

CCEHA Board Meeting Minutes  
April 23, 2014  
CCEHA Clubhouse

**Call to Order:** Bill Carl, President, called the meeting to order at 3:00 p.m.

Present: Bill Carl, President; Dan Welch, Vice President; Gail Root, Treasurer; Janet St.Cyr, Secretary; Cheryl Richardson, Director; Phillip Swart, Director.

Absent: Joyce Reynolds, Director.

Homeowners present: 9.

**Approval of Previous Meeting Minutes:** *Moved by Phillip/Seconded by Cheryl to approve March 26, 2014 Minutes. Motion carried.*

**Changes to Published Agenda:** Gail asked to add to Treasurer's report a discussion regarding Associa Canyon Gate conducting title searches.

**Unfinished Business from Last Meeting:**

- AED device for clubhouse. Phillip reported he has been unable to find any source to donate an AED device. Prices range between \$1,200 and \$2,000. Certainly the device is extremely effective in re-starting a heartbeat. However, it is not effective if someone has had a heart attack. Phillip will do further follow-up regarding potential liabilities as well as more reasonable pricing.
- Committee Policies & Procedures update. Thus far, Facilities Committee has created their P&P's; Gail is Board liaison to Welcome Committee which is working on a draft; Bill is Board liaison to Architectural Committee and Janet is liaison to Newsletter Committee – both committees are working on drafts.
- Litigation. Bill reported that a status hearing in the case of Tunis, et al v. Country Club Estates Homeowners Association will be held May 5, 2014, 10:30 am in the Deming District Court, 855 S. Platinum Street. An e-blast will be sent to CCE homeowners who are welcome to attend.
- Delinquent Homeowners Actions. Bill reported that he had sent to Board members a proposed HOA Dues and Collection Policy for review. Discussion followed. By consensus, Board agreed to send the policy to Lynn Krupnick (HOA Attorney) for review.
- Reserve Study. Dan reported he sent \$349 to Association Reserves Company; he has received the package on how to conduct the DIY reserve study. Dan has compiled a list of assets and will review these with Facilities Chair, Jim Richardson. He will then determine, to the best of his ability, all the values on CCEHA's assets. This information will then be submitted to Association Reserves Co. for completion of a Reserve Study Document that will be made available to homeowners.

**New Business:**

**HUD Report:** Dan reported there have been no changes to last month's report. Copy attached to minutes.

**Treasurer's Report:** Gail reported that we have 11 delinquent homeowners each of whom owe \$154.01 for a total of \$1,694.11. There are 14 delinquent homeowners who, when they paid their annual assessment, did not pay the \$1.25 delinquent fee which amounts to \$17.50. We've had pushback with people saying that they paid on time. Associa Canyon Gate states that the dates they received payments range between March 4<sup>th</sup> and April 14<sup>th</sup>. Since all fees were due February 25<sup>th</sup> some "paid on time" claims appear somewhat implausible.

Balance in Pacific Premier Bank account, the location ACG holds CCEHA receipts, is currently \$21,239.44. In the First New Mexico bank currently \$11,037.95 for a total of \$32,277.39.

In the Savings Account held here at local bank current balance is \$63,144.29.

Year-to-date expenses are \$2,929.72; we had budgeted year-to-date \$2,751.00, so technically we are \$179 over budget. Gail continues to work with ACG to make certain costs are reflected in proper line items.

Gail reported that the 2013 annual audit prepared by Tamara Hurt, CPA has been posted on the clubhouse bulletin board.

**ACG Conducting Title Searches:** Gail reported that ACG recently conducted title search upon a home sale within CCE; this would normally be the responsibility of the real estate agent representing the buyer.

*Moved by Gail/Seconded by Cheryl that ACG is not to conduct a title search unless they receive specific authorization from the CCEHA Board President, Vice President, or Treasurer. Motion carried. Gail will contact ACG with this decision.*

### **Committee Reports:**

- Welcome Committee – Gail reported that there have been no new homeowners/renters who have moved into CCE.
- Facilities Committee – Jim Richardson gave the committee's report which is attached to minutes.
- Activities Committee – Janet reported that Linda Dahlberg and Sandy Walker have agreed to be co-chairs. The committee has sketched out several activities throughout the year and each event will be coordinated by one of the committee members. The next event is May 11<sup>th</sup> Mother's Day Ice Cream Social.
- Newsletter Committee – Janet reported that the next newsletter is scheduled to be completed mid-May.
- By-Laws Committee – Dan reported that the committee will meet in May.
- Architectural Committee – Chuck Whitaker reported there have been no applications this month. However, the committee has received some complaints, two of which Chuck responded to. One will require a follow-up letter reminding the homeowner of regulations which limit parking. The other complaint was from a recently widowed homeowner who presumes her \$150 annual assessment includes weed cleanup on the lot next door to her. Bob Potter reported that he contacted Deming Code Enforcement Office; he was advised that with a ratio of 3 empty lots to 1 occupied lot, the City of Deming cannot and does not enforce weed control regulations on empty lots. The empty lot in question shows no evidence of weeds.

