

CCEHA Board Meeting Minutes
December 15, 2011 6:30 pm to 7:05 pm
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: MaryKay Brady, Director; Yenny van Dinter, Director; Pamela Gulbrandson, Secretary; Jan Hayhurst, Director; Gail Root, Vice President and Ron Wolfe, President.

Review Agenda for changes or possible additions: Ron asked if there are any changes or additions that were needed. Ron added an item about the open area at the east end of the garden that the city has been using for a trash truck right of way. This will be under new business.

Unfinished Business:

- **11/17/11 Board Meeting Minutes-** Pamela Gulbrandson asked for a motion to accept the minutes as written. MaryKay made a motion to accept minutes as written. Gail seconded the motion, vote taken and 5 voted for with Ron abstaining since he wasn't at the entire 11-17 meeting. Minutes were approved as published.
- **Lawsuit Status** – Ron shared that there was a mediation conference call on December 9th between the plaintiffs' lawyer, the CCEHA association lawyer and a representative from the appellate court in Santa Fe. There was no outcome. It is inconclusive at this point.
- **Association Dues Status and next steps** – Jan Hayhurst has contacted the collection agency, who requests a written request to pull the account back. She has done that and at the end of the month we should have the account back for decision by the board. MaryKay indicated that she has been told that the property is in foreclosure. This will carry into the next board meeting for a decision. MaryKay has some additional information on possible addresses for Brandy Turner. It seems that we don't how to contact her. Since there was no response from her on the waiver, she will be billed for 2 lots in 2012. Gail brought up that Ron said he was going to contact the Architectural Committee about the property, since it is becoming in disrepair and has plywood covering on one of the doors. Ron has not done this. He will do this now.
- **HUD Status** – Gail Root gave us an update as to the current composition of owners, rentals and age representation. 86.1 are owner occupied with 88.9 % properties have at least one occupant of 55 or older. 10 % do not. 7.2% (13) are rentals. 8.3% (15) for sale. 5% (9) are lot only. 2% (4) vacant. These figures are based on 179 mailings in 2010 for age verification. The house on Slice that JR Builders was using for sales and for a short time lived in, is not classified in these figures.
- **2012 Annual Meeting** - Pamela shared that we sent an email asking for volunteer to facilitate meeting and agenda items on Dec 2, 2012. Jack Smith-St. Cyr volunteered to be the facilitator. I have sent him the discussion ground rules that we have used in previous meetings. For agenda items, the due date is January 2, 2012. We should be on track to send all items, including the budget by no later

than the required date of January 13th. It may be mailed earlier than that. The budget would also be posted in the bulletin board at the clubhouse.

New Business

• Committees' Report Out

- **Activities** – Pamela gave an update. The Christmas Dinner is coming up this Saturday the 17th. We have 69 people attending. The committee will assist with the annual meeting refreshments. In February we will have the Chili Cook Off. Dawna has sent out an email on behalf of the committee asking people for new and fresh ideas for 2012. There are also sheets here in the clubhouse to put your ideas on. Please let us hear from you.
- **Architectural** – Bruce Fletcher said they only had one request and it is under review. Debbie Gwin sent a written report to the secretary. This was the information on that letter. December 12, 2012 Request to install 2 new storm doors at 2705 Water Hazard and this was approved. No pending applications.
- **Budget** - Dave Elmore was absent. He sent Pamela the draft budget with some changes that were provided him. She passed it out. There was no discussion at that time. However, at the end of the updates, Gail came back to this topic and thinks that we need to have a sit down meeting with the Facilities and the Long term Planning based upon their budget requests. We should have Dave present as well. It will probably be after Christmas. Ron will arrange it. The deadline for the budget to be posted and sent out is 15 days before the annual meeting - Jan 13th.
- **Facilities Management** – Dennis Grier reported out that the weather has prevented the repairs on the sidewalks on Driver getting done. He hopes that it will be done next week if the weather holds up. It has to be warmer for concrete to cure. No meeting of the committee due the way the dates fell. The budget for these repairs is out of the emergency funds not the facilities committee budget.
- **Long Range Planning** – Don Ward gave the board a clubhouse expansion proposal. The committee asks that the board review and critique it for any changes or wordsmith. The basic proposal is to expand by 1766 square feet bringing the capacity to 200 people from the current 60. Please see the complete proposal at the end of these minutes.
- **Newsletter** – Barb Root stated that there will be a newsletter out by the end of December.
- **Nominations & Elections** - Yenny van Dinter said that everything is on track. Ballots, proxies and instructions have been printed. Barb, Pamela and Yenny stuffed the envelopes. They will be sent on the 20th of December. We need volunteers to help the vote counting on January 23rd at 10:30 am. She will contact the people that have already volunteered. Everyone is invited to watch the process. Jan Hayhurst volunteered.
- **Web** – Pamela read the update from Dawna, who was unable to attend the meeting. Written report is attached at the end of these minutes.
- **Welcome Committee** – Frank Blank reported that they welcomed 7 new homeowners. MaryKay informed him that the house on the corner of

