

CCEHA Board Meeting Minutes
 March 14, 2009
 10:30 to 11:20 am
 Held at the CCEHA Clubhouse

Call to Order: Meeting was called to order at 10:30 am 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:

- 2-22-09 Board Meeting Minutes were reviewed. Bruce a motion to accept the minutes are written and Ron 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:

	What	Who	When	Status
1	Gain an approved audit of the 2008 Financial Statement	Bruce Fletcher		Bruce met with Tamara on 3-4 and she has all the records needed for taxes and auditing the financial statement. The audit of the financial statement will be done after tax season
2	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	
3	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 met with attorney Jennifer DeLaney on Feb 26 th and she is awaiting Jennifer's decision.
4	Board & Jim Reedy to get with the City of Deming regarding rutted alleyways and badly cracked streets	Ron Wolfe		WIP
5	Finalize purchase of Bocce Ball court property and Lot 76 by clubhouse	Ron Wolfe		We purchased Lot 76, next to clubhouse, address: 3205 Wedge for \$18,386.43. The title company is still

				researching the Bocce Ball court property as of Friday. When the research is complete, we will proceed with the acquisition.
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- Number 5 item resulted in an action item for Pamela – need to send a letter to Justin Alonzo, State Farm informing him that this lot now needs to be added to our liability policy.
- Treasurer’s report:
 - Bruce reported that the bank balance as of 3-14-09 was \$20,202.55 and that all deposits as of 3-14-09 had been made.
 - All bills received as of 3-14-09 have been paid.
 - Fidelity Investment Account had a balance of \$32,479.50 as of 2-1-09. On the 2-18-09 statement the balance was \$32,506.88, reflecting a gain of \$27.38.
 - 81 members have paid their yearly association dues for 2009, 8 have paid their 2008 dues. 7 invoices for 2009 dues were returned as undeliverable. Yenny indicated that she has made progress in some address updates and will give Bruce what she has to date. More to come on that effort.
 - Bruce gave us an update on the item of considering an outside accountant/bookkeeper to do the CCEHA books. Tamara indicated that she knew QuickBooks ® and would do it for \$100.00 pre month. Tamara does the annual tax returns for between \$200 and \$300. Another bookkeeper that he has spoken with that does the books at St. Ann’s Church would do it for \$85.00 per month. The budget on lines 25 and 26 has \$1200 and \$1500 respectively already approved for Accounting Fees & Tax and Monthly Accounting. Need to decide how to proceed with this.
- CCEHA Printer: Pamela will take the printer home to see if it can be set up and used for CCEHA business. She will contact Tom Strauss for operating instruction assistance if needed.
- Cash Advances to certain committees that have outlays of cash prior to reimbursement: Bruce looked at the expenditures and only believes at this time that the Activity Committee needs the petty cash fund in advance. Discussion followed with Phil making the motion to move forward and Yenny seconded it, the vote was unanimous. \$200 will be given to the chairperson, Pamela Gulbrandson. She will maintain a log of monies spent with receipts and submit details to Treasurer when more funds are needed.

New Business:

- Correspondence to and from Secretary:
 - Outgoing correspondence – sent letter to Jennifer DeLaney informing her of the 2009 board members.
 - Pamela reported that she received an email regarding the Deming Weed Ordinance and the description in our By-Laws appendix, asking how enforcement was being done for individual lot owners, as well as Country Club Estates owned lots. She forwarded the email to Bruce Fletcher since he is the chairperson for the Architectural Committee.

