

CCEHA Board Meeting Minutes
December 6, 2012 4:00 pm to 5:21pm
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 11.

Review Agenda for changes or possible additions: MaryKay added a discussion about dogs in the neighborhood and the property taxes on the JR Builder's properties.

Unfinished Business:

- **10/18/12 Board Meeting Minutes-** Pamela indicated that she received some input for minor changes to the meeting minutes. She asked for a motion to accept them as corrected. MaryKay made a motion to accept them, Janet seconded the motion, vote taken and it was unanimous. Pamela will send the corrected version to Dawna for posting on the web.
- **Legal Proceedings Update** – MaryKay shared that for the Tunis, et al lawsuit the answer brief from our attorney was filed on Oct 29th. This case is on the ready list for the appeals court. There are 119 cases and they handle about 27 per month. For the Nelson lawsuit our attorney filed a motion to dismiss in November. There will be a hearing on Dec 10th in Silver City before Judge Robinson.
- **Occupancy Report** – Gail Root gave us the Survey Results for Q4 2012 - REF: # homes built: 170
 - # of surveys returned: 154 (90%)
 - # Homes w/at least one over 55: 149 (87%)
 - # Rentals: 16 (9%)
 - # Vacant: 8 (5%)Owned lots without house are not included in this summary.

New Business:

- **Committees' Report Out**
 - **Web** – Dawna Diltz was absent but sent the report to Pamela, who read it into the meetings. Updates: November & December Activities Calendar, October Board Meeting Minutes, and the changes to the Architectural Committee have been placed on the website. As well as the Articles of Incorporation and the November Newsletter have been added. Website Stats:
 - Total page loads (2006-2012) 22, 435
 - Year to Date – 5967 page loads
 - 1958 unique visitors (1287 first time and 671 returning visitors)
 - November through Dec 5th:
 - Page loads 591
 - 223 unique visitors (151 first time and 72 returning)
 - Thursday , Nov 15th was the biggest hit day with 145 page loads
 - Visitors came from NM, MD,AZ, OR, MN
 - **Welcome Committee** – Frank Blank shared that they have welcomed one new homeowner. William Miller purchased the home at 3006 Hook Rd. Mr. Miller has provided Pamela with his contact information.

- **Nominations & Elections** – Yenny van Dinter updated the board that they are on track with the timeline. Cheryl Richardson volunteered to help her and they have met to plan out the rest of the duties. An email was sent on October 28th with the nomination form attached. A reminder was sent on Nov 14th. The committee has received a volunteer for the open Director position but no one has volunteered for vice president or secretary. Barb Root is helping with updating the forms and went to the Luna County Assessor’s office to get the owners on record. The instruction sheet, ballot and proxy are being printed and will be mailed on the 19th of December. Yenny will be asking for help to count the ballots on Jan 21st as well as observers. Also to help with the sign in at the annual meeting.
- **Newsletter** – Barb Root said that they made it through the year and got the last one out in November. We have started thinking about the next one in January. They are planning on publishing 6, every other month, in 2013. They have had some guest writers and hope for some new items going forward.
- **Facilities Management** –Dennis Grier shared that the budget request for 2013 has been turned in. The gravel was spread mostly by volunteers at the Desert Walk for the pathway. In addition to the committee, David Bringman, Mike Guerrero, Bruce Fletcher, Jim and Cheryl Richardson, Linda Anderson, Rob Raynor and Bob Rockwell did this heavy work. The clubhouse heating system has been switched on for the season. The swamp cooler has been drained and turned off.
- **Architectural** – No one from the committee was in attendance, however Margaret had given MaryKay a report. This is attached at the end of the minutes.
- **Activities** – Pamela gave an update. We had the Oktoberfest on the 27th with 32 people attending. We had good brats and thanks to Dave Elmore and Mike Guerrero for cooking them up for us! The ornament exchange for Nov 10th was canceled since no one signed up. Dec 8th is the Christmas Dinner party at the Rio Mimbres Country Club. We have received very low interest in this event. We will have 25 people attending. The feedback that we are now getting is because it is at the country club and the food isn’t that good. Unfortunately when the committee asked for input at this year’s annual meeting and sent out a survey only one person addressed the Christmas Dinner party and location. I personally did not receive any feedback about the food. So the committee went forward with the plans. The committee has also hoped throughout the year that more support from the board by attending the events would be shown. This committee will need volunteers and a chairperson next year since I am no longer going to be on the committee and others are stopping as well. I can only wish for the new committee more involvement and input from the community to make the events more successful.
- **Committees for 2013** – Pamela pointed out that 2 committees - Long Term Planning and By Laws have not reported out all year and evidently have not met. In the current environment this is probably understandable. With no changes on the 2013 horizon she made a motion that we temporarily suspend these committees and not ask for any volunteers. Gail seconded the motion. No discussion and vote was unanimous. Pamela will have Dawna remove them from the website. She will make up sign-up sheets for the remaining committees for 2013 and post at the annual meeting.
- **Draft Proposed 2013 Budget** – Linda went over the proposed budget with the board. The consensus was that the format that Linda has used is very clear and easy to read. All of the committees submitted their requests. The estimated receipts have been reduced slightly in case we have more foreclosures. There was discussion about some minor

