

CCEHA Board Meeting Minutes  
August 25, 2010 6:33 pm to 8:16 pm  
Held in the CCEHA Clubhouse

**Call to Order:** Ron Wolfe, president called the meeting to order at 6:33 pm. Roll call was taken and board members present were: Pamela Gulbrandson, Secretary; Jackie Rankin, Director; Jess Hays, Treasurer; Phillip Swart, Vice President; Gail Root, Director; Ron Wolfe, President; and Yenny van Dinter, Director.

**Old Business:**

- **06/24/10 Board Meeting Minutes** were reviewed for any changes. Jackie Rankin made a motion to accept minutes as written. Yenny van Dinter seconded the motion, vote was unanimous. Minutes were approved.
- **Lawsuit Status** – Ron Wolfe indicated that there has been no response as of yet from the judge. Per the attorney, the judge has all the documents he needs.
- **Update on cost estimate and monies under Grounds & Maintenance Budget for Bocce Ball (CCE Garden Area) & common areas clean up** – Jess Hays hasn't heard from Border Pest Control as yet to get an estimate on the common areas and Bocce Ball court. He is to meet with the rep tomorrow morning. Jess has measured out the areas so that the estimate should be sound. Discussions about alternatives had taken place. Some budget items may have monies extra like the website line item (\$239) since we changed to a more cost effective provider and maybe the newsletter since they skipped one issue. Using Border Pest Control may not be effective this late in the year since we should start with pre-emergent and such. We have monies in the Grounds and Maintenance Budget line item (\$266). The labor rate given to us at \$10 per hour – so without any adjustments to the budget, we can proceed with clean up. This will include the entry areas for about 5 feet around and the old Bocce Ball court. Not the owner's responsibility areas. We need some supervision over the person we hire to assure that the work will be done. Yenny van Dinter volunteered to be the contact and get James set up to work for us. We will work up a request for monies for him (the petty cash receipt) with the description of work with hours and then we pay him. Jess Hays moved that we approve 15 hours maximum for James to work at \$10 per hour and see what he gets done. Jackie Rankin seconded the motion, vote was unanimous. Motion carried.
- **HUD Update** – Gail Root gave us the most recent statistics for HUD compliance. Ron displayed a chart (attached to the bottom of minutes) - 180 registered homeowners with an 83% response rate. Owner occupied – 84% of the responses are owner occupied (150) show that 90% have at least 1 person over the age of 55 years of age. Four households do not have anyone over the age of 55. Fourteen have not responded. So if you add the 4 and 14 that makes 10%. In the unlikely hood that all 14 were under 55, we would be right on the 80% level of compliance. We have 15 homes for sale as of a couple of weeks. One has been taken off the market. Of the sale homes, 2 are vacant, 10 are rented and 9 are lot only. HUD is not clear on the lot only owners, so his stats are for houses on the

lots. If HUD checked on us today we are in compliance. Gail wants Pamela to send out an email to the non-responders one more time in an effort to get more responses. He will give her the names with the attachments.

- **Progress on writing process and procedures for board positions, as well as from pertinent committees** – Ron Wolfe indicated that a few months ago we agreed that the board members would write up the processes and procedures for their respective positions. This is still in progress. We want a target to get this done. He suggests a month or so. Ron would like us to dedicate ourselves. We agreed upon to have a good solid working draft by next board meeting for all to review. This is to supplement the descriptions in the By-Laws and Operating Guidelines. Pamela will share the format so that each can add in their sections. We have asked some of the committees to write procedures as well.

