

Nature Pointe Board Meeting
Minutes Thursday, November 6, 2014 at 8:30 am.
Nature Pointe Clubhouse

Board members present: Alex Leonard, President; Karen Leach, Secretary; and Deb Leonard
Members present: Tony Aragon, Vicki Burns, Gary Clark, Buck Dewey, Mark Konstan, John Lionbarger, Melissa Rugge, Patsy Spellman and Wes Trudell

Call to Order & Approval of Minutes

Alex called the meeting to order at 8:37 a.m. He explained that Veronica had a last minute work conflict and was unable to attend. He said the September 24th Board minutes were approved via email. Karen clarified that since we have not had a Clubhouse and Event Manager since April 20, 2014, Alex is serving as the Manager.

Old Business

Special Use Permit Requirements – Alex reported that Jill, Consensus Planning, meet recently with Juanita, Bernalillo County, and Juanita approved our Site Plan for the Special Use Permit. We will receive written verification in the mail. Paul Reed is working on the overflow parking, and Jeff Eschenburg is putting in the trail along the new parking area as required in the site plan, as well as working on trails around the development. Alex is working with Bernalillo County Public Works on the speed bumps and signage.

2014 & 2015 Weddings – Alex reported that he has booked 51 weddings for 2014, 19 for 2015 and 1 in 2016. However we are way behind in booking weddings for 2015 compared to last year, and May and June weddings will now be harder to book. He said we are getting a lot of calls for fewer guest count, which means they are unwilling to pay a higher price for their wedding. Deb questioned when to consider lowering our price. Karen stressed the importance of maintaining a high profit margin and suggested the Finance Committee help to analyze.

Clubhouse Rule Book – Karen reported that we are working on revisions to the Rule Book, which was reviewed last fall by Bill Chappell and a representative from Fair Housing. She will also have a member committee review the Rule Book prior to finalizing.

OSHA Requirements – Karen said we responded to OSHA on their requirements from their site visit: ordered new labels for ladders that had worn off; using a 24 foot rather than 12 foot ladder to access the roof so it extends 3 feet above the roof level; requested and received MSDS sheets which Patrick, Facilities Manager, should have had in place; purchased better quality safety goggles, rubber gloves and face shield for handling pool chemical; removed pool/spa certification papers from the electrical panel in the swimming pool equipment room, put them in plastic sleeves and posted them on the wall; and marked off the area around the electrical panel box where items cannot be stored in the swimming pool equipment room.

Violations Policy – Karen explained that we will strictly adhere to the Covenants, Bylaws and Rule Book, including enforcing the Violations Policy should it be necessary.

Twinkle Lights Training – Alex will show members how to hang the twinkle lights if they knock them down while playing basketball. He will remove some of the pins on the Vigas which seem to be tripping the fire alarm. Karen explained if members continue to play basketball when the

twinkle lights are down and damage the lights, they will be charged for the damage as stated in the Rule Book.

Building Maintenance Report

Alex reported that Patrick took a swimming pool water sample to Hall Environmental Analysis Laboratory and the results showed nothing noteworthy. He said we recently installed a new salt generator for the pool and it seems to be working well. The swamp coolers have been winterized. We need to winterize the pond fountains and water at the front gate. Patrick fired up the boilers and we need to check the thermostats.

Karen asked about the crack repair around the tennis court, which still has not been done. She explained that the tennis court contractor came out again to show Patrick how to do the repair. Gaylord Paving will do the road crack repairs on Tuesday, November 11th. She asked about the sound system issues and static in the electrical wiring in Anasazi Hall. Alex explained that Chris/KW Electric, licensed electrician, is working on the problem. He also put a box around the wires for 3 nicho lights in the hallway. Roof repair and parapet cracks have not yet been completed. The pool cover has 2 broken cords and repair is scheduled.

Financial Reports

Alex reported that Heidi Ruffner is handling monthly reconciliations. He has contacted Steve Sanders, CPA, to do the 3rd quarter review. The Profit and Loss statement and Balance Sheet are on the website.

Alex reviewed the 3rd quarter Profit & Loss Statement income: HOA Dues are over budget by \$6,000 due to increased lot sales, wedding income is below budget because we were unable to book/collect nonrefundable \$840/wedding deposit until the Special Use Permit was approved 10/7, event equipment rental is over budget by \$7,311 because we are promoting our china more this year, apartment rental is down because the apartment was vacant for 2 months. As of September 30, the total Income is \$315,016, which is close to the budgeted amount of \$315,360.

Alex reviewed the expenses: staffing is below budget because we don't have a Manager, however we have employed Paul Reed for maintenance projects more this year. Event Contract labor is up due to Holly Siebert, Wedding Manager, working more hours to handle duties the Manager would normally do and the wedding parking patrol person. Our bookkeeper is working an average of 4.5 hours/week which is lower than budgeted. The Reserve Study was \$3,400 compared to \$12,000 budgeted, and swimming pool expenses are up because in the 1st quarter a new boiler was purchased for \$2,500 and a new pool cover. Office expenses are \$320 over budget, utilities are under budget by \$1,800 although this can change depending on when propane tanks are filled, general expense is high because of payments to Consensus Planning for the Special Use Permit (SUP) process. Karen indicated we have created new chart of account numbers for SUP expenses, which will be reflected on reports in the future. Alex said the advertising expenses are lower than budgeted, taxes will probably be higher as income increases, HOA event expenses are lower because we scaled down the Holiday party, and OSUG expenses are lower because we are laundering linens we own rather than using AlSCO

Linen Service. The net income is \$66,564 compared to the budgeted amount of \$27,002. Alex reported that this year we have a healthy income, but next year will be a challenge. He stressed the need for a Clubhouse Manager and suggested purchasing a laser printer for greater efficiency. Projects we didn't do this year because of unplanned Special Use Permit expenses included gate camera and stucco repair.

Alex reviewed the Balance Sheet. Karen said for a check and balance system she monitors the bank balance each week when she makes the deposit.

Finance Committee – Alex reported that Veronica is working with the Finance Committee and reorganizing the chart of account to make it easier for members to analyze income and expenses.

Reserve Study – Alex reported that the Board received the final copy of the Reserve Study after giving feedback to Association Reserves. Karen explained that a number of areas were estimated high so Board members obtained quotes: resurfacing the road, roof replacement and banquet chairs; some items would not be replaced such as the piano; and some are not the HOA's responsibility such as the mail boxes. Adjustments were made on the final report, which recommends putting \$97,000 annually into Reserves.

Fund Balance Plan – Alex explained different philosophies of handling year-end fund balances: spend money on needed projects/repairs, propane, etc. to reduce taxes, put money into Reserves, and this year we may need to set aside money for upcoming legal expenses. The Finance Committee has suggested adding a capitol expense line item to the chart of accounts.

New Business

HOA Meetings – The next HOA meeting/potluck is scheduled for Sunday, November 16th at 4 p.m., HOA Annual Meeting will be held at the end of March to allow time to closeout year-end finances.

Hire Staff – Alex explained that he and Karen interviewed a potential candidate for the Manager's position. She is working the weddings so we can observe her work habits/interest. Karen said will we need to wait until we know our future financial status before hiring.

Next Board Meeting

The next Board meeting will be determined later.

Adjourn

The meeting adjourned at 9:30 a.m.