

CCEHA Board Meeting Minutes  
September 23, 2010 6:30 pm to 8:09 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: Gail Root, Director; Jackie Rankin, Director; Pamela Gulbrandson, Secretary; Ron Wolfe, President; and Yenny van Dinter, Director. Absent: Jess Hays, Treasurer and Phillip Swart, Vice President

**Old Business:**

- **08/25/10 Board Meeting Minutes** were reviewed for any changes. Jackie Rankin made a motion to accept minutes as written. Gail Root seconded the motion, vote was unanimous. Minutes were approved.
- **Lawsuit Status** – Ron Wolfe indicated that there has still been no response as of yet from the judge.
- **HUD Update** – Gail Root stated that there has been on new purchase and we are trying to get the information from them, otherwise no changes. He met with the realty company that has existing rentals and a new one listed in the neighborhood. He explained that we want to try and rent to 55+ only at this time.
- **Update on weed clean up in common areas** – Yenny van Dinter stated that at the last board meeting we agreed to spend \$150 for 15 hours of work by a local handyman to clean up the weeds in entry ways and garden. The handyman has spent his 15 hours and most of it is cleaned up except the Playthru entry what she thought was very important. So we have used up the \$150 previously approved. Going forward, we need to discuss how we will maintain the areas. Jess Hays has received a quote from Border Pest Control. Next step is to get quotes from contractors to maintain it manually and compare to decide. Discussion was that we should also get another quote from another pest and weed control company in Deming. Yenny will contact Leck Landscaping and Alfredo Suastegui to see if they want to submit a quote for manual cleanup. We need to see which is more cost and results effects. More discussion on how to finish the weed cleanup for this year. The thought was that perhaps another 5 hours maximum would be needed. Jackie Rankin made a motion that we hire the same handyman – James – to proceed with a maximum of 5 hours. Pamela Gulbrandson seconded the motion, vote was unanimous. Yenny will get with James and proceed.
- **Progress on writing process and procedures for board positions, as well as from pertinent committees** – Pamela Gulbrandson shared that there has been good progress made on the board position process and procedures. We still need some more from some of the members. As to the committees we have received documents from the Nominations and Elections, Yearbook and Welcome Committees. The Budget committee has met to her knowledge so something should be forthcoming. Still need these from Facilities and Community Improvement. Gail Root will do one for the HUD/Age Verification. We have set a deadline of December for these so we can start 2011 with process and procedures under our administrative policies in place.
- **Update on the Elections & Nomination Committee** – Yenny van Dinter indicated she is pleased that Pam Fletcher and Debbie Gwin signed up again. And

that Lorraine Sanborn just volunteered tonight. We would like to see if anyone else would like to sign up since it is a lot of work. Yenny will help too but since she is on the board she can't actually be on the committee. Sign up sheet is in the clubhouse.

### **New Business:**

- **Association Lawyer for CCEHA – David Gorman** – Ron Wolfe shared that we have been using Mr. Gorman as the attorney for the lawsuit but have not signed him as the association's attorney. We have received an employment agreement from him. It has pretty standard with things like \$200 per hour, which seems reasonable and competitive. Our experience with him during this lawsuit he hasn't charged us for every little thing like phone calls and such. There are a couple of clarification items on the employment agreement. Ron has been communicating with him and will set up a meeting with him next week. Gail Root made a motion that in principle we accept him as the association's attorney based upon the clarifications. Yenny van Dinter seconded the motion, vote was unanimous.
- **Treasurer's Report** – Gail Root filling in for Jess Hays
  - Compiled Financial Statements from our CPA for Dec 31, 2008 and Dec 31, 2009 year ends – board was given a copy to review. Based upon the Bylaws, there must be a vote to accept these. Pamela Gulbrandson made a motion to accept these as presented. Jackie Rankin seconded the motion, vote was unanimous. Pamela will post in the clubhouse.
  - P & L January through August was projected. No questions.
  - Bank & Financial statements – These were projected and no questions. These statements will be posted.
  - One item that Gail shared was that the bookkeeper mentioned that the "line items" on the CCEHA budget don't exactly line up to standard accounting budget accounts. She has asked if we could format and present the budget as such which will make reconciliations easier.
  - Pamela Gulbrandson made a motion to accept Treasurer's report, Jackie Rankin seconded the motion, and vote was unanimous. Treasurer's report was approved.
- **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 emails from some homeowners that their telephone numbers have changed. I will update the telephone and address listing and get it out by the weekend. It will also be in Adobe® PDF form versus Microsoft® Excel so hopefully everyone can open it.
  - Sent out emails for the Deming community under the cceha community email like the one for The Pink Store Celebration on the 16<sup>th</sup> and Veronika's Oktoberfest event up in Hillsboro.
- **Exterior Painting of the clubhouse** – Dennis Grier has received one quote for painting. He doesn't know how much is left on the budget line item for facilities but he thinks that the quote of \$2504.00 is more. There was some discussion that

