

CCEHA Board Meeting Minutes  
October 22, 2014  
CCEHA Clubhouse

**Call to Order: 3:00 p.m.**

Present – Bill Carl, President; Dan Welch, Vice President; Cheryl Richardson, Director; Phil Swart, Director; Joyce Reynolds, Director; Pamela Gulbrandson, Acting Secretary  
Eight homeowners present.

**Adoption of September 2014 Minutes:** *Moved by Cheryl Richardson, Seconded by Phil Swart to approve last month's minutes. Motion carried to accept minutes as written.*

**Unfinished Business:**

Job share Secretary Duties: Bill reminded everyone that Joyce Reynolds would fill-in for December. Pamela will make sure she has the materials and recorder that she will need.

Litigation Update: Bill reported that we have completed the interrogatories and documents and provided the package to our attorney, who in turn will send to the plaintiff's attorney.

**New Business:**

HUD Report: Dan reported that there is no change from last month. There are 7 homeowners that we have no disclosure on file. Full report is attached to minutes.

Treasurer's Report: Bill sent out the financials in Gail's absence. *Moved by Phil Swart, Seconded by Joyce Reynolds to approve Treasurer's report. Motion carried.* Financials will be posted in the clubhouse. Report also attached to minutes.

**Committee Reports:**

Welcome: No one in attendance so no report.

Facilities: Jim Richardson gave committee report which is attached to minutes. Jim indicated that with the requirement from Associa® Canyon Gate that contractors have a federal tax id, it may be hard to get help for the weed and grounds maintenance. Bill stated that if someone is a private individual, their social security number can be used, as is the case with the cleaning person. He also provided the board with a proposed 2015 budget for this committee. Jim made up a job description for housekeeper and grounds keeper. He gave these to the President.

Activities: No one in attendance so no report.

Newsletter: Joyce reported that the last 2014 newsletter is on track and will be out early November. Please continue to provide her with items for the newsletter. She has the upcoming events to include.

Architectural: Rick Molitor reported that 2 new applications have been received and approved. One was for exterior painting and one for roof deck replacement. Report attached to the minutes.

Website: Pamela read Dawna's report into the minutes. These are attached.

Nominations: Diane Carl informed us that the nomination forms have been emailed out to homeowners and those without email they were mailed snail mail. There are extra forms here in the clubhouse. She asked that people please consider volunteering as the board has 3 open positions that need to be filled.

Next regularly scheduled Board meeting is November 19, 2014 at 3:00 p.m. with open forum at 2:45.

Meeting adjourned 3:15 p.m.

Respectfully Submitted,

***Pamela Gulbrandson***, Acting CCEHA Secretary



Date: October 15, 2014

Dear Country Club Estates HOA Board of Directors:

Enclosed is your September 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 September 30, 2014. Additional real time information is available through your Board Portal at [www.cgres.com](http://www.cgres.com).

Balance Sheet		
Description of Account	Balance	Notes/Recommended Action
Operating Cash	\$24,867	
Reserve Cash	\$63,232.56	
<b>Total Cash</b>	<b>\$88,099.56</b>	
<b>Investments</b>		
<b>Total Investments</b>	<b>\$0.00</b>	
<b>Total Assets</b>	<b>\$172,386.01</b>	
Accounts Receivable	\$0.00	
Prepaid Assessments	\$0.00	
Accounts Payable	\$25.00	
Net Income or Loss	\$13,090.70	

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	\$339.05	
133-2683	2513 Fairway	\$74.65	
133-3909	2417 Fairway	\$339.05	

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!

