

CCEHA Board Meeting Minutes - **CORRECTED**
April 19th 6:30 pm to 8:02 pm
CCEHA Clubhouse

Call to Order: MaryKay Brady, President called the meeting to order at 6:30 pm. Roll call was taken and board members present were: MaryKay Brady, President; Gail Root, Vice President; Pamela Gulbrandson, Secretary; Janet St. Cyr Director; Dan Welch, Director and Sue Wolfe, Treasurer. Absent: Jan Hayhurst, Director
Non-board member association attendees totaled 10.

Review Agenda for changes or possible additions: MaryKay asked if there are any changes or additions that were needed. There were none.

Unfinished Business:

- **03/15/12 Board Meeting Minutes-** Pamela Gulbrandson asked if there were any corrections needed. There weren't any so Pamela asked for a motion to accept the minutes as written and published. Janet St. Cyr made a motion to accept minutes as written. Dan Welch seconded the motion, vote taken and it was unanimous.
- **Legal Proceedings Update** – MaryKay indicated that there is no new update at this time.
- **Occupancy Report** – Gail Root gave us the current summary.
 - # Homes built: 170
 - # Homes w/at least one over 55: 153 (90%)
 - # Homes w/no one over 55: 17 (10%)
 - Approximate # rentals: 16
 - Approximate # vacant homes: 3
 - Owned lots w/o house & NOT included in this summary: 8

HUD recommends NOT including the number of unoccupied units in the summary. However, to be on the conservative side, this CCEHA Summary treats the 3 current, known, unoccupied units as a home with no one over 55 in the above numbers.

Gail has received information that the Van Gundy property (2503 Play Thru) has been reportedly sold to someone > 55 years of age. Once the age verification form is received, the above numbers will be adjusted. Occupied w/at least one over 55 would go to 154 (90.6%) and homes with no one over would go to 16 (9.4%), IF the new occupant is indeed over 55.

- **Garden Area Easement Deed** – MaryKay indicated that after speaking with attorneys, city manager and public works people for Deming, no easement deed is needed since we now have the correct and current survey on file which shows all the easements. Everything is current now and we are good to go.
- **Surety Bond Update** – MaryKay for Jan Hayhurst shared that Jan has worked with Pollard Insurance and can get an updated surety bond that tags anyone with signatory authority for coverage. MaryKay made a motion to give Jan the approval to proceed with writing the policy if the cost is \$100 or less. Pamela seconded the motion. The estimated cost is most likely less, but we if we approve say \$75 and it is \$80 then we would have discuss this again. It will be effective upon written and paid. Vote taken, unanimous so motion passes.

- **Association Dues Status** – Sue Wolfe reported that past due notices were sent to 11 homeowners indicating they were late and incurred a late fee. Six homeowners sent in the dues. Only 3 paid the late fee. The other 3 will be assessed this late fee on next year’s assessment. This leaves 5 still delinquent. One has paid \$50 five days after the due date, but nothing since. So that bill has \$1 late fee. The remaining 4 have paid nothing. Sue found the address for Mr. & Mrs. Palkovic, and mailed it out, so they were given to May 1st. She suggested that action for all 5 be deferred until May 1st. Discussion followed. The other 4 delinquent members are: Palko, Darlington, Cilento-Foran and Simmons-Smith. Some of these are repeat late payers year after year. Decision was reached to send these 4 a letter requesting payment within 5 calendar days and if no payment received a lien would be filed resulting in an additional \$50 due (\$25 to file and \$25 to remove). These letters will be sent on Monday April 23, 2012.

New Business:

- **Committees’ Report Out**
 - **Web** – Dawna Diltz wasn’t present and Pamela indicated that she hadn’t seen an email with the report.
 - **Welcome Committee** – Frank Blank confirmed that a new owner has moved into 2503 Play Thru. **Correction – this is a rental situation**. His name is Dan Dougherty and is the county prosecutor. Frank is waiting for him to call so they can welcome him. Frank spoke with the brother who was helping with the move.
 - **Newsletter** – Barb Root said that the committee is working on the next bi-monthly newsletter. Scheduled to be published by May 15th. They are interested in input from the community on content or new ideas. The deadline for submission is April 25th. They are coordinating with Frank Blank to include renters in the “Welcome” section of the newsletter, so we can get to know all of our neighbors.
 - **Long Range Planning & Bylaws** – There has been no communication from either of these committees to the board or webmaster to update a chairperson. It is important that this should be done. By this notice in the minutes – please understand that the board fully supports these committees and understands that these are certain hurdles. **PLEASE schedule a meeting, appoint a chairperson and contact the board.** Bylaws members: Jan Hayhurst, Jackie Loflin, Phil Swart and Sue Wolfe. Long Range Planning members: Phil Swart, Dan Welch and Sue Wolfe.
 - **Facilities Management** – Jim Rankin reported out that they are still working on finding someone for weed control for this year. They do not want the previous contractor. It is hard to find someone who is bonded and licensed. If anyone in the community knows of someone please let them know. Otherwise we will have to have volunteers to get the job done. Gail asked if perhaps was the time to consider using a company with spraying weed killers. The problem is the need to water after the applications and there isn’t water at all of the entrances. Sue suggested that maybe the weeds could be burned like some owners do with a propane torch. Nothing