we need more than one quote and perhaps since we are this far in the year, these quotes would be solicited and an amount will be given to the Budget Committee for 2011 consideration.

- **Committee Representation at Board Meetings** – Pamela Gulbrandson shared that there are the committees in our community exist to assist the board and the community to operate our association and contribute to building and maintaining a vibrant neighborhood. The expectation of the board and the community at large is that these committees meet regularly as their duties require it and that the chairperson or appointed representative attends the regular board meetings with a committee report out. This keeps the board and community informed. It also allows for any needed input or assistance that the committees may need. Pamela proposed that when the board and community expect a committee to be active and accomplishing its prescribed functions, if the chairperson or appointed representative is absent for 3 consecutive meetings of the board, the chairperson shall be deemed to have resigned. This is the same stipulation in the bylaws for the board members. Discussion followed and the thought was that 2 consecutive meetings would be more appropriate since 3 would mean we would only receive a report out once a quarter. Also, this isn't saying that the chairperson has to be the one to attend; they just have to assure representation is present. This will be an addition to our administrative procedures. Pamela made the motion that it is 2 consecutive missed meetings, Gail Root seconded the motion, and vote was unanimous.
- **Board Members to liaison with certain committees** – Pamela Gulbrandson said this follows the above item in that it would be a good idea for some committees to have a board liaison or member to act as a helpful touch point and assistance. The Bylaws actually state that the Treasurer presents the annual budget to the membership at the annual meeting. In order for this person to do it effectively, s/he should be on that committee. Other committees could have a Director as this liaison. Committees that fall under this could be: The Nominations & Elections Committee – Director – again important since all documents need to be presented to board for review prior to sending out; Facilities Committee – Director – maintenance and expenditures need board support at times; Community Improvement Committee – Director or someone – keep the lines of communication open – requests for help and the Welcome Committee & Age Verification Committee – Secretary – rely on membership info. Please NOTE that this is a liaison role not meant to be controlling of the activities of these committees. Gail made the suggestion that Pamela draft up this discussion into a “procedure” for us to look at and decide at the next board meeting. Everyone agreed.
- **Committees Report Out** –
  - Activities Committee – Pamela Gulbrandson reported Sept 12<sup>th</sup> at 1 pm Bowling Party at StarMax. 12 bowlers with 2 cheerleaders. Sept 30<sup>th</sup> at 7 pm in the clubhouse there will be a meet the candidates for Luna County Commissioner, District 2 – Debra French and Jay Spivey. This will be an informal coffee/cookies meet and greet. October 23<sup>rd</sup> – Oktoberfest at the Mimbres Valley Brewing Company at 6 pm. The Activities Committee

will provide the food, anyone attending will pay for their own drinks. November 13<sup>th</sup> – we will have an International Theme potluck in clubhouse with a food drive. December 4<sup>th</sup> we will have our Christmas party at the Rio Mimbres Country Club.

