

CCEHA Board Meeting Minutes
Dec. 17, 2014
CCEHA Clubhouse

Homeowners open forum 2:45-3 p.m.

Call to Order: 3 p.m.

Roll call: Bill Carl, president; Dan Welch, vice president; Gail Root, treasurer; Cheryl Richardson, director; Joyce Reynolds, director and acting secretary.

Adoption of November 19 minutes: Moved by Dan Welch and seconded by Cheryl Richardson to approve last month's minutes. Motion carried to accept minutes as written.

Changes to Published Agenda: Just one by Bill Carl to include 2513 Fairway to be addressed later in the meeting.

Unfinished Business from Last Meeting: None

New Business:

HUD Report: Percentages remain the same at 95%. We had seven vacancies, now only five. Full report attached.

Treasurer's Report: Full report attached. Gail Root said received finalized October report back from ACG and no changes. Just received November package and Gail asked for questions. Bill asked if there was any interest being received on the reserve account of \$63,232.56. Gail said just normal bank interest. Last quarter was about \$30. Checking account is where the balance of \$16,450 is located with no interest being earned. Office expenses this month were higher than usual said Bill. Gail said the budget of \$104 went over to \$143 because of office supplies and reimbursements turned which included printing cartridges. But for the year, the total cost of office supplies thus far is below allotted budget. Motion made by Joyce and seconded by Dan and carried to accept Treasurer's Report.

Proposed 2015 Budget by Gail: He received an email from manager of ACG. Gail did draft budget and wants board to look it over for the next month. Get back to Gail if any questions. This is the budget that will be presented at annual meeting in January 2015. No motion needed to be made at this time. Dan said reserve fund is not on annual budget. Gail said he will do separate line item on budget to show reserve fund. Dan asked about surplus monies. Gail said it's around \$8,000-\$10,000; currently \$16,500 in NM bank. Bill said Mr. Cervantes, our lawyer, indicated that at least \$13,000+ is needed for a three-day jury trial. Gail and Bill projected \$20,000 for this purpose. This is a separate item from the budget.

Committee Reports:

Welcome: Barb Root and Deb Raynor did three welcomes in last month. All three are renters—Dan Lear on Play Thru; Virginia Pool on Fairway; and a couple on Putting Green. There are other new people to get to yet.

Facilities: Jim Richardson said no new projects and year-end report is completed and submitted to the board.

Activity: Lorraine Sanborn said the annual Christmas Party was held at La Bella Luna Restaurant in Deming. It was a successful event with 43 people. Ticket sales covered the amount of the event. Bill said he has requests for a bus tour next year to the casino at the Inn of the Mountain Gods in Ruidoso, NM.

Newsletter: Joyce Reynolds stated that there will be one out in early January 2015. There will still be six newsletters out for the year. Only 10 of each newsletter will be printed now and placed in the

clubhouse. They will not be mailed out, per vote from the last meeting. Each newsletter will still be posted on the website.

Architectural: Pat Kelly said there have been zero requests for anything. Rick Molitor submitted the annual report to the board.

Website: Report of visits to our site is attached.

Nominations: Barb Root said nominations for the open slots for 2015 are done. Ballots are out and need to be mailed back to post office box by Jan. 15. Ballot counting is Jan. 19, 2015, one week before annual meeting. There are 180 home and lot owners, minus three not eligible to vote. Need 50% of this number for a quorum at the annual meeting for voting.

Annual Meeting/Committee Reports by Bill: Last year the President read all the reports. Jim Richardson wondered who will be reading them for the 2015 meeting. Gail feels that committee heads reading their reports gives the community visibility of who is doing what. Joyce suggested asking each head if they want to do it or not. If not, Bill can do it. He will email each committee head for his/her reply.

Proposed By-law Changes by Gail: The first one is about changing the number of minimum board members. Per New Mexico State law, a board can run with three officers/directors if need be. The second proposal is about changing the due date of the annual homeowner assessments. Gail needs feedback on these two proposals within two weeks.

