

CORRECTED

CCEHA Board Meeting Minutes
February 24, 2011 6:30 pm to 7:58pm
CCEHA Clubhouse

Call to Order: Ron Wolfe, president called the meeting to order at 6:30 pm. Roll call was taken and board members present were: Jan Hayhurst, Director; Gail Root, Vice President; MaryKay Brady, Director; Yenny van Dinter, Director; Pamela Gulbrandson, Secretary and Ron Wolfe, President. Absent was Jess Hays, Treasurer. Quorum present so meeting proceeded.

Unfinished Business:

- **01/22/11 Board Meeting Minutes** were reviewed for any changes. MaryKay Brady made a motion to accept minutes as written. Jan Hayhurst seconded the motion, vote taken. Minutes were approved.
- **Status of Bob Nelson questions** – Ron Wolfe shared that Bob Nelson had a lot of questions before the annual meeting and most were answered. He had 3 questions that he thought weren't answered. However, he has not contacted Ron as of this date. No conclusion at this time.
- **Lawsuit Status** – Ron shared that there has been no change and we are still awaiting the judge's decision.
- **Committees and volunteers for 2011** – Pamela Gulbrandson updated the board that all committees with the exception of the Nomination and Election Committee have volunteers. There are 34 unique volunteers from the community. Some folks are on more than one committee. Thank you to all of the volunteers. CCEHA website is current with the names for all committees.
- **Newsletter – discuss electronic process, paper copy question and 2011 publishing schedule** – Streamlining the process by placing the newsletter on the web will not only reduce costs, it will be easier to publish if we don't go to the printer and placing it on the web will allow for links and more pictures. Betty Buman had shared this idea at the annual meeting and there had been questions about printing paper copies. Discussion about the paper copies followed. Currently we have 6 people that request paper copies of other documents and they all reside here in the neighborhood, so posting in the clubhouse should work. We also want to have some kind of a schedule so that the community will know when to look for the newsletter on the web. Three publications a year seems to be what has been happening. **However, for this year March, June, September and December are the months agreed upon.** Betty wanted to know if we could see how many people viewed it on the web. Pamela will ask Dawna. Decision reached was to place the newsletter on the website and Ron Wolfe will print one black and white copy for the clubhouse. Next newsletter is scheduled for March.

New Business:

- **Treasurer's Report** – MaryKay Brady for Jess Hays
 - Monthly Balance Sheet for January 2011 and the Profit & Loss Budget vs. Actual for January 2011 were presented. The budget line items are all

showing below budget which is natural since this is the first month and charges will be forthcoming. Ron Wolfe made a motion to approve as presented. Gail Root seconded the motion. Vote was unanimous. Reports attached at the end.

- MaryKay gave Gail Root the Age Verification forms from the new homeowners – the Westenhofers who bought 3017 Putting Green.
- Association Dues Status – As of today we have 148 payments received. On March 1st when Jess Hays returns he will send out a delinquent letter to the owners that are still showing outstanding.
- Tax Filing for this year – Gail Root asked about the status of this so that we are not late, as was the case last year.
- **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 –
 - Miscellaneous emails sent and received. Received some telephone number updates which will be on the next publication.
 - Letters prepared and sent to 1st New Mexico Bank, State Farm and CCEHA Attorney advising of the 2011 Board Members. The Bank letter serves as the notice to update the signature card, removing Phil Swart and placing Gail Root on it.
- **Double assessment on his double lot** – We received a letter from Mr. Wadleigh stating that he wished to present to the board his reasoning for why he thinks he should pay only one assessment amount for his property at 3008 Wedge Rd, lots #34 & 35. Mr. Wadleigh indicated that he had received an assessment billing for both lots, however he has always registered his property as one property. He states that he has sent back waivers in the past years and that his packet this year didn't have the waiver in it. He showed copies of the checks from past year's that are all for \$150.00 which shows intent. He would like the board to investigate the procedures that may have led to this confusion and the idea of a permanent waiver. He gave MaryKay the check for \$150.00 for 2011. Following discussion was that the past practice around the waivers is unclear and the Bylaws are a bit ambiguous. Bylaws – Article III "...however an owner who owns more than one lot may waive their right to vote the additional lot(s) by written notice to the Board. By doing so the owner will be required to pay only one assessment." This doesn't state whether the written notice is a one time event or every year and if the lots are to be contiguous or not. We need some clarification on this and not go on individual interpretation. Gail Root made a motion that we suspend the double lot assessments for 2011 and refund anyone who may have sent in 2 payments. MaryKay Brady seconded the motion. Vote was taken and it was unanimous. The board will look into the procedures and Bylaws around this issue. Starting with and audit of the files Jess Hays has that contain waivers from this year and previous years.
- **Contracts for clubhouse cleaning, common area maintenance and bookkeeper** – We have the 3 contracts for these services. All of these contracts have monies approved in the 2011 budget. The common area maintenance and clubhouse cleaning contracts were approved as is. Gail brought up that the bond

for Cindi's Sparkle Company expires March 31, 2011, so we will want to get an updated bond at that time. Dennis Grier will do this. The bookkeeper contract has verbiage in it that Gail questions. Verbiage is:

