

CCEHA Board Meeting Minutes
October 28, 2010 6:31 pm to 7:42 pm
Held in the CCEHA Clubhouse

Call to Order: Ron Wolfe, president called the meeting to order at 6:31 pm. Roll call was taken and board members present were: Pamela Gulbrandson, Secretary; Phillip Swart, Vice President; Jess Hays, Treasurer; Jackie Rankin, Director; Ron Wolfe, President; Gail Root, Director; and Yenny van Dinter, Director.

Old Business:

- **09/23/10 Board Meeting Minutes** were reviewed for any changes. One minor change had been presented by Phil Swart previously. Jackie Rankin made a motion to accept minutes as written & amended. Yenny van Dinter seconded the motion, vote was unanimous. Minutes were approved.
- **Lawsuit Status** – Ron Wolfe indicated that there has still been no response as of yet from the judge. Gail Root shared that the CCEHA Attorney thinks that this is a good thing since if we wait for the judge; the ruling will be favorable for CCEHA.
- **Progress on writing process and procedures for board positions, as well as from pertinent committees** – Pamela Gulbrandson shared that there has been good progress made on the board position process and procedures. All the board members have submitted their drafts. As to the committees we have received documents from the Newsletter, Nominations and Elections, Yearbook and Welcome Committees. Jess Hays indicated that he has something for the Budget committee and will forward to Pamela. Still need these from Activities, Age Verification (HUD), Budget, Facilities Management and Long Term Planning. We have set a deadline of December for these so we can start 2011 with process and procedures under our administrative policies in place.
- **Work Quotes from Contractors for maintenance of common areas to compare with the Border Pest Control quote** – Jackie Rankin has received 2 quotes from local contractors for the manual pulling of weeds, maintenance of the common areas and hauling the rubbish away. Both are for \$100 per month which would be \$1200 per year. The Border Pest Control quote was \$1020.00 and if we use them we would have to water the areas within a week. In the common areas around the entrances and the garden there isn't easily accessible water here. After some discussion the Facilities Committee and some board members preferred the "green method" of manual maintenance. The Facilities Committee will be submitting the manual contractor amount within their budget request since they believe this is the better alternative.
- **Employment agreement with David Gorman as the CCEHA Attorney** – Ron Wolfe shared that we have a signed agreement with Mr. Gorman to be the attorney for CCEHA. Gail Root went with Ron to finalize this and indicated that it was important to note that Mr. Gorman is the attorney for the *Entity* CCEHA, not an attorney for a board member or association member individually. He has asked that all contact with him come through the board.

- **Quotes Painting of the exterior of the clubhouse (for 2011 Budget)** – Dennis Grier has received 2 quotes for painting. One is for \$2504 and the other is for \$3200. There are some discrepancies in the work being described so he will contact the lower bid contractor and clarify. This will be submitted within the Facilities Management Committee budget request for 2011. It was mentioned that we should keep in mind, per the By Laws the president and secretary, along with any other proper officer of the CCEHA “Corporation”, are the ones who would sign contracts. Gail Root acknowledged that the work on the getting the grounds clean up quotes, the painting estimates and so forth is what the board wants committees to do. This is the right way to do this.
- **Update on volunteers for the Long Term Planning Committee** – Pamela Gulbrandson gave an update that we have only had 3 volunteers for this committee. We REALLY need more volunteers on this committee. We need people to step up and if they have ideas about the long term improvement please volunteer. Pamela will put out another notice. Don Ward wants people who have new ideas.

New Business:

- **Treasurer’s Report** – Jess Hays
 - Budget overview October was projected for all to see. There is a line item at the top that says Interest & Dividends + Misc. This is for the monies received for the piano sale. We have received our first legal bill. This is the work done this year on the suit. All seems to be going well.
 - Bank & Financial statements through September 30, 2010 – copies were handed out, no discussion needed.
 - Phil Swart made a motion to accept Treasurer’s report, Jackie Rankin seconded the motion, and vote was unanimous. Treasurer’s report was approved.
 - Jess added in an item – he will put together an email that he wants Pamela to send out reminding the membership that the annual homeowner’s association dues are coming due and payable right after the annual membership meeting.
- **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.
 - Received emails from some homeowners that their telephone numbers & email addresses have changed. I will update the telephone and address listing for the next mail out.
 - Ron Wolfe received an email from Gail Root in which he stated that he is resigning effective the January Annual Meeting from his Director position. He will continue to fulfill his duties as director.
- **Update on the Elections & Nomination Committee** – Yenny van Dinter gave an update from Pam Fletcher, who wasn’t able to attend the meeting. “As of today’s date we have physically received one application for one of the offices currently. We are talking to others and have some positive feedback but as of this date do

not have signed apps. Forms will be in the Clubhouse on Monday and will be sent out via email by then also. Pamela Fletcher, Debbie Gwin, Lorraine Sanborn, Election Committee” Yenny indicated that anyone who wants to put their name in for a position the forms will be there.

