

Nature Pointe Board Meeting
Minutes Friday, March 7, 2014 at 9 a.m.
Nature Pointe Clubhouse

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

Staff: Patrick Tigue, Facilities Manager

Members present: Vicki Burns, Gary Clark, Buck Dewey, John Henderson, Scott & Rebecca Horton, Chet Leach, John Lionbarger, Rosanne Mitchell, Melissa Rugge, Patsy Spellman, Wes Trudell and Mark & Karen Tuttle

Call to Order

Trudy called the meeting to order at 9:00 a.m. The Board minutes of January 24, 2013 were approved and signed.

Safety & Security Team

Rebecca Horton distributed and presented a draft Charter to form the Safety and Security Team for Nature Pointe. She said members from 3 committees/teams, decided to form 1 team since there was overlap, and to be more effective with communications and recommendations. The 3 committees to join are Clubhouse; Fire Prevention, Awareness & Emergency Response; and Security. They want to be proactive around safety issues, and raise awareness and understanding by bringing in speakers and doing other information sharing. She said a subset of team members, Jeff Murray, Melissa Rugge and herself, met recently to discuss the draft Charter. Other team members include Tony Aragon, Jeff Eschenburg, Steve Mitchell and April Sweet. Rebecca asked the Board to commission the team so they can further develop their goals, recruit additional members and begin to meet on a regular basis.

Trudy thanked Rebecca and said the team had done an excellent job in addressing issues that are paramount to the community. Bryan suggested having a single point of contact to gather and disseminate information in a timely manner to members, i.e. communicate about the recent approved burn in the Forest Service adjacent to Nature Pointe prior to the day it occurred. Trudy reminded members to notify Patrick and/or Clubhouse Manager about safety issues. Trudy moved to approve the recommendations of the Safety and Security Team, seconded by Bryan, motion passed by unanimous vote.

Clubhouse Vandalism/Pranks

Rebecca Horton also presented a letter addressing recent vandalism and pranks in the Clubhouse and thanked the Board for establishing a system of fines and penalties for violations of our Governing Documents. She had previously reported concerns via email, but wanted to present her concerns at the Board meeting. She read a letter that she and Scott Horton prepared outlining “ongoing acts of vandalism in the community, devious pranks with Clubhouse property, and repeated acts of intimidation toward Nature Pointe HOA employees, developer and realtor.” She gave a few examples: putting feces on a real estate sign on lot #60, leaving a poem with slanderous language on the piano the day of the New Year’s Eve party, and marking

up a "Sports Activities" sign in the Clubhouse. She said "harassments have been documented by at least 2 former Clubhouse employees. . . . This type of behavior started about a year after the Clubhouse opened and continues today. We believe that it is a violation of everything Nature Pointe stands for and therefore it should and will be confronted. This creates a negative atmosphere for those who live here and is an attack on the entire community. It also has a negative impact on the developer's ability to sell lots and everyone's investment." She shared pictures of examples of recent vandalism and harassment. Her letter "requested that the Board give this serious consideration and issue a formal statement to homeowners requiring those responsible to stop or face consequences as defined by the Board in the letter dated February 3, 2014."

Bryan asked if we had proof of who was involved. Karen said yes, we have video on one incident. Chet Leach said he was asked to provide software in order to view the tape. Bryan asked if anyone has spoken to the member/s. He said this is despicable behavior and these members need to be reprimanded for their violations of the Covenants. Trudy also stressed the importance of talking to members about intimidation of employees and criminal activities. Rebecca talked about the challenge of obtaining evidence. Debbie said it's not up to the homeowner to find the evidence, but they should report incidents to the Board. She said silence encourages bad behavior.

Facilities Manager Report

Patrick Tighe said he has been on the job for 6 weeks and he is absorbing everything. His priorities have been to clean up and organize the shed and Kiva. He brought keep out zones adjacent to the electrical panels in the Kiva up to code by painting lines on the floor, fixed an electrical issue in the Anasazi Hall, and inspected the roof along with Alex and a roof inspector. He assisted Scott Horton in re-painting the walls in the Anasazi Hall. He replaced the pool filter pump, and fixed the pool cleaner and automatic chemical balance system. He drained the spa, scrubbed it down and adjusted the chemical balance. He reported that we are out of propane. Karen asked if he had a system to monitor the propane and recommended that he take over ordering it as needed. Patrick reported a beetle activity in the beam near the back patio door. He said he has been in the attic and things look good. Trudy suggested contacting an exterminator. Discussion followed about the cost of the service versus doing it ourselves. Trudy moved that we contact an exterminator to obtain a quote within 2 weeks and use their service, then evaluate frequency and/or need of treatment, seconded by Bryan, motion passed by unanimous vote.