"... After the expiration of the first year, either party may terminate this agreement. It is further agreed that this contract shall automatically renew itself for a period equal to the original term to term thereafter." Gail wants the contract to be consistent with the other 2 and the template that we are using. So he proposed this change to the bookkeeper contract – *"This contract can be terminated by either party with a 30 day notice."* Ron said we can draw a line through this clause and insert the 30 day notice verbiage. Gail made a motion to accept all 3 contracts, with the changes on the bookkeeper one. Yenny seconded it and vote was unanimous. Ron and Pamela will sign the contracts and distribute. Jess Hays will take the bookkeeper contract and explain the changes. Original contracts will then be filed with the Secretary.

- **Usage Donation to Deming Senior Center for the annual meeting-** Pamela Gulbrandson shared that last year we gave a check in the amount of \$150.00 to the Deming Senior Center for using their facilities. She made the suggestion that we make a \$150 donation to the center. Jan Hayhurst made it a motion, MaryKay seconded it and vote was unanimous. Jess will take this piece of the minutes as back up to request a check from the bookkeeper. These funds will come out of the association budget line.
- **Reset Clubhouse access code** – Last year the clubhouse access code was reset and Gail Root is wondering if we should do this every year as a precaution with renters and owners turn over. He would like to see this reset every year but he wants to know what the board thinks. Last year it was reset because we did have an incident with the access code being comprised. The consensus was that if there is not a good reason and the confusion it will cause to reset it, to not do this at this time. NOTE to MEMBERS – clubhouse maintenance and security – please help to keep the clubhouse secure and maintained. Also, remember to turn down the heat in the winter and turn off the swamp cooler in the summer. Make sure doors are locked. Please clean up after any activity or party.
- **Committees Report Out** –
 - Activities Committee – Pamela Gulbrandson shared that in January we had a Crime Stoppers meeting followed by a Wine sharing tasting party. 24 people showed up. Good presentation by Tom Strauss. March's event will be Mardi Gras on March 8th. There is a sign up sheet in the clubhouse. In April there will be a community garage sale on the 2nd and on the 15th there will be a "Whine" & Snacks party with some fun things around tax day and paying Uncle Sam. The Activity Committee needs more volunteers – we have had some resignations so we are down to 7 members. PLEASE consider volunteering.
 - Age Verification – Gail Root updated us that he had a call from Century 21 Realty about 2912 Wedge and if they could sell to a buyer under 55 years of age. Due to our current composition, Gail approved this with the caveat that the age verification forms be returned. Blue Diamond Realty called about a renter under 55 and he approved that as well. The developer JR Builders put out a feeler to him about a possible build for under 55. Again the answer was yes since we aren't at the 20% level at this time. He

has given the age verification files to the Secretary, however will continue to update these. Ron Wolfe sent him an email about 2915 Nine Iron seems to have other occupants than the owner. No one seems to know about this. We need to have the HUD verification done. He will meet with the Welcome Committee tomorrow and see if we can set up contact with them. If there is a violation of parking (autos parked on the landscaping) this can be handled with the Architectural Committee.

- Architectural Committee – Barb Root for Debbie Gwin provided a report with 4 requests that were all approved. Debbie provided the written report to the Secretary via email.
- Bylaws – Jan Hayhurst said that there have been no meetings or new actions.
- Facilities Management –
 - Dennis Grier let us know that Border Pest Control is supplying the monthly pest control spraying around the clubhouse at no charge to us because of all the business they have from the neighborhood and JR Builders. If we see any bugs inside the clubhouse, please let Dennis know. Don't buy products like ant traps since Border Pest will come back out and spray. He will let Cyndi know this too.
 - At the Play Thru entrance the large cacti have been damaged by the freeze and thinks that they might need to be removed. Dennis will keep an eye on them. The board advised him that if there is a danger of them falling and either hurting someone or damaging property to arrange for removal.
 - The lights at the Play Thru entrance are out and Dennis says that these are JR Builders and he will prod Jim Reedy. Gail thought we might want to look into how much it would cost to fix and install lights going forward.
- Long Range Planning – Don Ward gave an update on the survey results, which he gave the board, a paper copy. They have had 24 returned as of this date. He will give us another update next meeting.
- Web - Pamela Gulbrandson for Dawna Diltz gave the web details – updates that have been made to the web are: January annual meeting minutes, January Board Meeting minutes, 2011 Board of Directors, February Activities calendar, Wine tasting and CS presentation photos and the December Newsletter. Stats: As of February 24th there have been 378 page loads. 120 Unique visitors (94 first time visitors and 26 returning visitors) Visitors came from various locations in NM, AZ, CA, Virginia, and West Virginia. Sunday February 13th was the biggest hit day with 52 page loads. Year to date stats: 706 page loads with 215 unique visitors (162 first time visitors and 53 returning visitors).
- Welcome – Lorraine Sanborn will hand over everything to the new committee. She did follow up with Linda Anderson and Lila Welch since they officially moved into their home on Bogie and give them the wine

basket from JR Builders since it was a new build. The board thanked Lorraine for the good job she has done on this committee for 2 years.

