

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

Date and Time: Tues, March 14, 2023, 6:00 p.m., **Location:** 5704 Chaparral Ave., Farmington, NM 87402

Board Members Present: Robert L Alvaro - President, Nancy Kester - Vice President, Maggie Fry - Board Member, Cathy Marquez – Secretary, Loni LaBossiere – Treasure.

Others Present: Rishawn Esmiol, Shirley Beasley 9A, Marty Tilden 6C, Randy Mason 9B, Joslyn Bass 20A, Janis Stefz 19B, Mary Pappas 13A, Mike Mcalinea 5B, 7C and 13C

Meeting called to Order:

At 6:00 p.m., the Treasure (Rob was running behind) called the regularly scheduled meeting of the Board of the Country Club Villas HOA, to order, the home of the Treasure, Farmington, NM 87402.

Meeting Minutes: February approved. December and January are posted on the website for review.

Financials January and February passed out P & L balance sheet plus expenses for month. Janis asked for the bank reconciliation which was not passed out and available. Rob will make a point to have that report for the next meeting. Approval of the financials was tabled.

Janis opined that it is not a good practice for the accountant who is reconciling the books to be the same person that is writing the checks or making the deposits. It is agreed that the Board will start writing the check. Many bills are paid electronically at this point.

Rob, Loni and Janis plan to meet w/ Gwen Thursday, March 23rd.

Rob noted that the \$3.00 fee for electronic payment needs to be set up to be passed on to unit owner. He will try to figure out a way to make that be a automatic process.

Financial reports from December 2022, and January and February 2023 still need additional work, changes and will be approved at the April meeting.

Nancy motioned to approve the minutes. Seconded by Maggie Frye

Manager's Report:

The Board will obtain Rishawn's pool certificate from TP Levine, within 7 days.

Complex morning and evening ground checks are being performed. Clean up of pine needles and pool house and tools continues. Hot tub part is in and ready for pool opening.

Rob will meet w/ Viking on March 20, between 11 and noon to find out about the pool key/pass system. Once we know we can get that system up and running, Rishawn should be able to re-key everyones pool pass or make them a new one. Owners or tenants will need to drop off their key/pass to Rishawn, he will re-key them and then get them back to them. The plan is to put notice of this on the website once the exact process is known.

Pool review: Electric box was updated by High Desert in 2022 to prevent electric from shorting out/tripping. Pool cost in 2022 were about \$3,900. June 2022, Aug 2 \$ 1,677 to High Desert.

8D: Rishawn is still working on getting the counter tops and sink installed. He still needs a dishwasher and flooring. He has to purchase these but the Lowes card is not working. They are waiting for the Home Depot card that Rob requested to come in. Rishawn was told to use the petty cash to go get what he needed to complete the counter tops.

There was a discussion about the checks for the general account. Janis said that the last time checks were purchased, it was enough for 2 years so there should be some left. She informed the Board to double check before ordering more checks, as the checks for the general account look very similar to the checks for the other account. Update – no checks for the AP account were found. More checks have been ordered.

The Board will work on getting a breakdown for 8D.

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Parking: Rishawn will get more diligent about issuing warnings. He will scan the warnings and email to the Board.

Janis corrected the misconception that a walking the dog violation had to be witnessed by more than 1 person. That is not the case. 1 witness is sufficient to constitute a violation.

Janis brought up Garbage pale violators. She said right before she came to the meeting there were trash cans out in front of 13D, 14A, 16B, 17D, and 18D. She reported that she sees the trash can out in front of 17D almost every day. Rishawn sai he vuol go home after the meeting to pull trash cans an issue violations. Trash pales are allowed to placed outside the unit beginning Wednesday evening.

Starting tomorrow Rishawn will start watching and on Friday if there are violators, he will take their trashcan to the bone yard and leave a warning on the unit door. Warning will advise owner to contact Rishawn to retrieve their trashcan. The warning will also advise the unit owner that there will be a \$50 fine reflected on their next invoice. Rishawn also reported that the gate to the bone yard was broken by someone.

Leaking roofs: All leaking roofs have been addressed. However, there is still damage inside of 20A. 20 A started leaking in January 20, 2023. That unit has been stucco'd but the flat rook work has not been completed. Rishawn sealed the leak an did a little work to the interior but the interior work is not complete.

Leaks have occurred at buildings 17, 20, 9, and 6. Building 20 is the priority for 2nd phase. Building 9 is the priority for 1st phase, then 2nd phase, after building 20 is complete.

6c - Marty had a leak at her slider door. Water is also dripping at her front door. Rishawn will check her gutter. The overhang at garage is also damaged. She will get a quote from Ron P. Other members commented that their gutters might need cleaning also. Josyln worried about damage in inside of building. Members were again advised use the website "Contact" dropdown, to request maintenance.

Members were advised that the proper protocol to report leaks is to fill out the link on the website. Go to "Contact" link, complete the information and write a detailed description of the issue/request. They may also call Rishawn and if Rishawn does not answer, they can call a Board Member. Some board member phone numbers are listed.

Parking lot: Rishawn has filled some of the bad holes. He advised the Board that the patches will only last so long. He will also re-do the parking lines once the weather warms up.

Hanging cable wires: Rob will start working on this with Rishawn. At the minimum, they will start rolling them up and trying to tuck them away.

New Business:

RFQ's have been sent to JWF and Magic Roofing. Jayce has already seen the job. Magic roofing will come out next week to look at the project. Magic will do a membrane system. Maggie is working on getting a third bid. The goal is to award one of these contractors the project by March 23, to begin the work by April 1. **IS WORKING ON GETTING A THIRD BID bids by next meeting.**

Building 7, units A and B need a final coat. Building 13 needs the second coat process. Building 20 needs all of phase 2.

Building 9 - Rob will schedule Sosa do the stucco phase because it is already paid for.

Building 17 - Rob will schedule half of the building (2 units) of the stucco work because it is also already paid
Balconies at 17A and 15A - tabled.

There was a leak at the pool house. Rishawn contained it and M & R plumbing will be coming out Thursday March 16. There is a possibility that water will need to be turned off.

Next Board meeting will be on March 14, 2023 at the home of Loni Labossier. Call or email for address. at6:00 p.m. Cathy will have Aztec Media post this on the website.

There was a motion to adjourn the meeting by _____ and seconded by Loni L.
Meeting adjourned by the President.