Country Club closed today, so he will get that information. They will give the recap for the year to the newsletter committee.

- Ron thanked the committee members for all the help they did in 2011.
- **Questions on HUD Data** - Bob Nelson asked for this item. Ron announced that the questions had been answered before the meeting and there was no need for discussion. Bob was at the meeting and concurred.
- **Treasurer's Report** – Jan handed out the Balance Sheet and the Profit & Loss Budget vs. Actual. The new format is easier to read. We are under budget so far. MaryKay made a motion to accept the reports. Gail seconded it, vote taken and it was unanimous. Reports accepted. Financial reports are included at the end of the minutes. MaryKay asked if we had found out whether the Fidelity Investment account was FDIC insured. Jan said she didn't know but would find out. Gail thought it was since he has investments with Fidelity since from a personal standpoint is insured. Jan asked that any reimbursements be turned in as soon as possible so they can be processed in December.
- **Correspondence to/from Secretary** – Pamela stated board meeting minutes sent and posted on time. Have had some address and telephone corrections. A new telephone and address listing will go out before the end of the month and will be placed in the binder in the clubhouse. I have made up sign up sheets for all of the existing committees and will place them here in the clubhouse, as well as take them to the annual meeting. The existing volunteers need to indicate on the sheet if they are staying on that committee or not. We will not assume that the current people will continue to the New Year. If there are any changes to the committee chair, please let me know so we can keep the website correct.
- **Next Board Meeting** – By stated in the Bylaws the next board meeting will fall the 2012 annual meeting with the newly seated board.
- **The area of the garden area that city is using for access** - Ron indicated that the city wants us to pay the \$250 for a survey to straighten out their books. Ron thinks that we ought to get Gorman's input on this. MaryKay made a motion to put this item on the January Board Meeting. Jan seconded the motion. Motion carried.
- **Adjournment** – Jan motioned that we adjourn, MaryKay seconded and the vote was unanimous. Meeting adjourned at 7:05 p.m.

