

CCEHA Board Meeting Minutes
March 15th 6:30 pm to 8:43 pm
CCEHA Clubhouse

Call to Order: MaryKay Brady, President called the meeting to order at 6:30 pm. Roll call was taken and board members present were: MaryKay Brady, President; Gail Root, Vice President; Jan Hayhurst, Director; Pamela Gulbrandson, Secretary; Janet St. Cyr Director; Dan Welch, Director and Sue Wolfe, Treasurer.

Non-board member attendees totaled 14.

Review Agenda for changes or possible additions: MaryKay asked if there are any changes or additions that were needed. Dan Welch made a motion to deny Bob Nelson's request to be on the agenda. Dan stated that he believes a property/homeowner that deliberately breaks the rules, in this case renting to people where no one is at least 55 years of age without asking the board's permission as stated in the Bylaws, should not be allowed to address the board within the board meeting. Gail Root seconded the motion. Discussion followed. Vote taken, Ayes being: Dan Welch, Jan Hayhurst, Gail Root, MaryKay Brady and Janet St. Cyr. Nays being: Sue Wolfe and Pamela Gulbrandson. Motion passed. Agenda item struck from the meeting. Bob was welcome to bring up his concerns in the open discussion following the meeting.

Unfinished Business:

- **02/15/12 Board Meeting Minutes-** Pamela Gulbrandson indicated that there were corrections needed for these minutes. The corrections were shared. Pamela asked for a motion to accept the minutes as corrected. Dan Welch made a motion to accept minutes as corrected. Janet St. Cyr seconded the motion, vote taken and it was unanimous. The corrected minutes will be given to Dawna Diltz for updating our website.
- **Legal Proceedings Update** – MaryKay gave a progress update. The appeal brief due date is now April 19th. Mr. Rambo is still trying to work with the attorneys and plaintiffs to get a mediation meeting, but nothing as of this date. Mr. Gorman is on vacation, so we will have to wait for an update by next meeting.
- **Garden Lot Survey** – MaryKay gave us an update that all deeds and title insurances have been confirmed and filed for the garden lot, the clubhouse and parking lot. Copies of these documents were given to the secretary. The easement for west of Driver on the garden side is an issue since it concerns the trash truck access. The city wants an easement but neither they nor an attorney she contacted will do an easement deed. The survey has been updated for \$107.50, so we are square there. MaryKay says she can do an easement deed and then run it by Gorman for filing. Gail made a motion to let MaryKay draw up this deed. Pamela seconded it, vote taken and it was unanimous. MaryKay will bring back the easement deed to the next meeting.
- **HUD Status** – Gail Root has renamed the report to “Occupancy Report Summary”. His report is attached at the end of these minutes. Gail went on further to say that this data collection and summary report must continue each month and be included in board meetings and minutes. The HUD requirements are that every 2 years we must do an age verification survey.