Meeting with Local Realtors by Bill: A local realtor sold a house to a very young person with only a day's notice to Bill. He requested that ACG send out a letter to all realtors. He met with local realtors and informed them that they need to send a letter of approval to the board of any buyer under age 55. Letter from ACG attached.

Litigation Update by Bill: The plaintiffs have revised their complaint for the judge at the hearing. They have asked for a jury trial. A telephone conversation with our lawyer Mr. Cervantes is set for tomorrow at Bill's house at 3:30 p.m. to discuss the situation.

ACG Meeting by Bill: Meeting to review annual contract. Bill and Gail will go, and any board member is welcome. Date is Jan. 9 or Jan. 12, to be confirmed.

2513 Fairway: A motion to place a lien for non-payment of all association fees was made by Gail. It was seconded by Dan, and passed. Bill will handle this matter.

Meeting Adjourned: 3:59 p.m.

Respectfully Submitted by Joyce Reynolds, acting Secretary for December

HUD 80% Occupancy Report Summary*
12/17/2014

Number of Homes Built:	171	
Number of Occupied Homes:	166	
Homes Occupied with at Least One Over 55:	158	95%
Homes Occupied with No One Over 55:	8	5%
Number of Rentals Included in this Summary:	18	
Number of Vacant Homes NOT Included in this Summary**:	5	
Owned Lots w/o Homes NOT Included in this Summary:	11	

*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.



Date: December 15, 2014

Dear Country Club Estates HOA Board of Directors:

Enclosed is your November 2014 financial report package. As a supplement to the information contained within this report, below you will find a brief executive summary. The financial package information reflects reporting through November 30, 2014. Additional real time information is available through your Board Portal at www.cgres.com.

Balance Sheet		
Description of Account	Balance	Notes/Recommended Action
Operating Cash	\$23,274.57	
Reserve Cash	\$63,232.56	
Total Cash	\$86,507.13	
Investments		
Total Investments	\$0.00	
Total Assets	\$170,793.13	
Accounts Receivable	\$0.00	
Prepaid Assessments	\$0.00	
Accounts Payable	\$25.00	
Net Income or Loss	\$11,497.82	

Income Statement				
GL Account #	Description of Account	Budgeted	Actual	Notes
5090	Office Supplies	\$104.00	\$143.44	Expense higher than anticipated for the month.
5115	Website	\$17.00	\$0.00	No expense incurred as of September 2014
6555	Repair and Maintenance	\$120.00	\$0.00	No expense incurred in August 2014

Delinquency Information			
Account Number	Address	Delinquent Amount	Request/Information
133-2450	2425 Play Thru	\$345.55	
133-2683	2513 Fairway	\$74.65	
133-3909	2417 Fairway	\$345.55	

As always, please contact me with any questions you may have regarding the enclosed information or any other matters related to your community. Thank you for allowing Associa Canyon Gate the opportunity to provide management services for your Association!

Balance Sheet Report
Country Club Estates

As of November 30, 2014

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Assets</u>				
Operating Funds				
1000 - Operating CK PPB #1024	6,823.84	0.00	0.00	6,823.84
1001 - First NM Bank	16,450.73	0.00	0.00	16,450.73
Total Operating Funds	23,274.57	0.00	0.00	23,274.57
Reserve Funds				
1301 - First NM Bank - Res	0.00	63,232.56	0.00	63,232.56
Total Reserve Funds	0.00	63,232.56	0.00	63,232.56
Buildings				
1800 - Clubhouse	47,900.00	0.00	0.00	47,900.00
Total Buildings	47,900.00	0.00	0.00	47,900.00
Land				
1980 - Land	36,386.00	0.00	0.00	36,386.00
Total Land	36,386.00	0.00	0.00	36,386.00
Total Assets	107,560.57	63,232.56	0.00	170,793.13
<u>Liabilities</u>				
Accounts Payable				
2040 - Cleaning Deposits	25.00	0.00	0.00	25.00
Total Accounts Payable	25.00	0.00	0.00	25.00
Total Liabilities	25.00	0.00	0.00	25.00
<u>Owners' Equity</u>				
Owners Equity - Prior Years				
3000 - Retained Earnings	96,196.01	0.00	0.00	96,196.01
Total Owners Equity - Prior Years	96,196.01	0.00	0.00	96,196.01

