

**CCEHA Board Meeting**  
**March 25, 2017**  
**10:00 AM**  
**Open Forum 9:45AM**

**Call meeting to order:** 9:55am

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

8 Homeowners present

**Adoption of February's meeting minutes:** Moved by Dan Welch to approve last month's minutes. Seconded by Alex Chacon. No discussion. 6 yes votes, 0 no votes. Motion carried to adopt minutes.

**Any changes to published March Agenda:** No changes

**Unfinished business: Wi-Fi in club house** – There were 37 responses. 25 no; 11 yes, 1 no comment. There will be no Wi-Fi in the Club House.

**New Business:** no

**Committee reports:**

**Welcome** – Bill Carl reported that of the 7 requests for documents for residents who moved-in in 2016, 4 returned the forms. This month we made 1 visit, with 3 more scheduled. This will make us current for all new homeowners who have moved in thus far for 2017 and one from 2016 who requested a visit. There is 1 renter who Deb Raynor is still trying to schedule. *Report attached.*

**Facilities** – Dan Welch reported on behalf of the committee. It was brought to his attention by Leighanne Wagner and he agrees, we do need some weed control. The pre-emergent that was applied last fall isn't doing 100%. There are weeds out near the Club House, weeds in the entry ways, and in the Desert Walk. After a long discussion between the Board, it was decided that Linda Anderson will call Pest Control and remind them that we are due for the second application.

Dan Welch went on to say that the Facilities Committee has not had any meetings yet this year.

**Activity** – Leighanne Wagner reported that they had the spaghetti dinner March 9<sup>th</sup>. It went really well. Everyone seemed to like it. 36 people came. The next planned activities are:

- Community Garage Sale - April 8<sup>th</sup>
- Card Bingo – April 13<sup>th</sup> at 6:00. Everybody is to bring a snack to share and something to drink.

Janet Chartier and Leighanne Wagner have been looking into the Christmas Party. It will be at Maries this year. They have already talked with her about the menu and price. Janet says it will be Thursday, December 7<sup>th</sup> at 6:00 pm.

**Newsletter** – No one present from the committee. No report

**Architectural** – Bob Raynor reported that for the month of March, the Architectural Committee received 6 applications for home improvements. The applications consisted of requests for exterior home painting and exterior trim repair. All applications were approved. *Report attached.*

**Web site** – Donna Diltz did not submit report for this month.

**HUD Report: (Alex)** - No change from last month. Alex Chacon 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)** – Alex Chacon reported that he has HOA forms for the month of March. There have been no new requests from realtors for disclosure packets this month.

**Treasurers report February 2017: (Linda).** Linda Anderson presented the February 2017 P&L to the board for approval. We had a profit for the month of \$14, 997.22.

At time of meeting, we still have 22 people who have not paid their assessment. If payments are not received and/or postmarked by March 31<sup>st</sup>, Linda will sent out a late notice of \$50.

We currently have no liens. The last lien was just released.

*Linda made a motion what we accept the P&L as published, Rick Molitor, seconded. Open for discussion.*

A question was asked about those who do not pay their dues, are they banned from using the Club House. The answer is yes, they are supposed to be. The only way to monitor would be to post a list on the wall saying which folks are delinquent. It has been done in the past.

*Dan called for a vote to approve the February P&L's. 6 yes votes, 0 no. Approved Full report is attached.*

**Legal Update: (Dan)** - Nothing to report. Nothing has been done by the Appellant Court.

**Call for Meeting Adjournment: (Dan)** – 10:15am

Next regularly scheduled Board Meeting is April 22, 2017 at 10am with open forum at 9:45am.

**Respectfully Submitted by,**

*Diane Carl*  
**Secretary**

**Welcome Committee Monthly Report  
March 2017**

Of the 7 requests for documents sent for the residents who moved-in in 2016, 4 returned the forms.

This month we made 1 visit, with three more scheduled. This will make us current for all new homeowners who have moved in thus far for 2017 and one from 2016 who requested a visit.

There is still one renter Deb is still trying to schedule.

Respectfully submitted

Bill Carl, Chair

March 25, 2017

Country Club Estates Homeowners Association

March 25, 2017 Board Meeting

Report of the Architectural Committee

Committee Members:

Gail Root  
Rick Molitor  
Robert Raynor

For the month of March the Architectural Committee received 6 applications for home improvements. The applications consisted of requests for exterior home painting and exterior trim repair.

All of the applications were approved.