- **Surety Bond review** – Jan Hayhurst has reviewed the surety bond (which is a dishonesty bond) and she doesn't think that it is correct for us since it refers to employees. We aren't employees. The Bylaws require that our treasurer be bonded. She will contact AW Pollard Insurance and work on this so that it is clear that it covers the treasurer.
- **New Business**
- **Committees' Report Out**
 - **Web** – Dawna gave us the March update: March Activities Calendar, February Board Meeting Minutes & Chili Cook Off photos are on the web. Stats:
 - Total page loads (2006-2012) 18,310
 - Year to Date – 1842 page loads
 - 520 unique visitors (343 first time and 177 returning visitors)
 - March page loads as of 3-15 were 568
 - 201 unique visitors (151 first time and 50 returning)
 - Visitors came from NM, AZ, CA and CO
 - Sunday the 11th was the biggest hit day with 168 page loads
 - **Welcome Committee** – MaryKay indicated that the committee has not made any new welcomes.
 - **Newsletter** – Barb Root, editor gave an update. The first newsletter of 2012 was on the web as of March 8th. Between the 8th and 15th there have been 99 visits to the newsletter page. 12 copies were mailed to those without computer access. We've started planning the next edition, which will be available by May 15th.
 - **Long Range Planning** – Committee has not met yet nor decided upon a chairperson, so no report.
 - **Facilities Management** – Dennis Grier reported out: they are still working on finding someone for weed control for this year. They do not want the previous contractor. There are quite a few replacement tiles for the clubhouse floor in the closet. They have looked into using these versus replacement of the whole floor. This will save some monies. Dan Welch is making good progress on the storage bench for the garden area. They renewed the contract for the clubhouse cleaning with Cindi Sparkles Cleaning. Same price as last year. They have ordered 11 cypress trees to line west end of the garden area to delineate the property since building a wall isn't a good idea due to the easements.
 - **Bylaws** – No meeting yet so no report.
 - **Architectural** – Debbie Gwin gave 2 months reports:
 - 3006 Driver Rd – Rear Storm Door approved
 - 2901 Driver Rd – Front screen/storm door approved
 - 2919 Wedge Rd – add concrete slab, electrical boxes and refrigerant line on north side of house in order to install 2 airco units approved
 - **Activities** – Pamela gave an update. March 3rd was the Chili Cook Off. We had 43 people with 11 pots of chili to sample. Steve Westenhofer was the winner, with Sue Wolfe a close second. April 17th we are arranging a

tour at the Chili Institute in Las Cruces. May 5th will be the community garage sale with an ad in the Deming Headlight. May 12th come and play card bingo with us.

- **Rental/Lease Administrative Procedure and Form-** MaryKay had given us a template for this. Gail found a lease agreement that had been made up previously. Discussion that followed was about enforcement, verbiage and having Gorman advise us. Sue made a motion to get Mr. Gorman advice on how to develop a procedure that includes what to do in non-compliance. Dan seconded it, vote taken and it was unanimous. This will be on next month's meeting.
- **Association Dues Status** – Sue Wolfe stated that 164 have paid in full. Another one has made a partial payment with the balance plus interest at the end of the month. 13 have not paid nor contacted us. We did collect the interest fees from last year's 4 delinquent members with this year's payment. The interest fees for all payments that were made as of today will be waived. Sue will proceed with a late notice to the 13 outstanding owners. There are 2 homeowners that it looks like we will not collect from. Jenenne Thompson at 3016 Driver has filed for bankruptcy and the house is in foreclosure. MaryKay recommends we charge off the \$150 on this one. Mr. & Mrs. Palkovic have moved out of their house and are in Las Cruces. This was written off last year. After discussion though, Sue made a motion to file a lien for the 2012 association dues. Gail seconded it, vote taken and it was unanimous. MaryKay will do the mechanics lien and file it. There is a suggestion from Gail that he sent to the board about firming this process up since we go through this every year. Perhaps we can look at this and get it included in procedures.
- **CCEHA New Mexico Non Profit Filing Status** – Sue reported that we had not filed the annual non-profit corporation report last year with the New Mexico Public Regulation Commission. We are however in good standing until May 15, 2012. CCEHA needs to file a report for 2010 and 2011. There is a \$10 fee for each report. The treasurer will handle this reporting. A report form has been given to the secretary.
- **Treasurer's Report** – Sue gave the update that we have closed the Fidelity Account and deposited the \$32,655.47 into the 1st New Mexico Savings account. Our tax returns (federal and NM) were mailed today. The federal showed a negative taxable income of -\$71 so no taxes owed. For NM we owe the yearly flat \$50 franchise tax, so this was included with this return. Sue has a form that we agreed upon using in last month's meeting for all committee chairs to use for reimbursement or check requests. As soon as all committees have a chair she will get it to them. She went over the Balance Sheet and Monthly Profit and Loss-Budget vs. Actual for both February and March periods. These are at the end of the minutes. Janet made a motion to accept the Treasurer's report, MaryKay seconded it, vote taken and it was unanimous. There was a question from the bookkeeper as to how to handle the bad debt. After some discussion, Sue will check with Fred Paul, who is a CPA and see what he can recommend.
- **Correspondence to/from Secretary** – Pamela shared that she has done the basic things like emailing and mailing the minutes, has received a few updated addresses from homeowners and Sue from the dues returned. She has sent out

quite a few community wide emails for events in and around Deming. We had to buy a new printer. We tried to fix the old one but it would cost more than buying a new one. She discussed with MaryKay prior to purchasing. Does anyone have an eBay account or know of someone that does? We need to see if we can sell the printer cartridges since they won't work on new printer. We have the contract from Dennis for the clubhouse cleaning.

