

Nature Pointe Board Meeting

Minutes Friday, July 27, 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-Garrett, Clubhouse and Events Manager, and JP Garrett, Facilities Manager

Call to Order

Alex called the meeting to order at 9:02 a.m. Minutes were approved and signed, and will be posted on the website by Josie Aragon.

Manager's Report

Star explained that numerous HOA members expressed appreciation for the opportunity to attend her wedding, which enabled them to gain a better understanding about weddings at the Clubhouse. She is now booking weddings at \$5,500 (includes linens and white chairs). Some brides donated their table decorations and we purchased others, so we now have a nice selection for brides to choose from for their wedding. To date, 6 weddings have been booked for 2013. Star said our best marketing efforts are: 1) ads in the Perfect Wedding Guide, 2) word of mouth and 3) hits on Google. Star created a Facebook page for brides to post their pictures.

The wedding contract will be updated by adding a line for 1) photo release/approval to use wedding party photos in marketing materials and 2) mandatory adult visual supervision of all children 12 years and younger in the playground. The swimming pool is closed at all times to wedding guests.

Debbie shared her experience in assisting Claudette Trudell, Wedding Coordinator, with the wedding setup on Saturday, 21. She now has a better understanding of the work load and structure of the event. Star explained that she completes a detailed spread sheet of the duties for the day, along with a table/chair layout in the Anasazi Hall. Star does a final walkthrough with the bride or schedules the meeting with our wedding coordinator and bride. Karen L. will work with Star to develop a survey to gather feedback from brides, which would be sent following their wedding.

Discussion followed about rehearsal dinners at the Clubhouse. Star confirmed that the rehearsal dinner option does not help her to market weddings. Bryan moved that we do rehearsal dinners only if requested, but not to promote the dinner. The motion was seconded by Debbie, motion passed.

Bryan asked Star about enforcement of Clubhouse rules, including the wedding coordinator's ability to enforce the rules, i.e. adult visual supervision of children younger than 12 in the playground. JP also expressed the need to remind members about the Clubhouse rules. Karen L. asked for feedback on the list of reminders that Star, JP and she developed, which will be

sent to HOA members. Karen will incorporate the feedback and e-mail it to the Board members for final review. Bryon suggested having a meeting soon with all wedding coordinators and helpers to discuss enforcement of rules. Star will follow-up and report a summary of the meeting.

Building Report

JP distributed a bar graph of sales per month and a pie chart of sales summary from January 1 - July 27, 2011, and a chart for the same period in 2012. Discussion followed about the need to generate revenue to increase our Reserve Account for future building/property repairs and improvements. Bryan indicated that we will need to pay 15-20% income tax on year-end net revenue.

JP is monitoring our propane usage, which is currently about \$16/day. He suggested requesting bids for stucco crack repair on the south wall. He obtained a \$1,565 quote from TLC Plumbing to convert the plumbing to soft water throughout the Clubhouse. This will extend the life of the plumbing fixtures. JP said he could do the work in 3 hours and \$400 in materials. It was agreed to have JP do the work. Other needed projects include spraying/killing the Siberian Elm trees (invasive tree) throughout the development, and applying Penofin oil to the wood around the tennis court and beams on the roof of the Clubhouse. Karen L. suggested developing a system to apply Penofin to one side of the Clubhouse each year as a way to keep the process manageable.

Alex reported that the septic tank was recently pumped. Scott Cole, Alpha Septic Tank Corporation noticed the system was not venting properly and recommended repair work. It was agreed that we should obtain several bids for the work.

JP reported that the sound system is working and all repairs have been completed. JP requested gas mileage reimbursement for supplies he picks up in Albuquerque. Following a discussion it was agreed that he should document his mileage and be reimbursed the IRS rate of 55.5 cents/mile.

Finances vs. Budget

Bryan said he made some adjustments in Quickbooks on expenditures that were missed categorized, i.e. we had 2 categories for "landscape" so he removed one. He will review the changes with Star. He will contact Steve Sanders, Sanders & Sanders, LLC, Certified Public Accountants, to start the financial review. He said we need to place a lien on a lot for delinquent Association dues.

Bryan reviewed the Profit & Loss Budget vs. Actual quarterly financial statement. In June we deposited \$5,000 to the Reserve Account. As of June 30, 2012, we have a net income of \$18,817.58, primarily due to holding the line on expenses. Bryan reviewed the Balance Sheet, which also reflected a strong/stable position of our finances.

Alex asked for feedback on a possible reduction of lot dues for HOA members who own more than one lot. Discussion followed. It was decided that revenue is needed to meet our current and future financial obligations, as well as to build our Reserve Account.

Other Discussion Items

Alex reported that following the site inspection meeting with Patty Rodriguez, Senior Loss Control Consultant, Farmers Insurance on May 30, 2012, there are 4 items that require action:

1. Get an annual inspection for the automatic sprinkler system. *Status:* done
2. Install a Class K fire extinguisher in the kitchen. *Status:* done
3. Install handrails on steps to the tennis court and garage/workshop. *Status:* work is in progress.
4. Remove the sawdust in the workshop on a regular basis and move the heater away from combustible material. *Status:* done and will be done on a routine basis.

Alex presented a proposal from Farmers Insurance to increase our coverage from \$2 million to \$3 million, which would cost an additional \$540/year. Karen L. noted that Alex and she met with an insurance agent about 6 months ago to request a quote for property/liability insurance. His quote was approximately triple what we are currently paying for the same coverage. Karen moved that we increase our insurance coverage to \$3 million, Debbie seconded, motion passed.

Adjourn:

Alex adjourned the meeting at 12:30 p.m.