### **New Business:**

- **Treasurer's Report – Jess Hays**
  - Budget update – he went over the July and August items – no unusual items.
  - Association Dues Update – we have one outstanding unpaid. However, the person is deceased. Jess was supposed to get a form from David Gorman to use for filing a lien against the property, but Mr. Gorman has had a death in the family so this will be coming soon.
  - Bank statement – Jess handed out the 1<sup>st</sup> New Mexico Bank statement and Fidelity report for posting.
  - Jess indicated that as soon as we have an association attorney, which we are working with David Gorman to be that, he will go over the one time initiation homeowner's association fee for resale homes.
  - Phil Swart made a motion to accept Treasurer's report, Jackie Rankin seconded the motion, and vote was unanimous. Treasurer's report was approved.
  - Jess Hays added that he received today the Compiled Financial Statements for years December 31<sup>st</sup> 2008 and 2009 from Tamara Hurt, CPA. He gave a copy to the President, Secretary and kept one for the Treasurer's records.
- **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.
  - Received an email from a previous homeowner that sold their property and it's rented. She did not have the name of the new owner but gave me the Coldwell Real Estate agent name. They did say it was bought as a rental property. Pamela will check with Gail to see if he has had a response under the HUD for this and proceed accordingly with address listings update and letting the Welcome Committee know.
- **Time to solicit Volunteers for Elections & Nomination Committee** – Yenny van Dinter indicated that it is time to get the committee up and running. She thinks we should ask the ones that were on it last year if they are willing to stay on and/or solicit new committee volunteers. Yenny will send out an email to last

- year's members and ask if they want to do it again. If not, ask for volunteers and put a sign up listing in the clubhouse.
- **Jackie Rankin received a call from a member that she and another person cleaned up the books in the clubhouse.** The complaint was that we have too many books and not enough book shelves and that some of the books aren't needed – like how to fix your bike. Suggestion was to maybe ask people to stop bringing books. Gail doesn't think we should ask people to stop bringing in books, as he sees it as a nice resource. He also feels that this is a low priority item. Maybe we could take the duplicates and put into a box and ask if people want them or take them to the 2<sup>nd</sup> hand bookstore. But it actually isn't a board issue. And with limited space and monies there isn't much we can do now. Thanks to the 2 people who cleaned them up and reorganized the books.
  - **Deming Weed Ordinance** - Gail Root noticed that in Appendix B of the Declaration of Restrictions/By Laws manual it states that Deming City Ordinance says that weeds cannot be higher than 4 inches. The current ordinance actually states that it is 12 inches. Gail made a motion that he work with Dawna Diltz to replace the entire ordinance in this manual and online with the effective date of the ordinance. Pamela seconded it and vote was unanimous.
  - **Committees Report Out –**
    - Ron Wolfe asked that the Committees that need budget monies for 2011 to please submit their budget requests to the Budget Committee very soon so that good numbers can get on the Budget proposal.
    - Activities Committee – Pamela Gulbrandson reported July 4<sup>th</sup> BBQ had 63 people! Filled the clubhouse and the tent! Thanks to Tim Wagner and Dave Elmore for the BBQ duty. Thanks to the committee for the hard work to get this done and thanks to the community for showing up! August 12<sup>th</sup> – Johnson Onion Farm – 28 people signed up. Heard it was a great tour as usual. Coming up – Sept 12<sup>th</sup> at 1 pm Bowling Party at StarMax. Activities Committee will pay for soft drinks. Sept 30<sup>th</sup> at 7 pm – clubhouse – meet the candidates for Luna County Commissioner for district 2 – Debra French and Jay Spivey – informal coffee/cookies meet and greet. More details to come. October 23<sup>rd</sup> – Oktoberfest at the Mimbres Valley Brewing Company. November 13<sup>th</sup> – we will have an International Theme potluck in clubhouse. December 4<sup>th</sup> – Christmas party will be at the Rio Mimbres Country Club – committee checked out all of the Deming and close areas for other places – either way to much money or very limited menu/drinks or no facilities.
      - Piano in the clubhouse – it hasn't been used in over 3 years. It's in fairly good condition. Suggestion is to get rid of it by donating, selling to someone for \$25 or any other ideas. Discussion was that perhaps we could get Matney Auctions to auction it off. Pamela will check into this.
    - Architectural Committee – Debbie Gwin gave us an update. There were 11 requests for changes. All were approved. One had the approval based upon

that it meets all applicable codes and standards. On this property Deming City inspector visited the location twice. She provided the written report to the Secretary.

