

CCEHA Board Meeting Minutes  
February 21, 2013; 4:00 p.m.  
CCEHA Clubhouse

**Call to Order:** Mary Kay Brady called the meeting to order at 4:00 p.m. Roll call was taken with Board members present: Mary Kay Brady, President; Linda Anderson, Treasurer; Dan Welch, Vice President; Janet St.Cyr, Secretary; Phillip Swart, Director; Toots Hayhurst, Director; Cheryl Richardson, Director. Six visitors were present.

**Adoption of Minutes:**

Approval of December 6, 2012 minutes was to have occurred at January 26, 2013 Annual Meeting; however an inquiry had been raised by a homeowner. Previous secretary, Pamela Gulbrandson, agreed to listen to the digital record to determine if a change was necessary. Pamela has completed that analysis and there are no changes to be made. Hearing no further comments, the December 6, 2012 CCEHA minutes have been adopted as originally published.

*Moved by Phil Swart, Seconded by Dan Welch to approve the December 6, 2012 minutes. Motion carried.*

Having researched Roberts Rules of Order and Parliamentary Procedure, Mary Kay advised that proper procedure for the Annual Meeting minutes of January 26, 2013 is to adopt them at today's Board meeting and they will then be available at the 2014 Annual Meeting for any corrections or changes that the general membership wishes to make; they do not stand unapproved. Again, an inquiry had been raised by a homeowner; again Pamela reviewed the digital record and determined that the minutes were properly drafted and the information is correct. No change is necessary.

*Moved by Toots Hayhurst, Seconded by Phil Swart to approve the January 26, 2013 Annual Meeting minutes as published and provided to the 2014 Annual Meeting for any possible changes and ratification. Motion passed with one nay vote.*

*Moved by Phillip Swart, Seconded by Linda Anderson to approve the January 26, 2013 Board minutes. Motion passed.*

**Unfinished Business**

Mary Kay advised that there is nothing new to report on legal proceedings.

Dan Welch gave the HUD Occupancy Report Summary.

As of February 21, 2013 CCE has 170 homes built; 152 homes occupied of which 143 homes are occupied with at least one person over age 55. Thus, our HUD occupancy is 94.08%. Included in this summary are 14 rentals. Not included are 18 vacant homes.

Linda Anderson reported that the CCEHA Ledger Report has been given to Tamara Hurt who found no items requiring more detail. Regarding document retention, Ms. Hurt has advised that the legal requirement is five years, but has suggested that due to legal proceedings we would be advised to retain our records going forward from 2006. A draft document retention policy is in process. The annual audit has been completed and will be posted at the clubhouse. 2012 income taxes have been filed.

Mary Kay reported that as CCEHA is a corporation, all records need to be stored in corporate headquarters—the Clubhouse.

*Moved by Mary Kay Brady, Seconded by Cheryl Richardson that in order to properly store all CCEHA records, we authorize Dan Welch to make a purchase through Costco for a fireproof, four-drawer file cabinet at a cost of approximately \$700 (\$650 + tax) delivered. Motion carried.*

Mary Kay made note of the multi-purpose community center presentation made by John Haley at the Annual Meeting. John's document is hand drawn and will be reviewed by each board member in turn, following which the Board will respond to John.

Work continues on a Rental Policy; and Dan continues on survey of homeowners.

## **New Business**

Committee reports:

**Website** – Stats Report submitted by Dawna Diltz:

Total page loads (2006 - 2012) – 23,928

Year to date page loads – 1,040

410 Unique visitors (261 first time visitors; 149 returning visitors)

February page loads (as of 2/20/13) – 277

105 Unique visitors (50 first time visitors; 55 returning visitors)

Visitors from New Mexico, Arizona, Iowa, Nebraska, Washington, and Louisiana

Dawna notes that both the Domain and Hosting are up for renewal. Normal cost for two years would be \$172.00; however, they are running a special bringing cost down to \$138.42. In addition, Dawna has a 30% discount coupon and a \$5.00 credit, bringing the cost down to \$115.99.

*Moved by Cheryl Richardson, Seconded by Dan Welch to authorize Dawna to complete the two-year website renewal for \$115.99.*

**Welcome** – Charlene LeMaster reported the Welcome Committee has met and one new resident, Louis Silva at 3201 Slice has been welcomed.

**Newsletter** – Barb Root reported that the March newsletter will be completed earlier than projected March 15, 2013 date and will be posted to the web.

