

**Nature Pointe Board Meeting**  
**Minutes Friday, January 24, 2014 at 9 a.m.**  
**Nature Pointe Clubhouse**

**Board members present:** Alex Leonard, President; Bryan Burns, Treasurer; Karen Leach, Secretary; Trudy Henderson and Debbie Leonard

**Staff:** Simona Derr, Clubhouse & Event Manager

**Members present:** Vicki Burns, Gary Clark, Buck Dewey, Scott & Rebecca Horton, Michelle LaCasse, Chet Leach, John Lionbarger, Rosanne Mitchell, Melissa Rugge, Patsy Spellman, Wes Trudell and Mark & Karen Tuttle

**Call to Order**

Trudy called the meeting to order at 8:00 a.m. The Board minutes of December 27, 2013 were approved.

**Neighborhood Coalition**

Mark Tuttle, member, presented a vision for a HOA Neighborhood Coalition stating it would not function on a dictatorial system of governance, which the Covenants states. It would have shared authority and team effort. He indicated that over time, lawyers have copied covenants from one HOA to another and they are out of step with the right way to manage through autocratic leadership, which allows the contribution of its members and creative initiatives. Therefore, a Coalition is being formed to work with Mimi Stewart, author of the HOA Law, to attempt to change laws to accommodate a louder collective voice. They will be more sensitive to the hot buttons that aren't being heard and provide a way to bring about positive change. He said the Coalition will listen to members and learn about their interests.

In addition, Mark said he is initiating a recall of a Board member with or without cause according to the Bylaws, 3.1(f) at the Annual Meeting on March 30, 2014, to recall Board member Karen Leach because of her active participation in events that led to losing Bryan Burns as Treasurer, her bias support toward Alex Leonard, developer, and failure to accurately reflect action taken in the minutes.

Chet Leach asked to speak. Trudy said members are not allowed to speak unless they have made a prior request. Chet said that has not been the pattern at previous meetings. Trudy allowed Chet to ask if the Covenants is a legal contract that we all agreed to when we bought a lot. Trudy said she will ask a lawyer.

**Manager's Report**

Simona reported that we have had a fantastic wedding year – the best yet with 46 weddings and 1 anniversary, bringing in \$233,682 in gross revenue. This year we have booked 45 weddings and 1 anniversary for a gross revenue of \$267,220, which is an increase of \$33,538 more than last year. She said that we only had one complaint from a bride because of a green bar tender. Nature Pointe will host a Perfect Wedding event on September 3<sup>rd</sup> and we were voted the number one best site in New Mexico for weddings by Perfect Wedding Guide.

Simona said she is collecting assessment dues on lots that were in arrears. Bank of America recently bought one of the lots and is now paying dues. She said both Steve Sanders, Nature Pointe CPA, and Tracy Draus, QuickBooks expert, said that our financial records are being kept at a good level. Bryan said he disagreed with Simona's comments and that this is an Executive Board matter and will not be covered here. He said her comments were in error and it is the opinion of others and not his opinion.

### **Financial**

Bryan pointed out that the financial information mentioned by Simona earlier do not match with records he was looking at on his computer and furthermore that we are required to report financial information on an accrual basis. Bryan said he spends a lot of time making sure the records are correct. A member recently came in to make a payment on his past bad debt and the lien needs to be removed from his lot. He said a complete review has been done on the 2014 wedding contracts and he has 3 pages of notes to review. Several corrections are yet to be made associated with the 2013 wedding records. The depreciation expense also needs to be recorded in 2013. Bryan has already spoken with Steve Sanders who will do our taxes prior to March 15<sup>th</sup>. A financial review will also be performed by Steve.

Trudy indicated that there is no value in reporting gross income on weddings, because we need to know how much was spent. She asked about wedding rental income and payment to bar tenders. Alex clarified rental income is for our china and the bride pays for bar tenders. Bryan explained that since we book weddings on an accrual basis, figures Simona reported aren't accurate. He said as of Sunday night, the total in QuickBooks for 2013 was approximately \$246,000 not \$233,682 and stressed that we must report on an accrual basis.

