

CCEHA Board Meeting Minutes
November 17, 2011 6:30 pm to pm
CCEHA Clubhouse

Call to Order: Ron Wolfe, President called the meeting to order at 6:30 pm. Roll call was taken and board members present were: MaryKay Brady, Director; Yenny van Dinter, Director; Pamela Gulbrandson, Secretary; Jan Hayhurst, Director; Gail Root, Vice President and Ron Wolfe, President. Absent: Jess Hays.

Review Agenda for changes or possible additions: Ron asked if there are any changes or additions that were needed. None were needed.

Unfinished Business:

- **10/20/11 Board Meeting Minutes-** Pamela Gulbrandson asked for a motion to accept the minutes as written. MaryKay made a motion to accept minutes as corrected. Yenny seconded the motion, vote taken and it was unanimous. Minutes were approved as published.
- **Lawsuit Status** – Ron shared that there will be a mediation conference call on December 9th between the plaintiffs’ lawyer, the CCEHA association lawyer and a representative from the appellate court in Santa Fe. Due to this mediation attempt, the due date for the plaintiffs’ lawyers to file their brief is now January 26th. The association’s lawyer will then have 45 days to respond.
- **Association Dues Status and next steps** – Jan Hayhurst, filling in for Jess Hays, said that nothing has changed and she thinks we have to leave the account with the collection agency. Pamela thought we could pull the account back. If we were to collect, we probably would owe the agency their fee. We could also call it back and call it a bad debt. Jan will check with the agency.
- **HUD Status** – Gail Root gave us an update as to the current composition of owners, rentals and age representation. 83.9 are owner occupied with 88.3 % properties have at least one occupant of 55 or older. 10.6% do not. 7.2% are rentals. 9.4% for sale. 3.3% vacant.
- **Multiple lot owner waiver update** – Jan indicated that we have received all waivers back with the exception of 1 owner, Brandi Turner. Her mail was returned and we do not know how to contact her. MaryKay mentioned that we may have to call that property abandoned and bring it to the attention of the Sheriff’s Office since they are in a position to do things with addresses that we are not. The property still has a board for a door on the covered patio area. Gail asked if this comes under the Architectural Committee as a breach issue. We think that it does. Ron will contact the Committee to discuss.
- **Questions from last meeting re: Adding the column to the Budget vs. Actual report that shows the approved starting budget amount & Depreciation of assets (laptop, TV)** - Jan indicated that she had the column added in which we will see during the Treasurer’s report. As to the depreciation issues, we hadn’t depreciating them since we do not file a depreciation schedule with our taxes. MaryKay made a motion to remove the laptop and TV from the assets since they are older and we aren’t listing all of the other minor assets, like chairs and tables. These aren’t fixed assets. Gail seconded the motion, vote taken and it was unanimous. Motion passed.

New Business

- **Committees' Report Out**

- **Web** – Pamela read the update from Dawna, who was unable to attend the meeting. Written report is attached at the end of these minutes.
- **Welcome Committee** – Frank Blank reported that he and MaryKay had welcomed Dan & Ronnie Reisman on 2918 Out of Bounds on 10/27. He shared that Jim and Barbara Reedy have moved out of the sales office.
- **Nominations & Elections** - Yenny van Dinter said that everything is on track. Reminder email for the nominations has been sent. On Tuesday we met to finalize some items on the Ballot, Proxy and Instruction Form for this year's election. The instruction form is better and it will look better for people to read. I want to thank Barb, who has done a lot of good work! She really knows how to format and improve forms. We have a good team together. We need volunteers to help the vote counting in January and at the annual meeting on the 28th. Please consider volunteering or if you know someone that would like to please let us know.
- **Newsletter** – Barb Root shared that she received an email from Betty Buman and that the next newsletter will be out after the December Christmas Party. Hopefully people will help this committee out by sending in articles.
- **Long Range Planning** – No one present.
- **Facilities Management** – Dennis Grier reported out that the swamp cooler was winterized on October 24th. On October 27th Debbie Duncan observed water in the alley way by the clubhouse. She called Dennis, but he wasn't home, so she took the initiative to call the Deming Water to come out and get this fixed. By Friday the 28th the leak was repaired. It was by the water meter. Dennis was to give a big Thank You to Debbie Duncan for doing this! MaryKay and Charlene LeMaster donated 150 spring flower bulbs for the garden and they, as well as Debbie Hayhurst planted these. This was a lot of work so a big Thank You to these people. In the last meeting he was asked by the board to look into the sidewalk repair. He surveyed the whole neighborhood and the worst problem is by the AT&T easement on Driver with about 6 inches of buckling. There is some buckling, about 2 to 3 inches between the lot line on 3006 & 3008 Driver. For the easements he got a quote of \$625 to repair the easement area. Perhaps the sidewalk would only be another \$300. The problem is that neither the association nor the city is responsible for this. And trying to talk with AT&T hasn't resulted in anything. MaryKay recommends that we do the easement areas as matter of sense of community and aesthetics. Gail made a motion to fix this area and take it from the emergency funds. MaryKay seconded the motion, vote taken and it was unanimous. Motion passed. Dennis will take this forward. It needs to be stated though that we are repairing this because of the external forces from AT&T and not that we are going to repair all sidewalks. MaryKay will contact the two homeowners at 3006 and 3008 to see if they want to have their repairs at the same time which may make it less expensive for them. Jan suggested

that this might be an item for the December Newsletter, reminding all of us that as homeowners we are responsible for this maintenance. Written report given to the Secretary.