**Facilities** – Dennis Grier presented Cindy Chabra's contract for Clubhouse cleaning.

*Moved by Mary Kay, Seconded by Dan Welch that Cindy Chabra's annual contract be renewed at the current rate of \$100.00 per month running January 13, 2013 through December 13, 2013.*

*Motion carried.*

**Architectural** – Chuck Whitaker asked Mary Kay to report that the committee is scheduled to meet next week and will have a full report for the March Board meeting.

**Activities** – Leighanne Wagner reported that the committee's first scheduled meeting of the year will be March 5 at 4:00 p.m. Many ideas are being floated.

Review of Treasurer's Report:

Linda Anderson presented CCEHA Balance Sheet and Profit & Loss report.

The Treasurer's Report does not require a yes/no vote; it will be filed with the minutes and is subject to the annual audit in 2014.

Meeting adjourned at 4:41 p.m.

Next regularly scheduled meeting: Thursday, March 21, 2013 at 4:00 p.m. with open discussion at 3:45 in the CCEHA Clubhouse.

Respectfully Submitted,

**Janet St-Cyr**

CCEHA Secretary

Approved March 21, 2013

## CCEHA Profit &amp; Loss Budget vs. Actual

January 31, 2013

<b>Income</b>		January	YTD	Budget	Budg. vs Actual	Budget
Annual Assessments		\$ 900.00	\$ 900.00			
Late Fees From 2013		\$ -	\$ -			
Annual Assessment 2012		\$ 65.16	\$ 65.16			
<b>Total Association Income</b>		<b>\$ 965.16</b>	<b>\$ 965.16</b>	\$ 26,400.00	\$ 25,565.16	96.84%
<b>Association Expense</b>						
	Bookkeeping	\$ -	\$ -	\$ 500.00	\$ 500.00	100.00%
	Emergency	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 1,350.00	90.00%
	Legal Fees	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	100.00%
	Licenses & Permits	\$ -	\$ -	\$ 250.00	\$ 250.00	100.00%
	Insurance (3)	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100.00%
	Supplies & Mailings	\$ 334.16	\$ 334.16	\$ 1,000.00	\$ 665.84	66.58%
	Taxes & Property Tax	\$ -	\$ -	\$ 800.00	\$ 800.00	100.00%
	Telephone	\$ 55.94	\$ 55.94	\$ 750.00	\$ 694.06	92.54%
	Web Site	\$ -	\$ -	\$ 200.00	\$ 200.00	100.00%
	Utilities					
	Electric	\$ 26.92	\$ 26.92			
	Water & Gas	\$ 43.71	\$ 43.71			
	Total Utilities			\$ 820.00	\$ 820.00	100.00%
<b>Total Association Expense</b>		<b>\$ 610.73</b>	<b>\$ 610.73</b>	<b>\$ 18,320.00</b>	<b>\$ 17,779.90</b>	97.05%
<b>Committee Expense</b>						
	Activities			\$ 2,000.00	\$ 2,000.00	100.00%
	Architectural			\$ 10.00	\$ 10.00	100.00%
	Bylaws			\$ -	\$ -	
	Election & Nominations			\$ 400.00	\$ 400.00	100.00%
	Facilities				\$ -	
	Club house clean	\$ 100.00	\$ 100.00	\$ 1,200.00	\$ 1,100.00	91.67%
	Garden & common areas			\$ 2,800.00	\$ 2,800.00	100.00%
	Club house Maintenance			\$ 1,000.00	\$ 1,000.00	100.00%
	Total Facilities			\$ 5,000.00	\$ 5,000.00	100.00%
	HUD age verification			\$ -	\$ -	
	Newsletter			\$ 400.00	\$ 400.00	100.00%
	Long Term Planning			\$ -	\$ -	
	Welcome			\$ 100.00	\$ 100.00	100.00%
<b>Total Committee Expenses</b>		<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 7,910.00</b>	<b>\$ 7,810.00</b>	98.74%
<b>Total Expenses</b>		<b>\$ 710.73</b>	<b>\$ 710.73</b>	<b>\$ 26,230.00</b>	<b>\$ 25,519.27</b>	97.29%
<b>Net Income</b>		<b>\$ 254.43</b>				

C.C.E.H.A Balance Sheet  
as of January 31, 2013

Assets		
	Current Assets	
	First New Mexico Bank	\$ 34,369.58
	FNB Reserve Account	\$ 32,831.43
	Total Checking/Savings	\$ 67,201.01
	Total Current Assets	\$ 67,201.01
	Fixed Assets	
	Club House	\$ 47,900.00
	Land	\$ 36,386.00
	Total Fixed Assets	\$ 84,286.00
	<b>Total Assets</b>	<b>\$ 151,487.01</b>
Liabilities & Equity		
	Opening Bal. Equity	\$ 89,611.03
	Retained Earnings	\$ 61,621.55
	Net Income	\$ 254.43
	Total Equity	\$ 151,487.01
	<b>Total Liabilities &amp; Equity</b>	<b>\$ 151,487.01</b>