**HUD 80% Occupancy Report Summary\***  
**3/25/2017**

Number of Homes Built:	171	
Number of Occupied Homes:	168	
Homes Occupied with at Least One Over 55:	158	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**:	3	
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	2 Months Ended
			February 28, 2017	February 28, 2017
			Adjusted Balance	
1010	A	First NM Bank - Cash	14,997.22	26,370.14
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)
4000	R	Assessment Income	(15,750.00)	(15,750.00)
4230	R	Other Income	(255.00)	(255.00)
7050	E	Accounting Fees	80.91	161.82
7051	E	Legal Fees	0.00	591.33
7065	E	Office Expense	136.19	615.19
7101	E	Community Events	76.61	369.63
7111	E	Nomination Committee	0.00	116.19
7121	E	Newsletter Services	0.00	25.86
7185	E	Repairs and Maintenance	504.81	684.77
7201	E	Grounds and Maintenance	17.98	17.98
7215	E	Telephone	58.91	117.82
7230	E	Utilities	132.37	254.07
<b>Totals</b>			<u>0.00</u>	<u>0.00</u>
<b>Net Profit/(Loss)</b>			<u>14,997.22</u>	<u>13,050.34</u>

**Country Club Estates Homeowners Associat**  
**Balance Sheet**  
**As of February 28, 2017**

**Assets**

**Current Assets**

First NM Bank - Cash	\$ 26,370.14
First NM Bank - Reserves	<u>41,730.63</u>

**Total Current Assets** 68,100.77

**Property and Equipment**

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

**Net Property and Equipment** 111,039.00

**Total Assets** \$ 179,139.77

**Country Club Estates Homeowners Associat**  
**Balance Sheet**  
**As of February 28, 2017**

**Liabilities and Stockholders' Equity**

<b>Current Liabilities</b>		
Cleaning Deposit	\$ <u>                    </u>	(125.00)
<b>Total Current Liabilities</b>		<u>                    </u> (125.00)
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		<u>                    </u> 0.00
<b>Total Liabilities</b>		<u>                    </u> (125.00)
<b>Stockholders' Equity</b>		
Capital Stock	166,214.43	
Retained Earnings	<u>                    </u> 13,050.34	
<b>Total Stockholders' Equity</b>		<u>                    </u> 179,264.77
<b>Total Liabilities and Stockholders' Equity</b>		<u>                    </u> \$ <u>                    </u> 179,139.77



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

	1 Month Ended February 28, 2017	2 Months Ended February 28, 2017
<b>Sales</b>		
Assessment Income	\$ 15,750.00	\$ 15,750.00
Other Income	<u>255.00</u>	<u>255.00</u>
<b>Total Sales</b>	<u>16,005.00</u>	<u>16,005.00</u>
<b>Gross Profit</b>	<u>16,005.00</u>	<u>16,005.00</u>
<b>Operating Expenses</b>		
Accounting Fees	80.91	161.82
Legal Fees	0.00	591.33
Office Expense	136.19	615.19
Community Events	76.61	369.63
Nomination Committee	0.00	116.19
Newsletter Services	0.00	25.86
Repairs and Maintenance	504.81	684.77
Grounds and Maintenance	17.98	17.98
Telephone	58.91	117.82
Utilities	<u>132.37</u>	<u>254.07</u>
<b>Total Operating Expenses</b>	<u>1,007.78</u>	<u>2,954.66</u>
<b>Operating Income (Loss)</b>	<u>14,997.22</u>	<u>13,050.34</u>
<b>Other Income (Expenses)</b>		
<b>Total Other Income (Expenses)</b>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss) Before Taxes</b>	<u>14,997.22</u>	<u>13,050.34</u>
<b>Net Income (Loss)</b>	<u>\$ 14,997.22</u>	<u>\$ 13,050.34</u>

