

CCEHA Board Meeting Minutes
December 5, 2016
CCEHA Clubhouse

Call Meeting to Order: 4:57 P.M.

Present – Linda Anderson, Treasurer; Rick Molitor, Director; Dan Welch, President; Diane Carl, Secretary; Alex Chacon, Vice President; Clete Jackson, Director Absent – Steve Westenhofer, Director

2 homeowners were present.

Adoption of October 2016 Minutes: *No changes. Linda made motion to adopt October 2016 meeting minutes. Rick seconded. Adopted*

December agenda change(s): *No changes*

Unfinished Business:

Election Committee and Nominees for open board positions – No one volunteered for any of the 3 open positions. Dan formally ask the following current board members if they would stay on for another two years.

- Clete Jackson, Director – declined
- Alex Chacon, Vice President – agreed to run
- Diane Carl, Secretary – agreed to run

Dan will see if he can find another person to run for the open Director position. Or leave as write in.

Dan will inform Barb Root that she can put Alex's and Diane's name on the ballot form. And, leave the Director as "write in".

CC&R Violations process (Weeds, Maintenance, etc.): CCR violation process Gail mainly address weeds. Dan wants to make it for all violations and wants to take part of the process away from the Architectural Committee and put it on the Board's shoulders. Dan found a letter and a Certificate of Assessment form on the Internet that may work. The Board has until Friday to review and make any changes. Dan will then send the letter and Assessment form to Lynn Krupnik to review and "tweak" it if necessary so that it can be presented at the Homeowners Annual Meeting. Certificate of Assessments are a common form for HOA's. Dan talked about making the fine amounts appropriate for the violations. Assessment form to be sent Certified.

Dan discussed creating a new form for the Architectural Committee to make the approval process less tedious when submitting the form for approval.

New Business:

No new business

Committee Reports:

Welcome: *No report*

Facilities: The Facilities Committee did not have a meeting this month, or last. *No report*

Activities: *No report.*

Newsletter: Linda spoke with Joyce. Joyce said that the next newsletter is supposed to go out in January but she doesn't really have anything news worthy to put in it. If anyone has anything they want to put in the newsletter, let Joyce know.

Architectural: The Architectural Committee had one application for painting a house which was approved. *A report is attached to minutes.*

Website: December calendar was updated to the website. Dan did get a request from Dawna that anyone who has any kind of recurring activity that will be continuing into 2017 needs to get to Dan before the end of the month, a new Club House request form. Dan sent out an email blast letting people know that a new usage form needs to be completed. *No report*

HUD Report: Dan reported that we are currently at 94% of homes occupied with at least one person over age 55. Homes occupied with no one over 55 is at 6%. *A report is attached to the minutes.*

Home Sales Update: Alex reported that there are 3 homes pending sale. Wedge, Play Thru and Fairway. All over 55 buyers.

Treasurer's Report: Linda presented the October 2016 P & L for approval. No deposits were made in the month of October and no out of the ordinary expenses. Currently at a net loss for the year of \$11,439. The reason we are at a loss is because we did not budget for the lawyer's fees. Only 1 lien left. *Diane made motion to approve the October financials. Alex seconded. Approved*

Legal Update: Dan did speak with our Lawyer. There is nothing to do at this time. Waiting on the appellant court. It could take up to 6 months before the courts even look at it.

Meeting adjourned at 5:47 P.M.

Annual meeting will be on January 28, 2017 at the Train Depot. Next regularly scheduled Board meeting will follow after the Annual Meeting

Respectfully Submitted,

Diane Carl
CCEHA Secretary

CCEHA BOARD MEETING
December 5, 2016

Architectural Committee Report

Applications:

We had one application for painting a house.

Action:

Color was approved.

Architectural Committee

Jeanne M. Donohue

**› 80% Occupancy Report Summary
12/5/2016**

Number of Homes Built:	171	
Number of Occupied Homes:	167	
Homes Occupied with at Least One Over 55:	157	94%
Homes Occupied with No One Over 55:	10	6%
Number of Rentals Included in this Summary:	15	
Number of Vacant Homes NOT Included in this Summary:	4	
Owned Lots w/o Homes NOT Included in this Summary:	10	

*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.

