

Nature Pointe Board Meeting
Minutes Friday, December 14, 2012, 9:00 a.m.
Nature Pointe Clubhouse

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

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

Invited Guest: Trudy Henderson

Call to Order

Alex called the meeting to order at 9:05 a.m. Alex asked for approval of the 10/5/2012 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 wedding bookings are going well. She asked about providing credit/debit card service to brides and HOA members. Trudy Henderson said it is now legal to charge an addition fee for use of a credit card. Discussion followed about the process.

Star is organizing the storage room and labeling each area to make it easier for the wedding coordinators to return supplies. She and Mark plan to meet with the wedding coordinators about next year's process. She is doing bridal tours in the evenings so the brides can see the twinkle lights in the Anasazi Hall, creating a positive impression.

Following Board approval, Star is now charging a \$25 late fee on Association Dues that are delinquent on the 25th of the month rather than the 15th. The weekly "Star's Coffee" is well attended. She is planning a Valentine's Dinner/Dance, and thinking about an event that would be fun for the guys., e.g. hot rod show.

Building Report

JP is monitoring propane usage. Mark suggested developing a chart to graph usage. Bryan reminded him to fill the propane tanks before the end of the year. The temperature in the swimming pool has been raised by one degree and the shower in the swimming pool room now has hot water. JP checked and fixed the thermostats throughout the building and rerouted wiring in the dry sauna.

He completed the weather related outdoor projects, e.g. caulking cracks in the concrete and leveling the sidewalk along the north side of the Clubhouse. Karen suggested hiring an assistant to finish caulking the perimeter crack around the tennis court. Karen asked about exercise equipment repairs in the Wellness Center. JP said he worked on the equipment and all is in good working order. HE said the ATV with the snow plow is ready to go and will be used on the sidewalks and parking lot. He reported that Wes Trudell will close the building each night while they are on vacation 12/17-21.

JP said he and Alex devised a new, more efficient system to put the twinkle lights up and down in the Anasazi Hall. Therefore, from October through March the lights will be raised in between weddings making the basketball court available, and from April through September members will be encouraged to use the outdoor basketball court.

Mark reported that he spoke to Scott Cole, Alpha Septic Systems, about the venting of the septic tank. Since gas is lighter than air we need a vent near the lid of the tank to prevent internal corrosion. Alex painted the lid to temporarily prevent continued corrosion. Mark will follow up with Alpha Septic Systems to request a quote for the work.

Financial Report

Bryan reported as of November 30, revenues are \$264,970 (20% over budget), expenses are \$198,867 with a net income of \$66,103. He reviewed the Balance Sheet. Taxes are due March 15, 2013. Bryan will follow up and implement recommendations from the recent financial review made by Steve Sanders, CPA. In the future Steve will do quarterly financial reviews.

Discussion followed about the amount to deposit in the Reserve Account this year. Bryan proposed depositing \$15,000 to 25,000 rather than the budgeted \$5,000. Karen moved that we deposit \$20,000 to the Reserve Account, seconded by Alex, motion passed. As a check and balance system, Karen makes weekly deposits to our checking account (deposits are prepared by Star) and she requests our account balance be stamped on the deposit receipt.

Bryan will begin to prepare the 2013 budget. He asked for budget estimates for future projects. Mark suggested sealing some of the roads in the spring since Gaylord Paving said new State environmental laws will require contractors to use a product that is not as effective. Trudy suggested checking out a micro surface product and a local contractor that her development uses. She said roads that are used more frequently tend to stay in better shape than roads that have less traffic, because of the compaction.

Other Discussion Items

Management — Mark stressed the need to inform members that the Developer, Alex, is not obligated to work on projects for the Clubhouse and grounds since it is owned and managed by the HOA. Alex does so on a volunteer basis and we should all greatly appreciate his contribution. Trudy suggested investigating the cost and services of a management company to help relieve Alex's work load.

Clubhouse Closures — Discussion followed about closure times for weddings. Since weddings generate 73% of our total revenue it is important that we make their experience memorable, which in turn will keep our dues low and help prevent potential future assessments. Therefore, it was agreed that during weddings the following hours apply:

- ▶ Clubhouse & grounds open from **5:30 a.m. — 1 hour before ceremony**
- ▶ Locker rooms close **2 hours before ceremony**
- ▶ Swimming pool & Wellness Center re-open **1 hour after ceremony** (use west entrances to access these areas)

Since weddings are scheduled at different times we will inform HOA members about the actual times in the "What's Happening this Week" and in our monthly calendar. For example, if a we book a 4:00 p.m. wedding, the schedule will be:

- ▶ Clubhouse & grounds open from 5:30 a.m. — 3:00 p.m.
- ▶ Locker rooms closed from 2:00-10:00 p.m.
- ▶ Clubhouse & grounds closed from 3:00-10:00 p.m.
- ▶ Swimming pool & Wellness Center re-open 5:00-10:00 p.m. The pool shower now has hot water and a privacy curtain. Changing rooms available will be the pool bathroom, and sauna and steam rooms.

New Year's Party — Ideas were discussed for the New Year's Party.

Staff

The Board discussed/clarified comp time versus salaried positions with Star and JP. Discussion followed about the importance of staggered hours for the staff. We reconfirmed with Star that her work hours are from 8:30 a.m. to 5:30 on Mondays; 9 a.m. to 6:00 p.m. on Tuesdays, Wednesdays and Thursdays; and 7 a.m. to 4 p.m. on Fridays. JP's work hours are from 8 a.m. to 5 p.m. Mondays-Thursdays and 7 a.m. to 4 p.m. on Fridays.

Adjourn:

Alex adjourned the meeting at 1:05 p.m.