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

	2 Months Ended February 28, 2017	2 Months Ended February 29, 2016
<b>Sales</b>		
Assessment Income	\$ 15,750.00	\$ 15,956.91
Fines/Legal/Liens	0.00	113.09
Other Income	<u>255.00</u>	<u>6,771.00</u>
<b>Total Sales</b>	<u>16,005.00</u>	<u>22,841.00</u>
<b>Gross Profit</b>	<u>16,005.00</u>	<u>22,841.00</u>
<b>Operating Expenses</b>		
Capital Improvement	0.00	376.64
Accounting Fees	161.82	166.82
Legal Fees	591.33	0.00
Office Expense	615.19	120.07
Community Events	369.63	0.00
Nomination Committee	116.19	171.35
Newsletter Services	25.86	31.72
Repairs and Maintenance	684.77	0.00
Grounds and Maintenance	17.98	360.00
Telephone	117.82	116.01
Utilities	254.07	135.24
Operating Contingency Expenses	<u>0.00</u>	<u>100.00</u>
<b>Total Operating Expenses</b>	<u>2,954.66</u>	<u>1,577.85</u>
<b>Operating Income (Loss)</b>	<u>13,050.34</u>	<u>21,263.15</u>
<b>Other Income (Expenses)</b>		
<b>Total Other Income (Expenses)</b>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss) Before Taxes</b>	<u>13,050.34</u>	<u>21,263.15</u>
<b>Net Income (Loss)</b>	<u>\$ 13,050.34</u>	<u>\$ 21,263.15</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
<b>Sales</b>													
Assessment Income	\$ 0.00	\$ 15,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,750.00
Other Income	0.00	255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	255.00
<b>Total Sales</b>	0.00	16,005.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,005.00
<b>Gross Profit</b>	0.00	16,005.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,005.00
<b>Operating Expenses</b>													
Accounting Fees	80.91	80.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.82
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	136.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	615.19
Community Events	293.02	76.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369.63
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	504.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	684.77
Grounds and Maintenance	0.00	17.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.98
Telephone	58.91	58.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.82
Utilities	121.70	132.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	254.07
<b>Total Operating Expenses</b>	1,946.88	1,007.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,954.66
<b>Operating Income (Loss)</b>	(1,946.88)	14,997.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,050.34
<b>Other Income (Expenses)</b>													
<b>Total Other Income (Expenses)</b>	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
<b>Net Income (Loss) Before Taxes</b>	(1,946.88)	14,997.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,050.34
<b>Net Income (Loss)</b>	\$ (1,946.88)	\$ 14,997.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,050.34

**Country Club Estates Homeowners Associat  
General Ledger**

February 1, 2017 - February 28, 2017

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>1010</b>	<b>First NM Bank - Cash</b>			11,372.92		
02/09/17	2073		Tamara G. Hurt CPA		(80.91)	
02/15/17	2074		Dan Welch		(17.98)	
02/15/17	2075		Dan Welch		(344.81)	
02/15/17	2076		Kate McKelevey		(21.17)	
02/15/17	2077		Leighanne Wagner		(55.44)	
02/15/17	2078		Linda Anderson		(71.25)	
02/15/17	2079		Maria Andrade		(160.00)	
02/28/17	1		Total Drafts		(256.22)	
02/28/17	2		Deposit		16,005.00	
			<b>Totals for 1010</b>		<u>14,997.22</u>	<u>26,370.14</u>
<b>1021</b>	<b>First NM Bank - Reserves</b>			41,730.63		
			<b>Totals for 1021</b>		<u>0.00</u>	<u>41,730.63</u>
<b>1105</b>	<b>Club House</b>			74,653.00		
			<b>Totals for 1105</b>		<u>0.00</u>	<u>74,653.00</u>
<b>1130</b>	<b>Land</b>			36,386.00		
			<b>Totals for 1130</b>		<u>0.00</u>	<u>36,386.00</u>
<b>2150</b>	<b>Cleaning Deposit</b>			125.00		
			<b>Totals for 2150</b>		<u>0.00</u>	<u>125.00</u>
<b>3198</b>	<b>Fund Balance</b>			(166,214.43)		
			<b>Totals for 3198</b>		<u>0.00</u>	<u>(166,214.43)</u>
<b>4000</b>	<b>Assessment Income</b>			0.00		
02/28/17	2		Assesment Income		(15,750.00)	
			<b>Totals for 4000</b>		<u>(15,750.00)</u>	<u>(15,750.00)</u>
<b>4230</b>	<b>Other Income</b>			0.00		
02/28/17	2		Other Income		(255.00)	
			<b>Totals for 4230</b>		<u>(255.00)</u>	<u>(255.00)</u>
<b>7050</b>	<b>Accounting Fees</b>			80.91		
02/09/17	2073		Tamara G. Hurt CPA		80.91	
			<b>Totals for 7050</b>		<u>80.91</u>	<u>161.82</u>
<b>7051</b>	<b>Legal Fees</b>			591.33		
			<b>Totals for 7051</b>		<u>0.00</u>	<u>591.33</u>
<b>7065</b>	<b>Office Expense</b>			479.00		
02/15/17	2078		Linda Anderson		71.25	
02/28/17	1		Whit-CO Checks		64.94	
			<b>Totals for 7065</b>		<u>136.19</u>	<u>615.19</u>
<b>7101</b>	<b>Community Events</b>			293.02		
02/15/17	2076		Kate McKelevey		21.17	
02/15/17	2077		Leighanne Wagner		55.44	
			<b>Totals for 7101</b>		<u>76.61</u>	<u>369.63</u>
<b>7111</b>	<b>Nomination Committee</b>			116.19		
			<b>Totals for 7111</b>		<u>0.00</u>	<u>116.19</u>
<b>7121</b>	<b>Newsletter Services</b>			25.86		
			<b>Totals for 7121</b>		<u>0.00</u>	<u>25.86</u>

