

CCEHA Board Meeting Minutes CORRECTED
October 18, 2012 4:00 pm to 4:32 pm
CCEHA Clubhouse

Call to Order: MaryKay Brady, President called the meeting to order at 4:00 pm. Roll call taken with board members present: MaryKay Brady, President; Dan Welch, Director; Pamela Gulbrandson, Secretary; Linda Anderson, Treasurer; Janet St. Cyr, Director and Gail Root, Vice President. Absent: Jan Hayhurst, Director. Quorum existed so meeting continued. Non-board member association attendees totaled 8.

Review Agenda for changes or possible additions: There were none.

Unfinished Business:

- **09/20/12 Board Meeting Minutes-** Pamela indicated that she had not received any input for changes to the meeting minutes. Asked if there were any at this point. None, so she asked for a motion to accept them as written and published. Janet made a motion to accept them, Dan seconded the motion, vote taken and it was unanimous.
- **Legal Proceedings Update** – MaryKay shared that our attorney for the Tunis and others lawsuit is back in town and will spend next week to complete our response and brief in chief report. She will submit within the 30 days. We will then proceed from there. As to the Nelson lawsuit, she has had conversation with Mr. Perkins, who is the attorney for this lawsuit and Judge Robinson has been assigned this case. That is the update as of today.
- **Occupancy Report** – Gail Root gave us the current summary as of 10/18/12. No change from August.
 - # Homes built: 170
 - # Homes w/at least one over 55: 155 (91.2%)
 - # Homes w/no one over 55: 15 (8.8%)
 - Approximate # rentals: 17
 - Owned lots w/o house & NOT included in this summary are 8.

Gail sent the occupancy / age verification survey forms out to the association and as of today we have received about 75 % of the total. IF anyone hasn't returned theirs yet, please do so. There is a box in the clubhouse that you can use versus mailing it.

New Business:

- **Committees' Report Out**
 - **Web** – Dawna was absent but sent the report to Pamela, who read it into the meetings. Updates: October Activities Calendar, September Board Meeting Minutes, and the changes to the Newsletter Committee have been placed on the website. Website Stats:
 - Total page loads (2006-2012) 21,574
 - Year to Date – 5106 page loads
 - 1633 unique visitors (1078 first time and 555 returning visitors)
 - October:
 - Page loads (as of Oct 16th) 137

- 64 unique visitors (50 first time and 14 returning)
- Tuesday the 16th was the biggest hit day with 38 page loads
 - Visitors came from NM, OK, IL, MD, AZ, LA, PA and Canada
- **Welcome Committee** – MaryKay for Frank Blank stated they have not welcomed anyone. They have been informed though that there are occupants in the house on 2912 Nine Iron (Barbara Hansford who must be renting it) and they will stop by to welcome and get the information.
- **Newsletter** – Barb Root told us that the last newsletter for this year will be published on November 15th. They will feature the Nominations and Elections process. They will also place some information in there about the course for complaints about the US Postal Service, since they have received some input about the less than adequate delivery service we are receiving. They still want members to give them input for this newsletter!
- **Facilities Management** – Dennis Grier shared that they will come in under budget by around \$4500. Projected expenses for the remainder of the year will be \$1725. Most of the committee efforts lately have gone into weed control. They are going to have some gravel delivered for the walking paths in The Desert Walk. They will be asking for volunteers to help spread and if anyone has a wheelbarrow that they could bring along or loan that will help too. Dennis will let the secretary know when to send out an email.
- **Architectural** – Chairperson not in attendance and the other member there did not have an update.
- **Activities** – Pamela gave an update. We had the international potluck on Sept 29th and 23 people came. A little lighter than usual but we had a really good time. We have the Oktoberfest coming up on the 27th – this should be fun. We hope to see some board members at this activity. Nov 10th will be the ornament exchange and Dec 8th is the Christmas Dinner party at the Rio Mimbres Country Club. You can start paying for the Christmas dinner on the 24th of Nov – Leighanne Wagner and I will be the contacts. It is \$17 per person, the same as last year. We must have a good count of attendees by Dec 3rd so the country club can order and prepare the proper amount of food.
- **Architectural Committee – needs a new member-** MaryKay shared that Donna Potter has resigned from the committee as of October 31st. Gail indicated that we really need to get this position filled. Margaret Thompson the chairperson has someone that may volunteer and will get with MaryKay on Monday. This is a committee that MUST have 3 members as required in the declaration of restrictions and bylaws.
- **Nominations & Elections Committee needs volunteers** – Pamela asked that people please volunteer to help Yenny van Dinter who is willing to do this one more year. It is a lot of work and important for the community. Barb Root, who was on the on committee last year, will assist with updating the forms but won't be an actual member. MaryKay offered to help stuff envelopes. A sign-up sheet will go in the clubhouse. Please consider it!