Respectively Submitted,
Pamela Gulbrandson
CCEHA Secretary

CLUBHOUSE EXPANSION PROPOSAL

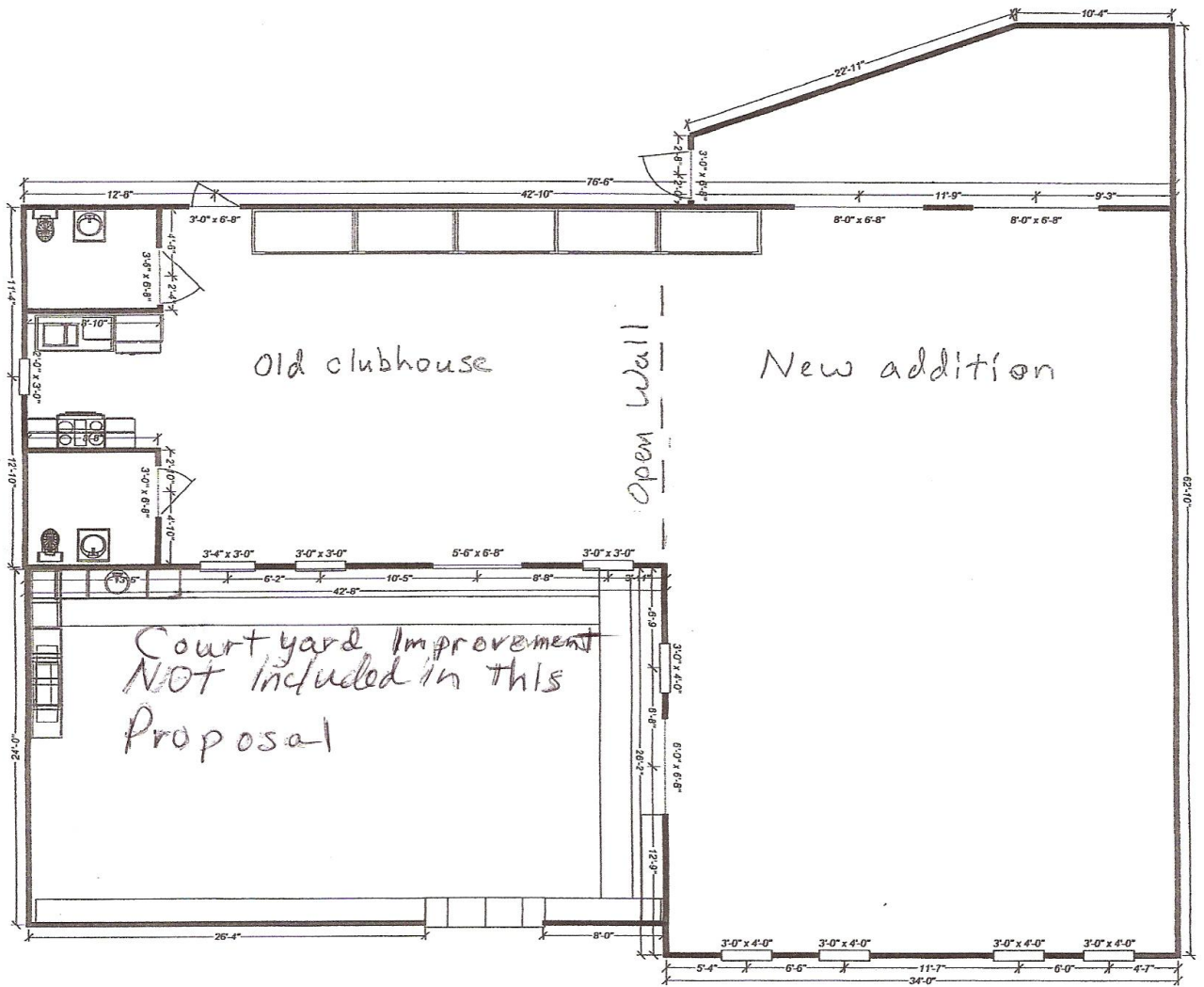
The long term planning committee would like to put forward a proposal to expand the existing clubhouse by 1766 square feet . This would bring the capacity to 200 people from the current 60.

We feel that the additional space is needed, as many of our activities at the clubhouse have been overcrowded ie: the Halloween party, the Fourth of July barbecue, and the Mardi Gras party. This overcrowding discourages many people from attending activities, Also, our Christmas party and more activities could be held in an expanded clubhouse.

The extra space would include a folding petition so that more than one activity could be held at the same time. The new space would be heated and air conditioned as well.

We have obtained a verbal estimate from Baca Construction of 60 dollars a square foot for the expansion. It is only due to the current economic climate that we were able to get this reasonable quote. The total cost for the proposed expansion would be \$106,000.00. The long range planning committee feels that this is an opportune moment that we need to take advantage of. This is a proactive step that we can take to enhance our property values.

We propose to pay the \$106,000.00 cost in full by doing the following: 1) Use the \$30,000.00 in the investment account and 2) Paying the remaining amount by a one time only assessment in the amount of \$425.00 per household. Any future lot sales would be assessed this amount at time of closing. This way we can rebuild savings and also to fund further courtyard improvements not included in this proposal.



DECEMBER WEBSITE REPORT

UPDATES:

November Board Meeting minutes

December Activities Calendars

STATS:

Total page loads (2006-2011) 16,093

Year to date—4,471 page loads

1,468 Unique visitors (1,034 first time visitors and 434 returning visitors)

December page loads (as of December 14th) were 179

29 Unique visitors (16 first time visitors and 13 returning visitors)

Visitors came from various locations in NM, as well as from Arizona, Georgia,

Louisiana, Illinois, Tennessee, and Missouri

Saturday December 3rd was the biggest hit day with 82 page loads

**C.C.E.H.A.
Balance Sheet
As of November 30, 2011**

	<u>Nov 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Activity Cash Funds	47.72
Fidelity Investments	32,653.20
First New Mexico Bank	34,384.19
Total Checking/Savings	<u>67,085.11</u>
Total Current Assets	67,085.11
Fixed Assets	
Club House	59,553.00
Land	39,502.34
Total Fixed Assets	<u>99,055.34</u>
TOTAL ASSETS	<u>166,140.45</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	104,380.37
Retained Earnings	51,923.13
Net Income	9,836.95
Total Equity	<u>166,140.45</u>
TOTAL LIABILITIES & EQUITY	<u>166,140.45</u>

C.C.E.H.A.
Profit & Loss Budget Performance
 January through November 2011

Ordinary Income/Expense	<u>Jan - Nov 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income			
Rental Income for Clubhouse	25.00		
Initiation Fees	300.00		
Annual Assessments			
Finance Charge - Late Fees 2010	12.00		
Annual Assessments - Other	26,905.00	28,050.00	28,050.00
Total Annual Assessments	<u>26,917.00</u>	<u>28,050.00</u>	<u>28,050.00</u>
Total Income	27,242.00	28,050.00	28,050.00
Expense			
Committee Expenses			
Long Term Planning Committee	0.00	200.00	200.00
Architectural Committee	0.00	10.00	10.00
Bi-Laws Committee	0.00	1,833.33	2,000.00
Election Committee			
Documents for Voting	0.00	400.00	400.00
Election Committee - Other	30.40		
Total Election Committee	<u>30.40</u>	<u>400.00</u>	<u>400.00</u>
Newsletter Committee	89.24	100.00	100.00
Activities Committee	1,228.92	2,291.67	2,500.00
Facilities Committee			
Clubhouse Cleaning	1,000.00	1,100.00	1,200.00
Grounds & Landscaping	1,316.19	2,383.34	2,600.00
Repairs and Maintenance	3,470.59	3,941.67	4,300.00
Total Facilities Committee	<u>5,786.78</u>	<u>7,425.01</u>	<u>8,100.00</u>
Total Committee Expenses	7,135.34	12,260.01	13,310.00
Association Expenses			
Licenses and Permits	10.00	20.00	20.00
Web-Site	101.43	150.00	200.00
Taxes			
Income Tax	50.00	100.00	100.00
Property Tax	145.77		700.00
Total Taxes	<u>195.77</u>	<u>100.00</u>	<u>800.00</u>
Emergency Fund	537.95	1,375.00	1,500.00
Telephone	550.13	733.33	800.00
Utilities			
Electricity	297.90	385.00	420.00
Water & Gas	435.70	531.67	580.00

C.C.E.H.A.
Profit & Loss Budget Performance
 January through November 2011

	<u>Jan - Nov 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total Utilities	733.60	916.67	1,000.00
Supplies			
Supplies & Mailings	771.64	2,016.67	2,200.00
Total Supplies	771.64	2,016.67	2,200.00
Accounting & Bookkeeping	1,225.50	1,600.00	1,700.00
Insurance			
Liability Insurance	254.00	400.00	400.00
Insurance - Other	359.00		
Insurance-Building	1,672.00	1,775.00	1,775.00
Total Insurance	2,285.00	2,175.00	2,175.00
Legal Fees	3,862.51	4,583.33	5,000.00
Total Association Expenses	10,273.53	13,670.00	15,395.00
Total Expense	<u>17,408.87</u>	<u>25,930.01</u>	<u>28,705.00</u>
Net Ordinary Income	9,833.13	2,119.99	-655.00
Other Income/Expense			
Other Income			
Interest Income	0.13		
Dividend Income	3.69		
Total Other Income	3.82		
Net Other Income	3.82	0.00	0.00
Net Income	<u>9,836.95</u>	<u>2,119.99</u>	<u>-655.00</u>