

CCEHA Board Meeting Minutes
November 19, 2014
CCEHA Clubhouse

Call to Order: 3:00 p.m.

Present – Bill Carl, President; Dan Welch, Vice President; Gail Root, Treasurer; Phil Swart, Director; Joyce Reynolds, Director; Pamela Gulbrandson, Acting Secretary.
Four homeowners present.

Adoption of October 22 Minutes: *Moved by Dan Welch, Seconded by Joyce Reynolds to approve last month's minutes. Motion carried to accept minutes as written.*

Unfinished Business: No unfinished business.

New Business:

HUD Report: Dan reported that there is slight change to the percentage of occupants over/under 55+ due to a recent sale to an individual under 55. Full report is attached to minutes. Bill Carl shared that Associa® Canyon Gate will mail out a letter to the realtors stating our 55+ policy and he will be attending the Realtors Association Meeting to present our HUD position and bylaws covering this issue. If realtors continue to ignore this, a next step *could* be a formal complaint to the state board.

Treasurer's Report: Gail covered the preliminary report we received from Associa® Canyon Gate. Everything looks on track and in order. Due to the earlier meeting time this month, the financials are preliminary, so he did not call for a vote to accept them. That will happen in December. Dan asked if we were going to move any of the "surplus monies" from the bank account to the reserve. Our reserve monies are sufficient until end of 2016, so no need. Gail asked that if anyone has any outstanding receipts that need reimbursement to please get them in by Dec 10th, so that by end of year the financials will be as current as possible. Bill and Gail will be putting together the proposed 2015 budget.

Committee Reports:

Welcome: Gail reported that there has been some welcoming of renters and one new homeowner. Report attached.

Facilities: Jim Richardson said that there was no meeting this month and that pretty much things are winding down. Timers for water and lights have been reset. Question was posed about the lighting around the clubhouse at night after events not being sufficient. Suggestions of flood lights on the clubhouse, different lighting on north wall and perhaps just adjusting the existing lightening to provide more light were discussed. It was decided to first turn around the exiting lighting by the east wall to face the parking area and see if this helps prior to additional installations.

Activities: No one in attendance so no report.

Newsletter: Joyce reported that the next newsletter will be out early January. Please continue to provide her with items for the newsletter. Phil Swart will be submitting an article and Bill Carl will be providing photos and a write up about the flamingos being placed in the yards around the neighborhood.

Architectural: Rick Molitor reported that there have been requests for mostly maintenance of homes and all are approved. Report attached.

Website: no report.

Nominations: Barb Root stated that the process is underway with the due date for nominations approaching – Dec 1st. The ballots and proxy forms will be mailed on Dec 16 with a return deadline date of Jan 17, 2015. She asks for volunteers to assist with the counting of ballots and proxies, sign in procedure at the annual meeting and counting the votes during the annual meeting.

Independent Contractors/Workers Comp Waiver form: Bill Carl has secured the form and stated that any small business with 6 or less employees must provide us with this State Worker's Comp form. Our current housekeeper for the clubhouse has signed this form.

Annual meeting/time prep update: Rick Molitor has volunteered to facilitate the annual meeting. The Depot has been booked once again for this meeting. Veronica Barnes will provide the AV equipment. Start time for this year's meeting will be 9 am. To comply with our Bylaws, the latest date we want to mail out the agenda, budget and related documents to the homeowners will be Jan 9, 2015, as they are entitled to 14 days prior notice when voting is required.

Annual reports for Homeowners annual meeting: Bill asked that all committee chairs please prepare your yearend summary and get it to him by Jan 2, 2015 so that it can be included in the prepared presentation at the meeting. Dan Welch and Bill will be pulling all the materials together for this presentation.

Age 55 requirements: Discussion related to this is under the HUD item above.

Cessation of manual mail outs: Pamela Gulbrandson made a motion to cease the monthly mailings of the board minutes. Basis of this is that all 16 live right here in the neighborhood and have access to the clubhouse where these minutes and financials are posted. This is costing the association about \$554.00 per year, as well as approximately 1 & ½ hours each month of secretary time. The motion was amended to include the newsletters. A copy is also placed in the binder with the minutes. The motion was seconded by Dan Welch. Discussion followed to clarify when we would start this and if there was anyone in our neighborhood that physically could not get to the clubhouse to read these. To the best of our knowledge there is no homeowner on the list that cannot get to the clubhouse. The homeowners present, agreed with this motion. This will start right now with these minutes and Newsletter. Motion carried.

Next regularly scheduled Board meeting is December 17, 2014 at 3:00 p.m. with open forum at 2:45.

Meeting adjourned 4:00 p.m.