*Chellore Knudtson*  
Chellore Knudtson  
Community Manager

**Balance Sheet Report**  
**Country Club Estates**  
As of September 30, 2014

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<b><u>Assets</u></b>				
<b>Operating Funds</b>				
1000 - Operating CK PPB #1024	8,416.72	0.00	0.00	8,416.72
1001 - First NM Bank	16,450.73	0.00	0.00	16,450.73
<b>Total Operating Funds</b>	<b>24,867.45</b>	<b>0.00</b>	<b>0.00</b>	<b>24,867.45</b>
<b>Reserve Funds</b>				
1301 - First NM Bank - Res	0.00	63,232.56	0.00	63,232.56
<b>Total Reserve Funds</b>	<b>0.00</b>	<b>63,232.56</b>	<b>0.00</b>	<b>63,232.56</b>
<b>Buildings</b>				
1800 - Clubhouse	47,900.00	0.00	0.00	47,900.00
<b>Total Buildings</b>	<b>47,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,900.00</b>
<b>Land</b>				
1980 - Land	36,386.00	0.00	0.00	36,386.00
<b>Total Land</b>	<b>36,386.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,386.00</b>
<b>Total Assets</b>	<b>109,153.45</b>	<b>63,232.56</b>	<b>0.00</b>	<b>172,386.01</b>
<b><u>Liabilities</u></b>				
<b>Accounts Payable</b>				
2040 - Cleaning Deposits	25.00	0.00	0.00	25.00
<b>Total Accounts Payable</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>
<b>Total Liabilities</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>
<b><u>Owners' Equity</u></b>				
<b>Owners Equity - Prior Years</b>				
3000 - Retained Earnings	96,196.01	0.00	0.00	96,196.01
<b>Total Owners Equity - Prior Years</b>	<b>96,196.01</b>	<b>0.00</b>	<b>0.00</b>	<b>96,196.01</b>

  
Chellore Knudtson  
Community Manager

**Balance Sheet Report**  
**Country Club Estates**  
As of September 30, 2014

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<b><u>Owners' Equity</u></b>				
<b>Capital Reserves - Prior Years</b>				
3268 - Reserve General	0.00	63,074.30	0.00	63,074.30
<b>Total Capital Reserves - Prior Years</b>	<b>0.00</b>	<b>63,074.30</b>	<b>0.00</b>	<b>63,074.30</b>
<b>Total Owners' Equity</b>	<b>96,196.01</b>	<b>63,074.30</b>	<b>0.00</b>	<b>159,270.31</b>
<b>Net Income / (Loss)</b>	<b>12,932.44</b>	<b>158.26</b>	<b>0.00</b>	<b>13,090.70</b>
<b>Total Liabilities and Equity</b>	<b>109,153.45</b>	<b>63,232.56</b>	<b>0.00</b>	<b>172,386.01</b>

# Income Statement Report Country Club Estates Operating

  
Chellore Knudtson  
Community Manager

September 01, 2014 thru September 30, 2014

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Income</b>								
<b>Income</b>								
4000 - Assessment Income	0.00	2,275.00	(2,275.00)	26,471.80	20,475.00	5,996.80	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	50.00	(50.00)	900.00	450.00	450.00	600.00	(300.00)
4710 - Delinquent Interest	0.00	0.00	0.00	25.70	0.00	25.70	0.00	(25.70)
<b>Total Income</b>	<b>0.00</b>	<b>2,325.00</b>	<b>(2,325.00)</b>	<b>27,419.50</b>	<b>20,925.00</b>	<b>6,494.50</b>	<b>27,900.00</b>	<b>480.50</b>
<b>Total Operating Income</b>	<b>0.00</b>	<b>2,325.00</b>	<b>(2,325.00)</b>	<b>27,419.50</b>	<b>20,925.00</b>	<b>6,494.50</b>	<b>27,900.00</b>	<b>480.50</b>
<b>Expense</b>								
<b>Administrative</b>								
5010 - Bad Debt Expense	0.00	45.25	(45.25)	0.00	407.25	(407.25)	543.00	543.00
5025 - Collection Fees	355.00	0.00	355.00	363.75	0.00	363.75	0.00	(363.75)
5030 - Coupon Costs	0.00	0.00	0.00	249.25	0.00	249.25	0.00	(249.25)
5090 - Office Supplies	143.44	105.00	38.44	878.27	938.00	(59.73)	1,250.00	371.73
5110 - Title Search	35.00	0.00	35.00	35.00	0.00	35.00	0.00	(35.00)
5115 - Website	0.00	17.00	(17.00)	0.00	150.00	(150.00)	200.00	200.00
5195 - Filing/Accounting Fees	0.00	0.00	0.00	169.45	400.00	(230.55)	400.00	230.55
<b>Total Administrative</b>	<b>533.44</b>	<b>167.25</b>	<b>366.19</b>	<b>1,695.72</b>	<b>1,895.25</b>	<b>(199.53)</b>	<b>2,393.00</b>	<b>697.28</b>
<b>Community Expenses</b>								
5000 - HUD Age Verification	0.00	0.00	0.00	0.00	200.00	(200.00)	200.00	200.00
5200 - Community Events	178.88	125.00	53.88	812.11	1,125.00	(312.89)	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	63.68	0.00	63.68	111.88	300.00	(188.12)	400.00	288.12
<b>Total Community Expenses</b>	<b>242.56</b>	<b>125.00</b>	<b>117.56</b>	<b>923.99</b>	<b>1,825.00</b>	<b>(901.01)</b>	<b>2,500.00</b>	<b>1,576.01</b>
<b>Facilities</b>								
6100 - Grounds and Maintenance	73.52	360.00	(286.48)	977.67	3,240.00	(2,262.33)	4,320.00	3,342.33
6525 - Clubhouse Repair & Maintenance	167.96	170.00	(2.04)	1,683.05	1,530.00	153.05	2,040.00	356.95

