

**Nature Pointe Board Meeting**  
**Minutes Friday, November 4, 2011, 9:00 a.m.**  
**Nature Pointe Clubhouse**

**Board members present:** Alex Leonard, President; Scott Horton, Vice President, Bryan Burns, Treasurer; and Karen Leach, Secretary and Debbie Leonard

**Call to Order**

Alex called the meeting to order at 9:06 a.m. He asked for approval of the minutes for the Board meeting on September 23, 2011 and Executive Board meeting on October 1, 2011. Minutes were approved and signed. Karen L. will send the September 23 minutes to Josie Aragon to be placed on the website.

**Review Proposed Interview Questions**

Feedback was given on draft interview questions for the Clubhouse and Event Manager and Maintenance positions. Interviews will be conducted by Board members on Saturday, November 5 and Saturday, November 12. Qualified candidates will be asked for a second interview. Reference and background checks will be made on the top candidates. Nearly 100 resumes were received for the two positions.

**Employee Transition**

Holly Siebert, contract wedding coordinator, will work with future brides and follow through on the New Mexico Dream Wedding process during the staff transition.

The Board again reviewed/confirmed the check and balance systems in place:

1. The Palmer's do not have signature authority on any account.
2. A daily backup system is on the office computer and collects independent backups.
3. Bryan monitors our financial records on QuickBooks on a frequent basis.
4. Karen L. monitors the bank balance on a weekly basis when she makes deposits.
5. Karen Palmer's Capitol One VISA card was destroyed and her name was taken off the account.
6. Karen L. has a copy of all wedding contracts, in addition to the copies in the office.
7. A new e-mail address was established through our web domain:  
[manager@naturepointe.com](mailto:manager@naturepointe.com). HOA members will be notified of this next week.
8. E-mails sent to [naturepointeclub@aol.com](mailto:naturepointeclub@aol.com) are automatically forwarded to [manager@naturepointe.com](mailto:manager@naturepointe.com).
9. No social security numbers are on file in the office or anywhere in our system.

The Palmers are working in a cooperative manner, and they will continue to have access to the computer and office until their last day, at which point they will turn in their key card and their access will be terminated.

Alex reviewed quotes for business cell phones for new staff from T-Mobile and Verizon. Discussion followed. Alex will do more research and purchase 2 phones.

**Property Improvements**

Alex discussed the need to put a sound barrier on the manager's apartment doors. He recommended Vinaflex Noise Barrier, a fiberglass material that would adhere to the doors.

Alex presented a quote from Plant World for \$1,841.52 for 27 pine and juniper trees to be planted along the north and south property line for greater privacy for events on the back patio and lawn. Bryan moved to purchase the trees, Alex 2nd, motion passed.

Scott is working with April Sweet to develop a survey for the fitness room and equipment usage. The Sweet's have recommended adding FM transmitters/headphones on the televisions to allow them to be on without disrupting others who prefer music or quite while working out.

Alex and Scott will work with Jeff Palmer to fill cracks on the roof and along the parapet walls.

**Financial Review**

Bryan reviewed the budget versus revenue and expenses to date. He asked about upcoming expenses to minimize our year-end tax liability. Suggestions included: fill propane tank near the end of the year, ice machine, fitness room television transmitters, low voltage repairs, floor sealer and maintenance supplies. Bryan reviewed the Balance sheet.

**Additional Topics**

Alex suggested having a holiday party on Sunday, December 18. He will ask for a volunteer at the HOA meeting to coordinate the event. He asked for feedback about a request for a college graduation party on December 17 for about 150 people. Scott suggested a minimum of \$2,500 rental fee and to have Holly Siebert coordinate the event.

**HOA & Board Meetings**

The next Board meeting will be Friday, December 16, at 9:00 a.m. and HOA meeting on Sunday, November 13. The Annual Meeting be scheduled in March to allow better timing for more accurate financial reports.

**Adjourn:**

Alex adjourned the meeting at 11:52 p.m.