Respectfully Submitted,

Pamela Gulbrandson, Acting CCEHA Secretary

Balance Sheet Report
Country Club Estates
As of October 31, 2014

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Assets</u>				
Operating Funds				
1000 - Operating CK PPB #1024	7,794.79	0.00	0.00	7,794.79
1001 - First NM Bank	16,450.73	0.00	0.00	16,450.73
Total Operating Funds	24,245.52	0.00	0.00	24,245.52
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
Accounts Receivable				
1500 - Accounts Receivable	6.50	0.00	0.00	6.50
Total Accounts Receivable	6.50	0.00	0.00	6.50
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	108,538.02	63,232.56	0.00	171,770.58
<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

Balance Sheet Report Country Club Estates

As of October 31, 2014

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<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
Capital Reserves - Prior Years				
3268 - Reserve General	0.00	63,074.30	0.00	63,074.30
Total Capital Reserves - Prior Years	0.00	63,074.30	0.00	63,074.30
Total Owners' Equity	96,196.01	63,074.30	0.00	159,270.31
Net Income / (Loss)	12,317.01	158.26	0.00	12,475.27
Total Liabilities and Equity	109,513.02	63,232.56	0.00	171,770.58

Income Statement Report Country Club Estates Operating

October 01, 2014 thru October 31, 2014

	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Income								
4000 - Assessment Income	0.00	2,275.00	(2,275.00)	26,471.80	22,750.00	3,721.80	27,300.00	828.20
4210 - Friendly Reminders	0.00	0.00	0.00	13.75	0.00	13.75	0.00	(13.75)
4245 - Photocopy Income	0.00	0.00	0.00	8.25	0.00	8.25	0.00	(8.25)
4265 - Transfer Fees	0.00	500.00	(500.00)	900.00	500.00	400.00	600.00	(300.00)
4710 - Delinquent Interest	6.50	0.00	6.50	32.20	0.00	32.20	0.00	(32.20)
Total Income	6.50	2,325.00	(2,318.50)	27,426.00	23,250.00	4,176.00	27,900.00	474.00
Total Operating Income	6.50	2,325.00	(2,318.50)	27,426.00	23,250.00	4,176.00	27,900.00	474.00
Expense								
Administrative								
5010 - Bad Debt Expense	0.00	45.25	(45.25)	0.00	452.50	(452.50)	543.00	543.00
5025 - Collection Fees	3.75	0.00	3.75	367.50	0.00	367.50	0.00	(367.50)
5030 - Coupon Costs	0.00	0.00	0.00	249.25	0.00	249.25	0.00	(249.25)
5075 - Meeting Room Rentals	144.08	0.00	144.08	144.08	0.00	144.08	0.00	(144.08)
5090 - Office Supplies	16.78	104.00	(87.22)	395.05	1,042.00	(146.95)	1,250.00	354.95
5110 - Title Search	0.00	0.00	0.00	35.00	0.00	35.00	0.00	(35.00)
5115 - Website	0.00	17.00	(17.00)	0.00	167.00	(167.00)	200.00	200.00
5195 - Filing/Accounting Fees	0.00	0.00	0.00	169.45	400.00	(230.55)	400.00	230.55
Total Administrative	164.61	166.25	(1.64)	1,860.33	2,061.50	(201.17)	2,393.00	532.67
Community Expenses								
5000 - HUD Age Verification	0.00	0.00	0.00	0.00	200.00	(200.00)	200.00	200.00
5200 - Community Events	0.00	125.00	(125.00)	812.11	1,250.00	(437.89)	1,500.00	687.89
5205 - Nomination Committee	0.00	0.00	0.00	0.00	200.00	(200.00)	400.00	400.00
5225 - Newsletter Services	0.00	0.00	0.00	111.88	300.00	(188.12)	400.00	288.12
Total Community Expenses	0.00	125.00	(125.00)	923.99	1,950.00	(1,026.01)	2,500.00	1,576.01
Facilities								
6100 - Grounds and Maintenance	0.00	360.00	(360.00)	977.67	3,600.00	(2,622.33)	4,320.00	3,342.33

Income Statement Report Country Club Estates Operating

October 01, 2014 thru October 31, 2014

	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Facilities								
6525 - Clubhouse Repair & Maintenance	0.00	170.00	(170.00)	1,683.05	1,700.00	(16.95)	2,040.00	356.95
6555 - Repair and Maintenance	0.00	120.00	(120.00)	128.42	1,200.00	(1,071.58)	1,440.00	1,311.58
Total Facilities	0.00	600.00	(650.00)	2,789.14	6,500.00	(3,710.86)	7,800.00	5,010.86
Insurance								
5445 - Liability and Hazard Insurance	0.00	208.00	(208.00)	2,341.00	2,083.00	258.00	2,500.00	159.00
Total Insurance	0.00	208.00	(208.00)	2,341.00	2,083.00	258.00	2,500.00	159.00
Utilities								
6000 - Electric Service	50.89	41.00	9.89	516.92	410.00	106.92	492.00	(24.92)
6025 - Water Service	55.24	59.00	(3.76)	493.12	590.00	(96.88)	708.00	214.88
6050 - Telephone Service	56.94	62.00	(5.06)	507.24	625.00	(117.76)	750.00	242.76
Total Utilities	163.07	162.00	1.07	1,517.28	1,625.00	(107.72)	1,950.00	432.72
Operations								
6300 - Permits & Licenses	0.00	0.00	0.00	100.00	200.00	(50.00)	200.00	50.00
Total Operations	0.00	0.00	0.00	100.00	200.00	(50.00)	200.00	50.00
Professional Services								
7000 - Audit & Tax Services	0.00	0.00	0.00	322.50	0.00	322.50	0.00	(322.50)
7020 - Legal Services	0.00	458.00	(458.00)	2,513.50	4,583.00	(2,069.50)	5,500.00	2,986.50
7040 - Management Fees	294.25	300.00	(5.75)	2,648.25	3,000.00	(351.75)	3,600.00	951.75
Total Professional Services	294.25	758.00	(463.75)	5,484.25	7,583.00	(2,098.75)	9,100.00	3,615.75
Taxes								
9000 - Federal Income Tax	0.00	0.00	0.00	43.00	0.00	43.00	0.00	(43.00)
9015 - Property Tax	0.00	0.00	0.00	0.00	600.00	(600.00)	900.00	900.00
Total Taxes	0.00	0.00	0.00	43.00	600.00	(557.00)	900.00	857.00

