

MINUTES

COUNTRY CLUB VILLAS AT FARMINGTON HOMEOWNERS ASSOCIATION REGULARLY SCHEDULED BOARD MEETING

Date and Time:

Wednesday, May 11, 2022, at 6:00 p.m.

Location:

5200 Villa View, Farmington, NM 87401, pool side

Board Members Present:

Vice President-Loni LaBossiere
Secretary-Cathy Marquez
Member-Nancy Kester 18A

Others Present:

Manager-Rishawn Esmiol, Rebekkah Esmiol
Linda Ansley 17A, Maggie Fry

Guests: Bj Fetrow, Gwen Alston

Meeting called to Order:

At 6:02 p.m., Vice President Loni LaBossiere called the regularly scheduled meeting of the Board of the Country Club Villas HOA, to order, at 5200 Villa View, pool side, Farmington, NM 87402

Introduce CPA, Gwen Alston and BJ Fetrow

Approval of Minutes from prior meeting:

Motion by Maggie to approve the minutes from the prior meeting. Seconded by Loni L. Vote: ALL AYES.

Financial Report:

Loni handed out a spread sheet that showed every check written for 2021, and then January through April 2022.

She is still trying to figure out the details on the Manager Reimbursement line as the monthly packets are at Gwen's office.

Line 32 - is to date, excluding this month

Gwen went over the Profit Loss

- For accounting purposes, we are on a Cash basis.
- Income is the dues + roof assessments actually paid (not due)
- Reimbursement amount is not broken down but \$2,500 of that amount is a delinquent insurance payment that Loni had to pay when she found out it was late.
- Bank statement is reconciled by Gwen's office, once a month, at the end of month.
- A forensic review (vs audit) will be completed by Gwen's office once they have a few more details entered.
- Loni mentioned with 1 check to Pryor Construction, (in March 2021) there is a discrepancy of about \$ 2,000. between what they were paid and what she has receipts for.

Gwen explained the Balance sheet:

- Roof assessment funds in the amount of \$73,733.98 have been transferred to the special roof account. This represent assessments from Dec 2021 to March 2022. Another sum of \$16,548.37 will be transferred later this month.
- Accounts receivable line shows negative because some owners pay ahead.
- Undeposited funds line shows dues that have been entered but not yet taken to bank.
- Payroll liabilities are accumulating taxes taken out of Rishawn's payroll check + payroll taxes that the HOA has to pay. These are either paid monthly or quarterly and are continually accruing.
- As of today the bank account balance is \$103,000
- Discussed reserve accounts listed. There are balances but we are not sure if there are balances listed because the HOA did not spend all the money allocated for the listed item or if the expenses were not properly allocated to that account. We can clean this up after the forensic review, or as we go.

Gwen's office does not have access to the savings account transactions. Loni will get that to her soon. She will have access effective May 20, 2022.

BJ spoke:

- Regarding the switch from Ken Shields' office, to their firm. He explained that this hand off was hard because Mr. Shields passed away. He has dealt with a few CCV owners and can understand how they feel if there is/was an error, or their statement is not properly updated. However, our contract with them does not include their office fielding calls from 80 account holders. Owners should call or email Loni with questions about their accounts. They can USE THE EMAIL listed on the website. A post has been placed on the website.
- Moving forward Gwen's office statements will list January to current dues and payments.
- Deposits are made every Thursday. So, if your payment misses the deposit, and a statement goes out, the statement may not reflect that last payment.

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Nancy motioned to approve the financial reports. Maggie seconded the motion. A vote was taken. Ayes-all, Nays-none spoken. Anyone Opposed-none.

Managers Report: Property Manager, Rishawn Esmiol gave the Manager's Report as follows:

Ground patrols are happening daily. He is making morning and after noon runs around complex.

- Friday, April 29, 2022, Farmington Police were on sight. There was a guy caught vandalizing property throughout the neighborhood, not just at CCVV. Rishawn believes the guy was arrested. Cameras did not catch a good picture of the guy because it was too dark.

Pool system is active and ready.

- Pool company came out. Found black mold in the pool, which they said was from the pool not being winterized properly. They said it was one of the worst they've ever seen. They commented that if our pool had been made of anything else, we would not have been able to use it. They gave it a chemical shock and it is now good to go.
- We are set to open the pool Memorial Day weekend.
- Maggie made a motion to move up opening-pool-day to May 20, 2022. Motion was seconded by Nancy. Vote: All Ayes.
- Rishawn will do a final clean up at pool area. Needs to buy pool brush/broom + chemicals.

8D Renovations are coming along

- The electrical upstairs is complete
- He hit a snag with the washer and dryer and dishwasher-they cannot currently use them. He needs to fix a pump box which was broken and then hook up the washer and dryer
- Status of A/C (swamp cooler) Matthews Plumbing gave a price of \$2,500, which includes the use of a crane. He believes the swamp cooler is a 4000 series. He got 4 bids.
- Quote from Lowes for new cabinets is \$2,200. Quote for counter top can range from minimum \$1,000 on up. He will get firmer prices on options for counter tops. All agreed \$2,200 for cabinets is great price. He will confirm price and get back to board so we can vote and get this going. He will install the cabinets which will provide a great savings for the HOA.

Rishawn is continuing in his attempts at getting quotes for deck for the jacuzzi.

High Desert Electric gave a quote for electrical. That quote reflects that our emergency shut off is out dated.

Video surveillance is Active as of March 1. He is adding 2 cameras, plus flood lights on the cameras.