Country Club Estates Homeowners Associat
Balance Sheet
As of October 31, 2016

Assets

Current Assets

First NM Bank - Cash	\$	15,954.84
First NM Bank - Reserves		<u>41,711.70</u>

Total Current Assets		<u>57,666.54</u>
-----------------------------	--	------------------

Property and Equipment

Club House		74,653.00
Land		<u>36,386.00</u>

Net Property and Equipment		<u>111,039.00</u>
-----------------------------------	--	-------------------

Total Assets	\$	<u>168,705.54</u>
---------------------	----	-------------------

Country Club Estates Homeowners Associat
Balance Sheet
As of October 31, 2016

Liabilities and Stockholders' Equity

Current Liabilities

Cleaning Deposit \$ (125.00)

Total Current Liabilities (125.00)

Long-Term Liabilities

Total Long-Term Liabilities 0.00

Total Liabilities (125.00)

Stockholders' Equity

Capital Stock 180,269.89

Retained Earnings (11,439.35)

Total Stockholders' Equity 168,830.54

Total Liabilities and Stockholders' Equity \$ 168,705.54

Country Club Estates Homeowners Associat
Statement of Revenue and Expenses - Income Tax Basis

	1 Month Ended	10 Months Ended
	October 31, 2016	October 31, 2016
Sales		
Assessment Income	\$ 0.00	\$ 27,470.00
Fines/Legal/Liens	0.00	1,032.20
Lien Fees	0.00	340.00
Interest Income - Reserves	0.00	87.77
Other Income	0.00	6,941.00
PayPal Fee	0.00	(2.72)
	<hr/>	<hr/>
Total Sales	0.00	35,868.25
	<hr/>	<hr/>
Gross Profit	0.00	35,868.25
	<hr/>	<hr/>
Operating Expenses		
Capital Improvement	0.00	376.64
Collection Fees	0.00	61.25
Accounting Fees	80.81	916.58
Legal Fees	0.00	31,770.83
Office Expense	0.00	1,236.44
PayPal Accounting Fees	0.00	1.00
Community Events	0.00	837.30
Nomination Committee	0.00	400.23
Newsletter Services	27.49	120.05
Insurance	0.00	2,519.00
Recording Fees	0.00	50.00
Repairs and Maintenance	160.00	4,576.43
Grounds and Maintenance	280.42	2,724.01
State Income Tax	0.00	56.00
Federal Income Tax	0.00	5.00
Telephone	58.70	582.50
Utilities	160.66	920.35
Welcome Committee	0.00	53.99
Operating Contingency Expenses	0.00	100.00
	<hr/>	<hr/>
Total Operating Expenses	768.08	47,307.60
	<hr/>	<hr/>
Operating Income (Loss)	(768.08)	(11,439.35)
	<hr/>	<hr/>
Other Income (Expenses)		
	<hr/>	<hr/>
Total Other Income (Expenses)	0.00	0.00
	<hr/>	<hr/>
Net Income (Loss) Before Taxes	(768.08)	(11,439.35)
	<hr/>	<hr/>
Net Income (Loss)	\$ (768.08)	\$ (11,439.35)
	<hr/>	<hr/>

Country Club Estates Homeowners Associat
Comparative Statement of Revenue and Expenses - Income Tax Basis

	10 Months Ended October 31, 2016	10 Months Ended October 31, 2015
Sales		
Assessment Income	\$ 27,470.00	\$ 25,753.05
Friendly Reminders	0.00	22.50
Fines/Legal/Liens	1,032.20	500.00
Lien Fees	340.00	185.00
Interest Income - Reserves	87.77	85.21
Other Income	6,941.00	0.00
PayPal Fee	(2.72)	0.00
Total Sales	35,868.25	26,545.76
Gross Profit	35,868.25	26,545.76
Operating Expenses		
Capital Improvement	376.64	0.00
Collection Fees	61.25	417.95
Coupon Costs	0.00	126.81
Website	0.00	222.07
Accounting Fees	916.58	92.50
Legal Fees	31,770.83	225.00
Office Expense	1,236.44	1,513.53
PayPal Accounting Fees	1.00	0.00
Community Events	837.30	686.81
Nomination Committee	400.23	129.65
Newsletter Services	120.05	97.30
Insurance	2,519.00	2,360.00
Management Fees	0.00	2,354.00
Recording Fees	50.00	0.00
Repairs and Maintenance	4,576.43	1,347.50
Grounds and Maintenance	2,724.01	941.00
State Income Tax	56.00	0.00
Taxes-Licenses	0.00	(1.00)
Federal Income Tax	5.00	26.00
Telephone	582.50	571.50
Utilities	920.35	898.97
Welcome Committee	53.99	0.00
Operating Contingency Expenses	100.00	600.70
Total Operating Expenses	47,307.60	12,610.29
Operating Income (Loss)	(11,439.35)	13,935.47
Other Income (Expenses)		
Total Other Income (Expenses)	0.00	0.00
Net Income (Loss) Before Taxes	(11,439.35)	13,935.47
Net Income (Loss)	\$ (11,439.35)	\$ 13,935.47

Country Club Estates Homeowners Associat
Twelve Month Comparative Income Statement
12 Month Comparison for 2016