was decided. Garden bench that Dan Welch made has been installed. The quality of the workmanship was fantastic. Thanks to Dan!! The Cyprus Trees have been planted at the west end of the garden and climbing roses have been put on both ends of the bench. They have to work on some type of watering for the new trees. There was some discussion between Sue and Jim about the budget amounts. They will get together outside of the meeting to clear up any confusion about the monies and in what bucket the expenses should go into.

- **Architectural** – Debbie Gwin submitted a resignation as of this meeting. Therefore we NEED a replacement since the Declaration of Restrictions requires 3 members on this committee. NOTE: since the meeting Donna Potter has volunteered to step up and be on the committee. Debbie proceeded with the March 16 to April 19 report:
 - March 17 Install wrought iron gate at bottom of stairs leading to the roof deck, (work done by Baca Fence Company) 3000 Wedge Rd. Approved
 - March 22 Paint exterior of house (same color white) 2500 Fairway Dr. Approved
 - March 30 Repaint house and trim (same color) 3011 Hook Rd. Approved
 - April 5 Install retractable screen doors (sandstone) 2428 Fairway Dr. Approved
 - April 5 Repair and repaint exterior of house and trim (light sand), repaint gates (black) 2911 Eagle Rd. Approved
 - April 18 Repaint house same color as present 3100 Eagle Rd. (work to be done by William Johnston Construction) Approved
- **Activities** – Pamela gave an update. April 17th we had the tour at the Chili Institute in Las Cruces. It was a good tour and 10 people came. There is a tour in July/August that includes visiting the fields and greenhouse. We will try and see if there is interest enough to do this. It must be reserved like a month in advance and cost \$10 per person. May 5th will be the community garage sale with an ad in the Deming Headlight, as well as a flyer and verbiage in the Chamber of Commerce. May 8th is the Trivia Night – this is sponsored by Jim and Jackie Rankin. May 12th will be card bingo with Leighanne Wagner guiding us through this version. After that we have the 4th of July BBQ scheduled. We will be looking for a new shade cover for this year.
- **Bookkeeper resignation** – Sue shared that Jean Garcia has resigned as the bookkeeper effective today (4/19/2012). There has been some searching going on for a new one. Sue indicated that she is not willing to proceed much longer without a bookkeeper since she does not want the responsibility of the checkbook. There has been one person who is interested. She is not licensed or bonded, but she works for 1st New Mexico Bank. Her name is Gloria Herrera. She does have to get approval from the bank since she would be working for a client. She also wanted to give it a try for 90 days. Gail made a motion to ask Gloria for the 90

days and this will give us time to evaluate the look for others if needed. Janet seconded the motion. Vote taken, all in favor with the exception of Sue Wolfe, who abstained. MaryKay will contact Gloria and let the board know.

- **Treasurer's Report** – The monthly reports were sent to Sue Wolfe midmorning of the meeting, so no one had time to review. These will be deferred to next month's meeting.
 - Luna County Property Assessments – Sue has received the Property Tax valuations for the clubhouse and parking lot. It seems to reflect the amount that was adjusted from the 2011 dispute that Ron Wolfe did.
 - Annual Financial Review – Sue will work on this next week and get with Tamara Hurt to get this done.
- **Correspondence to/from Secretary** – Pamela shared that she has done the basic things like emailing and mailing the minutes. She has sent out quite a few community wide emails for events in and around Deming. We did receive the confirmation from the Chamber of our membership and the window sticker that will be placed on one of the clubhouse windows.
- **Discuss Different Starting Time for the board meetings** – Dan Welch suggested that since we are all retired and by having the meetings in the evening we miss certain things, like the 3rd Thursday for Main Street, so can we start earlier. Janet made a motion to start the meetings at 4 pm. Gail seconded it, vote as unanimous and motion passed.
- **Next Board Meeting** – May 17th at **4:00 pm (note time change)** in the clubhouse.
- **Adjournment** – Gail motioned that we adjourn, Janet seconded and the vote was unanimous. Meeting adjourned at 8:02 p.m.

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary