

CCEHA Board Meeting Minutes
February 25, 2017
CCEHA Clubhouse

Call to Order: 9:02AM.

Present – Dan Welch, President; Alex Chacon, Vice President; Linda Anderson, Treasurer; Steve Westenhofer, Director; Rick Molitor, Director. Absent – Diane Carl, Secretary and Bonnie Rosenquist, Director.

8 homeowners were present.

Adoption of January 28, 2017 Minutes: *Moved by Dan Welch, Seconded by Linda Anderson to approve last month's minutes. Motion carried to accept minutes.*

February agenda change: Dan added a request to discuss security in CCEHA and adding Wi-Fi to the club house.

Unfinished Business:

Dan read the lawyers opinion on the Annual Meeting vote to increase dues. She stated that our Declaration of Restrictions are the overriding governing documents and they clearly say that we need a 2/3 approval vote of ALL eligible voters in order to increase dues. Therefore, the Annual Meeting vote is null and void.

At Dan's suggestion, it was decided to include the dues increase request in this falls ballot mailing. This will give all eligible owners a chance to vote for or against an increase in dues.

Dan asked the board members to canvas potential volunteers for the Facilities committee, where upon Steve said he would serve on the committee. That gives us four members, but if anyone else wants to serve on this or any other committee, please contact a board member.

New Business:

Committee Reports:

Welcome: Bill Carl reported that there are 7 homeowners who moved in in 2016 that CCEHA does not have the HUD form or contact info. We sent out letters with forms enclosed to these homeowners requesting they fill them out and return to CCEHA.

Between January 1st and this February's board meeting, CCE had 3 new renters and 2 new homeowners. We were unable to obtain contact info in order to schedule a visit. Introductory letters were mailed out to all new homeowners requesting an appointment to visit. A full report is attached to the minutes.

Facilities: Two members present, but they had nothing to report.

Activities: No one was present from this committee, so no report.

Newsletter: One member was present, but had nothing to report.

Architectural: Gail Root reported that, they had received one application for house painting. The application was approved. He went on to discuss installing a lock box on the club house exterior wall near the front door for members to drop off completed “Application for Exterior Change” forms and revising the form to include the addition of a drop box at the club house. Gail also requested space in our file cabinets for a permanent home for all AC documents to make transitions from one team to another easier.

After some discussion by the board and Gail, it was decided to purchase a metal lockable mail box and install it at the club house, also, a new “Approved Exterior Paint Color” form will be added to the web site for the owners’ convenience.

Website: The report did not reach us in time for the meeting, but will be attached to the minutes.

HUD Report: Alex reported there was no change from last month. We are currently at 94% homes occupied with at least one person over age 55. A full report is attached to the minutes.

Home Sales Update: Alex reported that we had one new sale in February.

Treasurer’s Report: Linda presented the January 2017 P&L to the board for approval. No income was generated in January but we had a \$1,947 loss for the month, this included \$591 legal fees, \$250 Depot rental, \$200 computer for vice president and \$226 printing costs. *Linda moved we accept the P&L as published, Seconded by Dan Welch. No discussion, motion carried.* A full report is attached to the minutes.

Legal: Nothing new to report.

CCEHA Security: Dan stated that after a spate of auto break-ins this past week he received several inquiries as to CCEHA providing security patrols. After doing some checking on-line, he found that there are no local security companies in Deming (no surprise there). The closest one is in Las Cruces. After much discussion between the board members and the audience, it was decided that it would be cost prohibitive to hire a firm from Las Cruces. It was also suggested that we provide our own security patrol using volunteers from the community. That also was decided against do to the fact that it is very hard to get volunteers for relatively benign positions little lone something involving staying up late and driving a personal car. It was decided that the president would draft a letter (signed by the board members) to the Chief of Police asking for increased patrols at night.

Finally, nothing can replace each owners own due diligence. Take responsibility for your personal property and secure it. Keep you outside lights on at night (suggest using LED bulbs), keep door locked and use alarm systems.

Wi-Fi in Club House: Dan ask the board to consider adding wi-fi to the club house. Now that we have two choices, and the costs are coming down it seems it would be a benefit to everyone. It could be used for streaming music for events, streaming videos for entertainment and exercise, checking email of just browsing the internet for folks who do not have internet at home. Lorraine suggested that we do an impromptu poll of the owners to see if it would be something they are interested in.

It was decided that the poll will be sent out and that Alex would check the cost with CenturyLink and Dan would check with Comcast. It will be presented for a vote at the next board meeting.

