

Country Club Estates Homeowner's Association
Board of Director's Meeting 9/5/2002

Meeting was called to order by President Mike Walsh @ 9:00A.M.

Present: Mike Walsh, Jane Franklin, Barbara Hamilton, Marie Miller, Roy Poole & Jim Reedy

Absent: Hal Wheeler

Guests: Judy Weaver, Max Maxey, Ruth & Keith Smith, Robert Bernhardt, Peter Parpartis,
Moi Carasco, later Barbara Walsh.

Minutes were passed out from the August 1, 2002 meeting to read. Barbara Hamilton moved to accept as presented with addition of Mike saying he talked to planning commission. Roy seconded. Motion passed.

Treasurers Report: Jane reported there was a balance of \$7,854.81 on hand. Marie moved to accept Treasurer's report. Roy seconded. Motion passed.

Old Business:

Insurance on Clubhouse: Jim has given us a bill for \$522.00 for Homeowner's Insurance. We will need copy. Jane moved to accept insurance policy and pay Jim. Marie seconded. Motion passed.

We received a Certificate of Occupancy to be put in our files by Barbara.

Painting the Clubhouse-Jim has given us a bill for the paint for \$529.10. Marie moved we pay Jim for the paint. Roy seconded. Motion passed.

3 Chips, the landscaper will paint the clubhouse for us with a roller for \$450.00 Barbara moved to hire 3 Chips to paint the clubhouse. It would be rolled. Marie seconded. Motion passed.

Jane moved we hire 3 Chips to do the landscaping which would include the cloth, stone and moving the plants donated by Mike, Peter, & Fred. Marie seconded. Motion passed.

New Business:

A long discussion of storm water runoff problems. Mike has written a letter to John Strand showing pictures of the flooding on 8/3/02 on driver rd. alley and AT&T easement and other alleys. Also, maybe a solution to the problem. He will take it to John in October.

Lengthy discussion of Administrative Policies. One was deleted, some additions to others. Roy moved to accept Policies. Marie seconded. Motion Passed.

At this time, we had a visitor. He was Louis Jenkins, Director of Public Works, Director Utilities, 309 S. Gold, P.O. Box 706, Deming, N.M. 88031. He came to talk to us concerning the smell we have been noticing lately. They have checked out different possibilities and have found no reason for this. His card was given to Robert Bernhardt and he will call him when he smells it again.

Committee Reports:

Architectural Committee: Keith reported no petitions or applications received: There is a vacancy for a committee member due to Egil Lien resigning. Dr. Gross and Don Keeling have taken step to clear weeds from alley and their properties after receiving written notice.

Motion made by Jane to move \$2500.00 to cover ins., etc. Seconded by Roy. Motion passed. In referring to August 1, 2002 minutes of meeting, this motion was made and passed at that time also.

5)

Jim Reedy said the Association is on a runaway train and going downhill. He has no cooperation from the homeowner's. He said Keith ran to the city, that our leadership stinks. Told Mike that he said if this didn't work, he would resign. Asked for Mike & Keith's resignations. Jane tried to get him to explain why he was so upset, but he just left

Later, Barbara Walsh came and asked to address the board and she asked Mike to resign also. She was upset by telephone calls and etc.

Date for the next board meeting will be Thursday, October 3, 2002.

Meeting adjourned @ 11:00

Barbara Hamilton

Secretary

See attachment below

Administrative Policies

- 1) A Board of Directors meeting agenda will be posted 72 hours before the board meeting on the recreation center bulletin board
- 2) The association annual budget shall be posted on the recreation center bulletin board 15 days before the annual meeting.
- 3) The association annual report (audit) will be posted on the recreation center bulletin board within seven days after acceptance by the Board of Directors.
- 4) The Board shall participate in a strategic planning session to review and set goals for the Board on a biannual basis.
- 5) The Board may establish an activities committee to, in an orderly fashion, promote activities in the recreational complex and within the association boundaries.
- 6) The Board may establish a facilities committee to oversee the use and maintenance of the recreation center, to establish rules of use and to maintain the grounds of the facility.
- 7) Should unforeseen circumstances occur, the board may transfer funds from one category to another within the annual budget with the approval by voice vote of association members in attendance at that particular board meeting. Such budget changes must be advertised on the recreation center bulletin board at least 7 days prior to said action.

Treasurer:

- 1) The treasurer will record all financial transactions on a cash basis following GAAP.
- 2) The treasurer will, on a monthly basis, provide a financial report to the Board.
- 3) The treasurer will review the cost of banking services provided for the association and recommend selection of alternative services every two years for Board approval.
- 4) All Board approved invoices shall be paid within 30 days of receipt of such statements. All such invoices shall be checked for accuracy before payment.
- 6) No checks shall be made to "cash."
- 7) No checks shall be presigned
- 7) All financial records shall be kept for a minimum of seven years after close of the fiscal year or to the length of time required by New Mexico State Statutes. The annual reports (audits) shall be kept in perpetuity.
- 8) Signatories for all checking/savings accounts will be the officers of the Board of Directors.
- 9) All bank accounts shall be reconciled by someone with no other cash receipts and disbursement functions. Such reconciler shall receive the bank statements unopened and shall compare details of paid checks with their entry in the cash disbursement journal. Such reconciler shall examine all checks for proper signatures and endorsements, compare dates of deposits on bank statements with dates of entry in the cash receipts journal and shall report to the Board on a regular basis.
- 10) The treasurer shall perform all other duties assigned to that office by the Declaration of Restrictions and the Bylaws of the Association.
- 11) The treasurer shall send bills for the annual assessment as soon after the January general meeting as possible
- 12) Assessments for new lot/homeowners shall be billed by the treasurer starting the first month after settlement on their property and shall be figured as 1/12 of the yearly assessment times the number of months left in the calendar year.

Secretary:

- 1) The secretary shall post the minutes of all meetings of the Board or of the general membership on the recreation center bulletin board no later than 7 days after the meeting.
- 2) The secretary shall keep copies of all correspondence and make them available upon request to any member of the association.
- 3) The secretary shall perform all other duties assigned to that office by the Declaration of Restrictions and the Bylaws of the Association.

Approved 9/5/2002