	01/31/16	02/29/16	03/31/16	04/30/16	05/31/16	06/30/16	07/31/16	08/31/16	09/30/16	10/31/16	11/30/16	12/31/16	Total
Sales													
Assessment Income	\$ 235.00	\$ 15,721.91	\$ 8,063.09	\$ 2,547.50	\$ 452.50	\$ 150.00	\$ 150.00	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,470.00
Fines/Legal/Liens	0.00	113.09	669.11	0.00	100.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00	1,032.20
Lien Fees	0.00	0.00	0.00	0.00	0.00	0.00	170.00	170.00	0.00	0.00	0.00	0.00	340.00
Interest Income - Reserves	0.00	0.00	35.96	0.00	0.00	27.67	0.00	0.00	24.14	0.00	0.00	0.00	87.77
Other Income	0.00	6,771.00	0.00	0.00	85.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00	6,941.00
PayPal Fee	0.00	0.00	0.00	0.00	(2.72)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2.72)
Total Sales	235.00	22,606.00	8,768.16	2,547.50	634.78	227.67	370.00	370.00	109.14	0.00	0.00	0.00	35,868.25
Gross Profit	235.00	22,606.00	8,768.16	2,547.50	634.78	227.67	370.00	370.00	109.14	0.00	0.00	0.00	35,868.25
Operating Expenses													
Capital Improvement	0.00	376.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	376.64
Collection Fees	0.00	0.00	0.00	50.00	11.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.25
Accounting Fees	80.91	85.91	183.79	80.91	80.91	80.91	80.81	80.81	80.81	80.81	0.00	0.00	916.58
Legal Fees	0.00	0.00	614.98	0.00	0.00	0.00	0.00	31,155.85	0.00	0.00	0.00	0.00	31,770.83
Office Expense	0.00	120.07	0.00	763.29	0.00	101.99	251.09	0.00	0.00	0.00	0.00	0.00	1,236.44
PayPal Accounting Fees	0.00	0.00	0.78	0.00	0.00	0.00	0.22	0.00	0.00	0.00	0.00	0.00	1.00
Community Events	0.00	0.00	163.27	315.04	51.37	0.00	90.48	35.55	181.59	0.00	0.00	0.00	837.30
Nomination Committee	171.35	0.00	0.00	228.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.23
Newsletter Services	31.72	0.00	0.00	0.00	0.00	33.66	0.00	27.18	0.00	27.49	0.00	0.00	120.05
Insurance	0.00	0.00	0.00	0.00	254.00	359.00	1,906.00	0.00	0.00	0.00	0.00	0.00	2,519.00
Recording Fees	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00
Repairs and Maintenance	0.00	0.00	2,912.00	458.00	160.00	200.00	160.00	326.43	200.00	160.00	0.00	0.00	4,576.43
Grounds and Maintenance	240.00	120.00	1,163.17	0.00	258.85	359.58	0.00	301.99	0.00	280.42	0.00	0.00	2,724.01
State Income Tax	0.00	0.00	56.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00
Federal Income Tax	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Telephone	57.90	58.11	58.11	58.09	51.57	58.09	58.04	65.14	58.75	58.70	0.00	0.00	582.50
Utilities	60.98	74.26	68.18	77.73	83.78	84.95	82.16	115.42	112.23	160.66	0.00	0.00	920.35
Welcome Committee	0.00	0.00	0.00	39.63	0.00	0.00	7.95	0.00	6.41	0.00	0.00	0.00	53.99
Operating Contingency Expenses	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Total Operating Expenses	742.86	834.99	5,225.28	2,071.57	951.73	1,278.18	2,686.75	32,108.37	639.79	768.08	0.00	0.00	47,307.60
Operating Income (Loss)	(507.86)	21,771.01	3,542.88	475.93	(316.95)	(1,050.51)	(2,316.75)	(31,738.37)	(530.65)	(768.08)	0.00	0.00	(11,439.35)
Other Income (Expenses)													
Total Other Income (Expenses)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Loss) Before Taxes	(507.86)	21,771.01	3,542.88	475.93	(316.95)	(1,050.51)	(2,316.75)	(31,738.37)	(530.65)	(768.08)	0.00	0.00	(11,439.35)

**Country Club Estates Homeowners Associat
 Twelve Month Comparative Income Statement
 12 Month Comparison for 2016**

	01/31/16	02/29/16	03/31/16	04/30/16	05/31/16	06/30/16	07/31/16	08/31/16	09/30/16	10/31/16	11/30/16	12/31/16	Total
Net Income (Loss)	\$ (507.86)	\$ 21,771.01	\$ 3,542.88	\$ 475.93	\$ (316.95)	\$ (1,050.51)	\$ (2,316.75)	\$ (31,738.37)	\$ (530.65)	\$ (768.08)	\$ 0.00	\$ 0.00	\$ (11,439.35)