

CCEHA Board Meeting Minutes
February 25, 2010 6:30 pm to 8:13 pm
Held in the CCEHA Clubhouse

Call to Order: Ron Wolfe, president called the meeting to order at 6:30 pm. Roll call was taken and board members present were: Jackie Rankin, Director; Gail Root, Director; Pam Fletcher, temporary Treasurer; Pamela Gulbrandson, Secretary; Ron Wolfe, President; Yenny van Dinter, Director; and Phillip Swart, Vice President.

Pam Fletcher gave us an update on Jess Hays' surgery. All went well and he is at home recuperating. At the end of the recuperation period, Jess's intent is to assume the Treasurer position.

Website Update - Dawna Diltz, the webmaster for our CCEHA website, gave the board a presentation about the current status with our website, as well as a proposal to address the storage capacity issue that we have with our current web provider. We are at 92% of our disk capacity with ZiaNet, which is only offering 252MB storage. She did research and has found a new provider, GoDaddy, which will offer 10GB storage for less money than ZiaNet. Her 2 proposals were to switch to GoDaddy or stay with ZiaNet and purchase additional 100MB of space. The board reviewed her proposals and asked which she recommended. Dawna recommends we go with GoDaddy under the Economy Plan. The switch over can be completed within 48 hours. Her proposal was for 5 years. After some discussion, Jackie Rankin made a motion to try it for 12 months since technology changes so quickly. Pam Fletcher seconded the motion. Vote was taken, Phil Swart voted no, and Yenny van Dinter abstained, the remainder voted yes. Motion passed. Dawna will take the steps to facilitate the switch over.

On other website issues, Dawna suggested that we place the Clubhouse Usage Agreement under the Useful Information link, in addition to having it in the Declaration of Restrictions and ByLaws section. We agreed. She will have Betty Buman put something in the newsletter about this. Appendix A has previous names of the committees' membership and she wants to know if it's ok to update these. Also there are committees that aren't on there like the elections and nominations and budget committees. The thought was that these are short lived committees so no need to add them in, But she should update the others with the current volunteers names.

Old Business:

- **1/23/10 Board Meeting Minutes** were reviewed for any changes. Jackie Rankin made a motion to accept minutes as written. Pam Fletcher seconded the motion, vote was unanimous. Minutes were approved.
- **HUD compliance, including Age Verification** – Gail Root gave an update on his research about compliance with the HUD Policies and Procedures for maintaining a 55+ status. We need to notify local realtors about the requirements, post the requirements in public areas, the builder's sales office, model homes and every 2 years verify that at least one member of each household is at least 55 years of age. Gail has met with the majority of the local realtors and Jim Reedy to verify they are aware and complying. He prepared a posting and posted in the clubhouse and the outside bulletin board. The age verification surveys are to take place every 2 years. For homeowners that have verified already and nothing has changed, there may not be a need to verify again. As to rental properties, we need to verify each time. Gail thinks that the form used can be modified to be less intrusive by eliminating birthdates and just have the statement to verify that at least one member is at least 55 years of age. He has contacted Betty Buman and she will place an article in the upcoming newsletter that these surveys will be forthcoming. He will also meet with Lorraine Sanborn on the Welcome Committee so she can have the information

for her welcome packet. Gail noticed that in our Reference Manual, page 27 under the rental and lease verbiage it refers to Appendix I with a certification that owners must provide with their written notification to any renters or lessees isn't there. He will contact Dawna and have her insert this certification. Ron Wolfe suggested that at the end of the next board meeting we discuss HUD Compliance with any members in attendance. Gail shared other items that are included in the Policies and Procedures for HUD compliance – there is verbiage that states if the sale is to anyone under the age of 55 the board must approve the sale. That there is a maximum of 3 persons per household and that no one under the age of 18 may reside in the community for more than 60 days maximum in a calendar year. There is also reference that leases will not be allowed to renew unless the certification has been provided. He is suggesting that the board review these policies and procedures and update where needed.

- **Administrative/process steps from Committees** – Ron Wolfe asked that the committee chair or member from the committees document the processes, forms, or anything else that is needed to have the committee operate smoothly. This will help with transitions when new volunteers come on the committees. Especially vulnerable committees are the Budget, Elections and Nominations, Facilities and the Welcome. However, it would be advantageous for all committees to have documentation. Pam Fletcher suggested that board officers do the same. The president, treasurer and secretary for sure. Even though there are some operating guidelines in the reference manual, there are processes and possible duties that may not be spelled out sufficiently. The board agrees.
- **Border Patrol Lighting** – Gail Root was contacted by the Border Patrol for an update on their lighting issues. They have added some shades and will continue to do so. The dark skies initiative was effective Jan 2000 and the construction of the facility was started in end of 1999. They are checking with the builder of the facility about why sodium vapor lights weren't installed at the time. Gail mentioned to the officers that there had been some complaints of speeding by the Border Patrol Agents on Country Club Rd. He was assured that this subject is addressed at each shift change. This is the most that they can do. The Border Patrol officers indicated that they want to be good neighbors to all of Deming. Gail offered as a side note that the employees have often been involved with community fund raisers.
- **Potential Projects Listing** – Ron Wolfe went over the listing and talked about the top two – entry way beautification enhancements and the community gardens in the former bocce ball court. Even though there were no monies approved in the 2010 budget, this doesn't mean that these items should die. The Community Improvement Committee could begin the planning out of these, gathering some voluntary support and supplies from say local landscapers and homeowners. In addition, the walking path in the AT&T right-of-way could be looked at again and a plan drawn up. It seems that there are still things that can be done to pave the way on these projects. The Yearbook Committee is another example where no monies are in the budget, but perhaps they could put together a more concrete plan or even instructions on how people could “build their own yearbook”.
- **Street Signs Update** – Jackie Rankin gave us an update that she and Ron had met with Mr. Patel with the city about the street signs. He indicated that there are over 300+ signs that need replaced or added in the City of Deming. She explained to Mr. Patel that in our neighborhood it is critical to have the street name signs replaced for safety. He has moved up the request for the sign at Driver and Play Thru to higher priority.