Patrick said he checked our swamp coolers, which need work because the hard water has corroded parts and the water lines split since they were not properly drained. He said the roof inspection went well. There are some areas that need work, but not many. Trudy confirmed from the written report provided by a professional roof inspector that the roof was well designed, but there are numerous repairs that should be done by a professional contractor. Discussion followed about the repairs. Trudy moved that Patrick make a list within 30 days of the repairs he can do and which ones a contractor should do, seconded by Karen, motion passed by unanimous vote.

Patrick said Scott Horton updated the anti-virus software on a laptop to be used by him to develop an Excel spreadsheet for equipment preventative maintenance schedule. He has divided the Clubhouse/grounds into 4 units: Landscape, Wellness Center, Roof, and Swimming Pool. He will work on the swamp coolers and roof in April. He will ensure that the swimming pool and spa automatic chemical balance systems are working prior to our annual spring pool inspection. He will correct the electrical system of the twinkle lights on the trees around the pond and bring it up to code. He spends about 3-4 hours a day keeping the Clubhouse presentable. Trudy asked if he is able to track the number of hours he spends on maintenance so we can determine if it's better to repair or replace equipment. Patrick confirmed that he has developed a system to do this. Trudy asked if he needed anything to make his job easier and thanked him for his excellent work. Patrick said we need 2 Signa Certified First Aid kits that would be available for members and the public. Board members agreed and asked him to order them.

Patrick said he stored the outdoor chair cushions in storage until good weather. Trudy asked about the status of the Fire inspection list. He said all of the required items have been completed. Bryan also thanked Patrick for his good work.

Trudy thanked Scott Horton for the excellent job he did in re-painting the Anasazi Hall. Scott explained to maintain the surface use a spray bottle rather than a paint brush, which will keep it looking good.

Financial

Bryan said Steve Sanders, CPA, is working on our year-end taxes and he asked him to do the Financial Review. Bryan stated that he had received an email that the Income Tax preparation was complete and that he had expected to receive the returns today. Bryan shared several wedding reports to illustrate what goes into accrual accounting. He reviewed an Income Transaction Detail report for weddings, showing \$246,272.29 booked for 2013 weddings. This amount includes \$31,506.24 income for 2014 weddings, therefore, \$214,766.05 was collected in 2013 for weddings that year. Bryan shared a Sales by Customer detail analysis for 2013 Weddings: 47 weddings brought in \$228,326.42, including a \$500 nonrefundable deposit collected in 2011, for an average price per wedding of \$4,858. He then shared a Net Profit analysis for 2013 weddings:

Total income for 2013 weddings	\$228,326.42
Event Planner Contractors	-23,492.86
Event Contractors	-23,829.46
Advertising	- 9,015.09
Out Side User Group (OSUG) Event Expenses	<u>-16,588.62</u>
Net Profit for 2013 Weddings	\$155,400.39
Profit/wedding for 47 weddings	\$ 3,306.39

Bryan reviewed the 2013 Profit & Loss Budget versus Actual as of February 15, 2014, which shows a Net Income of \$52,675. This does not include the amount to Reserves, which doesn't show as an expense – it appears on the Balance Sheet. Bryan reviewed the Balance Sheet, which shows Total Assets and Liabilities of \$6,055,305. Karen moved to pay \$295.32 to

Cornerstone Roofing, Inc. for the roof inspection, seconded by Bryan, motion passed by unanimous vote.

2014 Budget

Karen shared a 2014 Wedding Model of Income/Expenses for 50 weddings to reach a goal of \$55,000 in Reserves. Alex said he has talked to many lot owners and they all want additional weddings to create a larger contribution to the Reserves and they make up 81% of the total membership.

Karen said to date 46 weddings have been booked, including one member wedding. She shared the calendar showing no weddings booked for Fridays or Sundays in July, which could potentially be reserved for HOA event days. Bryan asked about the nonrefundable deposits and said we booked and retained nonrefundable deposits on 41 weddings last year. Karen indicated that we will need to book at least 40 weddings this year for 2015, similar to last year. Bryan said QuickBooks currently shows contract income of \$244,000, plus \$25,000 in nonrefundable deposits. He felt the income budget estimate was high. Karen said that Alex and Simona did an excellent job in selling weddings last year and did not negotiate the price of weddings, so our income this year will be much higher.

