

Nature Pointe Board Meeting
Minutes Sunday, November 10, 2013 at 4 p.m.
Nature Pointe Clubhouse

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

Members present: Tony & Josie Aragon, Anthony & Thiel Baca, Scott & Rebecca Horton, Melissa Rugge, Patsy & Matt Spellman and Karen Tuttle

Call to Order

Trudy called the meeting to order at 4:00 p.m. The Board minutes of October 4, 2013 were approved.

Committee Reports

Steve Mitchell handed out copies of an Emergency Management plan he assembled, along with a map of Nature Pointe lots with suggested neighborhood groups. Each group will be responsible to figure out how to work together. He said the system can also be used to assist one another, e.g. water plants when neighbors are on vacation. Karen Leach asked if she could edit/format the document so members would be more likely to read it, Steve agreed. Steve asked if Karen would be the point person on the Board for the project, she agreed. Steve confirmed that it is not a Board project, but a neighborhood effort.

Steve said he has been working on an outline for a Facilities Plan, which he distributed. Trudy thanked him. Steve also asked about arranging for a speaker to present a program at the Clubhouse on how to respond and be better prepared should an emergency occur, e.g. a shooting at a mall. Board members agreed that it would be a worthwhile program.

Tony Aragon presented information about voiceshot.com, which is a company that supports emergency response agencies and is available to HOAs. He said we would need to identify a person who would initiate the notification. It is a one-way communication process, meaning that it only “pushes” information out to those signed up should an emergency occur, e.g. closure of I-40 or a nearby fire. The charge is \$19/month plus a small fee/message for a total cost of about \$240/year. Tony has researched a number of options, but recommends this one. Mark ask about getting spam e-mails from the system. Tony said he has been registered with it for 6 months and has not gotten spam. Mark agreed to be the Board liaison for the committee.

Financial

Bryan reviewed the Profit & Loss Budget versus Actual through the 3rd quarter, although, he said there are some errors that need to be fixed before presenting the statement at the November 17th HOA meeting. Bryan had reviewed some wedding invoices and found errors. Because of the effort involved, he asked Heidi Ruffner, who had volunteered to help with financial work, to compare the wedding contracts to QuickBooks invoices. She found errors from this year and the previous year in amounts and dates of invoices. Bryan presented the list to the board and indicated that the financial reports available at the meeting were still inaccurate in spite of a lot of effort to have them ready by the meeting. Bryan is working with Simona on these corrections and hopes to have final reports by the time of the upcoming HOA meeting.

Bryan stressed the need to book income on the date it is earned and to process refunds in a timely manner. Heidi discovered 13 weddings where refunds were not returned within 30 days. Bryan explained that the Board recently voted to change the \$500 non-refundable deposit and the \$300 refundable deposit to a single non-refundable charge of \$800 to reduce administrative work since little damage has occurred during weddings.

Bryan reviewed the Balance Sheet. He noted that some significant changes were made in October in an effort to earn more interest on our money. We moved \$90,000 from various accounts into CDs at the Sandia Laboratory Federal Credit union which is paying the highest interest rates locally. \$60,000 from our Reserve Account was moved into a 2 year CD and \$30,000 from our checking account was moved into a 1 year CD. He also pointed out that we plan to move an additional \$40,000 from the US Bank checking account into a savings account at US Bank. This approach will allow us to electronically transfer money from that savings account to the checking account to better manage our cash and earn some interest. Bryan further stressed the necessity of keeping information entered into QuickBooks in a timely fashion noting that the movement of this \$90,000 to the Sandia Laboratories Federal Credit Union was not made until November 8 even though the actual transfers occurred on October 10. In order for us to make timely and accurate financial decisions, information must be input in a timely manner. Bryan reminded everyone that timely data entry is very important for accrual accounting.

He reported that Steve Sanders, CPA, completed a Financial Review of our records. While Steve did not find any cases where appropriate internal controls were not followed, he did find some invoice accounts that needed some cleanup work. Bryan noted that the cleanup work is complete.

Bryan said Karen maintains a list of weddings and contract amounts, however, the equipment rentals (linens, chairs, china, etc.) are not listed on the contract so the report does not match amounts in the Profit and Loss statement. These items not listed on the contracts are the main reason for a difference when comparing Karen's wedding list with income on the Profit and Loss statements.

Bryan prepared and reviewed a Wedding Income and Expense versus Budget spreadsheet, January 1 - September 30, 2013, which reflected an average profit/wedding of \$3,399.80. He pointed out that this does not account for Simona and Tim's time, electricity or other overhead costs of a wedding that would be difficult to calculate nor does it include all of the changes that remain to be made. He also noted that while the income from weddings has increased by approximately \$15,000 the net profit from weddings has only increased by about \$1,600 which means that most of the increase in wedding income has been spent on providing wedding services.

