

# Nature Pointe Board Meeting

## Minutes Friday, June 1, 2012, 9:00 a.m.

### Nature Pointe Clubhouse

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

**Finance Committee:** Mark & Karen Tuttle

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

#### Call to Order

Alex called the meeting to order at 9:05 a.m. Minutes were approved and signed, and will be posted on the website by Josie Aragon.

#### Manager's Report

Star has been busy with Clubhouse tours with brides. She has booked 17 weddings since January, resulting in about \$7,000 over our revenue budget for the year. She recently booked 2 weddings for 2013 at \$5,300/wedding. Rosanne Mitchell and Star visited a variety of Albuquerque wedding venues to compare prices and services. Alex will purchase additional linens and table center pieces to increase our options for brides (\$1,200 is in our budget for this purchase).

Star is collecting wedding photos to be used on our website and photo album. Debbie recommended developing a photo release approval form. Karen will follow-up with an organization who uses one.

Star created a Facebook page and connected with Google so that Nature Pointe is listed first for Albuquerque wedding venues. The Google cost was \$100/100 hits and we received an additional complementary \$100 for signing-up. Within 3 days of listing on Google, Star booked a \$5,300 wedding from a bride who found us by doing a Google search. Bryan said he could also list Nature Pointe on other sites, i.e. Yahoo, AOL, Century Link, Bing, etc.

Mark Tuttle presented a graph showing wedding revenues booked in 2012 (including 2013 weddings booked this year). Discussion followed about using revenue figures that match revenue recorded in 2012. Board members thanked Mark for developing a way to document and compare annual wedding revenues.

Mark suggested obtaining insurance riders for all weddings (with or without alcohol). Bryan suggested that we have an insurance policy in place for the NM Dream Wedding, which will be held at Nature Pointe on June 24, 2012. Alex said complementary chips and coffee are now being provided at weddings where alcohol is served.

Star reported that our wedding brochures have been printed. She will meet with wedding vendors in Albuquerque to inform and promote Nature Pointe as a wedding venue. Last month's Bridal Fair at Nature Pointe was a success and involved 15 Albuquerque vendors.

Each vendor donated a door prize as a fee for their participation. Star and Holly Siebert attend monthly NM Wedding Professional meetings that involve wedding vendors around Albuquerque.

Star has been talking to HOA members to gather ideas for upcoming activities. She will keep a list and organize 2 activities per month. Karen congratulated Star for organizing diverse activities that have involved a variety of HOA members.

### **Building Report**

JP is working on the AC swamp coolers and repairing landscape sprinklers. He installed new drains in the spa and will repair caulk joints in the back patio concrete. Karen asked about the status of the sound system repairs. JP will check and report. Karen suggested sending a reminder to HOA members about various Clubhouse rules and assistance needed. She will develop the list with assistance from Star and JP and get Board approval.

JP reported that we have enough propane to last until September. Our propane contract with Farrell Gas will be re-negotiated at the end of August.

Alex and Mark designed an easier and more sturdy system for a new spa cover with an approximate cost of \$1,500. Karen moved that we move forward with the construction. Bryan seconded the motion. The motion passed.

Alex and Karen met with Patty Rodriguez, CSP, ARM, Senior Loss Control Consultant with Farmers' Insurance on May 30, 2012. Patty suggested various property improvement projects that could potentially lower our insurance rates. Alex reported that our insurance covers snow plowing driveways.

JP requested an allowance for work uniforms. Bryan recommended \$200, Board members agreed.

Alex suggested moving the cigarette smoking area from the front of the Clubhouse to the back patio. Board members agreed.

### **Playground**

Alex ordered more wood chips for the playground from a supplier in the Gila National Forest, however due to the recent fires the order may be delayed. Vicki Burns, former executive director of a preschool and before and after school program for elementary school children, is assisting Alex in developing the playground rules. Adult supervision will be required at all times for children under 12 years of age. The playground will remain closed until completed. Alex will tie the swings together and block the stairs to the slides so they cannot be used, and post additional closure signs.

Discussion followed about use of the playground by wedding guests. Karen reported that Joe Gallego, Insurance Agent with Farmers Insurance, said our insurance covers HOA members and guests who use the playground (Karen and Alex met with him on April 5, 2012). Bryan

suggested that we need to add language to our wedding contract that states children must be supervised at all times in the playground (once completed) and pond area.

**Finances & Budget**

Bryan thanked Mark and Karen Tuttle for completing the monthly reconciliation of accounts. Bryan reviewed the year-to-date, 3/31/12, Profit and Loss Budget vs. Actual. We are on target with our budget. Actual year-to-date expenditures are under budget at this point in the year. Bryan reviewed the Balance Sheet. Debbie reported that she moved our checking and reserve accounts to interest bearing accounts. Bryan said we can deposit \$5,000 from our checking account into our reserve account.

Mark presented a graph that showed annual revenue verses expenses. The Board thanked Mark for developing a tool that will easily chart annual financial information. Bryan will begin to work with Steve Sanders, CPA, Sanders & Sanders, LLC to do quarterly reviews of our financial systems.

**HOA & Board Meetings**

The next Board meeting will be Friday, July 27, 2012. Next HOA meeting will be Sunday, October 28, 4:00-6:00 p.m.

**Adjourn:**

Alex adjourned the meeting at 12:10 p.m.