

CCEHA Board Meeting Minutes  
 February 22, 2009  
 3:00 to 4:00 pm  
 Held at the CCEHA Clubhouse

**Call to Order:** Meeting was called to order at 3:00 pm by Kathleen Elmore, President. Board Members present were: Kathleen Elmore, President; Ron Wolfe, Vice President; Bruce Fletcher, Treasurer; Pamela Gulbrandson, Secretary; Eleanor Fuller, Director; Phil Swart, Director; and Yenny van Dinter, Director.

**Old Business:**

- 1-24-09 Board Meeting Minutes were reviewed. Phil Swart made a motion to accept the minutes are written and Bruce Fletcher seconded the motion. Unanimous vote approved the motion.
- Action Items for the Board from the 1-24-09 CCEHA Annual Members Meeting were discussed. Table below on items and progress:

Action Items for the CCEHA Board from the Jan 24, 2009 Annual Members Meeting

	What	Who	When	Status
1	Make paper copies of By-Laws available to people without web access or want to have paper.	Kathleen Elmore		Done – copies are in clubhouse
2	Gain an approved audit of the 2008 Financial Statement	Bruce Fletcher		Bruce has meeting scheduled with Tamara on Mar. 4 <sup>th</sup> , 2009
3	Post the approved audited financial statement in clubhouse, on the web, email out to members and mail to those who have requested in writing to receive paper	Pamela Gulbrandson	As soon as received from Bruce	
4	Gain an opinion from the CCE Attorney as to the validity of the budget and subsequent approval by members present or represented since it was not posted 15 days prior to meeting	Kathleen Elmore		Kathleen has a meeting scheduled for Feb 26 <sup>th</sup> , 2009 with attorney Jennifer DeLaney
5	Make forms for members to use to request paper mailings of all CCE news and	Pamela Gulbrandson		Done – forms in the clubhouse and

	correspondence			notice in the newsletter
6	Board & Jim Reedy to get with the City of Deming regarding rutted alleyways and badly cracked streets	Ron Wolfe		Work in Progress (WIP)
7	Finalize purchase of Bocce Ball court property and Lot 76 by clubhouse	Ron Wolfe		WIP
8	Email community asking for volunteers for various committees	Pamela Gulbrandson		Email from Kathleen sent – finalized inside board meeting on 2-22-09

- CCEHA Yearbook Mission Statement:
  - Phil gave the board a copy of the mission statement and form to be used for data in the yearbook. Having information in the yearbook is strictly voluntary. Phil indicated that the committee (Phil and Pam Fletcher) were planning to go house to house to collect the information. There was discussion that with the various address listings, email distribution listings, and age verification reports an abundance of this information already exists. We don't want to request information from people multiple times. Pamela has already begun the process of comparing address listings and emails to potentially gain one master listing. She will work with Phil when this has been done. (*Note – one item left open was – what is the plan to gain approval from owners for their information to be included.*) The long term plan to keep this information current is to use some type of form to be mailed with the annual homeowner's assessment dues billings. Phil went on the update the board about the progress with the printing company to reduce pricing by using standard size binders and paper versus the smaller size first requested.
- Clubhouse usage guidelines and liability insurance issue:
  - Eleanor gave the board a copy of the draft contract/agreement for use of the clubhouse by owners and non-owners. It spells out costs and expectations of cleaning, rental hours and liability insurance by non-owners. Discussion was that this should be reviewed by an attorney to assure validity. Kathleen will do this on the 26<sup>th</sup> when she meets with Jennifer DeLaney.
  - Eleanor brought up the feedback she was given about the association's recent usage of the Deming Senior Center for the annual members meeting. The contact at the Senior Center indicated that we had left the tables less than clean, chairs out of place, one door unsecured and lights on. She was able to diffuse the situation. She suggested that in the future we have 3 people responsible for double checking and clean up. Since we don't plan to use the center until next year's meeting, Eleanor will pace

this on a board meeting agenda in the fall when the planning is appropriate.

- Treasurer's report:
  - Bruce reported out on the bank balances as of 2-15-09 and had the financial statements printed for posting in the glassed outside bulletin board (posting was done at the end of the meeting).
  - The 2009 annual homeowner's dues assessment billings were mailed out. By 3/31/09 a late notice letter will be sent to any owner that has not submitted payment. Discussion about the remaining 2008 dues still outstanding and whether due to the possible confusion around the board membership, we should waive the late charges if these owners mail their 2008 dues by a reasonable time. Bruce made a motion that we waive the late fees for these and refund the fees to the owners that have paid them. Phil seconded the motion. Unanimous vote approved the motion. Bruce will mail out the letters to the owners with these 2008 unpaid dues and give them a due date to avoid later fees. There aren't very many of these so the monetary impact is not huge and it seems the best course of action considering the situation that existed.
  - Bruce will meet with Tamara on 3-4 for the financial statements and taxes
  - The idea of hiring a professional bookkeeper for the Treasurer to work with since the treasurer's job is complex and the use of QuickBooks ® doesn't make it easier was discussed. Bruce indicated we might be able to get it for about \$100. Phil thinks it might make it easier to get volunteers for this position since the knowledge to do this is a lot. Ron questioned whether we have money now or does this need to be brought up in next year's budget. Kathleen referred to the 2009 budget and indicated there are monies for a professional to do tax and monthly accounting on line 26 & 27. Eleanor suggested that we prepare a listing of expectations for a bookkeeper. Bruce will look over the budget and explore it more for an upcoming meeting.