Alex reviewed the proposed 2014 Budget, which he e-mailed to Board members prior to the meeting. He said expenses include: \$5,000 for sealing and restriping the Clubhouse parking lot, \$12,000 for exterior aesthetic stucco repairs and \$10,000 to do a Reserve Study. Trudy asked about bids for stucco and cameras at the gate. Karen indicated that we have received a number of quotes for both, but we have not been satisfied with recommendations and need someone with greater expertise to analyze the camera bids. Bryan indicated we need HD quality cameras with zoom lenses capability. He suggested setting up the camera system to test what we can see as drivers come through the gate. Trudy said she would obtain additional quotes on the stucco and gate cameras.

Bryan asked about the magnetic locks on the back doors, which need to be stronger for the member card system to work. Discussion followed about the need to potentially rewire the locking system. John Henderson suggested a company that could give an assessment and quote on both the door locking system and gate camera.

Trudy asked why the advertising budget was less than last year. Alex said we will not advertise with The Knot, because brides indicate word of mouth, Perfect Wedding Guide and Google are the top 3 ways they learned about Nature Pointe as a wedding venue. Trudy questioned the wedding contractor amount. Alex said Holly Siebert, Lead Wedding Planner, wants to reduce her hours and she will be very difficult to replace. Karen said the Clubhouse & Event Manager will need handle these duties.

Trudy asked about purchasing and the use of bottled water. Bryan said he has a reverse osmosis system that has a capacity of 10 gallons/day that he is willing donate to the Clubhouse. Karen thanked him and explained it would greatly reduce recycling. Trudy asked about the soft water system. Karen confirmed that we have had problems and the water needs to be tested

periodically. Trudy said the patio furniture has been repaired, and Melissa Trudell volunteered to fix the slate tables and seal them.

Trudy asked about the option of installing air conditioning in the Anasazi Hall so all doors could be closed as a way to reduce the noise level of weddings. She suggested obtaining a quote. Discussion followed about the need to do a Reserve Study. Trudy agreed to obtain quotes for a Reserve Study, cameras at the gate and exterior stucco repair, and Karen will contact propane companies. Bryan questioned the amount for salaries/contractors in the 2014 Budget, which will need to be discussed in an Executive session.

Architectural Control Committee (ACC)

Trudy, member of the ACC, indicated she did not have a report and asked Scott Horton, ACC member, for an update. Scott said they are preparing to do a drive through of the neighborhood. Alison is formalizing the process and will take over the administrative duties that Karen has provided in the past in support of the Committee. Scott said with the Violations/Fine structure in place, the Committee can now move forward.

Old Business

Board Nomination Process – Karen, Chair of the Nomination Committee, reported that according to the new HOA Law we need to report in an open meeting who is serving on the Nominating Committee: Dave Ashworth, Steve Mitchell and April Sweet.

Wedding Price Increase – Alex suggested increasing the price of weddings from \$6,800 to \$6,900 on Saturdays, and from \$5,600 to \$5,900 on Fridays and Sundays. Bryan moved that we increase our wedding prices, seconded by Trudy, motion passed by unanimous vote.

HOA Law – Karen asked Trudy if Nature Pointe HOA is properly registered with the Bernalillo County Clerk's Office according to the new HOA Law. Trudy confirmed that we are reregistered.

New Business

Permits – Trudy asked if the HOA has a Special Use permit for weddings. Alex said we have a Conditional Use permit. Trudy indicated that we need to apply for a Special Use permit with Bernalillo County. She said they need to inspect our facilities and we need to complete the application form/process. Trudy offered to assist with the process.

Insurance – Alex asked for recommendations on when to cancel the insurance for our snow plow truck for the season. Karen asked for the cost. Alex said \$100/month. Karen suggested the end of March, Trudy said April 15th and Bryan said May.

Website Password – Karen asked why members need a separate code to access the member's area on the website. Bryan said for various reasons, i.e. so each member has a separate code to access the Blog area, which has not yet been set up. Karen asked if members are requesting codes and Bryan confirmed that more than 30 have. Nathan Sweet is assisting with updating the website.

Next Board Meeting

The next Board meeting will be Tuesday, March 18, 2014, which will focus on finalizing the 2014 budget.

Adjourn:

The meeting adjourned at 1:15 a.m.