Reviewed & Approved by:

Balance Sheet Report
Country Club Estates
As of November 30, 2014


Chellare Knudson
Community Manager

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Owners' Equity</u>				
Capital Reserves - Prior Years				
3268 - Reserve General	0.00	63,074.30	0.00	63,074.30
Total Capital Reserves - Prior Years	<u>0.00</u>	<u>63,074.30</u>	<u>0.00</u>	<u>63,074.30</u>
Total Owners' Equity	<u>96,196.01</u>	<u>63,074.30</u>	<u>0.00</u>	<u>159,270.31</u>
Net Income / (Loss)	<u>11,339.56</u>	<u>158.26</u>	<u>0.00</u>	<u>11,497.82</u>
Total Liabilities and Equity	<u>107,560.57</u>	<u>63,232.56</u>	<u>0.00</u>	<u>170,793.13</u>

NOVEMBER/DECEMBER 2014 WEBSITE REPORT

November 1st – December 16th

UPDATES:

Additions to Reference Manual: Welcome Committee procedures, Facilities Committee procedures, Pamela as acting Secretary

November Activity Calendars

September Minutes

October Minutes

STATS:

Total page loads (2006-2014) 39,768

Year to date—9,321 page loads

3,188 Unique visitors (2,000 first time visitors and 1,188 returning visitors)

November page loads were 458 (as of November 30th)

(Unique visitors 181, first time visitors 99, returning visitors 82)

December page loads were 222 (as of December 16th)

(Unique visitors 42, first time visitors 30, returning visitors 12)

Visitors in November came from New Mexico, Ohio and Texas: Visitors in December came from New Mexico, California, Ohio, Michigan, South Carolina, New York, Arizona, Brasilla, Brazil, Soa Luis, Brazil, Carolna Maranbo, Brazil, Beijing, China, Moscow, Russian Federation, Mexicali, Baja California, and Lagos, Nigeria

**Tuesday November 11th was the biggest hit day with 32 page loads:
Wednesday December 3rd with 123 page loads**

Dawna Diltz



December 1, 2014

TO: All Title Company representatives and Seller's Agents completing closings in the Country Club Estates HOA

RE: Age Restriction and Verification

To Whom It May Concern:

Associa Canyon Gate is the managing agent for the Country Club Estates HOA. This letter is to inform you of the age restriction and verification procedure required for all re-sales of homes located within this association.

The Country Club Estates HOA is an age-restricted community in accordance with the Housing for Older Persons Act. The Country Club Estates Declaration of Restrictions states the following in Section 4:

"Country Club Estates is intended to be used as housing for older persons. Each occupied living unit must be occupied by at least one person who is 55 years of age or older. No person under the age of 18 years may reside in or occupy a living unit, provided however that temporary stays are permitted up to a total of sixty (60) days in a calendar year. The number of permanent residence shall be no more than three."

The Board of Directors requires that the enclosed verification form is completed and sent along with the closing paperwork to the Associa Canyon Gate office as proof that any buyer's within this community meet the 55+ requirement. A copy of this document will also be included with the Resale Disclosure Certificate which is required to be purchased by the seller or seller's agent per the New Mexico Homeowners Association Act.

Please feel free to contact our office should you have any questions regarding this process. We appreciate your partnership in servicing our mutual customers.

Best Regards,

Leslie Lucero
Financial Services Representative
Associa Canyon Gate, AAMC
llucero@cgres.com

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