

CCEHA Board Meeting Minutes  
March 24, 2011 6:30 pm to 8:28 pm  
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: Jan Hayhurst, Director; Gail Root, Vice President; MaryKay Brady, Director; Jess Hays, Treasurer; Yenny van Dinter, Director; Pamela Gulbrandson, Secretary and Ron Wolfe, President.

**Unfinished Business:**

- **02/24/11 Board Meeting Minutes-** Pamela Gulbrandson presented the 2 changes that were submitted. On page 1 the correction was that the Newsletter would be published March, June, September and December. The addition was the month of September. On page 4, the original notes had the plants on Play Thru stated as palms, they were cacti. MaryKay Brady made a motion to accept minutes as written. Jan Hayhurst seconded the motion, vote taken and it was unanimous. Minutes were approved as corrected.
- **Lawsuit Status** – Ron Wolfe shared that there has been no change and we are still awaiting the judge’s decision.
- **Motion to rescind the last board meeting’s decision revising the contract for 2JGarcServices** - Jess Hays made the motion to rescind the decision that was made at the February 24<sup>th</sup> meeting. Yenny van Dinter seconded the motion. Jess explained that he didn’t dispute the change of either party can terminate with 30 days notice. What he wanted kept in was the phrase about the contract automatically renewing after the first year. He said this will save us time in January each year. The Bylaws section about contracts doesn’t state contracts have to be signed every year – in fact no time line is mentioned. Vote was taken to rescind the decision and it was unanimous. Jess then made a new motion to have the contract adapted only with the addition of “...either party may terminate this agreement *with a 30 day notice.*” MaryKay Brady seconded the motion. Gail Root asked for clarification of the “after expiration of the first year...” is January 1, 2011 to December 31, 2011 the first year? It was agreed that yes this is the first year. Vote taken with 6 of the 7 board members voting yea, with Gail Root abstaining. Motion passed. Pamela will update the original contract with the 30 days, get the signatures and give to Jess so that he can get the bookkeeper to initial and sign.
- **Association Dues Status and next steps** – Jess Hays passed around the listing of owners still in arrears with the 2011 association dues. There were 14 names; however 2 had just given him the checks today. We are down to 12 owners. Jess asked for a clarification on the decision last meeting about waiving the double lot fees for owners not returning their waivers – does this include owners whose 2<sup>nd</sup> lot is not contiguous to their first lot? Yes it does. Jess has had one letter come back. Francine Bell, owner of 3007 Sand Trap, has been declared incompetent and is in Oregon. Blue Diamond Realty is handling the rental of this location and Tara told Gail Root that she will pay this association dues. The other owner on this listing is Chel Bates Estate. MaryKay asked if this could be charged off as

bad debt since it appears that we don't have hope of collecting this. Jess will look into this. So removing the first 2 owners, we are down to 10 past due. Past due letters were mailed around the 10<sup>th</sup> or 11<sup>th</sup> of March indicating past due status. He wants to post these names at the clubhouse and start charging interest. The two issues are posting names and then the follow up action for collection. Gail Root made a motion that we post names at the clubhouse. Jan Hayhurst seconded it and vote was unanimous. MaryKay Brady made a motion that we should publish this, which extends to not only posting at clubhouse, but including it in the newsletter, meeting minutes and bulletin boards when we reach the point of sending the 2<sup>nd</sup> past due letter including interest. Clarification on the "not in good standing" is that the Bylaws do not state anything about not attending activities at the clubhouse. Voting and attending business meetings like the annual meeting is the only thing stated. Gail seconded the motion. Vote was unanimous. Names of the past due homeowners are: William Cooper, June Davidson, Egil & Sharon Lien, John & Leola Palko, Robert & Harriet Palkovic, Claire Phillips, Edgardo Rosado, Robert Smith & Karin Simmons, Linda and Jorge Sotelo and Ray & Margaret Thompson.