**Moving Forward:** Bill reported that the first Moving Forward gathering earlier in March was well attended, that most homeowners present were very positive, and he was very encouraged. The next Moving Forward gathering will be May 13<sup>th</sup> at 10:00 a.m. in the Clubhouse.

**Position on Past Motions:** Bill raised the question regarding how current Board should proceed based on motions passed by the Homeowners' Association at an Annual Meeting. *Moved by Dan/Seconded by Janet that Gail research all annual meeting minutes and special homeowners' meeting minutes as found on the CCEHA website, document all motions carried, and create a reference manual of these to be presented at the June 2014 Board meeting for the use of current and future Boards.* Discussion followed including questions about how funds are to be expended for attorneys' fees and any limits set. *Motion carried with one abstention.*

**Next Meeting:** Due to some Board members out of town plans, the next CCEHA Board meeting is scheduled for Wednesday, June 25, 2014 at 3:00 p.m., with open forum beginning at 2:45 p.m. at the Clubhouse.

**Adjournment:** Meeting adjourned 4:17 p.m.

Respectfully Submitted,

***Janet St.Cyr***  
CCEHA Secretary

**COUNTRY CLUB ESTATES HOMEOWNERS ASSOCIATION  
MONTHLY REPORT OF THE ARCHITECTURAL COMMITTEE**

Date: 23 APRIL '14

To: Homeowners Board

From: Architectural Committee

REPORT ON PETITIONS, APPLICATIONS, AND ACTIONS

REPORTING PERIOD: 26 MAR '14 to 23 APR '14

**DATE            APPLICANT            ADDRESS            ACTION REQUESTED**

*No APPLICATIONS During this  
Reporting Period.*

**DATE            APPLICANT            ADDRESS            ACTION TAKEN**

**HUD 80% Occupancy Report Summary\***  
**4/23/2014**

Number of Homes Built:	171	
Number of Occupied Homes:	165	
Homes Occupied with at Least One Over 55:	156	94.55%
Homes Occupied with No One Over 55:	9	5.45%
Number of Rentals Included in this Summary:	18	
Number of Vacant Homes NOT Included in this Summary**:	6	
Owned Lots w/o Homes NOT Included in this Summary:	9	

\*CCEHA Board of Directors in April 2011 voted to use 88% as the optimum occupancy figure.

\*\*HUD states that a home is considered vacant when the owner has not occupied the residence at anytime during the preceding year or has moved out and put the home up for sale. HUD does not consider vacant (unoccupied) homes as part of the over/under 55 requirement. As such, they are NOT considered in this Summary.

## **FEBRUARY/MARCH/APRIL 2014 WEBSITE REPORT**

**April 1<sup>st</sup> – April 22<sup>nd</sup>**

### **UPDATES:**

**Christmas Party Photos**

**December Minutes**

**January Annual Meeting**

**January Minutes**

**February Activity Calendars**

**Valentine's Day Photos**

**March Activity Calendars**

**February Minutes**

**April Activity Calendars**

**March/April Newsletter**

### **STATS:**

**Total page loads (2006-2014) 33,890**

**Year to date—3,353 page loads**

**1,157 Unique visitors (776 first time visitors and 381 returning visitors)**

**April page loads were 276 (as of April 22<sup>nd</sup> )**

**89 Unique visitors (53 first time visitors and 36 returning visitors)**

**Visitors in April came from New Mexico, Arizona, Ohio, Texas, Pennsylvania, Minnesota, and one lost soul from China**

**Tuesday April 8<sup>th</sup> was the biggest hit day with 40 page loads**

**Dawna Diltz**

**Country Club Estates Facility Committee**  
Meeting Minutes

April 16, 2014

Present: Cheryl Richardson, Dan Welch, Jim Richardson

Next meeting: May 21, 2014 2:00 pm

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**I. Announcements**

Nothing new to announce..

**II. Projects completed**

- 1). Entrance way and garden areas were cleaned up.

**III. Future Projects**

- 1). We found stone to replace the wooden entrance way wooden. Prices run from .16c to .22c per pound. Carving one side of a stone we present will only cost about \$80.00. A single sign will be initially purchased then depending on funding, 1-2 per year for a total of four replacements.. Clean entryways and yards should encourage more people into considering Country Club Estates as a place to live.
- 2). It has been brought to our attention that the rubber backing is rotting off the bottoms of the Clubhouse rugs. These will be replaced as funding instructions allow.