

## MINUTES

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

**Date and Time:**

Wednesday, March 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  
Member-Nancy Kester

**Others Present:**

Manager-Rishawn Esmiol  
Member-Maggie Fry 7A  
Member-Shirley Beasley

**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

Roll call of Board Members was conducted. A quorum was present.

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:**

Financials performed by Office of Gwen Alston, CPA were distributed prior to meeting and were available at the meeting also. Dues are being deposited today and financials will be updated upon that deposit.

Gwen's office is still working on the bookkeeping entries. The check book is being gone through and trying to match receipts to checks written.

No audit of the 2021 books has been performed. Most opined that an audit of the 2021 books should not be done until all entries are up to date. However, even at that point it should be re-evaluated whether an audit should be done.

It was reported that Ken Shields' office said it would cost \$2,000 to get the CCV HOA records from his office. It was discussed why we would need to pay the accounting firm

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to obtain our own records. It was noted that Ken Shields has passed away. However, his office is still in business. Joshua will reach out to Ken Shields' office.

#### **Board Meeting Agenda:**

Financials approved - Nancy Kester made the motion to approve the financials to date. Seconded by Cathy Marquez. Vote all Ayes, with 1 abstention by Maggie Fry.

#### **Managers Report:**

Property Manager, Rishawn Esmiol gave the manager's report as follows:

Pool operation system is being checked. Rishawn met with Judy at American Hallmark, the insurance loss control manager to get approval for the operation of the pool rolling. Judy will conduct an evaluation and check on safety precautions. Time is of the essence as pool season starts soon.

Rishawn has been getting quotes for concrete and electric work for the new jacuzzi. Concrete estimates are needed for the pad where the jacuzzi will sit. He has walked the project with 4 contracting companies. Estimates are being secured to place the new above-ground jacuzzi where it is placed now, vs where the old in-ground jacuzzi was. To date, 2 companies have provided paper quotes. It was noted that during these times, it is more difficult to get quotes for construction processes, than in normal times.

Unit 8D Progress-walls are being painted, inventory is being taken, security system is up and running. Security system shows the entrance, egress, and pool entrance area. The system runs wirelessly.

Rishawn is in the process of getting measurements for cabinets so he can get quotes for new cabinets.

Blinds for the unit are here. Rishawn is waiting to finish painting before installing the blinds.

#### Violations

# 1 violation is parking. He sees issues on how people are parking, not particularly where. Rishawn reported that to date he has observed that most vehicles do have stickers.

#2 violation is speeding. He has issued 2 verbal warnings. He has also put out tenant information document sheets. It was noted that resident are able to pay for an extra spot, if first car is in garages.

Rishawn is still working on blocked drainage issue. He contacted 3 companies and is working w/ 2 contractors who responded to his request, to get bids.

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Overgrown trees. He has reached out to contractors for bid but is cutting those that he is able to reach.

Trip hazards have been marked w/ red spray paint. He is trying to get bid from AMF on the most pressing issues.

Crosswalk-no new news. Improving the entrance for foot traffic @ sidewalk on northside, where hedges are was discussed.

Rishawn is going forward on getting proposals for jacuzzi electric work for hot tub.

Rishawn has started working on determining which exposed wires are dead and eliminating them.

#### **Old Business**

The following was discussed: Flat roof project is stalled because of weather. Rishawn is in contact w/ Basin. Of the roofs Basin completed, they did a good job but then the firm hiked up the price. It was discussed whether there was an issue with the Basin contract and determined there was not. Sherwood will perform the work on final coats on the roofs from 2021 as well as the roofs allocated for 2022. Rishawn will keep up on this with Sherwood.

Claim with A1: Joshua will talk to Janice and then talk to Riley and then adjuster. Joshua's goal is to make fair claim settlement. However, he does not want to leave money on the table.

Hot tub: Rishawn is trying to obtain and then he will review bids for the concrete pad and the electrical. Current quotes are being spec'd for placement where the new jacuzzi is placed right now. Rishawn and the contractors who have walked the project do not recommend putting the new above-ground jacuzzi on top of old spot, where the old jacuzzi was. This will save money on installation because there is already a power source that we can tap into.

Parking lot cleaning/sweeping: A quote of \$2,350. was obtained for a one time, initial clean-up. Once the company completes the initial clean up, the company can provide quote to maintain on quarterly schedule. Prices for rental of clean up equipment was obtained by Franks Rental at a price of \$1,500 a week. This does not include any labor. It was mentioned that such clean up has only been done about 3 times in last 30 years. It was concluded that a clean-up is due and needed.

