

CCEHA Board Meeting Minutes
April 21, 2011 6:30 pm to 8:11 pm
CCEHA Clubhouse

CORRECTED

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; Jess Hays, Treasurer; Yenny van Dinter, Director; Pamela Gulbrandson, Secretary and Ron Wolfe, President.

Unfinished Business:

- **03/24/11 Board Meeting Minutes-** Pamela Gulbrandson asked if the minutes could be accepted as written or if there were any changes. MaryKay Brady asked that her suggestion on writing off the 2010 Chel Bates association dues be amended, making it clear that this is being looked at since the property went into foreclosure which wipes out debt and since we did not file any liens, we have no position to collect. Jess Hays made a motion to accept minutes as written and corrected. Yenny van Dinter seconded the motion, vote taken and it was unanimous. Minutes were approved as corrected.
- **Lawsuit Status** – Ron Wolfe shared that we have not heard anything more since the Order on Motion for Reconsideration was issued, which denied the motion from the Plaintiffs.
- **Association Dues Status and next steps** – Jess Hays presented us with the status on association dues collection. There are 3 unpaid remaining. These are the property at 3001 Driver owned by Wells Fargo; 2405 Play Thru owned by John and Leola Palko and 3011 Wedge owned by Robert and Harriett Palkovic. The 2010 outstanding dues for the 3001 Driver, which at that time was Chel Bates, who has since deceased and the bank foreclosed on this property will be written off. MaryKay shared that at that time a 1099C can be filed which clouds the estate. Jess made a motion to file this. MaryKay seconded the motion, vote taken and it was unanimous. The remaining 3 for 2011 are still at issue. Jess shared some documents that David Gorman had prepared which were garnish and judgment type actions. David included that he would write a final letter with the dues Bylaws language in it. Keeping in mind that he charges \$200 an hour. However this would provide us with a template going forward. MaryKay suggested perhaps filing a Mechanics Lien which would be cheaper. Yenny asked about the possibility of using a collection agency, like we almost did last year. After all of the discussion, Jess made a motion to use Mr. Gorman and follow that line of collection. Gail seconded the motion. Vote was taken, 3 for and 4 against. Motion failed. Yenny made a motion that we pursue the collection agency in Las Cruces. Jan seconded the motion. There was some further discussion about who would contact the collection agency and follow this path. Jess as Treasurer will do this, if the motion passes. Vote was taken and it was unanimous. One point of additional action needed is for Jess to send Wells Fargo/Century 21 an assessment billing for 3001 Driver.
- **Request State Farm Insurance to reimburse CCEHA for lawsuit legal fees** – Jan Hayhurst shared that after looking at the policy the coverage doesn't apply to

the issues in the lawsuit so it is very unlikely that we will receive any reimbursement. She has a call into the home office just to make sure.

- **Age Verification/HUD limits** – Gail Root shared some statistics about the percentages of residents over and under the 55 age. Currently we have 8% of the homes rented in CCE. 12% of the homes either have no one at or above the age of 55 and/or there has been no response from them so we will put them in the below percentage. This puts us at 88% with at least one resident age 55 or older. With the current economic environment where homes are not selling, rental units are on the rise. Gail made a motion that stop any further approvals for sales and rentals where there is no one at or older than 55 years of age until further notice. Yenny seconded the motion. Question was – what if they go ahead and rent anyway. Gail said we will use our lawyer and follow eviction. HUD covers eviction of a mother and children in transition of becoming a HUD community. Nothing is stated after the fact. After discussion, vote taken and it was unanimous so motion carries. Gail will prepare a “letter” to go out when the request(s) are made.

