

**Nature Pointe Board Meeting**  
**Minutes Friday, January 11, 2013, 9:00 a.m.**  
**Nature Pointe Clubhouse**

**Board members present:** Alex Leonard, President; Mark Tuttle, Vice President; Bryan Burns, Treasurer; and Karen Leach, Secretary

**Staff:** Star Garrett, Clubhouse and Events Manager, and JP Garrett, Facilities Manager

**Call to Order**

Alex called the meeting to order at 9:07 a.m. Alex asked for approval of the 12/14/2012 Board minutes, approved and signed. Karen will e-mail the minutes to Josie Aragon to post on our website.

**Manager's Report**

Star reported that she has booked 38 weddings for 2013. She has been very busy in December giving wedding tours. Our goal is to book 40 weddings in 2013. She and Holly Siebert, Lead Wedding Coordinator, are working on our booth display for the Diamond Dash, February 17th marketing event sponsored by Perfect Wedding at a hotel in Albuquerque. Steve Sanders, CPA, suggested several changes in our wedding contract when he did our annual financial review. Karen will work with Star to review and incorporate the changes, and then get Board approval.

Discussion followed about wedding contract prices for 2014. Alex suggested a \$600 increase: \$6,400 for Saturday weddings, and \$5,400 for Friday or Sunday weddings. We decided to try these prices for a month or so and re-evaluate the price structure. Star said she has had success in booking higher priced weddings because we now include more: white linens, table decorations, chairs, Champagne glasses; and during the last hour of the wedding we provide lemonade, coffee, chips, salsa and s'mores. Brides pay an additional amount if they want to use our: chocolate linen table layovers, china and/or white chair covers.

Bryan noted many discrepancies in QuickBooks for weddings booked in 2012 and 2013, e.g. the amount of a wedding booked in 2012 was incorrectly entered into QuickBooks. He displayed (on the laptop) one invoice where the textual description of the invoice was likely correct; however, the amount of the invoice was likely incorrect. In all cases, we must be careful that information in QuickBooks agrees with the contract signed by the bride. Significant discussion followed. Bryan asked Star double check all wedding contracts against entries in QuickBooks. Since monthly reconciliations have been completed in 2012 by Mark and Karen Tuttle, Finance Committee, Bryan asked Star to confirm any changes needed in 2012 with him prior to making changes in QuickBooks.

Mark suggested providing an invoice outside of QuickBooks to the bride since the QuickBooks invoice can be confusing to brides who don't understand all of the financial issues we face. The bride's invoice should reflect total cost of the wedding, the damage deposit, the non-refundable deposit and the remaining amount due. Because of the needs of accurately reflecting income timing, there are a minimum of two invoices in QuickBooks — one dated the day of contract

signing and one dated the day of the wedding. We must "book" the income from the non-refundable damage deposit on the day of signing the contract and we must "book" the income from the wedding on the day of the wedding. This cannot be done on a single invoice in QuickBooks.

Star reported that she is still having problems e-mailing monthly dues statements using the automatic QuickBooks method recommended by Steve Sanders, our CPA. Bryan suggested sending them individually from QuickBooks. For weekly e-mails sent from our e-mail program, we need to develop smaller groups of members so e-mails don't end up in the members spam mail. She confirmed the process for handling dues invoices for 5 foreclosure lots. Star said she is working on the 1099's that are due January 31 to our vendors whom we paid \$600 or greater in 2012. We already have all of the W9's from contractors.

### **Building Report**

JP thanked Alex for installing privacy curtains in the women's restroom and said he has gotten positive comments about them. He is checking our sound system in each room and replacing and tagging transformers as needed. JP is working on the heating system in the Manager's apartment to repair 2 zones that are not working and a plumbing problem in the men's restroom. JP requested \$200 to purchase new maintenance uniforms, which was approved by the Board. He asked that we remind HOA members that the Clubhouse closes at 10 p.m. since some members are entering late, preventing him from closing the building on time.

Mark suggested we need a sign on how to open the spa cover on top of the cover, rather than on the door that leads into the patio. He recently witnessed improper usage. JP will handle this.

### **Financial Report**

Bryan reported as of December 31, 2012, wedding revenues are \$201,232 (\$42,345 over budget) and total revenues are \$276,886 (\$38,078 over budget) based on information available on January 11, 2013. However, these amounts are not final because of discrepancies discussed earlier. He reported the following expense categories are under budget: Building Maintenance and Supplies ~ \$2,000, Clubhouse Supplies ~ \$3,000 and Office expenses ~ \$600. The expense categories that are over budget: Building Equipment ~ \$1,000 (includes \$600 for large screen TV), Marketing ~\$2,400 (includes NM Dream Wedding), and HOA Events ~ \$5,000 (includes Holiday Party). He reported our Net Income is \$60,317 (total revenue minus total expenses). Bryan reminded everyone that the \$25,000 transfer to the Reserve Account is not reflected on the Profit and Loss Statement. He also reviewed the Balance Sheet. He stressed the need for Star to check the Chart of Accounts sheet when coding expenses in QuickBooks. One check was improperly recorded against a fixed asset account rather than an expense account.

Bryan moved that in 2013, we pay our State/Federal income taxes quarterly, Alex seconded, motion passed. Bryan reported on financial transactions he implemented from recommendations made by Steve Sanders, CPA, who did our Financial Review in November.

Karen confirmed with Bryan that the HOA is considered a nonprofit in filing the annual report with the NM Public Regulation Commission (PRC). Bryan said yes, because the Board of Directors receive no compensation.

Mark brought up the need to compensate Alex for his tremendous work during the weddings, which he has been doing on a voluntary basis for 3 years. Alex disagreed with being paid, however, Mark moved that in 2013 we compensate Alex at a rate equal to other wedding coordinators for hours he works during weddings, Karen seconded, Alex abstained, motion passed. Bryan instructed Alex to accurately report his hours, stating that it was inappropriate not to pay him for the many hours he works during the weddings, which has nothing to do with his role as developer or Board member.

### **Other Discussion Items**

**Vision Statement** — Mark suggested developing a Vision Statement that will help guide future decisions/direction for Nature Pointe. Alex shared a clever marketing description of Nature Pointe that was written by Patsy Spellman, HOA member and Real Estate Agent for Nature Pointe. Karen recommended developing both a Mission and Vision statement and shared various examples she found by doing a web search for HOA's as well from other organizations. Bryan suggested using wording from our website and Covenants, e.g. Section 5, Association, 5.1, page 19. Mark and Karen agreed to draft statements for Board review. Once narrowed a draft statement will be presented at the HOA Annual Meeting and members will be asked to give feedback.

**Karate Event** — Alex shared information about a Karate competition that Dale Rugge is organizing at the Clubhouse on June 21, 2013. Bryan requested that all participants sign our liability form.

**Valentine's Day Event** — Alex suggested having our Valentine's Day event on Saturday, February 9 (Saturday before Valentine's Day). Karen suggested having Star ask HOA members for assistance to plan the event.

### **Future Meetings**

The next Board meeting will be Friday, February 22, 9 a.m. at the Clubhouse, and the HOA Annual Meeting and Potluck was scheduled for Sunday, March 17, 4-6 p.m. Mark was selected as chair of the Board nominating committee.

### **Adjourn:**

Alex adjourned the meeting at 12:25 p.m.