- **Chamber of Commerce/discuss benefits of joining** – MaryKay gave the reasons that we should join the chamber. It would allow the chamber to link to our website, we will be listed in the directory and so on. After discussion, MaryKay made a motion to join the chamber for \$50 a year. Sue seconded it, vote taken, all in favor with the exception of Dan Welch. Motion passed.
- **MaryKay gave the board** some more pre-reading for the yellow folders for future board meetings. Someone needs to do the next board message for the newsletter.
- **Dan Welch asked that we discuss at next meeting a different start time for the board meetings.**
- **Next Board Meeting** – April 19th at 6:30 pm in the clubhouse.
- **Adjournment** – Dan motioned that we adjourn, Jan seconded and the vote was unanimous. Meeting adjourned at 8:43 p.m.

Respectively Submitted,
Pamela Gulbrandson
 CCEHA Secretary

HUD 80% Occupancy Report Summary
03/15/12

Number of Homes Built:	170
Homes Occupied w/at Least One Over 55	153 90.0%
Homes w/No-one Over 55	17 10.0%
Approximate Number of Rentals Included in this Summary	16
Approximate Number of Vacant Homes Included in this Summary	3
Owned Lots w/o House & <u>NOT</u> Included In this Summary	8

HUD recommends NOT including the number of unoccupied units in the Summary. However, to be on the conservative side, this CCEHA Summary treats 3 current, known, unoccupied units as a Home w/No-One over 55 in the above Summary.

C.C.E.H.A.
Balance Sheet
As of January 31, 2012

	Jan 31, 12
ASSETS	
Current Assets	
Checking/Savings	
Activity Cash Funds	47.72
Fidelity Investments	32,655.00
First New Mexico Bank	33,516.93
Total Checking/Savings	66,219.65
Other Current Assets	
Undeposited Funds	-1,200.00
Total Other Current Assets	-1,200.00
Total Current Assets	65,019.65
Fixed Assets	
Club House	59,553.00
Land	39,502.34
Total Fixed Assets	99,055.34
TOTAL ASSETS	164,074.99
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	104,380.37
Retained Earnings	58,582.83
Net Income	1,111.79
Total Equity	164,074.99
TOTAL LIABILITIES & EQUITY	164,074.99

C.C.E.H.A.
Profit & Loss Budget vs. Actual
January 2012

	Jan 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Assessments				
Annual Assessments 2012	1,350.00			
Finance Charge - Late Fees 2011	1.50			
Annual Assessments - Other	150.00	3,150.00	-3,000.00	4.8%
Total Annual Assessments	1,501.50	3,150.00	-1,648.50	47.7%
Membership Dues	-151.50			
Total Income	1,350.00	3,150.00	-1,800.00	42.9%
Expense				
Association Expenses				
Accounting & Bookkeeping	0.00	100.00	-100.00	0.0%
Emergency Fund	0.00	125.00	-125.00	0.0%
Legal Fees	0.00	1,250.00	-1,250.00	0.0%
Supplies				
Supplies & Mailings	184.05	166.66	17.39	110.4%
Total Supplies	184.05	166.66	17.39	110.4%
Telephone	55.35	66.66	-11.31	83.0%
Utilities				
Electricity	0.00	33.37	-33.37	0.0%
Water & Gas	0.00	50.00	-50.00	0.0%
Total Utilities	0.00	83.37	-83.37	0.0%
Total Association Expenses	239.40	1,791.69	-1,552.29	13.4%
Committee Expenses				
Activities Committee	0.00	208.00	-208.00	0.0%
Bi-Laws Committee	0.00	0.00	0.00	0.0%
Facilities Committee				
Clubhouse Cleaning	0.00	100.00	-100.00	0.0%
Grounds & Landscaping	0.00	125.00	-125.00	0.0%
Repairs and Maintenance	0.00	450.00	-450.00	0.0%
Total Facilities Committee	0.00	675.00	-675.00	0.0%
Total Committee Expenses	0.00	883.00	-883.00	0.0%
Total Expense	239.40	2,674.69	-2,435.29	9.0%
Net Ordinary Income	1,110.60	475.31	635.29	233.7%
Other Income/Expense				
Other Income				
Dividend Income	1.19			
Total Other Income	1.19			
Net Other Income	1.19	0.00	1.19	100.0%
Net Income	1,111.79	475.31	636.48	233.9%