Dan adjourned the meeting at 10:50 AM

Next regularly scheduled Board meeting is March 25, 2017 at 10AM with open forum at 9:45AM.

Respectfully Submitted,

Dan E Welch filling in for Diane Carl Secretary

Welcome Committee Report
February 2017

There are 7 homeowners who moved in in 2016 that CCEHA does not have the HUD form or contact info. We sent out letters with forms enclosed to these homeowners requesting they fill them out and return to CCEHA.

Between January 1st and this February's board meeting, CCE had 3 new renters and 2 new homeowners. We were unable to obtain contact info in order to schedule a visit. Introductory letters were mail out to all new homeowners requesting an appointment to visit.

Respectfully submitted, 2/22/2017:

Bill Carl
Chairperson

FEBRUARY 2017 WEBSITE REPORT

February 1st – February 26th

UPDATES:

February Activities Calendar

2017 Board

Annual Meeting Minutes (Draft)

Reference Manual Changes

Application For Exterior Change Form

STATS:

Total page loads (2006-2017) 53,421

Year to date—1,107 page loads

298 Unique visitors (168 first time visitors and 130 returning visitors)

February page loads were 477 (as of February 26th)

153 Unique visitors (85 first time visitors and 68 returning visitors)

Visitors came from New Mexico, New York, Virginia, New Hampshire, Kentucky, Texas, Colorado, Mexico and China

Thursday February 9th was the biggest hit day with 53 page loads

Dawna Diltz

HUD 80% Occupancy Report Summary*
3/1/2017

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
Trial Balance - Condensed**

Account	Type	Description	1 Month Ended	1 Month Ended
			January 31, 2017	January 31, 2017
			Adjusted Balance	
1010	A	First NM Bank - Cash	(1,946.88)	11,372.92
1021	A	First NM Bank - Reserves	0.00	41,730.63
1105	A	Club House	0.00	74,653.00
1130	A	Land	0.00	36,386.00
2150	L	Cleaning Deposit	0.00	125.00
3198	Q	Fund Balance	0.00	(166,214.43)
7050	E	Accounting Fees	80.91	80.91
7051	E	Legal Fees	591.33	591.33
7065	E	Office Expense	479.00	479.00
7101	E	Community Events	293.02	293.02
7111	E	Nomination Committee	116.19	116.19
7121	E	Newsletter Services	25.86	25.86
7185	E	Repairs and Maintenance	179.96	179.96
7215	E	Telephone	58.91	58.91
7230	E	Utilities	121.70	121.70
		Totals	<u>0.00</u>	<u>0.00</u>
		Net Profit/(Loss)	<u>(1,946.88)</u>	<u>(1,946.88)</u>

Country Club Estates Homeowners Associat
Balance Sheet
As of January 31, 2017

Assets

Current Assets

First NM Bank - Cash	\$ 11,372.92
First NM Bank - Reserves	<u>41,730.63</u>

Total Current Assets 53,103.55

Property and Equipment

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

Net Property and Equipment 111,039.00

Total Assets \$ 164,142.55

Country Club Estates Homeowners Associat
Balance Sheet
As of January 31, 2017

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 166,214.43

Retained Earnings (1,946.88)

Total Stockholders' Equity 164,267.55

Total Liabilities and Stockholders' Equity \$ 164,142.55

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

	<u>1 Month Ended January 31, 2017</u>	<u>1 Month Ended January 31, 2017</u>
Sales		
Total Sales	0.00	0.00
Gross Profit	0.00	0.00
Operating Expenses		
Accounting Fees	80.91	80.91
Legal Fees	591.33	591.33
Office Expense	479.00	479.00
Community Events	293.02	293.02
Nomination Committee	116.19	116.19
Newsletter Services	25.86	25.86
Repairs and Maintenance	179.96	179.96
Telephone	58.91	58.91
Utilities	121.70	121.70
Total Operating Expenses	1,946.88	1,946.88
Operating Income (Loss)	(1,946.88)	(1,946.88)
Other Income (Expenses)		
Total Other Income (Expenses)	0.00	0.00
Net Income (Loss) Before Taxes	(1,946.88)	(1,946.88)
Net Income (Loss)	\$ (1,946.88)	\$ (1,946.88)

