

## MINUTES

### COUNTRY CLUB VILLAS HOMEOWNERS ASSOCIATION REGULARLY SCHEDULED BOARD MEETING

**Date and Time:**

Tuesday, February 9, 2022, at 6:00 p.m.

**Location:**

5200 Villa View Drive, Unit 8D, Farmington, NM 87402

**Board Members Present:**

President-Joshua Payne  
Vice President-Loni LaBossiere  
Secretary-Cathy Marquez  
Treasure- Leslee Beasley  
Member-Nancy Kester

**Others Present:**

Manager-Rishawn Esmiol  
10B-Lyle Love  
1B-Janet Griffith  
Woods Insurance representatives-Rocky Lucas and Brianna Lucas

**Meeting called to Order:**

At 6:02 p.m., President Joshua Payne called the regularly scheduled meeting of the Board of the Country Club Villas HOA, to order at 5200 Villa View Drive, unit 8D, Farmington, NM 87402

Board Members were introduced

The agenda was distributed

**Approval of Minutes from prior meeting:**

The minutes of the prior Board Meeting had previously been approved by the Board and posted to the website.

**Financial Report:**

Documents have been provided to the office of Gwen Alston, CPA as of January 14th, 2022. However, at this time, they are busy entering data from the year to ensure financials are correct. No documents provided at this meeting.

**Managers Report:**

Property Manager, Rishawn Esmiol gave the manager's report as follows:  
He is patrolling the grounds and completing minor clean up.  
He is continuing on cleanup and inventory of the pool office and tool shop.  
He is continuing on inventory and clean-up of unit 8D, the manager's office.  
He reported that there had been an attempted break in at 8D. A police report was filed.  
All locks to unit 8D have been changed.

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He has been waiting to issue warning for violations until he got an understanding of the property and the issues. He sees parking violations as the biggest category of infractions. However, he is also tending to and watching for improper animal waste, tobacco, and also for improper egress and ingress (fence jumping).

He contacted the City of Farmington regarding the blocked drainage ditch (SW of Property) at the southwest parking lot. The City will not be fixing this issue and the Villas will need to take care of it. He has contacted AMF, a local contractor for a bid.

He reported that the City of Farmington is in the process of creating a crosswalk near the property entrance, crossing over Villa View Drive.

He reported on a request from unit 5A to purchase and install at his expense a parking spot for units 5A and 4A. He will advise owner to follow the maintenance process request, available on the website and present it to the board.

He knows someone who might be available to be on call, on an hourly basis, as a second certificate holder for the pool. He was advised to inquire further.

Immediate concerns: overgrown trees falling debris hazard, uneven sidewalks create tripping hazards (have been marked with red paint for visual), video surveillance system and security. He is working on these.

Complex future proposals: entrance for foot traffic along N fence in front of 10A, extend parking between Units 5A & 4A, ponding of water in SW corner.

#### **Old Business**

Flat roof project has no update at this time.

Property Manager Rishawn looked into the Cable wires hanging from buildings 1-4. He has determined that they are old, non-operating wires. He will cut and cover them.

President Joshua Payne, Vice President Loni LaBossiere and Secretary Catherine Marquez will meet with attorney Gary Risley for a briefing and update on the Roofing issues. The meeting will be Friday, February 11, 2022 at 11:00 a.m.

Hot tub is on site. It is an above ground jacuzzi. Rishawn has spoken to a couple contractors. It seems the best way to install is to create a concrete base. He will pursue this further and seek plumbing and electrical bids also.

Woods insurance representatives, Rocky and Brianna Lucas presented a quote for an alternative insurance. They passed out a written proposal. The insurance covers the exteriors of the 82 units and the pool. The price difference was quite significant, in our favor. The difference in coverage between this new quote and our current policy, is that the limits would go from a \$2M-\$4M policy to a \$1M-\$2M policy. The representatives

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explained that the umbrella policy for \$2M would make up that difference. Additionally, the workers comp may go up with new payroll numbers.

Joshua Payne made a motion to approve the switch in policies.

Loni LaBossiere moved to defer on this issue, in order to look into the policy coverage.

Files still need to be gone through, organized and then scanned for record keeping. Cathy Marquez will get with Loni to go through 2 or 3 boxes she has. Cathy Marquez will get the documents Nancy K has, and go through them and organize them.

#### **New Business**

President Joshua Payne gave an update on the cleaning and minor repairs at 8D. It is a high priority to complete the improvements to 8D so that the Property Manager can move in. Joshua and Rishawn will do a walk through of the unit, compile a spreadsheet of necessary improvements and get bids for the work and report at next regular board meeting.

President Joshua Payne is currently working on the contact sheet which will contain both the owner's and renters' names and their respective telephone numbers and emails. The information on this sheet will remain confidential.

President Joshua Payne will be writing a Letter from the President that will go out to all owners and tenants.

President Joshua Payne will go to Citizens Bank and find out the forms and signatures necessary to update the signatures on the bank accounts.

Nancy Kester has decided not to resign. She will remain as board member.

No additional business from owners or guests.

Next meeting will be held March 9th 6:00 pm in Unit 8D.

**Meeting adjourned by President, Joshua Payne**

## CCVVC Report Feb 2022

Rishawn Esmiol

### •Complex

- \_Cleanup
- \_Grounds patrol am/pm

### •Pool office/Tool shop

- \_Cleanup
- \_Inventory

### •Unit 8D manager office

- \_Inventory
- \_Carpet cleaning
- \_Sanitization
- \_February 3rd attempted Breaking&Entering POLICE report filed  
Farmington POLICE Department will increase regularity of patrols.

### •Violations

- \_Parking
- \_Excessive animal waste
- \_Excessive tobacco product waste
- \_Improper egress and ingress (fence jumping)

### •Immediate Concerns

- \_Blocked drainage ditch SW parking lot (stucco/concrete)
- \_Overgrown trees FALLING DEBRIS HAZARD
- \_Uneven sidewalk creates a TRIP HAZARD
- \_Crosswalk for foot traffic at complex egress/ingress  
(City of Farmington) IN PROCESS
- \_Jacuzzi platform/electrical
- \_Video surveillance system SECURITY

### •Complex Proposals

- \_Entrance for foot traffic along N fence to front of unit 10-A
- \_Extend parking between units 5-A & 4-A  
George Archuleta of unit 5-A would like to purchase/install a parking slab of concrete to the NW of unit 5-A and S of unit 4-A to accommodate both units.
- \_Pond in SW corner would be functional in storing water overflow as well as aesthetic.