

CCEHA Board Meeting Minutes
July 18, 2013
CCEHA Clubhouse

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

Adoption of Minutes: *Moved by Dan Welch, Seconded by Toots Hayhurst that the minutes of June 20, 2013 be accepted as written. Motion carried.*

Old Business: MaryKay stated that there is nothing new to report regarding legal proceedings.

New Business:

HUD Report – Dan Welch reported that as of July 18, 2013 we are currently over the 80% HUD Occupancy requirement with 93.75% homes occupied by at least one person over 55; 6.25% homes occupied with no one over 55.

Committee Reports

Website – Status report received from Dawna Diltz; details attached to minutes on the website.

Welcome – Charlene LeMaster reported that new homeowners Richard (Dick) and Nancy Costa, 2913 Bogie Court, are both 55+.

Newsletter – Janet St.Cyr reported that the July issue of the newsletter has been posted to the web and hard copies to non-internet users have been mailed. Note is made that thus far, 145 web visits for the July issue have occurred.

Facilities – Dennis Grier reported the following items:

- the fire pit project has been completed and is ready for use.
- the Desert Walk drip system is working on the timer.
- a faulty screen door latch in the clubhouse has been replaced.

Architectural – three requests have been received and approved:

- Welch, 3000 Bogie Court: Add storm/screen door to front entrance.
- Donahue, 2424 Fairway Drive: Cut out section of rock wall and install gate.
- Linendoll, 3010 Nine Iron Road: Add tiled roof over garage side exit door.

Activities – Leighanne Wagner reported that an emergency box containing a first aid kit, pillow and blanket is now available on top of the clubhouse refrigerator.

The next CCEHA activity is the Not-So-Newlywed-Game is scheduled for Thursday, August 15 at 7:00 p.m. in the clubhouse. It promises to be lots of fun.

Treasurer's Report: Linda Anderson presented financial reports for June. The CCEHA Balance Sheet and Profit & Loss reports ending June 20, 2013 will be filed with the minutes. A question was raised regarding Cindy Sparkle's cleaning schedule. Dan Welch suggested we renegotiate Cindy's contract for calendar year 2014 which is due for renewal in order to gain more clarity regarding her cleaning schedule.

Introduction of NM Senate Bill 497 that became law July 1, 2013: MaryKay reviewed the several forms that will now be required of homeowner's associations in New Mexico.

- HOMEOWNER'S ASSOCIATION (HOA) DISCLOSURE CERTIFICATE through which CCEHA must provide requested documents within 10 days following receipt of a written request from a property owner. Said certificate is to be renewed every calendar year. *Moved by Dan Welch, Seconded by Cheryl Richardson to approve the above captioned form. Toots offered an amendment that item #4 regarding capital expenditures provide space for the current year's expenditures and that succeeding fiscal year capital expenditures would be on a to be determined basis. Motion carried as amended.*

- REQUEST FOR RECORDS/INFORMATION - Many of the documents that may be requested are available on our website at www.cceha.com. All other documents will be made available for review upon written request by the homeowner. If the homeowner requires copies of these documents, a copy cost of \$.25 per page will be assessed. *Moved by Linda Anderson, Seconded by Cheryl Richardson that the Board approves the above captioned form. Motion carried. A supply of forms will be available in the Clubhouse.* MaryKay indicated that it is advisable that one Board Director be the lead person to accommodate the new law's requirements. This Director will work closely with the president and treasurer for access to records/information. Cheryl Richardson has volunteered to be the Compliance Officer to fulfill this responsibility.

- NOTICE OF HOMEOWNER'S ASSOCIATION which is a clear declaration of CCEHA's name, address, and location of recording data in the Luna County Clerk's office. This form is to be signed by the Board president and secretary and notarized each year and filed at the County Clerk's office.

Copier for CCEHA use in regard to the approved forms for Senate Bill 497: It was determined by the Board that we will not accept a homeowner's donation of a copier at this time.

Emergency Contact Information Form: Leighanne Wagner and Cheryl Fontane have updated an emergency information contact form. Homeowners will be advised of this and asked to provide updated information so that in the event of an emergency, proper contact with family members can occur and pets in the household can be cared for.

Meeting adjourned at 4:55 p.m.

Next regularly scheduled CCEHA Board meeting: Thursday, August 15, 2013 at 4:00 p.m. with open discussion at 3:45 p.m. in the CCEHA Clubhouse.