#### **New Business:**

- **Request State Farm Insurance to reimburse CCEHA for lawsuit legal fees** – Jan Hayhurst asked if we had inquired with State Farm Insurance to reimburse us for the legal fees that have been spent on behalf of defending this lawsuit. Ron said he doesn't think we have asked for this specific claim. It seems that the coverage is for individual people on the board to be indemnified. Since the suit was against the association not individuals. Jan hasn't seen the original suit. Pamela will give Jan copies of the suits and the State Farm letters denying claims. This issue will be tabled and discussed at the next board meeting.
- **Treasurer's Report** – Jess Hays
  - Monthly Balance Sheet for end of February 2011 and the Profit & Loss Budget vs. Actual for February 2011 were presented. Everything is in order. Jan made a motion to approve as presented. Yenny seconded the motion. Vote was unanimous. Reports attached at the end.
- **Correspondence to/from Secretary** – Pamela Gulbrandson
  - Last board meeting minutes sent out to all, as well as posted at the clubhouse and on the web.
  - Sent/Received emails out –
    - Miscellaneous emails sent and received. Received some telephone number and email updates.
- **Clubhouse expansion and improvements – based upon Long Range Committee survey** – Yenny van Dinter talked about the clubhouse expansion on the Long Range Planning committee survey. With the last party we had 41 people sign up with 39 showing up. With the current size of the clubhouse this makes it very hard to move around and if you want to play games or other things there isn't much room. We are 3 months into the year and if there is going to be a proposal for the annual meeting, seems like something has to be started now. The survey shows that 11 people responding that had to do with the clubhouse. What can be

done or how can the board help. July 4<sup>th</sup> party always brings a lot of people. The Long Range Committee met and they want to get more response, so they will place the survey in the clubhouse and have the secretary send out an email asking for more responses. Don Ward indicated that with 22 people responding this is a good statistical response. He will move forward with getting details about clubhouse expansion and/or new one. Committee will explore the options. Possible expansion to allow for 140 people without interfering with the parking. Don knows that the bank will not finance a non profit loan. The committee will go forward.

- **Welcome Committee wants input from board on two items** – Sue Wolfe presented the 2 questions that were sent to the board via an email -
  - Age verification forms as part of the welcome committee responsibilities
  - Renters participating in clubhouse activities and welcoming said renters
- Sue asked questions about the renters first – are they able to attend activities and use the clubhouse? Do we provide them with the clubhouse code and address listings? If so then we would welcome them. Discussion followed that we should welcome the renters since it is beneficial to the community so that they know the expectations of our association. They wouldn't receive the clubhouse code or CCE business mailings. However they receive the community emails and activities emails. So Welcome Committee will welcome renters.
- The age verification issue – it is not the job of the Welcome Committee to “police” this issue. The intent is to merely provide the forms so that we can have as much information in the age verification as possible. The realty companies and owners are to be providing this, however this isn't always happening. This is just one more line of defense. Suggestion was made to have a cover letter with this HUD material explaining what we want. Gail will work on this. These forms will continue to be part of the Welcome Committee packet.
- Welcome Committee doesn't have a budget so the materials like age verification and bylaws are being printed on their own monies. Will need to put in a budget request for next year.
- **Propose to discontinue paper mailings of the Board Meeting Minutes** – Pamela Gulbrandson explained that a couple of years ago at an annual meeting, it was agreed that members could request paper mailings of the meeting minutes. There have only been 6 requests and now all 6 of these members reside right here in Country Club Estates. She made a motion that we cease the paper mailings and with this month's mail out she include a note to these 6 that this will be the last paper mail out. Explaining that these are posted in the clubhouse and are on the website. Jan Hayhurst seconded the motion. Gail Root suggested that we also include in the note that anyone can access the internet for free with the computers at our library. Vote was unanimous.
- **Committees Report Out** –