Motion was made by Loni to proceed with pursuing the initial clean up and seconded by Maggie Fry. The vote was all ayes, with no opposition

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Insurance: The new insurance company was discussed. Woods is the local insurance company, Brianna and Rocky Lucas are the representatives from Woods. America Hallmark is the underwriting company.

Late fees: Still going through list of owners vs renters. Once it is fully updated we will send out letters to those that are past due. A special meeting was set for next week to discuss the bylaws and rules and regulations regarding this issue. The board plans to lay down rules in writing and have those rules enforced equally, to all.

George A.: Joshua will talk to him regarding his request to make an additional space near his unit.

8D repairs: Repairs are on going. Rishawn covered issues in his report. A member commented that we do it every time we get a new manager. Joshua opined that having a well appointed and maintained unit is helpful to attract a quality candidate for the professional manager position. He also pointed out that any money invested in the CCV HOA unit is a transfer of assets, from cash to capital; the balance sheet in unaffected.

Bank Accounts: Bank accounts were discussed. There are three bank accounts. One is an accounts payable checking account, ending in 7106. The second is a reserve account for the roofing, ending in 8301. The third account is a liquid or savings account.

The goal of this board is to remove the names of any non-current Board of Directors. Two such names to be removed are Steve Owen and Melissa Owen. Current Board members, Nancy Kester and Loni LaBossiere, should remain on the 3 accounts. The names Joshua Payne, Leslee Beasley and Cathy Marquez should be added on all 3 accounts. It was discussed and determined that if there are any other names of non-current Board members, on any of the three accounts, that such names should be deleted from the accounts. Any other non-current Board members or member names not mentioned should be removed.

End effect of the discussion was that the names on all three bank accounts should be Nancy Kester, Joshua Payne, Leslee Beasley, Cathy Marquez and Loni LaBossiere.

Motion to proceed to eliminate all non-current Board members and other members names from all three bank accounts and to add the names Joshua Payne, Leslee Beasley and Cathy Marquez, to all three bank accounts was made by Nancy Kester.

Motion was Seconded by Maggie. A vote was taken. All "ayes", no "nays". Motion passed unanimously.

Joshua will send the Minutes from this March monthly meeting to the bank.

### **New Business**

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No additional business from other board members.

No additional business from owners or guests.

#### **Meeting was opened to attendees:**

A member brought up that the parking between 4A and 5A is area where water goes through when it rains. This is the area where George wants to put a parking spot that 4A and 5A would utilize.

There was some concern about what type of vehicles would be parked there. It was noted that George has both trucks and trailers. It was stressed that the complex is a residential neighborhood and not a commercial area. The question of whether a permit for construction of this parking spot, might be needed came up. A follow up to that was would the permit need to include drainage flow.

Joshua and Rishawn will have a conference call w/ George or meet with him to discuss what type of plan he has in mind.

Shirley brought up colors of trim on windows. Most of the trim on the units is brown but there is some white trim also. Most members want consistency and most thought the white trim was not objectionable. It was brought up whether color(s) were specified in the By-Laws. If so, that doesn't mean there cannot be variances established down the road.

Regardless of color or style permitted going forward, the Board wants to establish transparency regarding any approval of modifications to residences. The goal is to develop, clear cut written rules, with a clear written procedure process There could be a variance.

There was discussion about doors, including types and colors. It was opined that the units have fire proof doors and those might be the white doors. This might be because building codes now require fire proof doors. The Board wants to strive for consistency.

This philosophy of consistency and transparency ties in with the forth coming Letter from the President. Joshua is waiting for the fully updated owner/renter list. He is planning 2 separate letters. One of his letters will be sent to renters and cover their obligations to owners and to abide by association rules. The second letter will be directed to owners with specific issues tailored to them.

So far data shows 45 owners live here day to day.

The pool came up again. Rishawn reiterated that he is currently working on getting certification. The other candidate has not been reached. So, he is still looking for second person.

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Pool heating - a member wanted to plant the seed that perhaps other means of heating the pool can be explored or researched as a future project. With gas prices going up, this seems like a good option to explore. Member suggested solar on roof to heat the pool. No outright objections were made.

Next monthly meeting April 13th, 2022 at 6:00 at Woods Insurance, 4801 Butler Ave, Ste 12101, Farmington, NM.

Motion to adjourn by Loni. Motion seconded by Nancy.

**Meeting adjourned by President, Joshua Payne**