**Income Statement Report
Country Club Estates
Operating**

October 01, 2014 thru October 31, 2014

	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Reserve Expenses								
9912 - Operating Contingency Expenses	0.00	38.00	(38.00)	0.00	381.00	(381.00)	457.00	457.00
Total Reserve Expenses	0.00	38.00	(38.00)	0.00	381.00	(381.00)	457.00	457.00
Total Operating Expense	621.93	2,107.25	(1,485.32)	15,108.99	22,983.50	(7,874.51)	27,800.00	12,691.01
Total Operating Income / (Loss)	(615.43)	2,177.75	(833.18)	12,317.01	266.50	12,050.51	100.00	(12,217.01)

PRELIMINARY

Income Statement Report Country Club Estates Reserve

October 01, 2014 thru October 31, 2014

	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Income								
4910 - Reserve Interest Income	0.00	0.00	0.00	158.26	0.00	158.26	0.00	(158.26)
Total Income	0.00	0.00	0.00	158.26	0.00	158.26	0.00	(158.26)
Total Reserve Income	0.00	0.00	0.00	158.26	0.00	158.26	0.00	(158.26)
Total Reserve Income / (Loss)	0.00	0.00	0.00	158.26	0.00	158.26	0.00	(158.26)
Total Association Net Income / (Loss)	(615.43)	217.77	(433.18)	12,475.27	266.50	12,208.77	100.00	(12,375.27)

PRELIMINARY

HUD 80% Occupancy Report Summary* **11/19/2014**

Number of Homes Built:	171	
Number of Occupied Homes:	164	
Homes Occupied with at Least One Over 55:	156	95%
Homes Occupied with No One Over 55:	8	5%
Number of Rentals Included in this Summary:	16	
Number of Vacant Homes NOT Included in this Summary**:	7	
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.

Subject: Welcome Committee Report
From: CenturyLink Customer <rldlb@q.com>
Date: 11/18/2014 1:10 PM
To: CCEHATREAS <ccehatreas@q.com>

Hi Gail,
Short report (haha!) this month.

The committee will be welcoming
✓ Dan Lear
renter-2416 Play Thru

on Thurs., Nov 20th.

We have made contact, and are awaiting responses with dates to visit from:

✓ Virginia Poole
2509 Fairway Dr (renter)

✓ Courtney Wheeler
3011 Wedge (owner)

Paperwork has been completed by:

Troy and Sandy Hill
owners-2503 Play Thru

Bill and Sue Barela
renters-Putting Green

Chad Diltz and Penny _____
renters-Slice

We have contacted all three and are awaiting their response as to a good time for the 'social' part of the Welcome.

Most of the committee has been away from Sept-Nov. of this year, and we are working on 'catching up'.

Any and all volunteers are welcome!

Also, if people in the neighborhood notice new people moving in, please notify us so that we can follow up. All info is welcome!

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

Date: 11/19/14

To: Homeowners Board

From: Architectural Committee

REPORT ON PETITIONS, APPLICATIONS, AND ACTIONS

REPORTING PERIOD: 10/22 — 11/19/14

DATE	APPLICANT	ADDRESS	ACTION REQUESTED
10/23	D. WELCH	3000 BOGIE CT.	REPLACE WINDOWS W/VINYL THAT MATCHES HOUSE COLOR
10/23	R. NELSON	3011 PUTTING GREEN	REPLACE SERVICE DOOR/FRAME ON N. SIDE OF GARAGE
10/25	K.L. NABOURS	2421 FAIRWAY DR.	REPAIR ROOF ON BLDG W/PROPER MATERIAL
10/30	R/E BOHUSLOV	2916 WEDGE	PAINT SIDE GATEWAY ALLEY GATE GARNET RED (WHICH MATCHES FRONT DOOR)

DATE	APPLICANT	ADDRESS	ACTION TAKEN
11/6	D. WELCH	3000 BOGIE CT.	APPROVED
11/6	R. NELSON	3011 PUTTING GREEN	APPROVED
11/6	K.L. NABOURS	2421 FAIRWAY DR.	APPROVED
11/6	R/E BOHUSLOV	2916 WEDGE	APPROVED