- Budget – No one present
- By Laws – Rudy Rosenquist reported out that they met yesterday. One member – Larry Engle has resigned. So there are only two members – Rudy and Jackie Loflin. Pamela indicated that Pam Fletcher is listed as being on the committee. Rudy was unaware of this and will check with Pam. Dick Hayhurst and Joe Eggleston have volunteered if the board accepts them. They are in the same position as they were in needing legal opinion to go forward with the revisions. Ron mentioned that he had met with David Gorman and that the By Laws should be pared down to 4 or 5 pages – keep them simple. Ron also mentioned that we have been feeling paralyzed by the legal suit and it's time to move on and start doing things for the community.
- Community Improvement Committee – No one present. Jackie Loflin, Don Ward and Cathy Ward are the members. Ron wants to schedule a meeting with this committee to discuss community improvement ideas such as the garden and the clubhouse options.
- Emergency Contact – No one present, Ron has the Emergency Contact book since Leighanne is out of town.
- Facilities Management Committee – Dennis Grier has replaced batteries in the door and the smoke alarm. He has replaced the light outside the front door. Discussion about getting a paint estimate for the outside of the clubhouse. There is still \$1000 in the budget line item. He will get 3 estimates for this and send it to the board in advance so we can discuss it at the next board meeting.
- Newsletter – Barbara O'Leary told us that the most recent newsletter has been sent out. In the summertime it's a little difficult to get together. They are staying within the budget. There was a minimal raise in the printing costs. Gail commended the committee since the photographs are getting better. The printer is using some better technology. Ron asked if they were having difficulty in getting content. Yes, they are – so please if anyone has news please let the committee know. Suggestion was to have a President's Message in each newsletter.
- Web – Pamela G read Dawna's update: "the website is current and up to date; Current newsletter will be put on the site when I return home and receive the newsletter in PDF format from Betty; photos from the Onion Farm Tour will be put on the site when I return from CA as I do not have the programs I need here. All broken links from the transfer have been corrected.

Statistics: Since the website started in 2006 we have had 10,346 page load hits (a page load is the number of times the page has been visited).

Year to date (2010) we have had 4,047 page loads.

For the month of August we had 740 page load hits-- 421 of these were unique visitors, 387 were first time visitors and 34 were returning

visitors. August 3rd was the biggest "hit" day followed by Monday Aug 8th. Our average daily pay load is 24. The most popular pages this month besides the main page were minutes, activities and photo gallery.

We had visitors from Albuquerque, Texas, North Carolina, CA, Salt Lake City, Arizona, Louisiana, Santa Fe, Illinois and 1 from the Ukraine.”

- Welcome Committee – Lorraine Sanborn & Helen Steffen welcomed 2 new people – Jim and Janet Saul on Hook Rd. Jim’s mother – June lives with them. Avril Darlington on Play Thru who is a retired Pastry Chef.
- Yearbook – Phil Swart said he has 3 pages of procedures and processes that he will submit by the 15<sup>th</sup> of Sept.
  
- **Budget Planning came up again** – Ron had some written statements from the Budget Committee – they plan on meeting in October. So we really need the budget monies requested submitted to them. When should we submit these? Jess Hays as Treasurer is not on the committee but he is going to ask them to get together and work on the processes and procedures which will include a date each year for this. Gail shared that he believes we should address the items that were voted on by the community for their top picks for the 2010 budget. Should we resurrect this listing? Need to put some numbers and estimates to these items. There isn’t a lot of time, we should move on this so they don’t get left behind.
  
- **Advertising Bulletin Board in the clubhouse** – Phil and Ron cleaned up all the old items on here. They are in a box in case anyone wants the information. We need to have people put dates on these and they will be removed after that, or at least no later than 6 months. Jackie Rankin volunteered to oversee this.
  
- **Next Board Meeting** – September 23, 2010 at 6:30 pm in the CCEHA clubhouse.
  
- **Adjournment** – Jess motioned that we adjourn, Phil seconded and the vote was unanimous. Meeting adjourned at 8:16 p.m.
  
- **Open discussion followed the board meeting with members present.**

Respectively Submitted,  
*Pamela Gulbrandson*  
CCEHA Secretary

See HUD Attachment on next page

HUD CHART –

Graphs