# Income Statement Report Country Club Estates Operating

September 01, 2014 thru September 30, 2014

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Facilities</b>								
6555 - Repair and Maintenance	0.00	120.00	(120.00)	128.42	1,080.00	(951.58)	1,440.00	1,311.58
<b>Total Facilities</b>	<b>241.48</b>	<b>650.00</b>	<b>(408.52)</b>	<b>2,789.14</b>	<b>5,850.00</b>	<b>(3,060.86)</b>	<b>7,800.00</b>	<b>5,010.86</b>
<b>Insurance</b>								
5445 - Liability and Hazard Insurance	0.00	208.00	(208.00)	2,341.00	1,875.00	466.00	2,500.00	159.00
<b>Total Insurance</b>	<b>0.00</b>	<b>208.00</b>	<b>(208.00)</b>	<b>2,341.00</b>	<b>1,875.00</b>	<b>466.00</b>	<b>2,500.00</b>	<b>159.00</b>
<b>Utilities</b>								
6000 - Electric Service	120.88	41.00	79.88	466.03	369.00	97.03	492.00	25.97
6025 - Water Service	55.24	59.00	(3.76)	437.88	531.00	(93.12)	708.00	270.12
6050 - Telephone Service	0.00	63.00	(63.00)	450.30	563.00	(112.70)	750.00	299.70
<b>Total Utilities</b>	<b>176.12</b>	<b>163.00</b>	<b>13.12</b>	<b>1,354.21</b>	<b>1,463.00</b>	<b>(108.79)</b>	<b>1,950.00</b>	<b>595.79</b>
<b>Operations</b>								
6300 - Permits & Licenses	150.00	0.00	150.00	150.00	200.00	(50.00)	200.00	50.00
<b>Total Operations</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>150.00</b>	<b>200.00</b>	<b>(50.00)</b>	<b>200.00</b>	<b>50.00</b>
<b>Professional Services</b>								
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	4,125.00	(1,611.50)	5,500.00	2,986.50
7040 - Management Fees	294.25	300.00	(5.75)	2,354.00	2,700.00	(346.00)	3,600.00	1,246.00
<b>Total Professional Services</b>	<b>294.25</b>	<b>758.00</b>	<b>(463.75)</b>	<b>5,190.00</b>	<b>6,825.00</b>	<b>(1,635.00)</b>	<b>9,100.00</b>	<b>3,910.00</b>
<b>Taxes</b>								
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	300.00	(300.00)	0.00	600.00	(600.00)	900.00	900.00
<b>Total Taxes</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>	<b>43.00</b>	<b>600.00</b>	<b>(557.00)</b>	<b>900.00</b>	<b>857.00</b>

# Income Statement Report Country Club Estates Operating

September 01, 2014 thru September 30, 2014

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Expense</u></b>								
<b>Reserve Expenses</b>								
9912 - Operating Contingency Expenses	0.00	38.00	(38.00)	0.00	343.00	(343.00)	457.00	457.00
<b>Total Reserve Expenses</b>	<b>0.00</b>	<b>38.00</b>	<b>(38.00)</b>	<b>0.00</b>	<b>343.00</b>	<b>(343.00)</b>	<b>457.00</b>	<b>457.00</b>
<b>Total Operating Expense</b>	<b>1,637.85</b>	<b>2,409.25</b>	<b>(771.40)</b>	<b>14,487.06</b>	<b>20,876.25</b>	<b>(6,389.19)</b>	<b>27,800.00</b>	<b>13,312.94</b>
<b>Total Operating Income / (Loss)</b>	<b>(1,637.85)</b>	<b>(84.25)</b>	<b>(1,553.60)</b>	<b>12,932.44</b>	<b>48.75</b>	<b>12,883.69</b>	<b>100.00</b>	<b>(12,832.44)</b>