- **Next Board Meeting** – March 24th at 6:30 pm in the CCEHA clubhouse.
- **Adjournment** –MaryKay motioned that we adjourn, Yenny seconded and the vote was unanimous. Meeting adjourned at 7:58 p.m.

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary

C.C.E.H.A.
Balance Sheet
As of January 31, 2011

	Jan 31, 11
ASSETS	
Current Assets	
Checking/Savings	
Activity Cash Funds	47.72
Fidelity Investments	32,650.24
First New Mexico Bank	26,802.56
Total Checking/Savings	59,500.52
Accounts Receivable	
Accounts Receivable	-150.00
Total Accounts Receivable	-150.00
Other Current Assets	
Undeposited Funds	7,050.00
Total Other Current Assets	7,050.00
Total Current Assets	66,400.52
Fixed Assets	
Club House	47,900.00
Computer	936.57
Fixed Asset - Television	1,531.99
Land	36,386.34
Total Fixed Assets	86,754.90
TOTAL ASSETS	153,155.42
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	92,079.93
Retained Earnings	51,774.63
Net Income	9,300.86
Total Equity	153,155.42
TOTAL LIABILITIES & EQUITY	153,155.42

5:04 PM
02/16/11

C.C.E.H.A.
Reconciliation Summary
Fidelity Investments, Period Ending 01/31/2011

	Jan 31, 11
Beginning Balance	32,649.38
Cleared Transactions	
Deposits and Credits - 2 items	0.86
Total Cleared Transactions	0.86
Cleared Balance	32,650.24
Register Balance as of 01/31/2011	32,650.24
Ending Balance	32,650.24

C.C.E.H.A.
Profit & Loss Budget vs. Actual
January 2011

	Jan 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Assessments	0.00	2,400.00	-2,400.00	0.0%
Finance Charge - Late Fees 2010	9,150.00			
Annual Assessments - Other	9,150.00	2,400.00	6,750.00	381.3%
Total Annual Assessments	150.00			
Initiation Fees	9,300.00	2,400.00	6,900.00	387.5%
Total Income				
Expense				
Association Expenses				
Accounting & Bookkeeping	0.00	100.00	-100.00	0.0%
Emergency Fund	0.00	125.00	-125.00	0.0%
Legal Fees	0.00	416.66	-416.66	0.0%
Supplies	0.00	183.34	-183.34	0.0%
Supplies & Mailings	0.00	183.34	-183.34	0.0%
Total Supplies	0.00	66.66	-66.66	0.0%
Telephone	0.00	35.00	-35.00	0.0%
Utilities	0.00	48.34	-48.34	0.0%
Electricity	0.00	83.34	-83.34	0.0%
Water & Gas	0.00			
Total Utilities	0.00	975.00	-975.00	0.0%
Total Association Expenses				
Committee Expenses				
Activities Committee	0.00	208.34	-208.34	0.0%
Architectural Committee	0.00	10.00	-10.00	0.0%
Bi-Laws Committee	0.00	166.64	-166.64	0.0%
Election Committee	0.00	400.00	-400.00	0.0%
Documents for Voting	0.00	400.00	-400.00	0.0%
Total Election Committee	0.00	675.00	-675.00	0.0%
Facilities Committe	0.00	100.00	-100.00	0.0%
Long Term Planning Committee	0.00	100.00	-100.00	0.0%
Newsletter Committee	0.00	1,659.98	-1,659.98	0.0%
Total Committee Expenses	0.00	2,634.98	-2,634.98	0.0%
Total Expense	9,300.00	-234.98	9,534.98	-3,957.8%
Net Ordinary Income	0.84			
Other Income/Expense				
Other Income				
Dividend Income				

5:45 PM
 02/16/11
 Cash Basis

C.C.E.H.A.
Profit & Loss Budget vs. Actual
 January 2011

	Jan 11	Budget	\$ Over Budget	% of Budget
Interest Income	0.02			
Total Other Income	0.86			
Net Other Income	0.86	0.00	0.86	100.0%
Net Income	9,300.86	-234.98	9,535.84	-3,958.1%