- tweaks. Linda will incorporate the suggestions. She will add the expenses that will be coming in for the remainder of Dec and adjust the line items accordingly.
- **2013 CCEHA Annual Membership Meeting: steps and dates** – Pamela has sent out the email asking for volunteers to help facilitate, time keep and count votes; as well as agenda items. We have received one volunteer to help count votes and time keep – Suzanne Madero. We have 2 volunteers for facilitator, however one isn't certain about his schedule so we will wait and see. Those two are Jack Smith and John Haley. The deadline for agenda items is Jan 2, 2013. In the past the President has contacted the developer, JR Builders, to see if someone will be in attendance to give a developer report. MaryKay will do this. The latest date to mail out the materials and post the proposed budget at the clubhouse is January 11th. Pamela will have the mailing labels ready, and she has the envelopes as well as stamps. We will need to have a “stuffing party” prior to the 11th. ALL Committee Chairpersons need to prepare a year end recap and report out at the meeting. Dan Welch asked about the fact that one homeowner was prevented from speaking at a board meeting since he was deemed to not be in good standing. Will this hold true at the annual meeting? After much discussion about what the bylaws state about good standing and what the board can determine, Pamela stated the motion: add to the discussion ground rules for the annual meeting that a member who is not in good standing as defined by being in arrears on association dues or determined by the board to not be in good standing will not be allowed to address the membership. Dan seconded the motion. Vote was unanimous. Pamela will add this to the discussion rules.
 - **Treasurer's Report** – Linda presented the reports for Oct and Nov. Linda made a motion to accept the October reports, Janet seconded the motion, vote taken and it was unanimous. Linda made a motion to accept the November reports, Gail 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. The address listing has had some updates, so she will send out soon. She has also been helping the Nominations & Elections Committee with labels and address listings.
 - **Dogs in CCEHA** – MaryKay shared that she has received several calls about barking dogs and poop not being picked by owners. This is a city ordinance issue and she told the caller this information. The board is not responsible for this issue. She will write something for the newsletter. In the association's governing documents it states very clearly that a household may have no more than 2 dogs and we have not enforced this to the present. MaryKay suggests that going forward next year we will have to consider enforcing this rule. The city ordinance allows for 4 dogs, but our bylaws state only 2. The board must address this going forward since we are taking a position on censoring some members for other issues. MaryKay may include this in her president's message at the annual meeting.
 - **Property Taxes on JR Builders properties** – MaryKay has received another notice that JR Builders have not yet paid their tax bill, so the Desert Walk area cannot be split out yet so we will not have a tax billing for this lot.
 - **Next Board Meeting** –the next board meeting will follow the annual meeting on Jan 26th. However, in order to prepare for the membership meeting the board will have a planning session on January 3rd at 1 pm. MaryKay will host at her home.
 - **Adjournment** –Pamela motioned that we adjourn, Dan seconded and meeting was adjourned at 5:21 p.m.