- **Budget** - Dave Elmore presented the first preliminary budget which shows us over. The Long Term Planning committee item does not include the clubhouse expansion dollars. This will be presented at the annual meeting before any budget discussion, since it may impact the budget. There is also a need to change the legal fees line to \$15,000. The board needs to meet with the Budget Committee in December to go over the preliminary budget. A meeting will be set.
- **Architectural** –No one from the committee was present, however Debbie Gwin had sent Pamela the written report so she read it to the board. Report is attached at the end of these minutes.
Activities – Pamela gave an update. Halloween party on Oct 29 was a great success! 36 people showed up. Best costumes were Clete Jackson and Cheryl Fontane. November 12th was to be the chili cook off, however we had more chili cooks than eaters, so we have postponed until February. December 17th is the Christmas Dinner at the Rio Mimbres Country Club. Tickets will go on sale on Dec 1st. Yenny van Dinter will handle the sales. The price is \$17 per person. There will be a new survey prepared and sent out to the community for ideas for 2012. We would appreciate people giving us feedback.
- **Jess Hays Resignation** – Ron read a portion of Jess' letter that due to unforeseen personal family business, he must resign from the Treasurer position. The board accepts his resignation. Jan will continue to fill in as the Treasurer for the remaining months and possibly the annual meeting. Due to the short time frame, we will not attempt to fill it temporarily. Ron left the meeting after this discussion so Gail Root ran the meeting after this point. Gail asked Jan if she would in fact continue to fill in. She said the normal duties were fine, but she has some concern about the annual meeting. Jess had mentioned in his letter that he would try to help, so she will contact him.
- **Treasurer's Report** – Jan handed out the Balance Sheet and the Profit & Loss Budget vs. Actual. The column discussed above has been added. However looking at it there seems to be some duplication now. She will continue to work with the bookkeeper to clean it up. MaryKay made a motion to accept the reports. Yenny van Dinter seconded it, vote taken and it was unanimous. Reports accepted. Financial reports are included at the end of the minutes.
- **Question from Bookkeeper about 2 signatures on check requests** - Jan brought up the question of getting 2 signatures on the check requests. The Bylaws only state that the checks need 2 signatures. Getting 2 signatures on the request and then getting the 2 signatures for the checks seems to delay the process. MaryKay made a motion to stop requiring 2 signatures on the requests. Yenny seconded the motion. Discussion followed to clarify that any expense reimbursement requests from committees needs to be approved by the committee chairs. Treasurer will still review these in light of budget and reasonableness. Vote taken and it was unanimous.

- **Correspondence to/from Secretary** – Pamela stated that she has received a few updates to addresses. As usual, board meeting minutes emailed and posted. Various emails about community events have been sent out.
- **2012 Annual Meeting - Preliminary items** – Pamela shared that last year we sent an email asking for volunteer to facilitate meeting, agenda items within the meeting context and purpose at the end of November with a due date for agenda items January 2nd. It was agreed that we will do this again. Pamela will put together the email and run it by the board prior to sending it out. MaryKay asked if we need to get a parliamentarian as well as a facilitator. Gail suggested that the facilitator fills that role and this might be redundant. It was decided to just ask for a facilitator. We also need to start thinking about the process and timing to send out the documents, such as the agenda, proposed budget, any other related materials by NO later than January 14th 2012 to meet the 15 day deadline spelled out in the Bylaws.
- **Next Board Meeting** – Gail asked if December 15th at 6:30 pm is still the good date for our next meeting. We all agreed.
- **Reminder of the Annual Meeting Date** - January 28, 2012.
- **Adjournment** –MaryKay motioned that we adjourn, Jan seconded and the vote was unanimous. Meeting adjourned at 7:26 p.m.

