

CCEHA Board Meeting Minutes

October 29, 2009 6:30 p.m. to 7:29 p.m.

Held at the Clubhouse

Call to Order: Meeting was called to order at 6:30 pm by Kathleen Elmore, President. Board Members present: Ron Wolfe, Vice President; Pamela Gulbrandson, Secretary; Bruce Fletcher, Treasurer; Yenny van Dinter, Director, Jackie Rankin, Phil Swart, Director.

Old Business:

- **10/01 Board Meeting Minutes** were reviewed. Phil made a motion to accept the minutes as written. Yenny seconded it and the vote was unanimous.
- **Clubhouse Usage Rules and Contract** – Ron and Pamela went over the proposed changes to the rules about usage of the clubhouse. As well as introduced a clubhouse usage agreement. Evidently, the rules had been updated in 2004, however they are not on the web nor can we find the official copy. Therefore, we are now updating and mostly clarifying the rules about reserving and using the clubhouse. For all new events that association members want to schedule the rules and agreement goes into effect now. For the existing recurring ones, it will start on December 1 2009. Phil made a motion to accept the updated rules, Ron seconded it and the vote was unanimous. The updated rules and regulations, along with the clubhouse usage agreement will be placed on the website; copies put into the clubhouse, and will be provided to Welcome Committee so that new owners will have these in their packets. The items are attached at the end of these minutes.
- **Architectural Nominations** to replace Bonnie Rosenquist – Bruce indicated that he had received 2 volunteers. The one he recommending is Frank Blank. Ron moved to accept Frank, Jackie seconded it and the vote was unanimous.
- **Budget Town Hall Update** – Kathleen indicated that there were 21 budget ideas generated for the budget committee. There was good discussion. These will be placed, along with any others that will come in on the proposed 2010 Budget and presented at the January annual membership meeting.
- **Border Patrol Lights** – Ron indicated that the Border Patrol has been installing light caps. Most importantly, he wanted to thank the community members who have been involved with lobbying the Border Patrol for improvement. Thank you to Gail Root and Steve Barash. Community Action is the way to solve some of these issues.
- **City & County Long Range Traffic Planning** – Ron shared that some of the board members had met with John Sutherland, who is the new Luna County Planning Manager. He is not in favor of the truck route along Country Club Road nor is Debra French, who is our County Commissioner. The routes are proposed by engineers, who look at it from design and cost standpoints. The one that the engineers are recommending is the one that

will come right down Country Club Road. We need to become aware of meetings and voice our opposition. The decision will be made on the following priorities – cost is #1, ease of the turns for the trucks is #2 and community impact is #3. We need to try and influence the number 3 item! Kathleen indicated that she had heard about a community forum by Debra French at Chaparral Elementary but didn't get the date. *Since this board meeting – we found out that the meeting is Monday Nov 2nd at 6 pm.* Anyone that hears about meetings and information that the community needs to know, please let the board know, especially Pamela and she will get it out via email.

- **Lawsuit Status** – The Homeowners Association Attorney has filed a motion for dismissal. The other side has filed their response. So everything is front of the judge and he will decide either to rule on the dismissal or have a meeting to allow oral arguments. This is where we are at today. If we get any notifications of dates, notification will go out to the community.

New Business:

- **Treasurer's Report** –
 - Bruce passed out the financial statements. He gave the figures of what was budgeted through September - we had budgeted income coming in of \$34, 852 and we have received \$28,571, so there is a shortfall of \$6281. The original budget had placed about \$5000 coming in for reimbursement of legal fees which didn't happen. Expenses we budgeted \$56,000 (rounded) and so far we have spent \$38,000(rounded) which leaves \$18,000(rounded) for the rest of the year. The balance in the 1st New Mexico State Bank is a little over \$21,000, which gives the association enough monies for the remainder of the year. He then went over the budget line by line of what we have spent by line item. Our Fidelity Investment account income is still on the positive but much less than previous years. Bruce asked if we should move monies from some line items to the legal fees since this is the only line item going over the original amount budgeted. Kathleen stated that the amount on the Accounting Fees Annual line with \$800 should not be moved, as we need to have an annual audit review of the books and have it ready for January 23, 2010 (members annual meeting) so that item will be used. We need to get this scheduled now, we are now 90 days out and accountants calendars will get more stacked up. Bruce indicated he will do this. The Facilities Management monies will also be impacted since it's time to switch from the cooling to the heating. Pamela will contact Dennis Grier since he was not in attendance to ask him to proceed with this. Yenny asked if we couldn't do something about the outside lighting. This will be on the next year's budget. Pamela addressed the question of moving the monies; she suggested that we leave the figures on the actual line items as approved, so that it shows a better accounting of where the monies were over and under. If we move it the memory will be lost. Phil motioned that we do that and accept the Treasurer's report, Yenny seconded it and the vote was unanimous.

