

CCEHA Board Meeting Minutes  
January 28, 2012 12:15 pm to  
Deming Senior Center (following the annual meeting)

**Call to Order:** MaryKay Brady, President called the meeting to order at 12:15 pm. Roll call was taken and board members present were: MaryKay Brady, President; Jan Hayhurst, Director; Janet St. Cyr, Director; Pamela Gulbrandson, Secretary; Dan Welch, Director; Gail Root, Vice President; and Sue Wolfe, Treasurer.

Welcome the New Members: MaryKay welcomed the new board members and thanked the returning members. We are looking forward to the fresh insight.

**Unfinished Business:**

- **12/15/11 Board Meeting Minutes-** Pamela Gulbrandson asked for a motion to accept the minutes as written. MaryKay made a motion to accept minutes as written. Gail Root seconded the motion, vote taken 4 for with the new members abstaining. Minutes were approved as published.
- **Right of way by the Garden that the City of Deming is using as access – survey cost** – MaryKay Brady shared that there are easements around the garden area that the city is using and it needs a survey done to determine the layout. Since the city thinks it benefits us, we should pay for it. This is about \$250.00. She has asked Ron Wolfe to continue to work on this since he has established the contacts with the city. She recommends that we do this so that we can get it recorded at the courthouse. There are several easements on the property. Gail Root asked why we would want this. This should have been done when we bought the property. These monies will come out of the Emergency Funds. These will be all easements – city and AT&T and they will be “pinned” to mark these. This is a good idea to keep the records clean. Pamela made a motion to go forward with getting the survey and spending the \$250 out of the emergency fund. Sue Wolfe seconded the motion. All in favor. Motion passes.
- **Fidelity Investment Account (need to address transferring to an insured account)** – MaryKay asked Sue Wolfe to look into this account since this is not an insured account. We need to get this into a FIDC insured account. It can be in the same financial institution, such as the 1<sup>st</sup> New Mexico Bank, but assure that it is not placed in an existing account. It needs to be in a separate account to avoid comingling of assets and having tax impacts. It should be a savings account or investment account. The original idea of this account was a reserve account for capital improvements. And as the budgets have surplus monies; these should be placed into this reserve. We will need to look into this reserve account at future meetings since this will take some more discussion. The investigation will be on the February agenda.

**New Business:**

- **Any Action Items from annual meeting** – Pamela Gulbrandson indicated that following an annual meeting with new board members she has to send letters to 1<sup>st</sup> New Mexico Bank, State Farm, Pollard Insurance and Mr. Gorman advising of the new board composition. For 1<sup>st</sup> New Mexico Bank this includes updating the signature card. These letters will include an excerpt from the annual meeting minutes with all old and new board members signatures. For the February

Meeting the Nominations & Elections chair will be asking for a donation amount for the Senior Center and Pamela has this letter ready as well. Sue asked we contact Mr. Gorman about what information could be reasonably shared with the community about the lawsuit at this time. It seems that the community wants to know this. Just for the record, we do not know what the figure is that the plaintiffs are asking for since the mediation didn't get that far since the attendees on the plaintiffs side couldn't negotiate. Bob Nelson asked for a form to be used for people who rent their properties. Gail believes that the Bylaws cover this and that no form may be needed. There is no real action that can be taken if homeowners and realtors don't follow these requirements. We should ask for assistance from Mr. Gorman about how bylaws could be improved for this. The title companies also have differing procedures. We need to discuss this at future meetings.

- **Ask Board Members to volunteer for at least one standing committee** – MaryKay Brady asked that board members consider volunteering on standing committees so that there is communication and continuity between the committees and the board. This is not intended to have a board member to control the committees it is to be a liaison. The committees serve at the convenience of the board. If we didn't have these committees, we as the board would have to do all of these functions. We are very pleased that we have volunteers to help us and we need to support these volunteers. The feeling is that we should not be on the Architectural Committee since there is a potential of conflict with this. We all agree. The Web is the other committee that doesn't need a member. Treasurer will be a natural fit for the Budget Committee. The Bylaws Committee will still exist. There is some confusion about whether we can change the Bylaws during the lawsuit. MaryKay will get with Mr. Gorman to get a letter/memorandum of understanding about whether we can go forward with Bylaws changes. Gail addressed the HUD/Age Verification "committee". He believes that this isn't a committee; it should be someone on the board that has this as an outgoing responsibility. Gail will continue this year. We agree.
- **Committees, do we still need volunteers?** – Pamela Gulbrandson indicated that yes we do still need volunteers on some committees. Any committee of course can use help, but the Activities, Long Term Planning and Newsletter look to need the most. The committee compositions based upon the sign-up sheets will be noted at the end of these minutes.
- **Annual Review of all written contracts with vendors via the committee chair** – MaryKay went over the contracts that we have in place and we need to have a brief discussion at the next board meeting with the committee chairs. Just to note that the contracts are currently evergreen with a 30 day cancelation clause. We need to be on the same page.
- **Review Insurance Policies to determine sufficient coverage** – Jan Hayhurst will look at our existing policies since she has a background in insurance. She will come back at the February meeting.
- **Next Board Meeting, 3<sup>rd</sup> Thursdays?** – MaryKay Brady asked if we could have the meetings on the 3<sup>rd</sup> Thursday to avoid conflicts she has with the other Thursdays. We all agreed. Next board meeting will be February 16<sup>th</sup>, 6:30 pm at the CCEHA clubhouse. MaryKay hopes that people will start coming to these

board meetings, as there seems to be some unhappiness with the business, as indicated in this annual meeting. It would be helpful to work through this during the year.

- **Adjourn the meeting** – MaryKay made a motion to adjourn and Gail seconded the motion. All in favor. Meeting adjourned at 1:00 pm.

Respectively Submitted,  
*Pamela Gulbrandson*  
 CCEHA Secretary

COMMITTEES COMPOSITION as of 1-28-12 –

<b>Activities Committee –</b> Pamela Gulbrandson – Chair Averil Darlington Dawna Diltz Betteanne Strauss Yenny van Dinter Leighanne Wagner	<b>Facilities Committee –</b> Dennis Grier – chair MaryKay Brady Kenneth Linendoll Jackie Rankin Jim Rankin Dan Welch
<b>Architectural Committee –</b> Debbie Gwin – chair Phillip Swart Margaret Thompson	<b>Long Term Planning Committee –</b> Phillip Swart Dan Welch Sue Wolfe
<b>Budget Committee –</b> Jess Hays Sue Wolfe	<b>Newsletter Committee –</b> Barb Root Janet St. Cyr
<b>Bylaws Committee –</b> Janet Hayhurst Jackie Loflin Phillip Swart Sue Wolfe	<b>Welcome Committee –</b> Frank Blank – chair MaryKay Brady Charlene LeMaster