- Activities Committee – Pamela Gulbrandson shared we had a celebration for Mardi Gras on March 8<sup>th</sup>. We had 41 sign up with 39 attending. There was great fun, food and fellowship. In April there will be a community garage sale on the 2<sup>nd</sup>. Pamela will place an ad in the Headlight for this. We will have another garage sale in October. On the 15<sup>th</sup> there will be a “Whine” & Snacks party with some fun things around tax day and paying Uncle Sam. In May we are arranging a tour of the McGowan ghost town west of Deming. July will be the 4<sup>th</sup> of July BBQ which is popular. The Activity Committee needs more volunteers – we have had some resignations so we are down to 7 members. An email will go out asking people to volunteer with a sign up sheet in the clubhouse. Please consider volunteering.
- Age Verification – Gail Root shared that we are currently at 88% over the age of 55. He proposed that when we reach 85% that he will say no the realty companies and the developer to any sales/rentals to anyone under the age of 55. Board concurred.
- Architectural Committee – Pamela Gulbrandson for Debbie Gwin provided a report with 2 requests that were all approved one with the caveat that the installation meets all existing and applicable codes. Debbie provided the written report to the Secretary via email.
- Facilities Management –
  - Dennis Grier let us know that the cacti at Play Thru have been removed. There was clarification about the payment process with Fred Estrada. Invoice is needed for Treasurer in order to request payment. Dennis asked that if anyone needs a quick response from him to please call him. Email isn’t the best way. The committee has researched the gravel for the parking lot at the clubhouse. It will take 58 yards of material at 3 inches deep. Road grade is \$6.25 and crushed fine us \$10.45 a yard. This is the preferred option since it’s easier to walk on and stays put longer. Since we are a non profit this will get it to us for \$10 a yard with no sales tax or delivery fees. They will just lay the material and spread it. It will require some additional raking and shoveling. The budget figures were \$500 for this, so it’s slightly over. Board approved the fine crushed. He mentioned that the \$300 for cacti removal kind of knocked their budget. Jan Hayhurst brought up that the \$300 should come out of the Emergency Line fund that was specifically approved for this. Gail Root agreed with this. This will be taken out of this line item. Dennis will work with Jess.
  - Painting of the clubhouse – they are still working on the estimates. Trying to get local contractors. Yenny van Dinter asked if we are looking at expansion or replacement should we move forward with painting. Ron said we don’t have any proposals yet. Dennis explained that we still have to maintain the facility we have now.
- Long Range Planning – Don Ward gave an update that they have two items that they want to move forward on. One is better lighting for the

parking lot and sidewalk at the clubhouse. Two is to proceed with the perimeter of the rock wall at the garden/bocce ball area. They will get estimates and electrical input. Board concluded.

- Newsletter - no one present
- Web - Dawna Diltz gave the web details – Updates: Feb board meeting minutes, activities calendars and committee listings in the reference manual appendix A have been done. Stats: Year to Date there has been 970 page loads. 300 Unique visitors (220 first time visitors and 80 returning visitors). March page loads were 226 (72 unique visitors – 51 first time and 21 returning). Visitors came from various locations in NM, AZ, CA, Virginia, Colorado, New Hampshire, Iowa, Illinois, Connecticut and Moscow Russia. Tuesday March 1st was the biggest hit day with 41 page loads. She will place a hit counter on the Newsletter page to track that.
- Welcome – Sue Wolfe shared that they have one new owner – resale of 3017 Putting Green that they will be welcoming. They have acquired some more of the Peppers Supermarket bags for their welcome materials.
- **Next Board Meeting** – Originally scheduled for the 28<sup>th</sup>. Pamela shared that she and Yenny will not be available for the 4<sup>th</sup> Thursdays in April, June, July and August. So she suggested that these months including May to make it the 3<sup>rd</sup> Thursday for these meetings. Ron decided that we should only talk about April and address the future ones month to month. We decided upon April 21st at 6:30 pm in the CCEHA clubhouse.
- **Adjournment** – Jess motioned that we adjourn, Jan seconded and the vote was unanimous. Meeting adjourned at 8:28 p.m.

