

CCEHA Board Meeting Minutes  
April 22, 2010 6:35 pm to 7:40 pm  
Held in the CCEHA Clubhouse

**Call to Order:** Ron Wolfe, president called the meeting to order at 6:35 pm. Roll call was taken and board members present were: Phillip Swart, Vice President, Yenny van Dinter, Director, Ron Wolfe, President, Pamela Gulbrandson, Secretary, Gail Root, Director, Jackie Rankin, Director; and Pam Fletcher, interim Treasurer.

Ron shared with the board that as of May 4<sup>th</sup> Jess Hays will assume the Treasurer's position and that Pam Fletcher, who was appointed and has been filling in, will transition all over to Jess. We thank her for filling in so that the board business could continue.

**Old Business:**

- **3/25/10 Board Meeting Minutes** were reviewed for any changes. Phil Swart made a motion to accept minutes as written. Jackie Rankin seconded the motion, vote was unanimous. Minutes were approved.
- **Community Improvement Committee Update** – MaryKay Brady shared that the committee had a meeting scheduled for April 12<sup>th</sup> at 4 pm. She was the only one that showed up. She sent the other 2 members emails about this – they forgot. Jackie Loflin talked with Jim Reedy and he offered to help. Not sure what that help means. Next month at our board meeting Jackie should be there. MaryKay had someone draw up a layout of what we can do. She resolved the question about the water at the bocce ball court. She knows where it is and where the timer is. She will suggest that Jim Reedy help with the running of the water lines.
- **Lawsuit Status** – Ron Wolfe reported that we are still waiting on the judge to rule. Our lawyer doesn't think that this is normal and is looking into what actions can be taken. But nothing more to report at this time.
- **Association Dues Status** – Pam Fletcher shared that we have 6 members that are delinquent at this time. Discussion followed about what the next step will be for this. Ron had looked into some collection agencies. Last year our treasurer did a lot of walking around to collect these. We are not going to do this again. By laws state that there can be a lien placed on the property and/or the other collection action. Several letters have been sent out to collect these monies. The first one was sent out on January 25<sup>th</sup> following the annual meeting of January 23<sup>rd</sup>. On March 23<sup>rd</sup> a second letter was sent out to those members who were still unpaid. This stated that they had until April 30<sup>th</sup> to pay. Dues are due and payable 30 days from the annual meeting. The lien may not be the best step since it doesn't have to be settled until the property is sold. How successful will we be at collecting such small amounts was brought up. There is one agency in Las Cruces that will take these small amounts and they think that once a letter is sent out that this will be turned over to a collection agency that about 95% will pay what is due.
  - Gail made a motion that we go the collection route, Yenny 2<sup>nd</sup> the motion, all was in favor. So it was decided that we go to the collection agency with any unpaid member's accounts. The collection agency will need copies of the by laws section where this issue is addressed, along with the copies of the letters and billings to the members. The members that have their accounts turned over to a collection agency will be charged the annual dues of \$150.00, plus interest, plus the collection agency fees.
  - Pam made a draft collection letter and asked us to review it and let her know if we want changes. The decision was to ask the collection agency for advice on

how to write the letter. Phil made a motion that we contact the collection agency for their advice on what we need to send to them, the content of the letter and whether we can go from the 10 days from date of letter versus waiting for a return receipt. Jackie seconded the motion and the vote was unanimous. Jackie will contact the collection agency to get this information. The decision was to send out a final letter, certified, on May 1<sup>st</sup> giving the remaining members until May 10<sup>th</sup> to have the monies (\$150 + interest) in the treasurer's hands. Any member's account that is unpaid on May 10<sup>th</sup> will be turned over to the collection agency on May 11<sup>th</sup>. As of May 1<sup>st</sup> the names of the members that have not paid their dues will be posted at the clubhouse. They are not members in good standing and therefore, are not allowed to use the clubhouse or participate in clubhouse activities.

### **New Business:**

- **Treasurer's Report**
  - Income taxes preparation is in process. They are due on May 15<sup>th</sup> but we are on track to get this done. Transition will be done with Jess.
  - No Bank or Investment statements are available at this time since Pam was out of town.
  - Budget update – Pam went over the spending to date. The budget was \$24,820 and we have spent year to date \$4376, leaving \$20,444.
- Gail added an item that wasn't on the agenda – Jim Reedy has cleaned up the piles of debris around the community and he thought we should send him a thank you. Ron will do this since he was the one that had contacted Jim.
- Ron added another item that wasn't on the agenda – in The Deming Headlight there was a listing of contact numbers that he thought would be good to include on our website under the reference numbers section. He gave the board members a copy of these and asked that we review and see which ones might be a good add.
- **Correspondence to/from Secretary**
  - Pamela Gulbrandson has sent out the minutes from the last meeting via email and snail mail. She has also sent out numerous emails using the CCEHA community emails for various community items.
- **Committees Report Out –**
  - Activities Committee – Pamela Gulbrandson gave an update. The committee sent out an email with a survey to rate the top 6 events and we had good response. The top vote getters were Christmas Party, Tour of the Mimbres Brewing Company, Johnson Onion Farm, Tour of Ft Bayard, Starmax Bowling Party and an Italian/Spaghetti dinner night. April's Easter Hat Parade and Brunch was canceled since only 2 people signed up. The Garage Sale on April 10 generated a lot of traffic and seemed to be successful. On May 23rd we will have a spaghetti sauce cook off contest with a tasting and prize. Emails will come out. June we are trying to get the tour of Ft Bayard and in July we will have a BBQ on the 4<sup>th</sup> which is a Sunday. Mixing tours with parties helps with the budget.
  - Architectural Committee – Frank Blank gave us an update that there had been 3 submissions and they were all approved. Provided the Secretary with the listing. Bruce Fletcher mentioned that since it is spring time, the committee will be a little more involved with weed patrol. Also, the committee has received some

communication about people that have treated their stucco cracks but have yet to paint them. They will be looking into this.

- Facilities Management Committee – Dennis Grier told us that the swamp cooler has been turned on and the heater off. A new thermostat was installed for clubhouse. Dennis lost the receipt so he said it was on him. Pam said no, that it is acceptable to provide a written statement with the request for reimbursement.
  - Newsletter Committee – Betty Buman informed us that the printer will raise the printing rates up to \$200. We don't have any other printers so we are kind of stuck. It's only about 25-30 dollars.
  - Web – Pam Fletcher shared that Dawna Diltz let her know that she has made the switch over to GoDaddy which will be much cheaper. 1 year is \$48.00.
  - Welcome Committee – Lorraine welcomed Roy and Gladys (prefers to be called Polly) Mantei at 3007 Nine Iron. They have an appointment for the new owners on Sand Trap. Pam Fletcher gave her the names of new owners for 2 lots on Putting Green. There isn't any building at this time.
  - Yearbook – Phil said that there had been no progress.
- **Next Board Meeting** – May 27, 2010 at 6:30 pm in the CCE clubhouse.
  - **Adjournment** – Phil Swart motioned that we adjourn, Ron Wolfe seconded and the vote was unanimous. Meeting adjourned at 7:40 p.m.

Respectively Submitted,  
*Pamela Gulbrandson*  
CCEHA Secretary