- **By Laws and direction going forward, advice from attorney** – Ron Wolfe shared that the attorney has advised us to simplify these as much as we could. Some of the items could be in procedures. Rudy Rosenquist brought in a package for the board that we haven’t been able to review, so Ron suggested that we table this discussion and have a working planning session with the By Laws Committee to discuss this. No date set, we’ll have to work with the committee. Ron did indicate that we would like to have this meeting before the next board meeting. Rudy will coordinate with the board. Gail Root made a motion to accept the table suggestion, Phil Swart seconded the motion, and vote was unanimous.
- **Committees Report Out** –
 - Activities Committee – Pamela Gulbrandson reported on the October 23rd – Oktoberfest at the Mimbres Valley Brewing Company at 6 pm. There were 44 attendees and all had a great time. November 13th will be an International Theme potluck in clubhouse with a food drive for humans and animals. December 4th we are still working out details for our Christmas Dinner Party at the Rio Mimbres Country Club. We will also be working up a survey again to get input for 2011 activities and events.
 - Age Verification (HUD) – Gail Root indicated that the responses have pretty much died out. There are 17 outstanding and these appear to be mostly the rental properties. For some that have chosen to not respond, we have fallen back on the personal knowledge that at least one person is aged 55 or over. We are right at the 20% mark, if we assume that the renters are not over 55. This means that Jim Reedy can not sell to anyone under the age of 55. Gail will set up a meeting for himself and Ron Wolfe to meet with Jim.
 - Architectural Committee – Debbie Gwin gave an update – there were 6 requests for improvements or additions. All were approved. She gave the Secretary the written report for the files.
 - Budget – Jess Hays indicated that the committee will meet next week and he will have something for the next board meeting.
 - By Laws – Rudy Rosenquist handed out a package of documents. He indicated that they have reviewed all of the By Laws which is in this packet. Before presenting to the community, they will get legal advice from the attorney. The committee has submitted an amount of \$2000 for the 2011 budget. \$1500 for legal review and \$500 for postage and handling. Two items to bring to the board’s attention – the legal registered office. At the time these were written this was the address of the Treasurer. If this is the way it will stay this will need to be updated each time there is a treasurer change. The second item states that the Secretary will affix the corporate seal to all of our documents. There doesn’t seem to be one in existence.

- Emergency Contact – Leighanne Wagner said that they have 48 contacts in their book. She will give the book to Ron Wolfe since she will be out of town for the next 3 weeks.
- Facilities Management Committee – Jackie Rankin updated us that the tree in the garden area has been cut down and removed. Also that there has been 2 solar lights installed at the end of sidewalk by the clubhouse. Dennis Grier gave us an update that based upon the changes from last board meeting which brought more into the committee. So the clubhouse cleaning and supplies; as well as the grounds and landscaping maintenance will come under this committee for oversight and budget. The committee had a meeting and have come up with the budget amount and submitted it. The swamp cooler has been switched over to the furnace. NOTE: if there is any problems with the cleaning of the clubhouse please contact Dennis Grier at 575-546-2492.
- Long Term Planning Committee – Don Ward gave the board a report with some background of ideas for long term community improvement. Past surveys have listed some ideas. They feel that it is time to send a new one out to get ideas. They have started a new questionnaire to hand out at the annual meeting. There will be no report for November since they will be out of town. Ron suggested that the questionnaire go out with the elections & nominations materials. This committee doesn't have monies; however they have submitted a figure for the 2011 budget. He asked if the board had any additional questionnaire suggestions. Pamela asked if they were going to use items from the 2009 survey. Yes they will add the higher vote getting items. Jess asked that the board have a chance to review prior to sending it out. Don agreed. Also, if anyone has input for the committee at this time, please let them know.
- Newsletter – No One Present.
- Web – Pamela Gulbrandson read an update from Dawna Diltz, who was unable to make the meeting. Website additions: October activities calendars November activities calendars & October minutes are current. Stats: Total page loads since site was established-10,694; Year to date page loads--4,395; for the month of October we had 103 page load hits-47 unique visitors (42 were first time visitors and 5 were returning visitors.) We had visitors from various places in NM, AZ and CA as well as visitors from New Jersey, Utah, Mississippi, Louisiana, Virginia, Wisconsin and 1 from Moscow Russia. Suggestion was made to put the website address at the top of the address and telephone listing that goes out. Pamela will do this on the next update. The website is: <http://cceha.com/>
- Welcome Committee – Lorraine Sanborn shared that Helen has been unavailable so she asked Cathy Ward to go with her and they welcomed one new homeowner: Jack Smith and Janet St. Cyr at 3006 Eagle. Gail asked if her they got the age verification packet. Lorraine indicated that she is out so Gail will get her some more copies.
- Yearbook – Phil Swart indicated that they have submitted a budget amount for 2011. They have also given the secretary the procedures.

- **Next Board Meeting** – November 18th at 6:30 pm in the CCEHA clubhouse. This is the 3rd Thursday due to the Thanksgiving Holiday falling on the 4th. We also determined the date for December’s meeting since Christmas falls close. That meeting will be on Tuesday the 28th of December. Still at 6:30 pm in the clubhouse. Mutual agreement on the date changes.
- Jackie Rankin asked if the board would have the budget to review in the December meeting. It was clarified that the board will have a planning meeting with the Budget Committee before end of year.
- **Adjournment** – Jackie Rankin motioned that we adjourn, Phil Swart seconded and the vote was unanimous. Meeting adjourned at 7:42 p.m.
- **Open discussion followed the board meeting with members present.**

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary