

CCEHA Board Meeting Minutes  
November 18, 2010 6:30 pm to 7:31 pm  
Held in the 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: Pamela Gulbrandson, Secretary; Jess Hays, Treasurer; Phillip Swart, Vice President; Ron Wolfe, President; Gail Root, Director and Yenny van Dinter, Director. Absent: Jackie Rankin (see note below in the Secretary Correspondence)

**Old Business:**

- **10/28/10 Board Meeting Minutes** were reviewed for any changes. Phil Swart made a motion to accept minutes as written. Jess Hays seconded the motion, vote was unanimous. Minutes were approved.
- **Lawsuit Status** – Ron Wolfe stated that on May 4<sup>th</sup> the plaintiffs filed a motion to reconsider the dismissal. We received notice from our attorney that there will be a hearing on Dec 6 at 9:00 am in the Luna County Courthouse. It would be good if all that can attend do so.
- **By Laws Committee Fact Gathering Session** – Ron Wolfe shared that on Weds the 17<sup>th</sup> we had the session and we haven't had time to fully evaluate the material. Will probably report on in a future meeting.

**New Business:**

- **Treasurer's Report** – Jess Hays
  - Monthly Balance Sheet through October 31, Profit & Loss Budget vs. Actual for October 2010 and the profit & Loss January through October 2010 were presented. Jess pointed out the legal fees of \$1005.50 and this was the preparation and answer to the request for reconsideration. This roughly equates to the fees from the beginning of the year until now. It doesn't include the hearing upcoming. The utilities are a bit low because the water and gas readings weren't correct and will be corrected on next bill. The budget has about two-thirds spent with 2 months of the year to go. Gail Root questioned an item on the Profit & Loss Budget vs. Actual report. The dividend income line was the issue, how do we budget dividend income and the column \$ over budget doesn't add up. A small error. Jess will try to get an explanation from the bookkeeper since this report is out of QuickBooks®. Gail made a motion that we table the Treasurer's Report until next meeting. Yenny van Dinter seconded the motion. Jess disagrees for such a small amount. He will get the answer. Gail agrees it is a small amount, but this might bring up other questions that an addition/subtraction error could mean there are other things that the automated report might have other issues we need to look at. A vote was taken 3 were for it, 2 opposed, with Pamela Gulbrandson abstaining. Treasurer's Report was tabled until next meeting. Gail also asked that the date errors on the previous reports be corrected as well. Jess will get these corrected.

- **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 emails out -
    - Nominations & Elections with the nomination form
    - The December 6 court hearing
    - Jess Hays' notice about the dues coming up
    - Under the community email – the play coming up
  - Received emails-
    - Resignation from Jackie Rankin as Director for personal reasons. Discussion with the board is that we want a volunteer for the remaining 2 months until the election. Hopefully the same person would be willing to submit a nomination form since the board doesn't want to appoint someone for that period of time. If we do not get a volunteer until the January elections, when votes come up at board meetings the President will abstain to avoid a tie vote.
    - Received an email from Jimm Thomas asking for the survey that we had sent out in 2009 that was referenced in the last meeting minutes under the Long Term Planning Committee update. I sent him the survey.
  - Just an update on the Long Term Planning Committee – we have received more volunteers so the committee is: Don Ward, Cathy Ward, Jackie Loflin, Phil Swart and Jan Hayhurst.
- **2011 Annual Membership Meeting** – Pamela Gulbrandson brought up that we are looking for some volunteers for this meeting. The meeting is January 22, 2011 which is the 4<sup>th</sup> Saturday of the month. We are looking for a volunteer to facilitate this meeting. Also volunteers to time keep, count votes on the floor as items come up. If no one volunteers for the facilitator we recommend that the Board President do this. As the secretary Pamela will take the notes and record the meeting. We want to solicit agenda items. The business that will come before the meeting, as spelled out in the By Laws will include the election of officers that are open, determination of assessments, which are due 30 days from date of the meeting and approval of the budget as submitted by the board. The agenda items need to be CCEHA related and within the purview of CCEHA business. What would be helpful if anyone submits an agenda item to let us know how long it will take, the desired outcome and state how many people are interested in the item or support it. This helps us prioritize and time the meeting. Discussion followed and we will send out an email separate from the meeting notes to request these items. The deadline is that we need agenda items and any volunteers by January 2<sup>nd</sup>. This way we will get everything together by January 7<sup>th</sup> which is when we need to post and notify the membership of the agenda and budget.
- **Review Session with the Budget Committee** – Jess Hays shared that the Budget Committee has been meeting and we have set up a fact gathering session with the board on the 22<sup>nd</sup> to get information from the committee. It will be at Ron's house.

