

CCEHA Board Meeting Minutes  
March 21, 2013  
CCEHA Clubhouse

**Call to Order:** MaryKay Brady called the meeting to order at 4:00 pm. Roll call was taken with Board members present: MaryKay Brady President, Dan Welch, Vice President, Linda Anderson, Treasurer, Cheryl Richardson, Director and Toots Hayhurst, Director. Seven homeowners were present.

**Adoption of Minutes:**

Adopt the February 21, 2013 minutes:

*Moved by Toots Hayhurst, seconded by Dan Welch to approve the February 21, 2013 minutes, Motion carried.*

**Unfinished Business**

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

Dan Welch gave the Age Occupancy Report Summary that is attached to these minutes.

The Board members have had an opportunity to review the "Multipurpose Community Center" as presented by John Haley at the annual meeting. While we salute his efforts there are many more issues to consider at this time. The Long Range Planning Committee had presented a very detailed plan at the December 2011 annual meeting. While we are impeded by legal issues progress is restrained.

With the recent purchase of a four drawer fire safe filing cabinet housed at the clubhouse the Document Retention Policy was presented. *Upon a motion by Toots and a second by Cheryl the procedure was adopted.*

Your board is very concerned about the integrity of its members both now and in the future. To this end we have researched and presented a Board Member Policy patterned after the Attorney General of New Mexico's recommendation for non-profits. *Upon a motion by Toots and a second by Dan, your Board has adopted this policy that states clearly the fiduciary responsibility we share as directors and officers.*

Previous boards have been working on Directors Administrative Polices. While this will be a changing and fluid policy, *upon a motion by Cheryl and a second by Toots the current copy has been modified. It will continue to be a work in progress as issues and laws change.*

Once again the rental policy will be reworked and represented at the meeting Thursday, April 18<sup>th</sup>.

**New Business**

Committee reports

Website report will be given at April meeting

**Welcome**

MaryKay reported one welcome, Kathy Cathey and 3 in the "wings"

**Newsletter**

The March issue was out early as it had a great article about the traditions of St Patrick's Day. Next issue will be available in mid-May. Many folks are checking it out on the website which Barb is monitoring...

**Facilities**

Dan reported that he and Dick Hayhurst have moved the flag pole from the clubhouse (Dick & Debbie had donated years ago) to the Desert Walk. It is hoped to showcase flags (other than US due to flag etiquette rules). Also a six foot oval picnic table with 4 benches has been installed. Jim & Cheryl Richardson have donated 3 climbing rose bushes.

**Architectural**

Chuck reported that 8 requests had been made and 7 were approved by the committee.

**Activities**

Leighanne reported that the meeting held March 5 resulted in plans for every month in 2013. The next Activities meeting will be April 2<sup>nd</sup> and new members are welcomed. The first scheduled event is First Friday Happy Talk which will be coffee and donuts from 9-10 am the 1<sup>st</sup> Friday of every month. A great chance to relax and meet your neighbors both old and new (not necessarily by age but time in the community) Hope to see you April 5<sup>th</sup>. The semiannual CCEHA garage sale will be held April 6<sup>th</sup> from 8 am to 1 pm.

**Review of Treasurer's Report**

Linda Anderson presented the CCEHA Balance Sheet and Profit and Loss Report. It will be filed with the minutes.

**Pending Projects**

Survey of what the community wants; alternative dispute resolution; inventory of assets/set up for audit; assessment collection guidelines; reserve requirement policy-sources and uses of funds.

With no further business appearing for the good of the community the meeting was adjourned at 4:35 pm.

The next scheduled meeting will be Thursday, April 18<sup>th</sup>. Open discussion will begin at 3:45.

Please note CCEHA is being asked to help with the Celebration of Life event April 27<sup>th</sup>

Respectfully submitted

MaryKay Brady, Assistant to the Secretary

CCEHA Profit & Loss Budget vs. Actual

March 31, 2013

<b>Income</b>			March	YTD	Budget	Budg. vs Actual	Budget
Annual Assessments			\$ 3,450.00	\$ 25,350.00			
Late Fees From 2013			\$ 1.50	\$ 3.00			
Annual Assessment 2012			\$ -	\$ 65.16			
<b>Total Association Income</b>			<b>\$ 3,451.50</b>	<b>\$ 25,418.16</b>	\$ 26,400.00	\$ 1,118.16	4.24%
<b>Association Expense</b>							
	Bookkeeping		\$ -	\$ 322.50	\$ 500.00	\$ 177.50	35.50%
	Emergency		\$ 683.30	\$ 833.30	\$ 1,500.00	\$ 666.70	44.45%
	Legal Fees		\$ -	\$ 57.69	\$ 10,000.00	\$ 9,942.31	99.42%
	Licenses & Permits,Dues & Subscript.		\$ 50.00	\$ 50.00	\$ 250.00	\$ 200.00	80.00%
	Insurance (3)		\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100.00%
	Supplies & Mailings		\$ 475.14	\$ 687.56	\$ 1,000.00	\$ 312.44	31.24%
	Taxes & Property Tax		\$ 10.36	\$ 93.36	\$ 800.00	\$ 706.64	88.33%
	Telephone		\$ 55.94	\$ 167.82	\$ 750.00	\$ 582.18	77.62%
	Web Site		\$ -	\$ 115.99	\$ 200.00	\$ 84.01	42.01%
	Utilities						
	Electric		\$ 28.84	\$ 87.08			
	Water & Gas		\$ 72.75	\$ 183.01			
	Total Utilities				\$ 270.09	\$ 270.09	100.00%
<b>Total Association Expense</b>			<b>\$ 1,376.33</b>	<b>\$ 2,598.31</b>	<b>\$ 17,770.09</b>	<b>\$ 15,441.87</b>	86.90%
<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	\$ 300.00	\$ 1,200.00	\$ 900.00	75.00%
	Garden & common areas		\$ 789.33	\$ 789.33	\$ 2,800.00	\$ 2,010.67	71.81%
	Club house Maintenance		\$ 88.94	\$ 88.94	\$ 1,000.00	\$ 911.06	91.11%
	Total Facilities				\$ 5,000.00	\$ 5,000.00	100.00%
	HUD age verification				\$ -	\$ -	
	Newsletter		\$ 53.94	\$ 55.64	\$ 109.58	\$ 53.94	49.22%
	Long Term Planning				\$ -	\$ -	
	Welcome				\$ 100.00	\$ 100.00	100.00%
<b>Total Committee Expenses</b>			<b>\$ 1,032.21</b>	<b>\$ 1,233.91</b>	<b>\$ 7,619.58</b>	<b>\$ 6,385.67</b>	83.81%
<b>Total Expenses</b>			<b>\$ 2,408.54</b>	<b>\$ 3,832.22</b>	<b>\$ 25,389.67</b>	<b>\$ 21,557.45</b>	84.91%
<b>Interest Income Reserve Account</b>			<b>\$ 52.62</b>				
<b>Net Income</b>			<b>\$ 1,095.58</b>				

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

Assets		
	Current Assets	
	First New Mexico Bank	\$ 55,647.15
	FNB Reserve Account	\$ 32,884.05
	Total Checking/Savings	\$ 88,531.20
	Total Current Assets	\$ 88,531.20
	Fixed Assets	
	Club House	\$ 47,900.00
	Land	\$ 36,386.00
	Total Fixed Assets	\$ 84,286.00
	<b>Total Assets</b>	<b>\$ 172,817.20</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>\$ 172,817.20</b>