## CCEHA Profit &amp; Loss Budget vs. Actual

February 28, 2013

<b>Income</b>		February	YTD	Budget	Budg. vs Actual	Budget
Annual Assessments		\$21,000.00	\$21,900.00			
Late Fees From 2013		\$ -	\$ -			
Annual Assessment 2012		\$ -	\$ 65.16			
<b>Total Association Income</b>		<b>\$21,000.00</b>	<b>\$21,965.16</b>	\$ 26,400.00	\$ 4,565.16	17.29%
<b>Association Expense</b>						
Bookkeeping		\$ 322.50	\$ 322.50	\$ 500.00	\$ 177.50	35.50%
Emergency		\$ -	\$ 150.00	\$ 1,500.00	\$ 1,350.00	90.00%
Legal Fees		\$ 57.69	\$ 57.69	\$ 10,000.00	\$ 9,942.31	99.42%
Licenses & Permits		\$ -	\$ -	\$ 250.00	\$ 250.00	100.00%
Insurance (3)		\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100.00%
Supplies & Mailings		\$ (121.74)	\$ 212.42	\$ 1,000.00	\$ 787.58	78.76%
Taxes & Property Tax		\$ 83.00	\$ 83.00	\$ 800.00	\$ 717.00	89.63%
Telephone		\$ 55.94	\$ 111.88	\$ 750.00	\$ 638.12	85.08%
Web Site		\$ 115.99	\$ 115.99	\$ 200.00	\$ 84.01	42.01%
Utilities						
Electric		\$ 31.32	\$ 58.24			
Water & Gas		\$ 66.55	\$ 110.26			
Total Utilities				\$ 168.50	\$ 168.50	100.00%
<b>Total Association Expense</b>		<b>\$ 611.25</b>	<b>\$ 1,221.98</b>	<b>\$ 17,668.50</b>	<b>\$ 16,615.02</b>	94.04%
<b>Committee Expense</b>						
Activities				\$ 2,000.00	\$ 2,000.00	100.00%
Architectural				\$ 10.00	\$ 10.00	100.00%
Bylaws				\$ -	\$ -	
Election & Nominations				\$ 400.00	\$ 400.00	100.00%
Facilities					\$ -	
Club house clean		\$ 100.00	\$ 200.00	\$ 1,200.00	\$ 1,000.00	83.33%
Garden & common areas				\$ 2,800.00	\$ 2,800.00	100.00%
Club house Maintenance				\$ 1,000.00	\$ 1,000.00	100.00%
Total Facilities				\$ 5,000.00	\$ 5,000.00	100.00%
HUD age verification				\$ -	\$ -	
Newsletter		\$ 55.64	\$ 55.64	\$ 400.00	\$ 344.36	86.09%
Long Term Planning				\$ -	\$ -	
Welcome				\$ 100.00	\$ 100.00	100.00%
<b>Total Committee Expenses</b>		<b>\$ 155.64</b>	<b>\$ 255.64</b>	<b>\$ 7,910.00</b>	<b>\$ 7,654.36</b>	96.77%
<b>Total Expenses</b>		<b>\$ 766.89</b>	<b>\$ 1,477.62</b>	<b>\$ 25,578.50</b>	<b>\$ 24,100.88</b>	94.22%
<b>Net Income</b>		<b>\$20,233.11</b>				

C.C.E.H.A Balance Sheet  
as of February 28, 2013

Assets		
	Current Assets	
	First New Mexico Bank	\$ 54,604.19
	FNB Reserve Account	\$ 32,831.43
	Total Checking/Savings	\$ 87,435.62
	Total Current Assets	\$ 87,435.62
	Fixed Assets	
	Club House	\$ 47,900.00
	Land	\$ 36,386.00
	Total Fixed Assets	\$ 84,286.00
	<b>Total Assets</b>	<b>\$ 171,721.62</b>
Liabilities & Equity		
	Opening Bal. Equity	\$ 89,611.03
	Retained Earnings	\$ 61,621.55
	Net Income	\$ 254.43
	Total Equity	\$ 151,487.01
	<b>Total Liabilities &amp; Equity</b>	<b>\$ 171,721.62</b>