New Business:

- **Treasurer's Report**
 - Pam Fletcher gave us an update on the homeowner's association dues for 2010. The total amount for all dues is \$28,050. As of this date she has received payments totaling \$19,875. This leaves \$8175 outstanding. These dues are due 30 days from the date of the annual meeting, so as of today the members that have not paid are past due and are not in good standing. She will send out a written notice to this effect and indicate that interest will begin to accrue.
 - 2010 Budget – so far only \$782.55 has been spent against some line items.
 - She handed out the bank statement and Fidelity Investment statement. 1st New Mexico Bank as of 1/31/10 has an ending balance of \$19,402.48. Fidelity Investment account gained \$2.13 in interest making the total as of 1/31/10 \$32,632.95.
 - Pam received a questionnaire from State Farm that is to update our information under the liability policy we have with them. Ron Wolfe will take this and fill it out.

- **Correspondence to/from Secretary**
 - Pamela Gulbrandson sent out letters to 1st New Mexico Bank, State Farm, A W Pollard Insurance and David Gorman notifying them of the 2010 board members. She also sent out emails with the updated telephone and address listing, thanking the committee volunteers and one that shared information about the Deming City ordinance covering door to door solicitation.

- **Architectural Committee has one too many volunteers on it** – Yenny van Dinter shared that Declaration of Restrictions state that only 3 people will make up this committee and since we have had 4 people volunteer we need to discuss and decide which 3 will remain. Looking the 4 who volunteered – Bruce Fletcher, Frank Blank, Debbie Gwin and Jackie Loflin – Jackie is on 4 other committees and has been on this committee for quite some time. The discussion resulted in thanking Jackie for her involvement with the committee and since she is on other committees we will take her off of this one. Ron will notify her of this decision.

- **Report out on clubhouse front door leak** – Dennis Grier reported that all the work had been completed and no leakage has been found since. The glass on one side was replaced, as was the threshold and weather stripping.

- **Clubhouse roof leakage update** – Dennis Grier has had two different repair companies come out and give him an assessment of what is causing the leakage. Both agree that is not the actual roof, but the ramparts around where the stucco has eroded away. Also, the original construction did not include any metal flashing under the stucco. He received 2 bids from Smith Roofing in Mesilla and Klinger Construction in Deming. Smith Roofing was \$2277 which would not include painting over the repairs and flashing. Klinger Construction's bid was \$1825.38 which did include painting and snow sealing the patch areas. This company also gave Dennis a quote to clean off the entire roof, patch any cracks and cover with the cool seal after the other repairs were done. This cost was \$1289.30. After discussion, the board wants to go with Klinger Construction and for both jobs. The total would then be \$3114.68. The approved budget amount for Facilities

Committee was \$4400.00. This will leave \$1285.32 in the budget. Ron made a motion to authorize the 2nd bid with Klinger Construction. Pam Fletcher 2nd the motion and the vote as unanimous. He has the work order proposal and it needs to be signed by someone. Ron Wolfe as the president will sign it. The ceiling tiles inside will be looked at how to clean up or paint after the repairs.

- **Committees Report Out –**
 - Activities Committee – Pamela Gulbrandson gave an update. We had a Valentine’s Desert party and had lots of fun. In March there will be a trip to Mary Kay Brady’s garden down by Columbus for tips and tricks on spring pruning and cleaning. This is March 6th. Also in March, thanks to Dot Guerrero there will be a Border Patrol Tour on March 17th at 9:30 am. Limit is 20. After that at 11:00 we will have a St Patrick’s Day snacks and beverages. In April there will be an Easter Hat Parade on the 3rd. The Garage Sale will be April 10th.
 - Architectural Committee – Frank Blank reported that they have requests for improvements – wooden gate, gates painting and a house painting. These were all approved. Pamela Gulbrandson asked if they had a “recap form” that she has seen in the past records that list all of these each month so that we can keep a record of this. Frank wasn’t aware. Pamela will get a copy to the committee so perhaps in the future we can get this as part of the meeting record.
 - By Laws – no update since there is anything that can be done until the lawsuit is over. Updates by this committee will be tabled until further notice. This will also be for the Budget Committee.
 - Committee Improvement Committee – Mary Kay Brady reported that since there were no monies approved she didn’t think there was anything to do this year. However after the potential projects discussion, she will contact the other members – Charlene Le Master and Jackie Loflin and get some things going.
 - Yearbook – Phil will get with Kathleen and start some plans.
- **Next Board Meeting** – March 25, 2010 at 6:30 pm in the CCE clubhouse. Discussion about future board meetings for 2010 resulted in the 4th Thursday of each month as the standing date.
- **Adjournment** – Pamela Gulbrandson motioned that we adjourn, Pam Fletcher seconded and the vote was unanimous. Meeting adjourned at 8:13 p.m.

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary