

CCEHA Board Meeting Minutes
 April 23, 2009
 6:30 to 7:30 pm
 Held at the CCEHA Clubhouse

Call to Order: Meeting was called to order at 6:30 pm by Kathleen Elmore, President. Board Members present were: Kathleen Elmore, President; Ron Wolfe, Vice President; Pamela Gulbrandson, Secretary; Eleanor Fuller, Director; Phil Swart, Director; and Yenny van Dinter, Director. Absent: Bruce Fletcher.

Old Business:

- 3-14-09 Board Meeting Minutes were reviewed. Phil made a motion to accept the minutes as 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		Letter received from Jennifer DeLaney indicating that the budget meeting was legitimate; therefore no new meeting needs to be set up. Item Completed
4	Board & Jim Reedy to get with the City of Deming regarding rutted alleyways and badly cracked streets	Ron Wolfe		Ron and Jim Reedy met with the city. The repairs for the pavement cracks are on the city's list to be scheduled. No commitment date. Alleyways appear to be satisfactory.

				There is some question on turn over when builder is finished. If anyone has alley complaints, need to contact Premal Patel at 546-8848 x125 Item completed
5	Finalize purchase of Bocce Ball court property and Lot 76 by clubhouse	Ron Wolfe		3/26 Ron received the Warranty Deed for the Bocce Ball court. Item Completed

- Item number 5 resulted in an action item for Pamela. She will notify Justin Alonzo, State Farm that the Bocce Ball court property is now under CCEHA and needs to be added onto the liability policy.
- Court Ruling – next steps:
 - The court order states we must pay the remaining legal fees to Hofacket. We have since received a billing from Jennifer DeLaney in the amount of \$297.97. Payments to Hofacket for 2008 charges in the amount of \$4638.31 have been made. The approved budget amount is \$5000. This leaves \$361.69. We have enough to pay DeLaney, board instructed Pam Fletcher (sitting in for Bruce who is in CA attending his ill mother) to send the check to DeLaney. This leaves us with \$63.72. The final Hofacket bill is \$2555.53, placing the line item of the budget in a shortfall amount of <\$2491.81>. Contained in the CCEHA Board of Directors Administrative Policies there is a paragraph that gives the board guidance on how to address this situation. Reads as:
[“Should unforeseen circumstances occur, the board may transfer funds from one category to another within the annual budget with the approval by voice vote of association members in attendance at that particular board meeting. Such budget changes must be advertised on the recreation center bulletin board at least 7 days prior to said action.” Page 33](#)
The board has scheduled a working meeting on Monday the 27th of April to work on adjusting budget items on different line items to cover this difference, as well as balance the bottom line of the budget. These budget changes will be documented and posted as stated above, at least 7 days in advance of a board meeting, whereby the association members in attendance will voice vote.
 - Hire an outside Bookkeeper:
 - Pam Fletcher presented the board with a written breakdown of the duties and responsibilities of a bookkeeper and the delineation between a bookkeeper and the CCEHA Treasurer. The cost is \$91.27 monthly and the bookkeeper recommended is Jean Garcia, who is bonded and insured. Line item 26 was approved with \$1500 allocated. This is well within the budget. After discussion, Pamela made a motion to hire the bookkeeper and Phil seconded the motion. Unanimous vote approved the motion.

- Eleanor bought up an item that wasn't listed on the agenda – the contract for usage of the association's clubhouse by non-members. Consensus is that the changes are fine and this should be tabled for now.

New Business:

- Treasurer's Report:
 - Pam Fletcher reported that 1st New Mexico bank balance on 3/30/09 was \$31,814.15. All bills and deposits through 4/20/09 have been made, resulting in a bank balance of \$24,383.63 on 4/20/09.
 - Fidelity Balance on 3/1/09 was \$32,506.88; closing amount on 3/31/09 was \$32,535.81, gaining \$25.93 on our investment.
 - As of 4/23 we have 30 outstanding member's dues that are unpaid. Trace letters have been sent out. It doesn't appear that these members are habitual.
- Correspondence to and from Secretary:
 - Pamela sent a letter to Justin Alonzo at State Farm regarding increasing the coverage of liability to include lot 76. Did not receive any notice back, so she called Justin. He says the coverage has been updated and there is no additional premium due at this time.
 - Kathleen mentioned that she had received an email from Cathy Ward, with a cc to Pamela, asking that the board let the members know how much has been spent on legal fees. There was no clarification as to exactly which legal fees and the date range that Cathy was interested. Therefore, there wasn't any information available to discuss or provide. We need to determine what Cathy is actually requesting.
- Committee Report Out:
 - Improvements - Debbie Gwin-Hays was in attendance and indicated there has been no meeting lately. The Bocce Ball transfer is done.
 - Architectural Committee – Pam reported that they have received and approved 4 applications through April.
 - Newsletter – Barbara O'Leary-Thomas indicated that on Sunday the 26th the committee will be meeting. Next newsletter will be out before the end of May. It will be kept to 4 pages to remain within budget.
 - Bylaws – email from Rudy Rosenquist to Kathleen, will complete the letter with changes to be emailed out to the members (by Secretary) before May 1st.
 - Activities – Pamela reported that the Easter event had been canceled. May's events are Garage Sale on Saturday the 2nd, a safety presentation on May 16th with a member from the Deming Fire and Police departments. Refreshments and safety related door prizes will be on hand. For June there will be a sign up sheet to gauge interest for a night at the Copper Creek Ranch in Silver City.
 - Welcome – Lorraine Sanborn reported that they have put together new and updated welcome packets and have contacted 6 new home owners. If anyone knows of a new homeowner that hasn't been welcomed, let Lorraine or Helen know.
 - Facilities – Al Weghar has resigned, so Dennis Grier is our only member. If anyone wants to help him, please let Pamela the Secretary know. What does need to be done is to contact Lester's Heating and Cooling to set the swamp cooler and heater up for the summer. Dennis wasn't at the meeting. Pamela will contact him.

- Yearbook – no activity due to Easter/lent and now the budget adjustments that may come.
- Next regularly scheduled Board Meeting: May 24th at 2:00 pm in the clubhouse.
 - No more business to discuss – Ron made a motion to adjourn, seconded by Eleanor. Vote – Phil objected (however he said just so we wouldn't always have a unanimous voting) however the ayes carried it. Meeting adjourned at 7:32 pm.

Respectively submitted by:

Pamela Gulbrandson

Pamela Gulbrandson

CCEHA Secretary