Respectively Submitted, *Pamela Gulbrandson*, CCEHA Secretary

COUNTRY CLUB ESTATES HOMEOWNERS ASSOCIATION

ARCHITECTURAL COMMITTEE REPORT

SEPTEMBER 21, 2012 - DECEMBER 6, 2012

<u>DATE</u>	<u>SUBJECT</u>	<u>LOCATION</u>	<u>DISPOSITION</u>
09/24/12	Grading yard to build up low areas with dirt and level mounds. Lay gravel. Remove two evergreens next to front patio. Build archway at entry of front patio and install a gate. Re-stucco house with a beige color. Work done by Luna Builders.	2424 Fairway Dr.	Approved
09/24/12	Extend front porch to cover the south half of the front court yard. It will be made of wood & stucco painted to match existing color. Parapet roof line and rubberized roofing material to match existing porch roof. The three support columns will be 6X6 wood covered with stucco. The SE corner of the new parapet roof will be curved to match the curve in existing courtyard wall.	3000 Bogie Ct.	Approved
09/30/12	Paint exterior of house same color as present. The color is called Cashew.	2425 Fairway Dr.	Approved
10/11/12	Remove side door to garage and stucco the wall to match the house. Add an 8'X12' room onto back of the garage and stucco to match the house.	2424 Fairway Dr.	Approved
10/19/12	Paint walk-in door and garage doors same color as stucco.	2428 Fairway Dr.	Approved
10/19/12	Paint front gate and side gates the same color as the garage door - a tan color.	2500 Fairway Dr.	Approved
10/20/12	New storm door on front of house - Sandstone color.	3025 Putting Green	Approved
10/22/12	Re-paint or re-stucco exterior of home in approximately the existing color. Exterior doors will be painted a coordinating color. No structural changes.	2505 Fairway Dr.	Approved
11/07/12	Extend the height of north side rock wall to 3' (same height as back wall) up to the back of the garage. Rock wall to match existing wall. Wall with gate will face the front. Re-pour back patio cement floor. Install artificial grass in back yard enclosed with cement curbing. Detailed diagram available.	3200 Slice Rd.	Approved

Architectural Committee:
Margaret Thompson, Donna Potter, Phil Swart

C.C.E.H.A Balance Sheet as of October 31, 2012				C.C.E.H.A Balance Sheet as of November 30, 2012			
Assets				Assets			
Current Assets				Current Assets			
	First New Mexico Bank	\$	42,270.22		First New Mexico Bank	\$	36,183.98
	First New Mexico Bank Reserve Account	\$	32,777.73		First New Mexico Bank Reserve Account	\$	32,777.73
	Total Checking/Savings	\$	75,047.95		Total Checking/Savings	\$	68,961.71
	Total Current Assets	\$	75,047.95		Total Current Assets	\$	68,961.71
Fixed Assets				Fixed Assets			
	Club House	\$	47,900.00		Club House	\$	47,900.00
	Land	\$	36,386.00		Land	\$	36,386.00
	Total Fixed Assets	\$	84,286.00		Total Fixed Assets	\$	84,286.00
	Total Assets	\$	159,333.95		Total Assets	\$	153,247.71
Liabilities				Liabilities			
	Current Liabilities	\$	-		Current Liabilities	\$	-
	Fixed Liabilities	\$	-		Fixed Liabilities	\$	-
	Total Liabilities	\$	-		Total Liabilities	\$	-
	NET WORTH	\$	159,333.95		NET WORTH	\$	153,247.71