- Judgment on litigation – board received the Motion to Set Aside Order via email on Weds 3-11, after the agenda deadline; therefore it wasn't on the posted agenda. However, it is critical to discuss since there is a time constraint on addressing this. The order gives the association 60 days to complete the ordered actions. Kathleen made paper copies for all attendees, members included, for reference. Discussion followed – this has been sent to Jennifer DeLaney, we have not received any response from her to date. Bruce provided the breakdown of monies spent and the amount remaining due to Hofacket Law Firm. For 2009 the amount of \$5000.00 was approved for legal fees. On 1-23-09 we paid Hofacket \$2,273.66 and on 2-16-09 we paid \$2,364.65; totaling \$4,638.31 which represented 2008 legal fees due. This leaves \$361.69 remaining in the budget. The February 27th statement from Hofacket for 2009 legal fees is \$2,555.53. This results in a \$2,193.84 shortfall on this line item. Bruce reminded us that we will have legal fees from Jennifer DeLaney during this year. He proposed that we put on hold or at least adjust the following budget items that were approved and transfer the funds to the legal fees line item to cover this. The yearbook has \$2000 and the wall closing off the Bocce Ball court (running along Country Club Road) has \$2000. We gained \$468.01 from line 51 since the clubhouse TV was only \$1531.99 out of the \$2000 budgeted. Kathleen likes the idea of the yearbook, is there a way to shift the major part of the expense from using a professional printer to an in house process perhaps we can reduce this expense. So not take away the entire budget amount for the yearbook. Ron suggested that all the committees should be asked to look at their budgets and see if there are areas to cut back on. Pamela indicated that Activities Committee can definitely take a look at their budgeted amount. Ron suggested that the Newsletter remain at 4 pages for the year versus the 6 pages. Kathleen shared that under the Accounting line item, even if we go with the bookkeeper for \$85 per month, this totals about \$1500 and we have \$2700 budgeted. So there's another \$1200. Bruce asked if we can as a board move these monies and write the check today. Kathleen said no because of the By-Laws. Page 15 on the By-Laws states: **“The Board shall have the power to manage all money, property and other assets of the association within the budget as approved at the annual meeting or special meeting held for that purpose and to appoint committees for specialized functions.”** We have the approved budget, so it seems that we can shift line items within the budget. Board thinks that we do have the authority to do this. Kathleen will check with Jennifer to see if “managing the budget” means we can move the monies. The monies on the individual line items are proposed not actual, so we don't have to spend it. Board needs to have a working meeting to drill into these items more thoroughly as to where adjustments can be made. We want to be sure that we are interpreting the By-Law section correctly though, so Kathleen will draft something and get it to Jennifer by Monday asking for a fast opinion. If she says we can, then we can pay the fees and adjust the budget afterwards. Bruce assured us that the final bill from Hofacket is the true amount.
- CCEHA Committees and volunteers:
 - Sign up sheets in clubhouse have volunteers for all committees. On the 15th (deadline) Pamela will collect and forward the names to Dawna Diltz for updates to our website - <http://www.cceha.com/>
- Committees Report Out:
 - Activities Committee – Pamela reported that the March event – Luna Rossa Winery tour and lunch was fun and attended by some new folks. She gave a brief update of the upcoming April Easter event. We want people to decorate/craft an

Easter Hat and walk in our parade down Wedge to the clubhouse, followed by a brunch. There will be a small prize for the best hat! CCE Garage Sale will be May 2nd. Also, discussed the June Event of going to Copper Creek Ranch – need to gauge some interest. Sign up sheet will be posted to do this.

- By-Laws Committee – Kathleen read an email from Rudy Rosenquist –
 - The By-Laws have been reviewed through Article V. They now want to get input from the membership and with approval from the board, send out a letter to collect that input. The letter will show our recommended changes and reasons for the changes. This is not asking for legal opinions, as that will be obtained later from our corporate attorney. The input that they want is:
 - Comments on recommendations
 - Any other changes they would like to be made
 - Reasoning regarding any changes to the recommendations of additional changes
 - Board approves of the approach and will report back to Rudy that we want to send this out via email to as many people as we can versus a paper mailing. Kathleen will respond to Rudy and ask that he provide Pamela with the letter and details so she can send it out. She will mail the paper version to the 5 members who have requested it.
- Community Development – Don Ward reported that they are getting an estimate from Chui on the wall construction along Country Club Rd., but now following the discussion of needed Budget changes due to the court ruling that the association must pay Attorney Hofacket’s fees, he will hold off in making any decisions.
- Dawna Diltz indicated the CCEHA website is current with the monthly calendar and any other items she has been given.
- Yearbook Committee – Phil indicated that this was on a hold due to Lent and based upon the previous discussion about the legal fees needing to be paid, it’s definitely on hold now.
- Board decided that no large amounts of expenditures should be made by any committee without approval of the board due to the impact of the court order. Large is defined as \$200.
- Phil let us know that we had a report that one house may be running a daycare center on their premises. He checked it out and it’s a rumor. It’s a busy house but not a daycare center.
- Next Board Meeting: April 23rd at 6:30 pm in the CCEHA Clubhouse.
 - No more business to discuss – Phil made a motion to adjourn, seconded by Eleanor. Unanimous vote approved the motion. Meeting adjourned at 11:20 am.

Respectively submitted by:

Pamela Gulbrandson

Pamela Gulbrandson

CCEHA Secretary