Respectfully Submitted,

Janet St-Cyr
CCEHA Secretary

C.C.E.H.A Balance Sheet

as of July 31, 2013

C.C.E.H.A Balance Sheet			
as of July 31, 2013			
Assets			
	Current Assets		
		First New Mexico Bank	\$ 23,624.00
		FNB Reserve Account	\$ 62,931.46
		Total Checking/Savings	\$ 86,555.46
	Total Current Assets		\$ 86,555.46
	Fixed Assets		
		Club House	\$ 47,900.00
		Land	\$ 36,386.00
	Total Fixed Assets		\$ 84,286.00
	Total Assets		\$ 170,841.46
Liabilities & Equity			
	Opening Bal. Equity		\$ 89,611.03
	Retained Earnings		\$ 61,621.55
	Net Income		\$ 19,608.88
	Total Equity		\$ 170,841.46
	Total Liabilities & Equity		\$ 170,841.46

CCEHA Profit & Loss Budget vs. Actual
July 31, 2013

Income	July	YTD	Budget
Annual Assessments	\$ -	\$26,832.74	
Late Fees From 2013	\$ -	\$ 12.50	
Annual Assessment 2012	\$ -	\$ 65.16	
Annual Assessment Other Transfer Fee	\$ 150.00	\$ 150.00	
Total Association Income	\$ 450.00	\$27,360.40	\$ 26,400.
Association Expense			
Bookkeeping	\$ -	\$ 322.50	\$ 500.
Emergency	\$ -	\$ 833.30	\$ 1,500.
Legal Fees	\$ -	\$ 57.69	\$ 10,000.
Licenses & Permits,Dues & Subscript.	\$ -	\$ 50.00	\$ 250.
Insurance (3)	\$ -	\$ 2,338.00	\$ 2,500.
Supplies & Mailings	\$ 31.84	\$ 812.02	\$ 1,000.
Taxes & Property Tax	\$ -	\$ 93.36	\$ 800.
Telephone	\$ 55.87	\$ 391.39	\$ 750.
Web Site	\$ -	\$ 115.99	\$ 200.
Utilities			
Electric	\$ 27.94	\$ 192.25	
Water & Gas	\$ 54.72	\$ 389.71	
	Total Utilities		\$ 820.
Total Association Expense	\$ 170.37	\$ 5,596.21	\$ 18,320.
Committee Expense			
Activities	\$ -	\$ 175.34	\$ 2,000.
Architectural	\$ -	\$ 51.54	\$ 10,000.
Bylaws			\$ -
Election & Nominations			\$ 400.
Facilities			
Club house clean	\$ 100.00	\$ 700.00	\$ 1,200.
Garden & common areas	\$ 44.66	\$ 966.36	\$ 2,800.
Club house Maintenance	\$ 15.04	\$ 198.58	\$ 1,000.
	Total Facilities		\$ 5,000.
HUD age verification			\$ -
Newsletter	\$ -	\$ 163.52	\$ 400.
Long Term Planning			\$ -
Welcome			\$ 100.
Total Committee Expenses	\$ 159.70	\$ 2,255.34	\$ 7,910.
Total Expenses	\$ 330.07	\$ 7,851.55	\$ 26,230.
Interest Income Reserve Account	\$ -	\$ 100.03	
Net Income	\$ 119.93	\$19,608.88	

AUGUST 2013 WEBSITE REPORT

August 1st – August 15th

UPDATES:

August Activities Calendars

July Newsletter

June Minutes

STATS:

Total page loads (2006-2013) 27,893

Year to date—5,005 page loads

1,741 Unique visitors (1,045 first time visitors and 696 returning visitors)

August page loads were 155 (as of August 15th)

62 Unique visitors (41 first time visitors and 21 returning visitors)

Visitors came from New Mexico, Arizona, Ohio and California

Sunday August 11th was the biggest hit day with 47 page loads

Dawna Diltz

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

Date: 7/19/13

To: Homeowners Board

From: Architectural Committee

REPORT ON PETITIONS, APPLICATIONS, AND ACTIONS

REPORTING PERIOD: 7/19/13 - 8/15/13

DATE	APPLICANT	ADDRESS	ACTION REQUESTED
8/12/13	TONI KELLEY	3016 EAGLE RD	PAID HOUSE REPAIR ROOF STAIN EXT. W SEAL AROUND WINDOW

DATE	APPLICANT	ADDRESS	ACTION TAKEN
8/12/13	TODI KELLEY	3016 EAGLE RD	APPROVED