire P and Eileen A. Property owners attending included Tommie S, Karen T, Wade B and Debbie McF.
2. The Committee recommends the committee's name be changed from CCR Committee to Governance Committee (GC) since it better encompasses all the HLRPOA governing documents.
3. The committee recommends the following GC Mission and duties update:

The Governance Committee (GC) 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 GC 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.
- .
3. The committee's next action is to review all past HLR BOD meeting minutes and compile a summary of past motions which impact our governing documents through a rule(s) change or sets precedent.
  4. The next GC meeting is set for 22 June at 10AM at Schieffelin Hall pending Hall availability. The meeting agenda: discuss highlights of each of our summaries, discuss impact on our governing documents; discuss/create a plan of action.

Submitted by

*Todd*

Todd M

GC Chair

## **Road Committee**

**May 21,2021**

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: None scheduled at this time. However, the committee intends to seek authority to use \$3,000 of the \$6,500 identified (but not budgeted) at the 10 November 2020 board meeting to use for road repairs as needed during the monsoons. That request item should be ready in time for the agenda meeting for the 22 June 2021 board meeting.
  - c. Road-Issue Prevention: None scheduled at this time. However, the committee is developing an agenda item to request funding for two test measures to be implemented in advance of the monsoons and evaluated after the monsoons. That item should be ready in time for the agenda meeting for the 22 June 2021 board meeting.
2. Conditions of HLR Roads: Initial evaluations are underway. Three of the sections have been individually assessed. The committee has not yet cross-compared them for standardization.
3. Committee Actions: The committee met on 15 May 2021 and 21 May 2021. The committee intends to meet once more before the agenda meeting for the 22 June 2021 board meeting.

**Nominating and Election Committee (NEC) Report to the HLR Board**  
**for 22 May 2021 BOD meeting**

(as of 14 May 2021)

1. The NEC hosted a meeting on 5 May to review our recent election process and procedures and consolidate recommended changes. No major changes recommended. Meeting minutes were submitted to the BOD for posting.
  
2. Per our Nominations and Election Procedures dated March 2021, the NEC is charged with reviewing our past election procedures and recommending improvements. Proposed changes are included in our NEC Mission and Procedures 2021 DRAFT V1. The NEC request the Board post the draft document on the HLR website in a timely manner for property owner comments by 30 June 2021.
  
3. Future Task/Timeline:
  - No later than (NLT) 30 May 2021: Request the BOD post the NEC Mission and Procedures 2021 draft V1 on the HLR website for 2d opportunity for POs to comments.  
Request PO input be sent to [admin@hlrpoa.com](mailto:admin@hlrpoa.com) by 30 June 2021.
  - NLT 30 June 2021: received comments and suggestions to improve draft NEC Mission and Procedures document.
  - 1 July 2021: next NEC meeting to review proposed changes to our NEC Mission and Procedures 2021 draft document.
  - NLT 31 July 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.
  - NLT 31 Aug 2021: Request Board approval of our updated NEC Mission and Procedures 2021 document.
  
4. Any comments and questions should be directed to myself.

*Karen Tribby*

Karen Tribby Co-Chair NEC  
ktribaz@gmail.com



# Approved Motions



## Board Meeting May 21, 2021

**Approve Meeting Minutes:** Presented by Barbara Crouch to approve minutes from previous meetings. The board voted to table the approval until corrections were made: the following motion made by the President and seconded by the Mr. McFarland: **To table approval of the meeting minutes for the 21 April 2021 board meeting as presented.** The board vote was 3 in favor to Mrs Crouch and Mr. Smith abstained.

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**Form Committee to Draft FAQ Page for Association Website:** Mr. McFarland motioned for board approval to form a committee to draft a set of frequently asked questions with answers for addition to the association's website, allowing board members and others to convene under committee rules rather than a meeting of directors' rules. Seconded by Mr. Kling and passed by vote Mr. Barfield, Mr. Kling and Mr. McFarland in favor Mr. Smith and Mrs. Crouch against

**Form Committee to Study Establishing a Finance Committee:** Mr. McFarland motioned for board approval to establish an ad-hoc committee of board members to study establishing an internal audit and finance committee. Motion was seconded by Mr. Kling and passed on a vote of 5-0.

**Close Pending Actions Regarding Privately Leased Dumpsters on Association's Common Area:** Based on the Member at Large's success in resolving this issue Mr. Barfield motioned that previously approved pending actions be suspended. Motion seconded by Mr. Smith and passed on a vote of 5-0.

# Taskings

Board Meeting on May 21,2021



## Secretary

**All Welcome letters** to be sent out by Monday May 24,2021.

**Review board resolutions** Presented by Mrs. Crouch to ensure none were missed or recorded incorrectly and supply a last-chance opportunity to clarify if needed. No additions or corrections offered April's minutes was tabled upon the approval of corrections.

## Vice President

**Form Committee to Draft FAQ Page for Association Website:** Mr. McFarland motioned for board approval to form a committee to draft a set of frequently asked questions with answers for addition to the association's website, allowing board members and others to convene under committee rules rather than a meeting of directors' rules.

**Form Committee to Study Establishing a Finance Committee:** Mr. McFarland motioned for board approval to establish an ad-hoc committee of board members to study establishing an internal audit and finance committee.

## Member at Large

To reserve and arrange to have Schieffelin Hall open for the 22 June Meeting