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary

C.C.E.H.A.
Profit & Loss Budget Performance
 January through October 2011

	Jan - Oct 11	Budget	Jan - Oct 11	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Assessments	12.00	28,050.00	12.00	28,050.00	28,050.00
Finance Charge - Late Fees 2010	26,905.00		26,905.00		
Annual Assessments - Other		28,050.00	26,917.00	28,050.00	28,050.00
Total Annual Assessments	26,917.00	28,050.00	26,917.00	28,050.00	28,050.00
Initiation Fees	300.00		300.00		
Rental Income for Clubhouse	25.00		25.00		
Total Income	27,242.00	28,050.00	27,242.00	28,050.00	28,050.00
Expense					
Association Expenses					
Accounting & Bookkeeping	1,118.00	1,500.00	1,118.00	1,500.00	1,700.00
Emergency Fund	537.95	1,250.00	537.95	1,250.00	1,500.00
Insurance					
Insurance-Building	1,672.00	1,775.00	1,672.00	1,775.00	1,775.00
Liability Insurance	254.00	400.00	254.00	400.00	400.00
Insurance - Other	359.00		359.00		
Total Insurance	2,285.00	2,175.00	2,285.00	2,175.00	2,175.00
Legal Fees	3,882.51	4,166.66	3,882.51	4,166.66	5,000.00
Licenses and Permits	10.00	20.00	10.00	20.00	20.00
Supplies					
Supplies & Mailings	771.64	1,833.34	771.64	1,833.34	2,200.00
Total Supplies	771.64	1,833.34	771.64	1,833.34	2,200.00
Taxes					
Income Tax	50.00	100.00	50.00	100.00	100.00
Property Tax	0.00		0.00		700.00
Total Taxes	50.00	100.00	50.00	100.00	800.00
Telephone	495.10	666.66	495.10	666.66	800.00
Utilities					
Electricity	263.97	350.00	263.97	350.00	420.00
Water & Gas	403.31	483.34	403.31	483.34	580.00
Total Utilities	667.28	833.34	667.28	833.34	1,000.00
Web-Site	101.43	150.00	101.43	150.00	200.00
Total Association Expenses	9,898.91	12,695.00	9,898.91	12,695.00	15,395.00
Committee Expenses					
Activities Committee	946.92	2,083.34	946.92	2,083.34	2,500.00
Architectural Committee	0.00	10.00	0.00	10.00	10.00
By-Laws Committee	0.00	1,666.66	0.00	1,666.66	2,000.00
Election Committee					
Documents for Voting	0.00	400.00	0.00	400.00	400.00
Total Election Committee	0.00	400.00	0.00	400.00	400.00
Facilities Committee					
Clubhouse Cleaning	900.00	1,000.00	900.00	1,000.00	1,200.00
Grounds & Landscaping	913.07	2,166.68	913.07	2,166.68	2,600.00
Repairs and Maintenance	3,360.47	3,583.34	3,360.47	3,583.34	4,300.00
Total Facilities Committee	5,173.54	6,750.02	5,173.54	6,750.02	8,100.00

	Jan - Oct 11	Budget	Jan - Oct 11	YTD Budget	Annual Budget
Long Term Planning Committee	0.00	200.00	0.00	200.00	200.00
Newsletter Committee	89.24	100.00	89.24	100.00	100.00
Total Committee Expenses	6,209.70	11,210.02	6,209.70	11,210.02	13,310.00
Total Expense	16,108.61	23,905.02	16,108.61	23,905.02	28,705.00
Net Ordinary Income	11,133.39	4,144.98	11,133.39	4,144.98	-655.00
Other Income/Expense					
Cleaning Deposit	0.00		0.00		
Dividend Income	3.42		3.42		
Interest Income	0.13		0.13		
Total Other Income	3.55		3.55		
Net Other Income	3.55	0.00	3.55	0.00	0.00
Net Income	11,136.94	4,144.98	11,136.94	4,144.98	-655.00

C.C.E.H.A.
Balance Sheet
 As of October 31, 2011

	Oct 31, 11
ASSETS	
Current Assets	
Checking/Savings	
Activity Cash Funds	47.72
Fidelity Investments	32,652.93
First New Mexico Bank	35,684.45
Total Checking/Savings	68,385.10
Total Current Assets	68,385.10
Fixed Assets	
Club House	47,900.00
Computer	936.57
Fixed Asset - Television	1,531.99
Land	36,386.34
Total Fixed Assets	86,754.90
TOTAL ASSETS	155,140.00
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	92,079.93
Retained Earnings	51,923.13
Net Income	11,136.94
Total Equity	155,140.00
TOTAL LIABILITIES & EQUITY	155,140.00

will be removed

NOVEMBER WEBSITE REPORT

UPDATES:

October Board Meeting minutes

November Activities Calendars

Halloween Party pictures in Photo Gallery

STATS:

Total page loads (2006-2011) 15,732

Year to date—4,110 page loads

1,353 Unique visitors (956 first time visitors and 397 returning visitors)

November page loads (as of November 19th) were 109

43 Unique visitors (30 first time visitors and 13 returning visitors)

Visitors came from various locations in NM, as well as from Arizona, Michigan, Florida, Oklahoma, Ohio, New Orleans, Washington, Georgia, and Nevada

Monday November 14th was the biggest hit day with 22 page loads

CCEHA

Architectural Committee Report

October 21 through November 16, 2011

<u>Date</u>	<u>Subject</u>	<u>Location</u>	<u>Disposition</u>
October 20	Paint front door with SW design	2412 Play Thru	Approved
October 28	Tile front courtyard, 177 sq. ft.	2916 Bogie Ct.	Approved
November 8	Replace front storm door	3017 Driver Rd	Approved

Pending Applications

No report on pending applications.