New Business

- **Committees’ Report Out**
 - **Web** – Dawna Diltz gave us a web report. She shared that the hosting renewal is due May 18, 2011. She gave us some money figures about 1 and 2 year renewals, plus they give specials. Jess made a motion that we do a 2 year renewal along with any “weekly specials” with GoDaddy. Yenny seconded the motion. We want Dawna to take the initiative to get us the best deal. It was also discussed to keep the billing on Dawna’s VISA card, as she is ok with this and then submit the billing for reimbursement. After discussion, vote taken and it was unanimous so motion carries. Updates to the web have been the March Board Meeting Minutes, March Activities Calendars and Mardi Gras photos. Stats: YTD – 1414 pages; 486 unique visitors(344 1st time and 142 returning visitors); April page loads as of April 21st were 243; 97 unique visitors(67 1st time and 30 returning visitors); Visitors came from NM, AZ, CA and FL; April 5th was the biggest day with 40 page loads. The counter on the Newsletter page was put on the first part of April and shows 44 visitors. Another issue she has is the FrontPage program that she uses for the web is old and is not supported by Microsoft. It still works, but it’s possibly time to look at a newer program like web expressions. Dream weaver is too complicated and expensive. The prices are \$150 and up. She will continue to look into this and if possible wait until 2012 to get some budget monies. She will keep us informed. Written report given to the secretary.
 - **Newsletter** – Betty Buman had no real update. She is disappointed in the number of visitors to the web site though. It was easier to do and we could go to 5 pages this time. Everyone thought it looks really good. She mentioned that perhaps post it a few more times on the web and then maybe do a survey about it.
 - **Long Range Planning** – Don Ward said they had no update and hadn’t met.

- **Facilities Management** – Jim Rankin filled in for Dennis Grier, who is out of town because his mother has died. Condolences to Dennis. Jim shared that they had 3 bids for painting the clubhouse. However, the questions from the board couldn't be answered so this was tabled until next board meeting when Dennis returns. The parking lot in front of the clubhouse has been graveled. The bid was \$580 and since it needed ½ yard less the actual was \$450. Budget amount was \$500 so this puts them \$50 under. The committee followed up the delivery with raking and leveling. They did not ask the community for assistance. Kathleen Elmore and Linda Anderson assisted them however. The trees have been trimmed in the garden area and Dan Welch is looking into putting two water faucets in the area and Dennis Grier is donating a long hose for the watering of plants. People who want to donate plants can do so. The committee doesn't think they should plant, water or care for these plants though. This is beautification more than maintenance. Jess suggested though that this may be a subset of this committee and they should get volunteers that would work with them. Jim will take this back to the committee. Gail brought up that he didn't agree with spending money to put in 2 water faucets and then later when the garden is really up and running we would spend more money on a drip system. Why not just do the drip now. There really isn't money this year and we need to keep trees and plants alive. The committee will manage their budget monies the best that they can.
- **Architectural** – Bruce Fletcher shared that we 3 submissions, with one approved and 2 awaiting all committee members' signatures, but these are approved as well. Written report given to the secretary. Received an updated report that has 4 submissions, with 3 approved and 1 pending.
- **Activities** – Pamela gave an update. April 15th we had a Tax Day party with food and games. 30 people attended and had a very good time. In May there will be a tour of McCowan's ghost town on the west side of Deming; June nothing; July will be the famous 4th of July BBQ; August brings an ice cream social; September potentially a movie studio set tour; October Halloween party; November a chili cook off and December the Christmas Dinner Party. Spending against budget is going as expected.
- **Treasurer's Report** – Jess Hays
 - Monthly Balance Sheet for end of March 2011 and the Profit & Loss Budget vs. Actual for March 2011 were presented. Everything is in order. Bookkeeper line item is a little higher only because we have caught up with billings for the first months. Gail made a motion to approve as presented. MaryKay seconded the motion. Vote was unanimous. Reports attached at the end.
 - Bookkeeper contract has been signed by all parties and Secretary has the contract.
 - Real Estate Tax billings for clubhouse, parking lot and garden have been received and for the clubhouse it is significantly higher than before. Ron checked with the assessor's office and they indicated that every 2 years

they raise the property taxes 6%. Ron and Jess are filing the necessary documents to protest this valuation of the property to see if we can get it lowered.

- **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 and email updates.
 - Received the resignation letter from the entire Welcome Committee. They stated that the Age Verification forms should not be included in their duties. Some other issues came up and they all decided to resign. Therefore we will need more volunteers for this committee. Ron and Gail had worked up a small checklist that would include the minimum items to be included in a “welcome packet”. This is the basics that the board believes is necessary since we are a HUD and Covenant controlled community. All board members agreed. This will be handed over to the new volunteers. This will also include a stamped addressed envelope for returning the Age Verification/HUD forms to us. The former Welcome Committee members indicated that they will turn over the packets that they put together as well. Checklist table at the end of the minutes.

- **Next Board Meeting** – We decided upon May 19th at 6:30 pm in the CCEHA clubhouse.