Trudy requested a report on the wedding business. Karen said she and Alex have a draft of a wedding income/expense model, which will help in developing the 2014 budget. Trudy moved that Alex develop an itemized written report of income and expenses of weddings by the second week in March, second by Bryan, motion passed. Bryan indicated that he will need to assist since the report must depend heavily on financial information in QuickBooks.

Trudy asked how many lots have been resold. Alex said lots 61 and 52. She indicated that our Covenants allows interest to be charged on unpaid assessments and we need to make charges on lots in arrears.

### **Old Business**

**Facility Manager** – Alex reported that Patrick Tigue has been hired and he will start on Monday, January 27 and work from 7 a.m. to 3:30 p.m., Monday-Friday. Patrick has requested a laptop and software to develop a preventative maintenance system and an inventory list. Patrick has worked for large companies and is familiar with work order systems and tracking costs. Karen said he also has a strong background in safety management.

**Shopping Volunteers** – Trudy reported that she and Heidi Ruffner have worked out a system for handling weekly shopping needs for the Clubhouse. Alex reported that he has organized 70% of the materials and tools in the storage shed on the east side of the Clubhouse. Trudy

requested a written inventory list of items in storage, including consumables, which will help identify shopping needs. Discussion followed about how to accomplish the inventory and the need to determine what to keep or toss items in storage. Alex reminded us that Vista del Oro purchased the china that is available for rental. Karen suggested designating each storage area for a purpose, i.e. wedding supplies in one area. Trudy said she will recruit volunteers to do the inventory, along with one of our wedding contractors who can help to identify items.

**Pool Cover & Switch** – Alex reported that a pool cover and wireless opening and closing switch have been ordered from Southwest Pool Service and should arrive within 10 days. Bryan asked about the chemical balance in the pool. Alex said he monitors it daily, but he is still having to periodically unplug the salt generator. Trudy asked about the status of the written report from Aqua Techs and said she will follow up with them. Bryan stressed the need for an automatic system and to have a qualified person install it. Patrick will attend the pool certification class on February 3<sup>rd</sup> for \$99 to become a certified pool operator. He will keep a daily log. Karen suggested also having a member take the class to relive Alex of this responsibility when Patrick is not available to monitor the system.

**Board Nomination Process** – Karen, Chair of the Nomination Committee, reported that she has drafted a job description for Board members, Board Treasurer and Finance Team. She asked Board members to give their feedback by February 1. She indicated that we have members who are interested in running for the Board position. Trudy said it is inappropriate to state how many hours may be required to serve and the responsibilities. Karen said many HOAs have job descriptions and she will send Trudy the information. Bryan said he will need to verify that candidates are in good standing before they can be nominated.

### **New Business**

**Cutting Dead Trees** – Alex explained the need to cut dead trees around the development and cover the wood with plastic to decrease the threat of Bark Beetles. The cost of the plastic would be about \$200. He said Jeff Eschenburg has volunteered to lead the project and is asking for volunteers to assist. Discussion followed about liability issues and cutting trees from Vista del Oro lots versus member lots. Trudy moved that we encourage Jeff Eschenburg and members to clear their own lots first and see if it is successful, and then get approval from other lot owners to do the rest of the neighborhood, seconded by Alex, motion passed.

**Wedding Sound Control** – Alex reported that he recently talked to Robert Mallory, Southwest Noise Control, about installing additional glass on the south facing Anasazi Hall doors for a better sound barrier. Bryan said he has taken sound data on 3 weddings and found that when all of the doors are closed the sound is at an acceptable range.

**Lawn/Snow Tractor** – Alex said the blade has been installed on our 21HP Craftsman lawn tractor, which will be used in tight spots in the parking lot and on sidewalks. Dave Ashworth donated 260 pounds of steel weights for the tiers.