Violations are still happening. Parking, speeding and dogs are top 3.

Sprinkler system is active. There was a valve that was bad. It appeared lines were not winterized properly. He had to trouble shoot the system because it was not properly identifying which sprinklers were controlled by which knob. For example if label said sprinklers 1, 2 & 3, it was not really 1, 2 & 3 sprinklers going on.

Exposed wiring project is ongoing. He has spoken to Comcast & they may want to come recover some of the wires. He is about 50% complete on the front side, 10% on the back side.

Create opening for foot traffic will begin Friday, May 13. He explained he will create a walk space with a soft path, on the northern side of the entrance. In later discussions, this was put on the back burner to focus on the platform around the hot tub.

Trees: He has reached out to 2 tree contractors. Aspelandy has come out. He is waiting on price. He also called Bisti Tree Cutting Services. They have not replied back to him. Nancy suggested Ian as another option to help with landscape projects.

He is still looking for another CPO, someone on property, for when he needs time off. He still needs to complete his certification and get a copy of the certificate to Loni. Nancy said she is certified.

Block Drainage: C&J Hydro Vacuum said removing the debris is 100% doable, IF it is concrete. He is waiting for quote.

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Nancy motioned to approve the Manager's Report, seconded by Linda Ansley.

Old Business

We have a schedule for roof repairs. We are using Sherwood to perform the work on the next scheduled roofs. Linda has issues with the balcony/roof at her unit. Rishawn will meet with her to check it out. He spoke to Sherwood and they told him to set up schedule with Sosa Stucco because Sosa goes in first and then Sherwood goes behind them. He will follow up on that phone call. He knows we need an urgent reply.

Parking lot cleaning/sweeping is going well. Quotes for some type of maintenance schedule were high, at about \$2,400 for a once a year clean up. Rishawn will look into buying more blowers and batteries. Perhaps he could do this project, with help. Loni found a high-end commercial blower for around \$700. A savings of \$1,800 and Rishawn would complete the work.

Bounced checks: discussion took place. For non-sufficient funds (vs stop payment), we agreed \$25.00 was enough to charge. The checks that were at issue for last month were stop payment checks. Maggie made a motion for fee for non-sufficient funds, to be \$25. Motion seconded by Nancy, no nays

Past due accounts were discussed. It was decided that once an account is 90 days past due, a certified letter will go out to that owner. After that a lien will be placed on the unit.

New Business

Brain stormed ways to build stairs/ramp to get into jacuzzi. Rishawn will draw something up and email to the board. This is priority over walkway at entrance

Motion to move meetings to Tuesday was made and seconded. Vote: all Ayes

No additional business from other board members.

No additional business from owners or guests.

Next meeting TUESDAY, June 14th 6:00, poolside at the CCV.

Motion to adjourn, and seconded,

Meeting adjourned by Vice President, Loni LaBossiere

Country Club Villas Homeowners Assoc
Profit & Loss
January 1 through May 10, 2022

	<u>Jan 1 - May 10, 22</u>
Ordinary Income/Expense	
Income	
Income	
Dues	82,920.85
Late Fee	2,548.75
Miscellaneous	0.50
Roof Assessment	<u>91,246.01</u>
Total Income	176,716.11
Transfer Fee	<u>1,000.00</u>
Total Income	<u>177,716.11</u>
Gross Profit	177,716.11
Expense	
Admin Expense	
Bank Charges	<u>5.00</u>
Total Admin Expense	5.00
Bank Service Charges	15.00
Insurance Expense	7,429.60
Office Supplies	86.68
Payroll Expenses	11,961.95
Professional Fees	2,002.83
Reconciliation Discrepancies	-352.37
Reimbursement	5,453.77
Repairs and Maintenance	2,538.50
Telephone Expense	75.00
Uncollectable	1.92
Utilities	18,857.01
Website	<u>283.13</u>
Total Expense	<u>48,358.02</u>
Net Ordinary Income	<u>129,358.09</u>
Net Income	<u><u>129,358.09</u></u>

Country Club Villas Homeowners Assoc
Balance Sheet
As of May 10, 2022

	<u>May 10, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Citizen - Roof Assessment	102,728.97
Citizens - General Fund	89,651.81
Savings	87,420.51
Total Checking/Savings	<u>279,801.29</u>
Accounts Receivable	
Accounts Receivable	-22,540.26
Total Accounts Receivable	<u>-22,540.26</u>
Other Current Assets	
Miscellaneous	-1,842.38
Undeposited Funds	1,895.26
Total Other Current Assets	<u>52.88</u>
Total Current Assets	<u>257,313.91</u>
Fixed Assets	
Unit 8D	61,580.00
Total Fixed Assets	<u>61,580.00</u>
TOTAL ASSETS	<u><u>318,893.91</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,978.10
Total Other Current Liabilities	<u>1,978.10</u>
Total Current Liabilities	<u>1,978.10</u>
Total Liabilities	<u>1,978.10</u>
Equity	
Less Reserve	
Reserve-Water Line & Valve Rep	3,000.00
Reserve - Landscaping	5,358.60
Reserve - Petty Cash	100.00
Reserve - Press Redu Valve	-351.56
Reserve - Reseal Carryover	545.05
Reserve - Roof Assessment Fund	28,995.02
Total Less Reserve	<u>37,647.11</u>
Opening Balance Equity	-200.00
Retained Earnings	150,110.61
Net Income	129,358.09
Total Equity	<u>316,915.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>318,893.91</u></u>