- **Adjournment** – MaryKay motioned that we adjourn, Jess seconded and the vote was unanimous. Meeting adjourned at 8:11 p.m.

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary

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

| | Mar 31, 11 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Activity Cash Funds | 47.72 |
| Fidelity Investments | 32,650.53 |
| First New Mexico Bank | 47,717.93 |
| Total Checking/Savings | 80,416.18 |
| Accounts Receivable | |
| Accounts Receivable | -1.50 |
| Total Accounts Receivable | -1.50 |
| Other Current Assets | |
| Undeposited Funds | 451.50 |
| Total Other Current Assets | 451.50 |
| Total Current Assets | 80,866.18 |
| 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 | 167,621.08 |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 92,079.93 |
| Retained Earnings | 51,923.13 |
| Net Income | 23,618.02 |
| Total Equity | 167,621.08 |
| TOTAL LIABILITIES & EQUITY | 167,621.08 |

Profit & Loss Budget vs. Actual

March 2011

| | Mar 11 | Budget | \$ Over Budget | % of Budget |
|-----------------------------------|-----------------|------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Annual Assessments | 1.50 | 500.00 | -498.50 | 0.3% |
| Finance Charge - Late Fees 2010 | 2,400.00 | | | |
| Annual Assessments - Other | 2,401.50 | 500.00 | 1,901.50 | 480.3% |
| Total Annual Assessments | 2,401.50 | 500.00 | 1,901.50 | 480.3% |
| Total Income | 2,401.50 | 500.00 | 1,901.50 | 480.3% |
| Expense | | | | |
| Association Expenses | | | | |
| Accounting & Bookkeeping | 288.00 | 100.00 | 188.00 | 258.0% |
| Emergency Fund | 0.00 | 125.00 | -125.00 | 0.0% |
| Legal Fees | 0.00 | 416.66 | -416.66 | 0.0% |
| Supplies | 176.54 | 183.34 | -6.80 | 96.3% |
| Supplies & Mailings | | | | |
| Total Supplies | 176.54 | 183.34 | -6.80 | 96.3% |
| Taxes | | | | |
| Income Tax | 0.00 | 100.00 | -100.00 | 0.0% |
| Taxes - Other | 50.00 | | | |
| Total Taxes | 50.00 | 100.00 | -50.00 | 50.0% |
| Telephone | 55.05 | 66.66 | -11.61 | 82.6% |
| Utilities | | | | |
| Electricity | 29.34 | 35.00 | -5.66 | 83.8% |
| Water & Gas | 58.34 | 48.34 | 10.00 | 120.7% |
| Total Utilities | 87.68 | 83.34 | 4.34 | 105.2% |
| Web-Site | 0.00 | 50.00 | -50.00 | 0.0% |
| Total Association Expenses | 627.27 | 1,125.00 | -497.73 | 55.8% |
| Committee Expenses | | | | |
| Activities Committee | 169.05 | 208.34 | -39.29 | 81.1% |
| Bi-Laws Committee | 0.00 | 166.67 | -166.67 | 0.0% |
| Facilities Committee | | | | |
| Maintenance on Facility | 100.00 | | | |
| Facilities Committee - Other | 0.00 | 675.00 | -675.00 | 0.0% |
| Total Facilities Committee | 100.00 | 675.00 | -575.00 | 14.8% |
| Total Committee Expenses | 269.05 | 1,050.01 | -780.96 | 25.6% |
| Total Expense | 896.32 | 2,175.01 | -1,278.69 | 41.2% |
| Net Ordinary Income | 1,505.18 | -1,675.01 | 3,180.19 | -89.9% |
| Other Income/Expense | | | | |
| Other Income | 0.02 | | | |
| Interest Income | 0.02 | | | |
| Total Other Income | 0.02 | 0.00 | 0.02 | 100.0% |
| Net Other Income | 0.02 | 0.00 | 0.02 | 100.0% |
| Net Income | 1,505.20 | -1,675.01 | 3,180.21 | -89.9% |

Welcoming Committee Checklist

Minimum list of items to be handed out by the Welcoming Committee

| Item | Renters | Owners |
|---|----------------|---------------|
| Covenants | X | X |
| Bylaws | | X |
| Procedures | | X |
| Phone List | | X |
| HUD Form | X | X |
| Envelope w Return Address & Stamp (for returning HUD doc) | X | X |
| | | |
| | | |
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| | | |