# Income Statement Report Country Club Estates Reserve

September 01, 2014 thru September 30, 2014

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Income</u></b>								
<b>Income</b>								
4910 - Reserve Interest Income	36.32	0.00	36.32	158.26	0.00	158.26	0.00	(158.26)
<b>Total Income</b>	<b>36.32</b>	<b>0.00</b>	<b>36.32</b>	<b>158.26</b>	<b>0.00</b>	<b>158.26</b>	<b>0.00</b>	<b>(158.26)</b>
<b>Total Reserve Income</b>	<b>36.32</b>	<b>0.00</b>	<b>36.32</b>	<b>158.26</b>	<b>0.00</b>	<b>158.26</b>	<b>0.00</b>	<b>(158.26)</b>
<b>Total Reserve Income / (Loss)</b>	<b>36.32</b>	<b>0.00</b>	<b>36.32</b>	<b>158.26</b>	<b>0.00</b>	<b>158.26</b>	<b>0.00</b>	<b>(158.26)</b>
<b>Total Association Net Income / (Loss)</b>	<b>(1,601.53)</b>	<b>(84.25)</b>	<b>(1,517.28)</b>	<b>13,090.70</b>	<b>48.75</b>	<b>13,041.95</b>	<b>100.00</b>	<b>(12,990.70)</b>

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

Date: 10/22/14

To: Homeowners Board

From: Architectural Committee

REPORT ON PETITIONS, APPLICATIONS, AND ACTIONS

REPORTING PERIOD: 9/24/14 - 10/22/14

DATE	APPLICANT	ADDRESS	ACTION REQUESTED
10/7	RICHARDSON	2609 WATER HAZARD	REPLACE ROOF DECKING
10/15	FONTANE/SENA	3000 WEDGE	PAINT EXT. SAME COLOR

DATE	APPLICANT	ADDRESS	ACTION TAKEN
10/10/14	RICHARDSON	2609 WATER HAZARD	APPROVED
10/20	SENA/FONTANE	3000 WEDGE	APPROVED

## Country Club Estates Facility Committee

### Meeting Minutes

October 15, 2014

Present:

Cheryl Richardson, Dennis Grier, Dan Welch, Jim Richardson

Next meeting:

November 19, 2014 2:00 pm

---

#### I. Announcements

All major projects are completed for 2014. We are actively seeking a groundskeeper for 2015. But due to Associa Canyon Gate requirements of a Federal Tax ID number, this may be difficult due to the few hours needed. Volunteers for weeding and cleaning of community entryways are always welcome and appreciated.

#### II. Projects completed

- 1). All new community entryway flagstone signs have been erected.
- 2). Permission was granted from Developer Jim Reedy, to remove the worn Construction entrance sign on the corner of Wedge and Dona Ana.
- 3). Monthly and the Desert Walk weeding and cleaning of community entryways continue.

#### Future Projects

- 1) The Facilities 2015 budget is being submitted for acceptance at this time.
- 2) Job descriptions for both major budget allocations of Housekeeping and grounds keeping are being developed.
- 3) Future projects for 2015 are currently being limited to maintaining and repair of existing project and equipments.

## **HUD 80% Occupancy Report Summary\*** **10/22/2014**

Number of Homes Built:	171	
Number of Occupied Homes:	162	
Homes Occupied with at Least One Over 55:	155	96%
Homes Occupied with No One Over 55:	7	4%
Number of Rentals Included in this Summary:	16	
Number of Vacant Homes NOT Included in this Summary**:	9	
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.

# OCTOBER 2014 WEBSITE REPORT

October 1<sup>st</sup> – October 21<sup>st</sup>

## UPDATES:

August, September, October Activity Calendars

July and August Minutes

Secretary for remainder of year

Welcome Committee update

September/October Newsletter

4<sup>th</sup> of July BBQ—Photo Gallery

Pizza Party—Photo Gallery

## STATS:

Total page loads (2006-2014) 38,848

Year to date—8,311 page loads

2,895 Unique visitors (1,844 first time visitors and 1,051 returning visitors)

October page loads were 507 (as of October 21st)

143 Unique visitors (88 first time visitors and 55 returning visitors)

Visitors in October came from New Mexico, California, Arizona, and Pennsylvania

Wednesday October 1st was the biggest hit day with 147 page loads

Dawna Diltz