- **Correspondence to/from Secretary –**
 - Email sent out on behalf of the Architectural Committee about the proper disposal of garden debris. Large amounts and items like cacti, yuccas, and succulents should not go into the dumpsters. The contact at Deming City Offices is Patsy, telephone # 546-8848. Call her and she will schedule a pick up.
 - Emergency Contact Committee (Cheryl Fontane & Leighanne Wagner) is back up and active. Pamela sent out an email explaining what they do and how to go about getting them your information.
 - Pamela has updated the address listings. The one for the clubhouse and members. She sent it out via email and made copies for the clubhouse. Extra copies are at the clubhouse as well. The one for the tracking of lot numbers, addresses for mailing labels, and emails was also updated and synced up.
 - RV Lot – email went out on behalf of J R Builders that they are planning to build an RV storage lot at 2701 Country Club Rd. CCE members will be initially be charged \$20.00 per month for open space parking (non-CCE rate will be \$25). The grading will begin with a commitment from 6 renters.
 - County Commissioner’s request – John Sutherland had asked if he could use the clubhouse for a Luna County District 2 Town Hall meeting. Based upon our clubhouse usage rules, we declined the request.
 - Request by Jimm Thomas and Don Underwood to place an item on the upcoming ballot for the open officers position, to vote on disbanding the homeowners association. Based upon the litigation that is being taken against the association, the lawyer has instructed us that we as a board cannot take any actions or steps to disband the association. So we cannot legally do this. The board will not be able to put this on the ballot or the annual meeting agenda.

- **Speeding on the streets within CCE –** Jackie shared that the Deming City Traffic Laws indicate that the speed limit on residential streets is 25 miles per hour, even if not posted. We have seen an increase in speeding, especially on Play Thru, Fairway, Driver and Wedge. The Deming Police will begin patrolling more. The city has also indicated that they will be placing speed limit signs and the four streets mentioned. They gave us no estimated date. They will also replace the sign on Driver and Play Thru that is damaged.

- **Committee’s report out**
 - Activities committee – Pamela gave the update on activities. Halloween Party coming up tomorrow night. Costumes are not required so hopefully more people will come. For November there will be a “share your recipe” potluck and food drive for humans and pets on the 21st. December 12th will be our Christmas party at the Rio Mimbres Country Club. We will sell tickets for the food, the facility

and door prizes will come out of the budget. We are trying to keep the ticket prices close to last years. More details to follow.

- Newsletter – Betty Buman stated that the next newsletter will come out around first of December. If anyone has input please let Betty, Barbara or Bob know.
 - Welcome Committee – Lorraine Sanborn shared that they welcomed one more couple – they are renters – John Sutherland and Connie Martin on Fairway.
 - Budget Committee – Jess Hays wants to ask the other committee chairs get with him or Pete Vincken with their request for 2010 budget monies. We need to confirm the listing of the committee chairs. Some committees don't have chairs.
 - Architectural – Bruce Fletcher shared that Frank and Elaine Blank has put in a request to have a spiral staircase put in for the roof deck and this was approved. Jack and Diane Brown got approval for the courtyard wall. He has checked with them on the pile of dirt in front of their house. They are using this for some flower boxes and it will be gone soon. The garden debris will be gone soon.
 - Webmaster – Dawna was not present, but Pamela shared that it is current as of today. She will also be setting up a meeting with Dawna to discuss the clubhouse rules update and some other updating that is needed in the appendices behind the bylaws.
- **Next Board Meeting** – November 19th at 6:30 p.m. in the clubhouse.
 - **Adjournment** – Ron motioned that we adjourn, Jackie seconded, and the ayes have it. Meeting adjourned at 7:29 p.m.
 - **NOTE** – after the meeting there was an issue brought up about renters that are sweeping up debris and trash and just moving it from one lot to another. In addition, the contractors that are building new houses are doing the same thing. If we see this we need to let the renters know that this in not acceptable. Ron is going to contact Jim Reedy on the other issue.

Respectively Submitted,

Pamela Gulbrandson

CCEHA Secretary

Rules and Regulations for Use of the Clubhouse

1. The clubhouse is for the use of association members and their guests. The association member must be current in his/her assessments and be present at all times during their function.
2. The clubhouse must be reserved at least two weeks in advance by the responsible association member and will be reserved on a first come first served basis. The reservation contract must be approved by 2 board members and signed by the responsible association member. Primary board member approvers are the President and the Vice President. At this time, if the function is not a CCEHA sponsored activity, or the majority of the participants are not CCE association members, a security deposit of \$100 and proof of liability insurance will be required.
 - A non-refundable fee of \$25 will be charged per single occurrence to cover the cost of utilities and use of equipment. (Coffee, soda and other items stored in the kitchen for use by the Activities Committee are not included).
 - The \$25 fee per single occurrence will be waived if a majority of those in attendance are CCE association members. If damages are incurred, a fee will be assessed.
 - The security deposit of \$100 will be refunded shortly after the event providing there has been no damage or necessary cleaning. Repair of damage beyond the deposit will be charged to the responsible association member and must be paid within two weeks.
3. All association members and guests using the clubhouse do so at their own risk. Country Club Estates Homeowners Association is not responsible for the supervision of any person using this facility. The Association disclaims any and all liability for any accident or injury in connection with the use of the clubhouse by association members, their families or their guests. The responsible association member signing the contract is required to be present during the entire duration of the function to provide oversight.
4. Access to the clubhouse will be provided by the responsible association member who is required to be in attendance.
5. Smoking is expressly prohibited in the clubhouse at all times.
6. Association Members and their guests agree not to use tacks, staples or tape on the walls or ceilings during clubhouse use.
7. All music must be contained within the clubhouse and played at a volume not disturbing to neighbors. Residents may forfeit deposit if the Deming Noise Ordinance is violated.
8. All functions must end by no later than midnight.

9. Furniture and equipment may not be *removed* from the clubhouse for use elsewhere. During the activity the association member who rents the clubhouse may use whatever furniture and equipment is in the clubhouse. All furniture and equipment must be returned to its original position or storage place.
10. No pets are allowed in the clubhouse. Service animals are the exception.
11. The responsible association member reserving the clubhouse is responsible for the behavior and actions of all attendees, guests and visitors at the function.
12. Floors should be swept, kitchen and bathrooms cleaned, windows closed, air conditioning turned off, lights turned off, trash removed and all of the doors locked when leaving. The clubhouse must be in original condition at the conclusion of the event.
13. An association member may not reserve the clubhouse for their own financial gain or commercial purposes.
14. If there are abuses to the clubhouse privileges according to the rules posted or by the discretion of the Homeowners Association, the responsible association member will receive a written warning. A second offense will result in the responsible association member's privileges being revoked for a time period to be determined by the Board of Directors.
15. For any function, per the Fire Department, the number of people can not exceed the posted capacity according to the fire code.

Procedure to Reserve the Clubhouse Facilities

- I. Association Member will contact a board member – primary contact is the President or Vice President to request usage of the clubhouse. Reservation may be made up to a maximum of six (6) months in advance.
- II. The CCE Club House Usage Agreement will be signed by the responsible association member, reviewed by two board members and if the event requested is within the stated clubhouse rules, they will approve the agreement. The event will be posted on the community calendar.
- III. When the security deposit of \$100.00 is required, the responsible association member will make a check payable to Country Club Estates Association.
- IV. The security deposit may be retained by the association as part payment of any expense for cleaning, damage and/or loss to the association property. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the responsible association member will be responsible to reimburse the association for any additional expense as determined by the board.
- V. The security deposit is refunded when the following occurs:
 - a. The club house facilities and property are inspected for damage or loss by a board member and found in acceptable condition.

- VI. When the non-refundable \$25.00 fee (for utilities usage) is required, a separate check from the security deposit made payable to Country Club Estates Association will be submitted by the responsible association member.
- VII. At the conclusion of the event (or each single occurrence) the CCE Club House Usage Agreement is signed (again) acknowledging condition of clubhouse and property.

CCE Club House Usage Agreement

(Reoccurring Event Contract is valid only within the signing year.)

Responsible Association Member: _____

Phone Number: _____

Event Name: _____

Purpose: _____

Time Requested: ____:____ to ____:____ (both must be specified)

Date(s) Requested:

One time Event: _____

Recurring: _____

Attendees:

Majority of attendees are CCE members

for each occurrence? ___ YES ___ NO

If YES, sign form and submit! If NO, there is a \$25 fee for each occurrence!

CCE Association sponsored event? ___ YES ___ NO

If NO, there is a \$100 deposit required

I am the responsible association member. I have read and agree to abide by the CCEHA clubhouse rules for the event above: To the best of my knowledge, the information provided is accurate.

(Signature)

Amount fees submitted: _____

Deposit Submitted: _____

Proof of Liability Insurance _____

Deliver to President or Vice President for handling

Approval: _____

(Signatures)

=====

Post Event Processing:

Condition of Clubhouse ___ Satisfactory ___ Unsatisfactory

Comments: _____

Deposit refund: ___ Yes ___ No

Amount: _____

Date: _____ Signature: _____