- **3001 Driver house in foreclosure status** – Jess Hays received an email from Gail about the house on 3001 Driver, which is the only property in arrears on the assessment. He has contacted the attorney, Mr. Gorman, to see how to proceed. Gorman is out sick and will get back to us as soon as possible. We may file a lien; however the most important item is the HUD issue. Our By Laws state that the board has the authority to approve a sale or rental to assure adherence. But with a foreclosure and banks it may hard to get compliance. We received the newspaper legal notice for this sale. Jess will follow up with the attorney. We have been trying to collect from the owner and family since the spring of this year to collect the association dues.
- **Committees Report Out** –
  - Activities Committee – Pamela Gulbrandson reported on the November 13<sup>th</sup> International Theme potluck and food drive for humans and animals. We had 26 people and it was a very good event. Lots of good dishes and socializing. Dave Elmore took the donated food to Helping Hand and the pet food to the shelter. He indicated they were thankful. December 4<sup>th</sup> will be the Christmas Dinner Party at the Rio Mimbres Country Club. Pamela and Barb O’Leary will be selling tickets and they are \$15 this year since the cost has gone up. There is a 75 maximum. On January 14<sup>th</sup> there will be a Crime Stoppers Presentation and afterwards a wine sharing and snacks. People would bring the wine to share and the committee will provide the snacks. We will also be working up a survey again to get input for 2011 activities and events. After these activities and the snacks for the annual meeting we will be very close to our budget but not over.
  - Age Verification (HUD) – Gail Root has received 6 or 7 out of the “re-mailings” of the age verifications. So we have to assume that the unreturned ones are under the age of 55 which puts us right on the 80/20. Gail will do a final report out in the December meeting. He will give the files to the secretary so that we have them in the main records. This will need to be maintained. Gail will do a HUD presentation at the annual meeting.
  - Architectural Committee – Bruce Fletcher said that they have one pending submission for the committee.
  - By Laws – No one present, but Ron said it’s the same as what was reported earlier.
  - Budget – Dave Elmore shared that the update was the same as what Jess shared earlier.
  - Emergency Contact – No one from committee present. Ron Wolfe indicated that he has the binder since Leighanne is out of town.
  - Facilities Management Committee – Dennis Grier shared that they have had the tree removed that was growing right under the rock wall by the clubhouse since it was threatening to damage the wall. It cost \$100 to remove and haul off. Ron said that the committee had checked with him prior to the expenditure.
  - Long Term Planning Committee – No one present.

- Newsletter – Barbara O’Leary told us that they are working on the next issue and will go to print on Dec 6<sup>th</sup> so it will be out after the Christmas Party so that they can include news and pictures about that. We will need 6 pages this time but will be well within the budget.
  - Nomination and Elections – No one at the meeting, however Pamela said that Pam Fletcher had called her and that they are making progress with forms. She will have Pamela and Yenny review the ballots, proxies and instructions to assure they are current. Pam has also given me documentation with a deadline sheet. We are working on more of a process versus just a sheet each year. We have one person for each opening.
  - **Web** – Pamela Gulbrandson read an update from Dawna Diltz, who is in Washington. Website additions: November activities calendars, October minutes, International Potluck photos, & Oktoberfest photos. Stats: Total page loads since site was established: 10,879; Year to date page loads: 4,933; this months page loads (as of Nov.15th) 161. There were 58 unique visitors (40 were first time visitors and 18 returning visitors). We had visitors from: New Mexico (Santa Fe, Farmington and Albuquerque), Illinois, Minnesota, Juarez Mexico, Louisiana, Moscow City Russia, Nebraska, Virginia, Winnipeg Canada, Rhode Island, Essex United Kingdom and Arizona (Scottsdale and Phoenix). The website is: <http://cceha.com/>
  - Welcome Committee – Lorraine Sanborn indicated that there was no one to welcome this past month. She did take the HUD form to Jack and Janet Smith-St.Cyr. She will visit some renters as soon as she gets the contact information.
  - Yearbook – Phil Swart shared that he has no update.
  - Ron asked about the committees getting their budget figures to the Budget Committee and Jess indicates they have them all.
- **Next Board Meeting** – December 28th at 6:30 pm in the CCEHA clubhouse.
  - Jess Hays brought up a question – should we have an official response from the board in the case of deaths or any other happenings in the community. Ron thought we might have something on the budget monies wise. Jess is seeking input. Phil Swart thought it should be coordinated with the Activities Committee. Pamela didn’t think this was the right place. Maybe \$100 might be enough but he thinks there should be more thought given to it. No decision was reached
  - **Adjournment** – Jess Hays motioned that we adjourn, Phil Swart seconded and the vote was unanimous. Meeting adjourned at 7:31 p.m.
  - **Open discussion followed the board meeting with members present.**

Respectively Submitted,  
*Pamela Gulbrandson* CCEHA Secretary