Respectively Submitted,  
*Pamela Gulbrandson*  
CCEHA Secretary

**C.C.E.H.A.**  
**Balance Sheet**  
As of February 28, 2011

	<b>Feb 28, 11</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Activity Cash Funds	47.72
Fidelity Investments	32,650.51
First New Mexico Bank	46,364.25
<b>Total Checking/Savings</b>	79,062.48
<b>Accounts Receivable</b>	
Accounts Receivable	-151.50
<b>Total Accounts Receivable</b>	-151.50
<b>Other Current Assets</b>	
Undeposited Funds	300.00
<b>Total Other Current Assets</b>	300.00
<b>Total Current Assets</b>	79,210.98
<b>Fixed Assets</b>	
Club House	47,900.00
Computer	936.57
Fixed Asset - Television	1,531.99
Land	36,386.34
<b>Total Fixed Assets</b>	86,754.90
<b>TOTAL ASSETS</b>	<b>165,965.88</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	92,079.93
Retained Earnings	51,773.13
Net Income	22,112.82
<b>Total Equity</b>	165,965.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>165,965.88</b>

**C.C.E.H.A.**  
**Profit & Loss Budget vs. Actual**  
February 2011

	Feb 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Assessments	0.00	25,150.00	-25,150.00	0.0%
Finance Charge - Late Fees 2010	14,550.00			
Annual Assessments - Other	14,550.00	25,150.00	-10,600.00	57.9%
<b>Total Annual Assessments</b>	<b>29,100.00</b>	<b>25,150.00</b>	<b>-3,950.00</b>	<b>86.2%</b>
Expense				
Association Expenses	0.00	100.00	-100.00	0.0%
Accounting & Bookkeeping	0.00	125.00	-125.00	0.0%
Emergency Fund	1,392.88	418.66	976.22	334.3%
Legal Fees	10.00	20.00	-10.00	50.0%
Licenses and Permits				
Supplies				
Supplies & Mailings	239.41	183.34	56.07	130.6%
Total Supplies	<b>239.41</b>	<b>183.34</b>	<b>56.07</b>	<b>130.6%</b>
Telephone	55.05	66.66	-11.61	82.6%
Utilities				
Electricity	30.61	35.00	-4.39	87.5%
Water & Gas	60.36	48.34	12.02	124.9%
Total Utilities	<b>90.97</b>	<b>83.34</b>	<b>7.63</b>	<b>109.2%</b>
<b>Total Association Expenses</b>	<b>1,788.31</b>	<b>995.00</b>	<b>793.31</b>	<b>179.7%</b>
Committee Expenses				
Activities Committee	0.00	208.34	-208.34	0.0%
BI-Laws Committee	0.00	166.66	-166.66	0.0%
Facilities Committee				
Maintenance on Facility	100.00			
Facilities Committee - Other	0.00	675.00	-675.00	0.0%
Total Facilities Committee	<b>100.00</b>	<b>675.00</b>	<b>-575.00</b>	<b>14.8%</b>
<b>Total Committee Expenses</b>	<b>100.00</b>	<b>1,050.00</b>	<b>-950.00</b>	<b>9.5%</b>
<b>Total Expense</b>	<b>1,888.31</b>	<b>2,045.00</b>	<b>-156.69</b>	<b>92.3%</b>
<b>Net Ordinary Income</b>	<b>12,661.69</b>	<b>23,105.00</b>	<b>-10,443.31</b>	<b>54.8%</b>
Other Income/Expense				
Other Income	0.25			
Dividend Income	0.02			
Interest Income				
Total Other Income	<b>0.27</b>	<b>0.00</b>	<b>0.27</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.27</b>	<b>0.00</b>	<b>0.27</b>	<b>100.0%</b>
<b>Net Income</b>	<b>12,661.96</b>	<b>23,105.00</b>	<b>-10,443.04</b>	<b>54.8%</b>