

CCEHA Board Meeting Minutes  
January 22, 2011 12:20 pm to 12:59 pm  
Held in the Deming Senior Center

**Call to Order:** Ron Wolfe, president called the meeting to order at 12:20 pm. Roll call was taken and board members present were: Jan Hayhurst, Director; Jess Hays, Treasurer; Gail Root, Vice President; MaryKay Brady, Director; Yenny van Dinter, Director; Pamela Gulbrandson, Secretary and Ron Wolfe, President. Ron Wolfe welcomed the new members and thanked the outgoing. He shared with the new board members that we are all equal when it comes to discussions and voting. He also thanked the community for voting and attending the annual meeting.

**Old Business:**

- **11/18/10 Board Meeting Minutes** were reviewed for any changes. Gail Root made a motion to accept minutes as written. Yenny van Dinter seconded the motion, vote taken, with Jan Hayhurst and MaryKay Brady abstaining since they weren't on the board at that time; remaining board members voted to accept. Minutes were approved.
- **November's Treasurer Report** – Jess Hays explained that the dividend line item on the Profit & Loss vs. Actual isn't budgeted for so this won't match up exactly. The top section you add the columns down. The bottom section you add across. Explanation was accepted. Gail Root made a motion to accept the report. Yenny van Dinter seconded the motion, vote taken, with Jan Hayhurst and MaryKay Brady abstaining since they weren't on the board at that time; remaining board members voted to accept.
- **Committee sign ups** – Pamela Gulbrandson thanked the volunteers and asked the community for continued involvement. There will be sign up sheets in the clubhouse. If anyone is on a committee already and wants to stay on it for 2011, they should still sign up so we can be assured that they are on the committee. We don't want to assume.

**New Business:**

- **Treasurer's Report** – Jess Hays
  - Monthly Balance Sheet through December 31 and the Profit & Loss Budget vs. Actual for January through December 2010 were presented. MaryKay Brady made a motion to approve as presented. Gail seconded the motion. Vote was unanimous. Reports attached at the end.
  - Jess presented the new contract for the bookkeeper with an increase of \$9.00 per month. Jess made the motion to approve this and continue with the services. Gail seconded the motion. Vote was unanimous. Contract was given to Ron Wolfe for signature. Budget monies were just approved in the annual meeting for this. Ron informed the new members; as well as a reminder to the existing ones, that the Treasurer cannot sign checks. Only the President, Vice President and the Secretary can do this. CCEHA requires 2 signatures for all checks. Pamela will prepare a letter to the bank indicating who the board members are with a page copy from the

meeting minutes so that the signature can be updated. As to signing contracts, the President is responsible for this, along with the Secretary or any other proper officer of the board, per the Bylaws.

- Jess received the Nonprofit Corporate Report that needs to be filled out and returned. He gave that to Ron Wolfe.
- **Correspondence to/from Secretary** – Pamela Gulbrandson
  - Last board meeting minutes sent out to all, as well as posted at the clubhouse and on the web.
  - Sent/Received emails out –
    - HOA Dues reminder, annual membership meeting asking for volunteers and agenda items, the court hearing in Dec, the updated telephone & address listing, the newsletter on the website, the cancellation of the Dec. board meeting, the start time for the annual meeting, the lost dog, adoption of cats, shingles shots, Deming Christmas Plays and Caroling, as well as caroling in our neighborhood at the Compton's house.
- Ron Wolfe brought up 2 new business items:
  - Bob Nelson had some questions that he didn't feel were answered in the annual meeting so he will get with Ron this next week. Ron will share what those are.
  - Association Dues – The Bookkeeper and Jess are getting together since these are due 30 days from the date of the annual meeting. These bills should be going out within the week. Gail Root indicated that we need to follow the Bylaws for the collection and steps if members are late in paying. After some discussion, Jan Hayhurst suggested that an insert be placed in the invoices stating the Bylaws so there is no confusion. The board agreed so an insert will go out.
  - Director's roles – in previous board meetings there has been discussion with Directors being liaisons with some committees to assist with communication and progress. MaryKay will be the Facilities Committee one and Jan Hayhurst will be the Long Range Committee one (she is on the committee as well). Yenny van Dinter is the liaison for the Activities Committee (she is on the committee as well).
- **Committees Report Out** –
  - Architectural Committee – Debbie Gwin provided a report with the one request of repainting gates which was approved.
- **Next Board Meeting** – February 24th at 6:30 pm in the CCEHA clubhouse.
- **Adjournment** – MaryKay motioned that we adjourn, Jan seconded and the vote was unanimous. Meeting adjourned at 12:59 p.m.
- **Open discussion followed the board meeting with members present.**