Old Business

Fire Inspection Requirements – Alex reported that only 2 items remain: he needed to wait until the first freeze to transplant a small Aspen tree in front of a fire hydrant, and he will purchase a fire proof cabinet to store paint cans. He will call Lieutenant Gabaldon this week to

request a follow up inspection. Trudy asked when the citation was made. Alex said in August. Karen clarified that it was a “verbal” list of 13 items that needed to be done to meet fire safety standards –no written citation was given.

Pool/Spa – Trudy asked about the chemical balance in the pool and the 10-day closure by the Bernalillo pool inspector. Alex said Aqua Techs pool service contractor made repairs, however, there are still problems with the chlorine/salt balance. Trudy asked what needs to be done to keep the system running. Discussion followed. Trudy moved to have Aqua Techs return to do an assessment of the condition of the pool equipment and to provide training to Tim within 2 weeks, seconded by Bryan, motion passed. Alex said Tim repaired the concrete deck around the swimming pool ladder.

Pool Cover – Karen asked about the status of the magnetic control switch for the pool cover, which Alex previously asked for Board approval. The control switch would allow the pool cover to open and close automatically to the proper position, creating less wear and tear on the system. Mark moved that we purchase the magnetic control switch for the pool cover not to exceed \$1,400 within 1 month, seconded by Bryan, motion passed.

HOA Capital Expenses – Alex reminded the Board about the need to develop a 3-year Plan of Capital Expenses, which is required by the new HOA Law for new lot owners. Patsy Spellman, Nature Pointe Realtor and resident, confirmed that she needs to provide this information 7 days prior to closing. Trudy said we need to hire a company do a Facilities Plan. Karen said she has a copy of the Law and it doesn’t require a formal plan, which would be very expensive. The Board should be able to identify future capital expenditures at this time. Trudy suggested exterior stucco repair, roads, floors and roof. She also said we need to redo the stucco on the interior walls of the Anasazi Hall. Bryan said Trudy gave him a copy of Tanoan’s Facilities Plan and asked if Mark would be willing to review it to glean ideas for our Facilities Plan. Mark agreed. Bryan suggested that we develop a draft plan and add capital improvements as identified in the future.

Trail Improvement Day – Alex asked about organizing volunteers to work on the trails. Karen said since few members hike on the trails, this is a low priority and to table the project for now.

Website – Alex said the website needs to be updated. Patsy explained that Alex developed the website prior to building the Clubhouse and other amenities so some of the wording was conceptual. Karen explained that Simona developed a list of changes and we need a volunteer to handle the project. Bryan said the person needs to know Word Press or we could hire someone from our host website agency. Trudy requested that this go in the What’s Happening e-mail this week to solicit a volunteer.

Shopping – Trudy said she would be willing to take over the shopping for the Clubhouse, but she could only do it on a weekly basis. Alex explained that a variety of equipment supplies are often needed throughout the week, requiring quicker action. Karen said she would assist Alex in preparing the list/s.

Member Photo Board – Karen said Sue Campbell volunteered to collect or take pictures of members for the large map board that John Henderson developed to help everyone learn names and faces. Mark confirmed that Sue will ask members for their permission before adding their picture/name to the board.

Holiday Party – Karen said Alex e-mailed the proposed \$3,000 budget for the Holiday Party to Board members, and she has a copy of last year’s costs for comparison. Bryan said we are over spent in the HOA event category so \$2,000 is the maximum we can spend to remain within

budget. Members present at the meeting confirmed that they would be willing to pay approximately \$10/person for the Holiday Party, rather than go over our budget. It was agreed to charge members/guests a partial fee for the event.

HOA Meeting Agenda – Alex asked for feedback for the HOA Meeting agenda. Trudy said we need to report on our outstanding issues: pool, fire chief inspection, Kiva reconstruction, change in television service network, etc.

Alex said the total cost of the reconstruction of the Kiva and building the storage shelves was about \$3,500, including Paul Reed's time. Bryan and Trudy questioned the need for this expenditure. Trudy suggested that the water storage tank in the Kiva should not have been removed. Karen said we did research before removing the tank. Mark said he spoke to a solar contractor and the appropriate size tank should have been much smaller. Bryan stressed that Alex and Simona need to review the budget before making expenditures. He said in the first 6 months we were not overspent, but in the last quarter we have gone over budget in numerous categories, especially in the wedding contractors and wedding expense. Bryan stressed the importance of staying within the budget and reviewing the budget before making purchasing decisions.

Trudy said Alex's idea of renting the Maintenance Apartment as a bridal suite and to families of our members on a short-term basis is a great idea, but not realistic. She said it would be a lot of work to try to run a Bed and Breakfast type of rental, we might need a lodger's license, and the initial cost of purchasing the furniture, etc. would be very expensive. She stressed listing the apartment again on Craig's List.

Adjourn:

Trudy adjourned the meeting at 6:55 p.m.