**Maintenance Apartment/HOA & Developer Office** – Alex presented information about moving the operations of Vista del Oro (Developer's business), and partial wedding business to the Maintenance Apartment. We have had little interest in renting the apartment. Karen presented a draft budget, which she previously emailed to Board members, of the cost to convert the apartment into an office for about \$755. She thanked Scott Horton for hooking up the telephone and DSL lines that were laid during initial construction and rekeying the locks. Most of the needed items, e.g. chairs, table, filing cabinet Laptop, printer, etc. can be pulled from the

Clubhouse. Karen thanked Patsy Spellman who designed the office layout and developed the budget. Trudy said our goal is to help Alex and Debbie sell lots and having Vista del Oro and weddings sales in a separate place will provide a more professional look and a quiet space to work. Discussion followed, including developing a barter system for Alex's volunteer hours which he donates to the HOA and wedding business as in-kind services in trade for the apartment rental. Trudy said she does not support the idea of converting the apartment into a bridal suite or bed and breakfast at this time. Trudy moved that we set up the office by February 28<sup>th</sup> and evaluate the effectiveness, seconded by Bryan, motion passed.

**Fire Marshall Inspection** – Alex reported that all of the required items noted by the Fire Marshall on January 5<sup>th</sup> are finished and most of the other items are also done. Discussion followed about a safety team. Rebecca Horton confirmed that Jeff Murray and others have an interest in volunteering to work with Patrick, Facilities Manager, to ensure a focus on safety management.

**Anasazi Hall Walls** – Alex reported that he talked a sound consultant about touching up the walls in the Anasazi Hall. He said if we applied a synthetic stucco it would change the acoustics in the Hall. He found a contractor who will do a test paint spot and feather the stucco before continuing on the other touch up spots for a cost estimate of \$200.

**Russound Repairs** – Alex reported that we have a number of needed repairs on our sound system. He will have Patrick work with the representative from Russound on simple repairs, e.g. replacing transformers, since they have a high travel charge. Bryan recommended having a Russound certified technician do wiring work so our warranty is not impacted.

**Purchase Limit** – Alex suggested lowering his spending limit from \$900 to \$500 without Board approval. Discussion followed about developing a system to pay bills on a weekly basis with Board approval on invoices for better internal control. Trudy moved that we pay invoices weekly on the same day, requiring 2 Board approvals on invoices and have the process in place by February 15<sup>th</sup>, seconded by Bryan, motion passed. Debbie suggested sending a letter to wedding contractors, who have been paid on the night of their service, informing them of our new policy.

**Event Planning Team** – Alex said Maria Dernocoeur, new member, and Patsy Spellman have volunteered to assist with HOA Events, however, they do not want to take the lead. We should promote the need for a Volunteer Event Coordinator again in our weekly "What's Happening".

**West Pool Patio** – Alex suggested encouraging members to use the west pool patio for small parties during weddings and possibly purchasing a barbeque and small refrigerator for the area. He will change the wedding contract to reflect this change.

**Wedding Price Increase** – Alex suggested increasing the price of weddings from \$6,800 to \$6,900 on Saturdays, and from \$5,600 to \$5,700 on Fridays and Sundays. Trudy suggested developing an online survey to send to brides to request feedback, and printing thank you cards. Discussion followed about gift incentives for future referrals, e.g. \$15 gift certificate to complete the survey and \$100 gift certificate if they refer a bride. Trudy will find a volunteer to set up the online survey.

**Front Gate** – Alex said he has had a couple of potential clients mention that the gate was a hindrance to getting into the development. Trudy asked if the cameras at the gate are working. Alex indicated that they do not work, and we need to find someone who is knowledgeable about outside camera systems to obtain 3 quotes and evaluate the best option.

**2014 Budget**

Alex has developed a draft 2014 budget. We need estimated costs for a camera at the gate, exterior stucco repair, pool cover and switch, stucco in Anasazi Hall, road maintenance and potential preventative work on the roof. Bryan said once all the final figures are in for 2013 he will have the past history figures to use for a reasonable approach in developing the budget. Karen said the normal timeframe for finalizing our budget is in March. Bryan confirmed. Debbie thanked Bryan for his service as Treasurer.

**Architectural Control Committee (ACC)**

Alex reported that Alison Murray has volunteered to serve on the ACC with Trudy and Scott Horton. Alex will continue to provide oversight to the ACC, but will not be involved in the periodic drive through property inspections. Karen will develop a cover letter for the approved Violations policy, which will be mailed to all HOA members in February.

**Next Board Meeting**

It was agreed that the next Board meeting will be Friday, March 7, 2014.

**Adjourn:**

Alex reminded everyone about the Monday, February 17<sup>th</sup> deadline for Board nominations and adjourned the meeting at 11:55 a.m.