C.C.E.H.A.
Balance Sheet
As of February 29, 2012

	Feb 29, 12
ASSETS	
Current Assets	
Checking/Savings	
Activity Cash Funds	47.72
Fidelity Investments	32,655.47
First New Mexico Bank	52,790.47
Total Checking/Savings	85,493.66
Accounts Receivable	
Accounts Receivable	-1.50
Total Accounts Receivable	-1.50
Other Current Assets	
Undeposited Funds	501.50
Total Other Current Assets	501.50
Total Current Assets	85,993.66
Fixed Assets	
Club House	59,553.00
Land	39,502.34
Total Fixed Assets	99,055.34
TOTAL ASSETS	185,049.00
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	104,380.37
Retained Earnings	58,582.83
Net Income	22,085.80
Total Equity	185,049.00
TOTAL LIABILITIES & EQUITY	185,049.00

C.C.E.H.A.
Profit & Loss Budget vs. Actual
 January through February 2012

	Jan - Feb 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Assessments				
Annual Assessments 2012	23,600.00			
Finance Charge - Late Fees 2012	7.50			
Annual Assessments - Other	150.00	27,000.00	-26,850.00	0.6%
Total Annual Assessments	23,757.50	27,000.00	-3,242.50	88.0%
Membership Dues	-151.50			
Total Income	23,606.00	27,000.00	-3,394.00	87.4%
Expense				
Association Expenses				
Accounting & Bookkeeping	107.50	200.00	-92.50	53.8%
Emergency Fund	0.00	250.00	-250.00	0.0%
Legal Fees	0.00	2,500.00	-2,500.00	0.0%
Licenses and Permits	0.00	20.00	-20.00	0.0%
Supplies				
Supplies & Mailings	514.05	333.32	180.73	154.2%
Total Supplies	514.05	333.32	180.73	154.2%
Telephone	110.70	133.32	-22.62	83.0%
Utilities				
Electricity	34.59	66.70	-32.11	51.9%
Water & Gas	39.42	100.00	-60.58	39.4%
Total Utilities	74.01	166.70	-92.69	44.4%
Total Association Expenses	806.26	3,603.34	-2,797.08	22.4%
Committee Expenses				
Activities Committee	142.97	416.00	-273.03	34.4%
BI-Laws Committee	0.00	125.00	-125.00	0.0%
Facilities Committee				
Clubhouse Cleaning	100.00	200.00	-100.00	50.0%
Grounds & Landscaping	403.14	250.00	153.14	161.3%
Repairs and Maintenance	0.00	900.00	-900.00	0.0%
Total Facilities Committee	503.14	1,350.00	-846.86	37.3%
Long Term Planning Committee	0.00	80.00	-80.00	0.0%
Welcoming Committee	69.49			
Total Committee Expenses	715.60	1,971.00	-1,255.40	36.3%
Total Expense	1,521.86	5,574.34	-4,052.48	27.3%
Net Ordinary Income	22,084.14	21,425.66	658.48	103.1%
Other Income/Expense				
Other Income				
Dividend Income	1.66			
Total Other Income	1.66			
Net Other Income	1.66	0.00	1.66	100.0%
Net Income	22,085.80	21,425.66	660.14	103.1%