

Nature Pointe Board Meeting
Minutes Thursday, February 12, 2015 at 6:30 p.m.
Nature Pointe Clubhouse

Board members present: Alex Leonard, President; Karen Leach, Secretary; Veronica Montano-Pilch, Treasurer; Deb Leonard and Jeff Eschenburg

Members present: Tina Armijo, Gary Clark, Buck Dewey, Marty Pilch, Patsy & Matt Spellman and Wes Trudell

I. Call to Order & Approval of Minutes/Agenda

Jeff, meeting facilitator, called the meeting to order at 6:35 p.m. He called for approval of the December 30, 2014 Board minutes. Alex moved to approve, second by Veronica, motion passed. Karen reported that the minutes were previously approved via email and posted on the website by Nathan Sweet. Karen moved to approve the Board Agenda, seconded by Veronica, motion passed.

II. Old Business

A. Special Use Permit Requirements (SUP)

Alex reported that we have purchased signs for Nature Pointe Drive, Five Hills Drive and Sedillo Road, which will only be posted on the day of weddings as requested by Bernalillo County. He contact the Department of Transportation about signs along Route 66. According to the County, the signs need to be installed by a professional sign contractor. He has 2 bids: \$575 and \$950. Paul is installing wood parking bumpers for the over flow parking. Alex said it was determined that we need a Bernalillo County Food Permit to serve salsa, chips and drinks during weddings, which will cost \$700/year. Veronica asked if our kitchen equipment is up to standard. Alex confirmed it is commercial equipment.

Jeff said the Fire Marshal recommendations for the SUP are completed except for moving some of the exercise equipment further away from the fire extinguisher. He said Fire Marshal Henry Gabaldon re-confirmed that we have correct signage for the fire lane, which is the entire circle drive in front of the Clubhouse. Fire Marshal Gabaldon indicated that there might be room for a few parking spaces at the north end of the circular drive for overflow parking during big events. He stressed that the spaces should only be used for additional parking if the lot is full.

B. 2015 Wedding Update

Alex has booked 38 weddings for 2015 and has numerous upcoming appointments. He felt confident that we will reach the budget projection of 45 weddings. He said, however, it has been a challenge because the current trend is for smaller weddings so brides are reluctant to pay a higher price.

C. Member Mediation

Board members will attend the requested member mediation on Friday, March 27th.

D. Management Company & Staff

Karen reported that we are waiting for additional information from Ken Inskeep, AAM Management Company, Veronica is checking references, and the Community Meeting for members to learn more about the possibility of a Management Company will be Thursday, February 26th at 6:30 p.m. Karen will prepare information about the benefits/goals of a Management Company.

We are advertising for a Clubhouse & Event Manager, and want the Management Company to be involved with hiring since they will be their direct supervisor.

III. Building Maintenance Committee Report

A. Swimming Pool

Jeff said the deck sealing project is 90% complete. Melissa Trudell is the pool/spa liaison on the Maintenance Committee. Jeff and Paul Reed have been checking the ORP system which handles the chemical balance in the pool. It may need to be replaced for about \$2,000. Jeff confirmed that Melissa has been doing a great job of maintaining the chemical balance. Jeff and Paul will take the swimming pool certification class so they can assist Melissa with the daily chemical balance tests.

B. Heating System

Jeff reported that Thompson Heating returned to work on the heating system and it seems to be working well. He reminded everyone that with radiant heat, members should not turn up the thermostats because it takes hours for the temperature to change. We may want to put covers over the thermostats around the building because they need to be set by the Maintenance staff.

C. Permits/County Inspectors

Jeff is working with an engineering company to review the structure of the Chandelier in the Anasazi Hall and the Pergola that overlooks the pond. He spoke to Jack Murray, Bernalillo County Building Inspector, to keep him informed about the progress. Jeff stressed the importance of proper channel of communications. Members who have questions should contact Jeff rather than contacting Bernalillo County. He asked that we include this in "This Week at Nature Pointe." Jeff and Karen met with Geraldine Vermeire, Project Coordinator for the SUP, on January 23rd to do a site inspection, which went well.

IV. Financial Reports

A. 2014 P&L and Balance Sheet

Alex reported that Steve Sanders, HOA CPA, reviewed our finances and 2014 Net Income was \$70,940.38. Steve completed the 2014 Financial Review and made no recommendations. His report will be posted on our website.

B. Finance Committee Report

Veronica reported on the Finance Committee's recommendations:

- 1) Increase HOA dues from \$135/home to \$160/home and \$75/lot to \$90/lot effective May 1, 2015, to catch up on inflation adjustments. Karen confirmed that it's in the draft budget.
- 2) Continue to increase dues annually indexed to inflation. Veronica indicated that Rebecca Horton, Committee member, recommended as long as dues are equivalent to other similar developments so we can remain competitive.
- 3) Finance and Wedding Committees met together to coordinate recommendations.
- 4) Increase the Home Plan review fee to adjust to inflation. Board members questioned the need for this, again wanting to be competitive with other developments. Decision was to table this item.
- 5) Support fulltime maintenance staff to sustain the operations and maintain the Clubhouse.
- 6) Pursue turning over Avenida Allegra to the County, which is the access road into Nature Pointe (NP). Karen explained that Alex widened the road to County standards when he developed NP and we, along with our neighboring community Vista de Mañana have been maintaining the road by doing annual crack sealing. We need a member to work with a member from Vista and Alex to petition the County to take over the road.