CCEHA Profit & Loss Budget vs. Actual									
October 31, 2012									
Income				October	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				\$ (100.00)	\$ 25.00				
Total Income				\$ (100.00)	\$ 26,584.00				
Expenses									
Association Expense									
	Bookkeeping			\$ -	\$ 1,173.98	\$ 1,700.00	\$ 526.02		30.94%
	Emergency			\$ 282.24	\$ 1,500.00	\$ 1,500.00	\$ 1,217.76		81.18%
	Legal Fees			\$ -	\$ 4,982.56	\$ 15,000.00	\$ 10,017.44		66.78%
	Licenses & Permits			\$ 35.00	\$ 20.00	\$ 20.00	\$ (15.00)		-75.00%
	Insurance (3)			\$ 2,328.00	\$ 2,500.00	\$ 2,500.00	\$ 172.00		6.88%
	Supplies & Mailings			\$ 102.24	\$ 789.54	\$ 2,000.00	\$ 1,210.46		60.52%
	Taxes & Property Tax			\$ 710.37	\$ 710.37	\$ 800.00	\$ 89.63		11.20%
	Telephone			\$ 55.98	\$ 555.66	\$ 800.00	\$ 244.34		30.54%
	Web Site					\$ 200.00	\$ 200.00		100.00%
Utilities									
	Electric			\$ 28.47	\$ 274.54				
	Water & Gas			\$ 50.52	\$ 339.49				
	Total Utilities			\$ 78.99	\$ 614.03	\$ 1,000.00	\$ 385.97		38.60%
	Total Association Expense			\$ 947.58	\$ 11,471.38	\$ 25,520.00	\$ 14,048.62		55.05%
Committee Expense									
	Activities			\$ 409.97	\$ 1,095.25	\$ 2,500.00	\$ 1,404.75		56.19%
	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	\$ 1,031.63	\$ 1,200.00	\$ 168.37		14.03%
	Garden & common areas			\$ 434.23	\$ 1,740.48	\$ 4,600.00	\$ 2,859.52		62.16%
	Club house floor			\$ -		\$ 1,500.00	\$ 1,500.00		100.00%
	Electrical improvements					\$ 800.00	\$ 800.00		100.00%
	Total Facilities			\$ 534.23	\$ 2,772.11	\$ 8,100.00	\$ 5,327.89		65.78%
	HUD age verification			\$ -	\$ 120.34	\$ 200.00	\$ 79.66		39.83%
	Newsletter			\$ -	\$ 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			\$ 944.20	\$ 4,108.92	\$ 14,510.00	\$ 10,401.08		71.68%
	Total Expenses			\$ 1,891.78	\$ 15,580.30	\$ 40,030.00	\$ 24,449.70		61.08%

CCEHA Profit & Loss Budget vs. Actual							
November 30, 2012							
Income			November	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			\$ -	\$ 25.00			
Total Income			\$ -	\$ 26,584.00			
Expenses							
Association Expense							
Bookkeeping			\$ -	\$ 1,173.98	\$ 1,700.00	\$ 526.02	30.94%
Emergency				\$ 282.24	\$ 1,500.00	\$ 1,217.76	81.18%
Legal Fees			\$ 5,558.69	\$ 10,541.25	\$ 15,000.00	\$ 4,458.75	29.73%
Licenses & Permits				\$ 35.00	\$ 20.00	\$ (15.00)	-75.00%
Insurance (3)				\$ 2,328.00	\$ 2,500.00	\$ 172.00	6.88%
Supplies & Mailings			\$ 31.18	\$ 820.72	\$ 2,000.00	\$ 1,179.28	58.96%
Taxes & Property Tax			\$ -	\$ 710.37	\$ 800.00	\$ 89.63	11.20%
Telephone			\$ 55.98	\$ 611.64	\$ 800.00	\$ 188.36	23.55%
Web Site					\$ 200.00	\$ 200.00	100.00%
Utilities							
Electric			\$ 24.94	\$ 299.48			
Water & Gas			\$ 35.45	\$ 374.94			
		Total Utilities	\$ 60.39	\$ 674.42	\$ 1,000.00	\$ 325.58	32.56%
Total Association Expense			\$ 5,706.24	\$ 17,177.62	\$ 25,520.00	\$ 8,342.38	32.69%
Committee Expense							
Activities			\$ -	\$ 1,095.25	\$ 2,500.00	\$ 1,404.75	56.19%
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	\$ 1,131.63	\$ 1,200.00	\$ 68.37	5.70%
Garden & common areas			\$ 280.00	\$ 2,020.48	\$ 4,600.00	\$ 2,579.52	56.08%
Club house floor			\$ -		\$ 1,500.00	\$ 1,500.00	100.00%
Electrical improvements					\$ 800.00	\$ 800.00	100.00%
		Total Facilities	\$ 380.00	\$ 3,152.11	\$ 8,100.00	\$ 4,947.89	61.09%
HUD age verification			\$ -	\$ 120.34	\$ 200.00	\$ 79.66	39.83%
Newsletter			\$ -	\$ 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			\$ 380.00	\$ 4,488.92	\$ 14,510.00	\$ 10,021.08	69.06%
Total Expenses			\$ 6,086.24	\$ 21,666.54	\$ 40,030.00	\$ 18,363.46	45.87%