- **Budget Committee needs volunteers** – Linda will be sending out an email to all of the committee chairs asking them to send her the budget amounts that they want for 2013. She will need this information as soon as possible. Linda also needs volunteers to help with the Budget Committee. She would like to have at least 2 people to help her. This is very important and she needs to begin the prep now. We discussed that a proposed budget will be submitted to the board and in years past we get together in December to go over it and get it ready for her to present to the membership at the annual meeting in January. These materials will need to be ready to go out with the annual meeting materials 15 days prior to the meeting. A sign-up sheet will be in the clubhouse. Linda will touch base with Dave Elmore since he has used an excel spreadsheet in the past that worked well. Please consider volunteering.
- **Treasurer's Report** – Linda presented the reports for September. The only discussion item was about the land asset value. This figure represents the clubhouse and parking lot land. The Desert Walk land is still awaiting the tax issue with JR Builders and Luna County. Gail made a motion to accept the Treasurer's reports, Pamela seconded the motion, vote taken and it was unanimous. Reports are at the end of these minutes.
- **Correspondence to/from Secretary** – Pamela has done the normal things like emailing and posting the board minutes and she has sent out a couple of community emails. Dawna helped me out and sent a couple since I was out of town and couldn't get to the distribution listings. She did a clubhouse agreement follow up – following the PEO Sisterhood rummage sale. She inspected the clubhouse and has given Linda a request for the refund of the \$100 deposit given for this event since all was in order.
- **QuickBooks® upgrade** - Linda had a question about upgrading QuickBooks®. It is prompting her to do so and she just did it a few months ago. The decision was not to upgrade since it is most likely a small change.
- **Next Board Meeting** – Due to unavailability of some board members and holidays the next meeting will be December 6 at **4:00 pm** in the clubhouse.
- **Adjournment** – Dan motioned that we adjourn, Janet seconded and meeting was adjourned at 4:32 p.m.

Respectively Submitted,
Pamela Gulbrandson,
 CCEHA Secretary

CCEHA Profit & Loss Budget vs. Actual

September 30, 2012

Income		September	YTD	Budget	Budg. vs Actual	Budget
Annual Assessments		\$ -	\$26,550.00	\$ 27,000.00	\$ (450.00)	-1.67%
Late Fees From 2012		\$ -	\$ 9.00			
Rental Income - Clubhouse		\$ -	\$ 125.00			
Total Income		\$ -	\$26,684.00			
Expenses						
Association Expense						
	Bookkeeping	\$ -	\$ 1,173.98	\$ 1,700.00	\$ 526.02	30.94%
	Emergency		\$ 321.24	\$ 1,500.00	\$ 1,178.76	78.58%
	Legal Fees	\$ 161.06	\$ 4,982.56	\$ 15,000.00	\$ 10,017.44	66.78%
	Licenses & Permits		\$ 35.00	\$ 20.00	\$ (15.00)	-75.00%
	Insurance (3)		\$ 2,328.00	\$ 2,500.00	\$ 172.00	6.88%
	Supplies & Mailings	\$ 38.31	\$ 598.30	\$ 2,000.00	\$ 1,401.70	70.09%
	Taxes & Property Tax		\$ 50.00	\$ 800.00	\$ 750.00	93.75%
	Telephone	\$ 55.84	\$ 499.68	\$ 800.00	\$ 300.32	37.54%
	Web Site			\$ 200.00	\$ 200.00	100.00%
	Utilities					
	Electric	\$ 32.66	\$ 246.07			
	Water & Gas	\$ 32.02	\$ 288.97			
	Total Utilities	\$ 64.68	\$ 535.04	\$ 1,000.00	\$ 464.96	46.50%
	Total Association Expense	\$ 319.89	\$10,523.80	\$ 25,520.00	\$ 14,996.20	58.76%
Committee Expense						
	Activities	\$ 225.00	\$ 685.28	\$ 2,500.00	\$ 1,814.72	72.59%
	Architectural			\$ 10.00	\$ 10.00	100.00%
	Bylaws	\$ -		\$ 1,500.00	\$ 1,500.00	100.00%
	Election			\$ 400.00	\$ 400.00	100.00%
	Facilities				\$ -	
	Club house maintenance & clean	\$ 100.00	\$ 931.63	\$ 1,200.00	\$ 268.37	22.36%
	Garden & common areas	\$ -	\$ 1,306.25	\$ 4,600.00	\$ 3,293.75	71.60%
	Club house floor	\$ -		\$ 1,500.00	\$ 1,500.00	100.00%
	Electrical improvements			\$ 800.00	\$ 800.00	100.00%
	Total Facilities	\$ 100.00	\$ 2,237.88	\$ 8,100.00	\$ 5,862.12	72.37%
	HUD age verification	\$ 120.34	\$ 120.34	\$ 200.00	\$ 79.66	39.83%
	Newsletter	\$ 52.20	\$ 51.73	\$ 100.00	\$ 48.27	48.27%
	Long Term Planning	\$ -		\$ 1,600.00	\$ 1,600.00	100.00%
	Welcome	\$ -	\$ 69.49	\$ 100.00	\$ 30.51	30.51%
	Total Committee Expenses	\$ 497.54	\$ 3,164.72	\$ 14,510.00	\$ 11,345.28	78.19%
	Total Expenses	\$ 817.43	\$13,688.52	\$ 40,030.00	\$ 26,341.48	65.80%

C.C.E.H.A Balance Sheet
as of September 30, 2012

Assets		
	Current Assets	
	First New Mexico Bank	\$ 44,262.00
	First New Mexico Bank Reserve Account	\$ 32,777.73
	Total Checking/Savings	\$ 77,039.73
	Total Current Assets	\$ 77,039.73
	Fixed Assets	
	Club House	\$ 47,900.00
	Land	\$ 36,386.00
	Total Fixed Assets	\$ 84,286.00
	Total Assets	\$161,325.73
Liabilities		
	Current Liabilities	\$ -
	Fixed Liabilities	\$ -
	Total Liabilities	\$ -
	NET WORTH	\$161,325.73