C. 2015 Draft Budget

Karen indicated that she made minor changes to the draft budget per the Finance Committee recommendations. The Board needs to approve it once a decision about a Management Company has been made. Karen moved to increase Association Dues to \$160/home and \$90/lot effective May 1, 2015, seconded by Veronicas, all in favor, motion passed.

D. Quarterly Dues

Karen explained that if we decide to work with a Management Company they recommend billing Association Dues on a quarterly basis rather than monthly, which is a more efficient system and will save the HOA money on postage/supplies. Jeff asked if our Covenants allow for this. Karen confirmed that it does.

V. Committee Reports

A. Wedding Committee

Veronica reported that Heidi Ruffner and Melissa Rugge, Wedding Committee members, met with Alex to get an update on the SUP requirements. Tina Armijo is checking different wedding venues, and Veronica and Wes Trudell are reviewing the wedding contract for language consistency. They recommended that it be reviewed by Bill Chappell, HOA attorney. Committee recommendations:

- 1) When wedding parties or potential wedding parties are on premises, a Clubhouse Manager or Wedding Coordinator is required to be present with parties at all times. Alex explained that brides are more available on weekends, e.g. on Sundays when Alex or a Manager are not present. Veronica stressed the importance of brides making an appointment. Karen suggested having a Wedding Committee member be present because it would not be financially feasible to pay staff since brides tend to make appointments but don't show up or come without an appointment.
- 2) No key cards are to be given to anyone other than members or staff.
- 3) The Clubhouse access will be locked at all times that a Manager or Wedding Coordinator is not on site. Alex suggested locking the Anasazi storage and pool rooms, but having the building open to potential brides and lot buyers is extremely important. Veronica suggested checking with Farmers Insurance about potential liability of keeping the Clubhouse open without staff.
- 4) The Board should identify and review the need for access of all workers/volunteers who have key cards to the Office. Karen said this topic has been discussed and we are considering lockers in the storage room for wedding staff. Alex stressed the need for the Day of Event Coordinator to have access to the computer, wedding files and various supplies. He said the filing cabinet with member files is locked.
- 5) If we continue to have renters in the manager's apartment, they should not have access to the Clubhouse other than through the main access points to members and not have access to facilities during "off hours". Deb explained that it's part of the renters lease to lock all doors and turn off lights at 10 p.m. Alex explained that if they are out for the evening this may happen later in the evening. Karen confirmed that renters are not allowed to use facilities after hours.

Karen questions what is the mission of the Wedding Committee, are they working to enhance the wedding business and creating a team environment? Jeff confirmed confusion about the Committee's goals. Veronica said it's to provide quality weddings in a healthy way.

B. Architectural Control Committee (ACC)

Jeff reported that the ACC did a recent drive through of the community. They developed a check list for building requirements, and reviewed 2 plans for new homes for the Deeney's and Carl Sanchez/Infinity Homes.

C. Board Nominations Committee

Karen said members will vote similar to last year's process by proxy if they are unable to attend the Annual Meeting or by ballot at the meeting. She has all materials ready to be mailed. The Nomination Committee members are Steve Mitchell, Melissa Trudell and Joyce Courtin. Jeff said he wanted to go through the nomination process since he was appointed by the Board. Karen confirmed that the Bylaws state members vote for the 1-year unfulfilled term at the Annual Meeting.

VI. New Business

A. Member Wedding Rates

Alex explained that we have allowed member rates for weddings at the Clubhouse for immediate family members such as themselves, son or daughter, however, he recently had a request for a member's grandson and in the past a member's niece. As our membership grows so does the possibility of family member weddings, which could impact year-end revenues. Discussion followed. The member who made the request is no longer interested in having the wedding at Nature Pointe. It was decided to table the topic.

B. Entrance Door Hours

Karen reported that currently our entrance doors lock automatically from 7 p.m. to 7:30 a.m. for security purposes. Members can get in using their key card at 5 a.m. to 10 p.m. She said when we have an event at the Clubhouse we put a magnet on the locking system so members and guests aren't locked out should they step outside. She said some members don't like this system and asked for other ideas. Alex said the security locking timer system is complicated and it would be difficult to reprogram for each event. Jeff said he would look into other possibilities.

C. Policy of House Renters

Alex said we received a request from a member about requirements for renters should a homeowner want to rent their home. Karen said that since this a common practice, HOAs around the country would have a system that we could investigate/adopt. The topic was tabled until we investigate procedures.

VII. Meetings

A. Annual Meeting

Alex said the Annual Meeting/Pot Luck will be held on Sunday, March 29, 2015 at 4 p.m. at the Clubhouse. The Board approved budget will be presented and the election of 2 Board members.

B. Board Meetings

An Executive Board meeting will be held on Monday, February 16th at 8 a.m.

VIII. Adjournment

Jeff adjourned the meeting at 8:25 p.m.