- Architectural Committee – Debbie Gwin stated that there was no activity that she was aware of. She had not heard from Bruce Fletcher or Frank Blank. Gail Root asked Debbie if there was a guidance listing for house paint colors. She said they do not have any. He had a brochure from JR Builders that has a range of color schemes that he said he has been using for the last 3 years. Would the Architectural Committee like to discuss this as a committee and adopt this at this time? There are quite a few colors included. Nothing in the Bylaws prevents this from being adopted. Debbie will take this to the committee. These could be placed into the administrative guidelines for the committee.
- Budget – No one present
- By Laws – No one present
- Community Improvement Committee – Don Ward presented a report with some suggestions about reshaping and renaming this committee to truly reflect what is needed for the community. Don stated that they need some clarification as to what is expected from this committee. Don also suggested that they disband the Community Improvement Committee and start a new committee called Long Term Community Planning. That maintenance should be another committee. In addition, ask the community what they want done. This has been done before but perhaps we need a more current assessment. The clubhouse expansion/new one came up but this definitely an issue that needs to be backed up with statistics and alternatives. Much larger issue than the entry way improvements and something done with the old bocce ball court. There was some discussion about sending out a questionnaire with the mailing for the nominations and elections materials end of year. The problem with this is that there is no time for anything to get on the 2011 budget. Gail mentioned that why can't we use the listing that was done before so some of the smaller items could be done in 2011. If we change this committee to a long range planning committee and place the other maintenance issues to the Facilities Committee. Gail made a motion to place the ongoing **oversight** for the maintenance of the entry ways and the CCE garden under Facilities Management. Yenny van Dinter seconded the motion, and vote was unanimous. This committee will need more help. We will put out a request for more volunteers. Jim Rankin volunteered to be on the committee and Jackie Rankin offered to be the Board Liaison. Jackie made a motion to disband the Community Improvement Committee and start a new committee called Long Term Community Planning. Gail seconded the motion, and the vote was unanimous. Don and Cathy Ward volunteered to be on this committee. We will put out a request for more volunteers for this committee and sign up sheet in the clubhouse.

- Emergency Contact – Leighanne Wagner stated that some information has come in. She asked about the requirement of representation at all board meetings since this really isn't a "committee with activity". It depends on if people want to submit their data to them. Since it's considered confidential she won't be reporting who and what. The thought is that if she has something to report on and isn't available she can give the info to a board member.
  - Facilities Management Committee – Dennis Grier stated nothing additional to the painting discussion.
  - Newsletter – Barbara O'Leary told us that the most recent newsletter was sent out in August. They can always use input so please send in your news items. Gail asked for a standing column/space for a President's Message in each newsletter. Barbara agreed. So the board needs to be in the loop for the schedule of newsletters.
  - Web – Dawna Diltz shared that the updates to the reference manual were made that were requested by Gail Root – Appendix B Removal of Weeds updated and Appendix I Age Verification form was added. Photos of the Johnson Onion farm Tour & Starmax Bowling party are in the photo gallery. Latest newsletter, board minutes and calendar are added. Stats: Since the website started in 2006 we have had 10,548 page load hits (a page load is the number of times the page has been visited). Year to date (2010) we have had 4,249 page loads. For the month of Sept we had 133 page load hits-- 82 of these were unique visitors, 67 were first time visitors and 15 were returning visitors. Sept 17th was the biggest "hit" day followed by Sept 1st. We had visitors from various places in NM, AZ, and CA, and 1 from the New Hampshire. Dawna also asked the board about how many years we want to sign a contract with GoDaddy for so she can submit to the Budget Committee the "right" amount of monies. We agreed to go year to year. The figure is \$59.88 per year, however Dawna will give a 20% add to this for any possible price increases.
  - Welcome Committee – Lorraine Sanborn & Helen Steffen welcomed Linda Anderson and her mother Lila Welch. They are currently renting here as theirs is being built on Bogie. The hope is that it will be finished in January.
  - Yearbook – No one present.
- **Next Board Meeting** – October 28, 2010 at 6:30 pm in the CCEHA clubhouse.
  - **Adjournment** – Pamela motioned that we adjourn, Jackie seconded and the vote was unanimous. Meeting adjourned at 8:09 p.m.
  - **Open discussion followed the board meeting with members present.**

Respectively Submitted,  
*Pamela Gulbrandson*  
 CCEHA Secretary