Respectively Submitted,  
*Pamela Gulbrandson*  
CCEHA Secretary

C.C.E.H.A.  
**Balance Sheet**  
 As of December 31, 2010

	<u>Dec 31, 10</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Activity Cash Funds	47.72
Fidelity Investments	32,649.38
First New Mexico Bank	24,702.56
Total Checking/Savings	<u>57,399.66</u>
Accounts Receivable	
Accounts Receivable	-300.00
Total Accounts Receivable	<u>-300.00</u>
Total Current Assets	<u>57,099.66</u>
Fixed Assets	
Club House	47,900.00
Computer	936.57
Fixed Asset - Television	1,531.99
Land	36,386.34
Total Fixed Assets	<u>86,754.90</u>
<b>TOTAL ASSETS</b>	<u><b>143,854.56</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	92,079.93
Retained Earnings	40,634.05
Net Income	11,140.58
Total Equity	<u>143,854.56</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>143,854.56</b></u>

12:24 PM  
 01/17/11  
 Accrual Basis

**C.C.E.H.A.**  
**Profit & Loss Budget vs. Actual**  
 December 2010

	Dec 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
Activities Committee	610.44	208.33	402.11	293.0%
Association Expenses				
Printing and Reproduction	123.06			
Supplies				
Office	487.29	250.00	237.29	194.9%
Supplies - Club House	0.00	75.00	-75.00	0.0%
Total Supplies	487.29	325.00	162.29	149.9%
Total Association Expenses	610.35	325.00	285.35	187.8%
Grounds & Landscaping	0.00	41.67	-41.67	0.0%
Insurance				
Liability Insurance	0.00	154.17	-154.17	0.0%
Total Insurance	0.00	154.17	-154.17	0.0%
Maintenance on Facility	200.00	83.33	116.67	240.0%
Newsletter	0.00	125.00	-125.00	0.0%
Postage and Delivery	0.00	0.00	0.00	0.0%
Professional Fees				
Accounting & Bookkeeping	274.14	141.67	132.47	193.5%
Legal Fees	0.00	416.67	-416.67	0.0%
Total Professional Fees	274.14	558.34	-284.20	49.1%
Repairs				
Building Repairs	0.00	366.67	-366.67	0.0%
Total Repairs	0.00	366.67	-366.67	0.0%
Telephone	109.68	66.67	43.01	164.5%
Utilities				
Electricity & Water	96.15	92.48	3.67	104.0%
Utilities - Other	0.00	79.17	-79.17	0.0%
Total Utilities	96.15	171.65	-75.50	56.0%
Web-Site	0.00	37.50	-37.50	0.0%
Total Expense	1,900.76	2,138.33	-237.57	88.9%
Net Ordinary Income	-1,900.76	-2,138.33	237.57	88.9%
Other Income/Expense				
Other Income				
Dividend Income	1.02	2.71	-1.69	37.6%
Interest Income	0.02			
Other Income	1.62			
Total Other Income	2.66	2.71	-0.05	98.2%
Net Other Income	2.66	2.71	-0.05	98.2%
Net Income	-1,898.10	-2,135.62	237.52	88.9%

C.C.E.H.A.  
**Profit & Loss**  
 January through December 2010

	Jan - Dec 10
Ordinary Income/Expense	
Income	
Annual Assessments	
Finance Charge - Late Fees 2010	16.50
Annual Assessments - Other	26,848.50
Total Annual Assessments	26,865.00
Initiation Fees	150.00
Rental Income for Clubhouse	25.00
Total Income	27,040.00
Expense	
Activities Committee	1,582.19
Association Expenses	
Printing and Reproduction	123.06
Supplies	
Office	1,206.82
Supplies - Other	96.80
Total Supplies	1,303.62
Total Association Expenses	1,426.68
Board Expenses	150.00
Grounds & Landscaping	368.08
Insurance	
Liability Insurance	1,704.00
Insurance - Other	359.00
Total Insurance	2,063.00
Licenses and Permits	10.00
Maintenance on Facility	1,108.81
Newsletter	643.65
Postage and Delivery	146.72
Professional Fees	
Accounting & Bookkeeping	1,469.82
Legal Fees	1,005.50
Total Professional Fees	2,475.32
Property Tax	702.09
Repairs	
Building Repairs	3,395.71
Total Repairs	3,395.71
Taxes	84.00
Telephone	711.27
Utilities	
Electricity & Water	865.04
Total Utilities	865.04
Web-Site	211.92
Total Expense	15,944.48
Net Ordinary Income	11,095.52
Other Income/Expense	
Other Income	
Cleaning Deposit	0.00
Dividend Income	16.76
Interest Income	1.68
Other Income	26.62
Total Other Income	45.06
Net Other Income	45.06
Net Income	11,140.58