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

	1 Month Ended January 31, 2017	1 Month Ended January 31, 2016
Sales		
Assessment Income	\$ 0.00	\$ 235.00
Total Sales	<u>0.00</u>	<u>235.00</u>
Gross Profit	<u>0.00</u>	<u>235.00</u>
Operating Expenses		
Accounting Fees	80.91	80.91
Legal Fees	591.33	0.00
Office Expense	479.00	0.00
Community Events	293.02	0.00
Nomination Committee	116.19	171.35
Newsletter Services	25.86	31.72
Repairs and Maintenance	179.96	0.00
Grounds and Maintenance	0.00	240.00
Telephone	58.91	57.90
Utilities	121.70	60.98
Operating Contingency Expenses	<u>0.00</u>	<u>100.00</u>
Total Operating Expenses	<u>1,946.88</u>	<u>742.86</u>
Operating Income (Loss)	<u>(1,946.88)</u>	<u>(507.86)</u>
Other Income (Expenses)		
Total Other Income (Expenses)	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Taxes	<u>(1,946.88)</u>	<u>(507.86)</u>
Net Income (Loss)	<u>\$ (1,946.88)</u>	<u>\$ (507.86)</u>

**Country Club Estates Homeowners Associat
Twelve Month Comparative Income Statement
12 Month Comparison for 2017**

	01/31/17	02/28/17	03/31/17	04/30/17	05/31/17	06/30/17	07/31/17	08/31/17	09/30/17	10/31/17	11/30/17	12/31/17	Total
Sales													
Total Sales	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
Gross Profit	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
Operating Expenses													
Accounting Fees	80.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.91
Legal Fees	591.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	591.33
Office Expense	479.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	479.00
Community Events	293.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	293.02
Nomination Committee	116.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.19
Newsletter Services	25.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.86
Repairs and Maintenance	179.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.96
Telephone	58.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.91
Utilities	121.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.70
Total Operating Expenses	1,946.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,946.88
Operating Income (Loss)	(1,946.88)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,946.88)
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	(1,946.88)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,946.88)
Net Income (Loss)	\$ (1,946.88)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (1,946.88)

**Country Club Estates Homeowners Associat
General Ledger**

January 1, 2017 - January 31, 2017

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
1010	First NM Bank - Cash			13,319.80		
01/09/17	2059		Maria Andrade		(160.00)	
01/09/17	2060		Tamara G. Hurt, CPA PC		(80.91)	
01/09/17	2061		Krupnik & Spears PLLC		(591.33)	
01/09/17	2062		Dan Welch		(52.08)	
01/17/17	2063		Joyce Reynolds		(25.86)	
01/19/17	2065		Kate McKelevey		(43.02)	
01/19/17	2066		Tim Wagner		(19.96)	
01/19/17	2067		Sure Printing & Signs		(226.92)	
01/19/17	2069		Luna County		(250.00)	
01/19/17	2070		Dan Welch		(16.19)	
01/19/17	2071		Bill Carl		(200.00)	
01/19/17	2072		Leighanne Wagner		(100.00)	
01/31/17	1		Total Drafts		(180.61)	
			Totals for 1010		<u>(1,946.88)</u>	<u>11,372.92</u>
1021	First NM Bank - Reserves			41,730.63		
			Totals for 1021		<u>0.00</u>	<u>41,730.63</u>
1105	Club House			74,653.00		
			Totals for 1105		<u>0.00</u>	<u>74,653.00</u>
1130	Land			36,386.00		
			Totals for 1130		<u>0.00</u>	<u>36,386.00</u>
2150	Cleaning Deposit			125.00		
			Totals for 2150		<u>0.00</u>	<u>125.00</u>
3198	Fund Balance			(166,214.43)		
			Totals for 3198		<u>0.00</u>	<u>(166,214.43)</u>
7050	Accounting Fees			0.00		
01/09/17	2060		Tamara G. Hurt, CPA PC		80.91	
			Totals for 7050		<u>80.91</u>	<u>80.91</u>
7051	Legal Fees			0.00		
01/09/17	2061		Krupnik & Spears PLLC		591.33	
			Totals for 7051		<u>591.33</u>	<u>591.33</u>
7065	Office Expense			0.00		
01/09/17	2062		Dan Welch		52.08	
01/19/17	2067		Sure Printing & Signs		226.92	
01/19/17	2071		Bill Carl		200.00	
			Totals for 7065		<u>479.00</u>	<u>479.00</u>
7101	Community Events			0.00		
01/19/17	2065		Kate McKelevey		43.02	
01/19/17	2069		Luna County		250.00	
			Totals for 7101		<u>293.02</u>	<u>293.02</u>
7111	Nomination Committee			0.00		
01/19/17	2070		Dan Welch		16.19	
01/19/17	2072		Leighanne Wagner		100.00	
			Totals for 7111		<u>116.19</u>	<u>116.19</u>
7121	Newsletter Services			0.00		
01/17/17	2063		Joyce Reynolds		25.86	
			Totals for 7121		<u>25.86</u>	<u>25.86</u>

**Country Club Estates Homeowners Associat
General Ledger**

January 1, 2017 - January 31, 2017

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
7185 Repairs and Maintenance				0.00		
01/09/17	2059		Maria Andrade		160.00	
01/19/17	2066		Tim Wagner		19.96	
Totals for 7185					<u>179.96</u>	<u>179.96</u>
7215 Telephone				0.00		
01/31/17	1		CenturyLink		58.91	
Totals for 7215					<u>58.91</u>	<u>58.91</u>
7230 Utilities				0.00		
01/31/17	1		City of Deming		3.00	
01/31/17	1		City of Deming		80.36	
01/31/17	1		Columbus Electric		38.34	
Totals for 7230					<u>121.70</u>	<u>121.70</u>
Report Total						<u>0.00</u>
Net Profit/(Loss)						
Current Period			<u>(1,946.88)</u>			
Year-to-Date			<u>(1,946.88)</u>			

Distribution count = 29

CCEHA Profit & Loss Budget vs. Actual

January 31, 2017

Income				January	YTD	Budget	Budg. vs Actual
Annual Assessments				\$ -		\$ 27,150.00	\$ 27,150.00
Late Fees				\$ -		\$ 760.00	\$ 760.00
Rental Income - Clubhouse				\$ -			\$ -
Interest Income				\$ -		\$ 80.00	\$ 80.00
Other income/ Documents at closing				\$ -			\$ -
Total Income				\$ -	\$ -	\$ 27,990.00	\$ 27,990.00
Expenses							
Association Expense							
	Capital Improvements			\$ -			
	Recording Fee			\$ -		\$ 200.00	
	Paypal Accounting Fee & Collection fee			\$ -			
	Bookkeeping			\$ 80.91	\$ 80.91	\$ 1,250.00	\$ 1,169.09
	State & Federal tax			\$ -		\$ 70.00	\$ 70.00
	Legal Fees			\$ 591.33	\$ 591.33	\$ 4,000.00	\$ 3,408.67
	Licenses & Permits			\$ -		\$ 160.00	\$ 160.00
	Insurance (3)			\$ -		\$ 2,860.00	\$ 2,860.00
	Office expense			\$ 479.00	\$ 479.00	\$ 1,500.00	\$ 1,021.00
	Taxes & Property Tax			\$ -		\$ 800.00	\$ 800.00
	Telephone			\$ 58.91	\$ 58.91	\$ 750.00	\$ 691.09
	Operating Contingency			\$ -		\$ 1,500.00	\$ 1,500.00
	Utilities						
	Electric			\$ 38.34			
	Water & Gas			\$ 83.36			
	Total Utilities			\$ 121.70	\$ 121.70	\$ 1,384.00	\$ 1,262.30
Total Association Expense				\$ 1,331.85	\$ 1,331.85	\$ 14,474.00	\$ 12,942.15
Committee Expense							
	Web			\$ -		\$ 300.00	
	Activities			\$ 293.02	\$ 293.02	\$ 1,500.00	\$ 1,206.98
	Architectural			\$ -			\$ -
	News Letter			\$ 25.86	\$ 25.86	\$ 140.00	\$ 114.14
	Election			\$ 116.19	\$ 116.19	\$ 600.00	\$ 483.81
	Facilities						\$ -
	Club house maintenance & clean			\$ 179.96	\$ 179.96	\$ 4,700.00	\$ 4,520.04
	Grounds and Maintenance			\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
	Total Facilities			\$ -	\$ -		\$ -
	HUD age verification			\$ -			\$ -
	Welcome			\$ -	\$ -	\$ 100.00	\$ 100.00
Total Committee Expenses				\$ 615.03	\$ 615.03	\$ 10,840.00	\$ 9,924.97
Total Expenses				\$ 1,946.88	\$ 1,946.88	\$ 25,314.00	\$ 23,367.12
Net Profit or Loss				\$ (1,946.88)	\$ (1,946.88)	\$ 2,676.00	