**Country Club Estates Homeowners Associat  
General Ledger**

February 1, 2017 - February 28, 2017

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>7185 Repairs and Maintenance</b>				179.96		
02/15/17	2075		Dan Welch		344.81	
02/15/17	2079		Maria Andrade		160.00	
<b>Totals for 7185</b>					<u>504.81</u>	<u>684.77</u>
<b>7201 Grounds and Maintenance</b>				0.00		
02/15/17	2074		Dan Welch		17.98	
<b>Totals for 7201</b>					<u>17.98</u>	<u>17.98</u>
<b>7215 Telephone</b>				58.91		
02/28/17	1		CenturyLink		58.91	
<b>Totals for 7215</b>					<u>58.91</u>	<u>117.82</u>
<b>7230 Utilities</b>				121.70		
02/28/17	1		City of Deming		3.00	
02/28/17	1		City of Deming		88.39	
02/28/17	1		Columbus Electric		40.98	
<b>Totals for 7230</b>					<u>132.37</u>	<u>254.07</u>
<b>Report Total</b>						<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period					<u>14,997.22</u>	
Year-to-Date					<u>13,050.34</u>	

Distribution count = 23

**CCEHA Profit & Loss Budget vs. Actual**

February 28, 2017

<b>Income</b>				February	YTD	Budget	Budg. vs Actual
Annual Assessments				\$ 15,750.00	\$ 15,750.00	\$ 27,150.00	\$ 11,400.00
Late Fees				\$ -		\$ 760.00	\$ 760.00
Rental Income - Clubhouse				\$ -			\$ -
Interest Income				\$ -		\$ 80.00	\$ 80.00
Other income/ Documents at closing				\$ 255.00	\$ 255.00		\$ (255.00)
<b>Total Income</b>				<b>\$ 16,005.00</b>	<b>\$ 16,005.00</b>	<b>\$ 27,990.00</b>	<b>\$ 11,985.00</b>
<b>Expenses</b>							
<b>Association Expense</b>							
	Capital Improvements			\$ -			
	Recording Fee			\$ -		\$ 200.00	
	Paypal Accounting Fee & Collection fee			\$ -			
	Bookkeeping			\$ 80.91	\$ 161.82	\$ 1,250.00	\$ 1,088.18
	State & Federal tax			\$ -		\$ 70.00	\$ 70.00
	Legal Fees			\$ -	\$ 591.33	\$ 4,000.00	\$ 3,408.67
	Licenses & Permits			\$ -		\$ 160.00	\$ 160.00
	Insurance (3)			\$ -		\$ 2,860.00	\$ 2,860.00
	Office expense			\$ 136.19	\$ 615.19	\$ 1,500.00	\$ 884.81
	Taxes & Property Tax			\$ -		\$ 800.00	\$ 800.00
	Telephone			\$ 58.91	\$ 117.82	\$ 750.00	\$ 632.18
	Operating Contingency			\$ -		\$ 1,500.00	\$ 1,500.00
	Utilities						
	Electric			\$ 40.98			
	Water & Gas			\$ 91.39			
	Total Utilities			\$ 132.37	\$ 254.07	\$ 1,384.00	\$ 1,129.93
<b>Total Association Expense</b>				<b>\$ 408.38</b>	<b>\$ 1,740.23</b>	<b>\$ 14,474.00</b>	<b>\$ 12,533.77</b>
<b>Committee Expense</b>							
	Web			\$ -		\$ 300.00	
	Activities			\$ 76.61	\$ 369.63	\$ 1,500.00	\$ 1,130.37
	Architectural			\$ -			\$ -
	News Letter			\$ -	\$ 25.86	\$ 140.00	\$ 114.14
	Election			\$ -	\$ 116.19	\$ 600.00	\$ 483.81
	Facilities						\$ -
	Club house maintenance & clean			\$ 504.81	\$ 684.77	\$ 4,700.00	\$ 4,015.23
	Grounds and Maintenance			\$ 17.98	\$ 17.98	\$ 3,500.00	\$ 3,482.02
	Total Facilities			\$ -	\$ -		\$ -
	HUD age verification			\$ -			\$ -
	Welcome			\$ -	\$ -	\$ 100.00	\$ 100.00
<b>Total Committee Expenses</b>				<b>\$ 599.40</b>	<b>\$ 1,214.43</b>	<b>\$ 10,840.00</b>	<b>\$ 9,325.57</b>
<b>Total Expenses</b>				<b>\$ 1,007.78</b>	<b>\$ 2,954.66</b>	<b>\$ 25,314.00</b>	<b>\$ 22,359.34</b>
<b>Net Profit or Loss</b>				<b>\$ 14,997.22</b>	<b>\$ 13,050.34</b>	<b>\$ 2,676.00</b>	