### **New Business:**

- Work Credit Program:
  - Phil gave the board a copy of a proposal called a "Work Credit Program", wherein volunteers for CCEHA communities are given a "work credit" of \$5.00 per hour toward their annual homeowner's assessment dues. Minimum of 5 hours to qualify with a maximum of 15 hours per year. Ron brought up the question of the financial impact of this on the association's monies. It might cause us to increase the dues which is not an easy task – requires some major initiatives and such as outlined in the By-Laws. Example – the Activities Committee could potentially take \$600.00 away from funds. Yenny brought up the issue of how hard this would be to track. Phil indicated that the committee chairpersons would have to sign off on the hours. He indicated that in the last place he lived it was a good way to get people to volunteer. After the discussion, it was suggested that

we need to reflect on this and to gauge the monies impact that this would have.

- CCEHA Printer:
  - Bruce mentioned that he has inherited the association printer, which is very big and complex. It was originally purchased for the newsletter printing. He suggested that we auction it off to highest bidder. Yenny asked if we had an idea of how much it cost so we could set a minimum if we decide to do this. Bruce has the paperwork. Kathleen suggested that we table it and think about this. She wants us to consider if there isn't a use for it – perhaps the yearbook? Decision to place on next agenda.
- Cash Advances to certain committees that have outlays of cash prior to reimbursement:
  - Bruce suggested that we give certain committees like the Activities and Newsletter a petty cash advance for them to use and replenish when it depletes below a certain level. The board thought this is a good idea, however Phil made a motion that the Treasurer look at the committees, how much they would need and how this would be administered prior to approving it. Yenny seconded the motion. Unanimous vote approved the motion.
- Correspondence to and from Secretary:
  - Pamela reported that she has received 4 requests from homeowners that all CCEHA news and related items be mailed via USPS versus email to them.
  - Created a new email for the community type news – like for Deming Mainstreet, Cancer drives, Humane Society Events and so on. Have sent out the emails with an option to opt out.
  - Outgoing correspondence – letters to State Farm, AW Pollard, 1<sup>st</sup> New Mexico Bank are being done and sent out to update about the 2009 board members and get signatures on file for the bank.
- CCEHA Committees and volunteers:
  - Pamela made up sign up sheets for the committees since we always ask for new volunteers each year. The deadline is March 15<sup>th</sup> for sign up. These sign up forms are in the clubhouse. She will forward Kathleen's email asking for volunteers out to the community indicating this. And mail this to the 4.
- Committees Report Out:
  - Activities Committee – Pamela reported on the great Mardi Gras Party, the upcoming winery tour at Luna Rossa, organized by Leighanne Wagner and that we had purchased some wall hangers for the clubhouse to organize all of the lists, newsletters and such.
  - Pam Fletcher reported that the next step for the By-Laws Committee was to meet with our attorney to review since there are so many changes. They want to wait for Rudy's return from Houston. He is expected back within 2 weeks or so. Phil suggested that they send the written copy to Jennifer ahead of time to give her time to review. All the existing members want to stay on the BY-Laws committee with the exception of Don Ward. He wants to think about it.

- Community Development – Don Ward reported that they are getting an estimate from Chui on the wall construction along Country Club Rd. The committee also wants to gain ideas from the community about a beautification project around the 5 entrances. They will have an open meeting to get this input. Don will let the Secretary know so we can send out notice. Their intention is to hire Kris Leck. Jim Reedy is giving the committee an elevation cast for no cost for the expansion of the clubhouse. The issue of dog owners not cleaning up after their pets is becoming an issue – along Play Thru it's especially bad. They are looking into signs and potential bag dispensers. They have to see if we have the monies for this. Auto traffic is increasing on the AT&T access open areas. These are not alleyways. Don is suggesting that we buy carsonite signs and place them in the entrances to these areas. The AT&T trucks can drive over them without damage to their trucks or the signs. They cost about \$30.00 and we need about 20 of them.
- Betty Buman shared that they made 250 newsletters and mailed them out. Some were returned. The address “project” should help this. Even with 6 pages they came in under the budget amount for this issue. The next one will be in 2 months.
- Dawna Diltz indicated the CCEHA website is current with the monthly calendar and any other items she has been given. She asked that we let people know that they need to get her the updates so she can maintain the integrity of this site. Dawna also wants to be updated by the board of the new committee members once they are set.
- Next Board Meeting: March 14<sup>th</sup> at 10:30 to 11:30 am in the CCEHA Clubhouse
  - No more business to discuss – Bruce made a motion to adjourn, seconded by Eleanor. Unanimous vote approved the motion. Meeting adjourned at 4:20 pm

Respectively submitted by:

*Pamela Gulbrandson*

Pamela Gulbrandson

CCEHA Secretary