

Nature Pointe Board Meeting
Minutes Thursday, August 14, 2014 at 8:30 a.m.
Nature Pointe Clubhouse

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

Staff/Contractors: Patrick Tigue, Facilities Manager, and Holly Siebert, Wedding Manager

Members present: Buck Dewey, Patsy Spellman and Wes Trudell

Call to Order

Veronica served as meeting facilitator and called the meeting to order at 8:37 a.m. Veronica, new Board member, introduced herself. She explained the “parking lot” process of putting topics for discussion on a sheet of paper posted on the wall. Members in attendance were invited to use the process.

Approval of Minutes & Agenda

Veronica called for approval of the June 6th Board minutes, Alex made a motion to approve the minutes as written, motion passed by unanimous vote. Karen made a motion to approve the Agenda, motion passed by unanimous vote.

Old Business

Alex explained that Old Business topics will be presented in Facilities Manager’s report.

Facilities Manager Report

Patrick Tigue, Facilities Manager, said roof repairs are 90% complete and he and Paul Reed are repairing more areas than the roofer quoted last spring. They caulked gaps in roof drains and will next work on sealing cracks in the parapets. He recommended replacing the plastic tubing on swamp coolers with copper. He will winterize the swamp coolers by removing all pumps, cleaning and storing them in the Kiva. They repaired the leak at the front gate. Karen asked if he could draw schematics of the water lines at the gate.

Patrick put sand in the crack in the tennis court where the concrete meets the court surface. He explained that a slurry product would seal better. Karen said the tennis court contractor advised the court will need annual maintenance to keep the crack sealed. The tennis court steps need repair.

Patrick said the kitchen stove hood will be inspected today. He repaired the ice machine and a service contractor also made recent repairs to the machine. He said the air vents in the Anasazi Hall and Wellness Center have been adjusted for better air flow. The swimming pool salt generator needs to be replaced. Alex and Scott Horton are researching different systems. Patrick explained that the pool cover has a limit switch to prevent the cover from being opened/closed incorrectly, however, we need to remind members about proper operation. We passed the annual pool inspection in July.

Patrick adjusted the direction of the lights around the grass field and repaired the soft water system. He said members have turned off the sprinkler lines thinking trees were getting too much water. He will re-paint the stop line at the gate.

When we switched from Direct TV to Dish Network wires were cut to disable the Direct TV and 4 boxes for Dish were installed for televisions in the entrance/fireplace area, 2 in Wellness Center and 1 in Game Room. We have an antenna for local channels for the other televisions. Patrick reported issues with our internet connection. Veronica suggested changing our IP address. Discussion followed about our information technology (IT) needs. Karen asked about the status of the Clubhouse preventative maintenance (PM) spreadsheet. Patrick said he is working on it.

Action Items: inform members how to open/close the pool cover and landscape watering system, need a water hardness test kit, work with members to develop an IT system, Patrick will complete the PM schedule and draw water line schematics at gate.

Special Use Permit

Alex explained that following approval of our Special Use Permit (SUP) by Bernalillo County Planning Commission it will now go to the Bernalillo County Commission (BCC) on Tuesday, October 7th. We will send written SUP requirements to members once received. Discussion followed about the timing of required work. It was agreed to gather costs for on-street parking, trail, street bumpers and signs and do the work once approved by BCC.

Veronica suggested attorney review of our insurance policy to ensure proper coverage of weddings. Alex said as of July 31st we have paid Consensus Planning \$18,439. He anticipates that because of the opposition our final bill will be approximately \$22,000-26,000, which is way above the budgeted \$7,500.

Karen reported we have 9 weddings booked in 2015, which were booked last year prior to notification of the need for a SUP. She indicated that we will continue to work on implementing the Memorandum of Agreement items. Alex said he has a lot of brides on hold until approval of the SUP by BCC, however, he may not have time to follow-up with them. Karen moved to ask Holly Siebert, Wedding Manager, or one of our Wedding Coordinators to contact the brides within 2 weeks; Veronica, Karen and Deb voted yes, Alex opposed, motion passed.

Action Items: Karen will research when the SUP required work needs to be completed, and Alex/Holly will incorporate SUP requirements into the wedding contract and send it to Board members for review.

Financial Reports

Alex reviewed the 2nd quarter Profit and Loss statement. Staff expense is under budget since we are without a Clubhouse & Event Manager, however, we have employed Paul Reed because of large maintenance projects, e.g. water leak at the gate, roof repairs, etc. Swimming pool expense is higher because of a new boiler and other swimming pool maintenance. As of June

30th we have a net income of \$16,326 compared to the budget projection of a net loss of \$16,120. Karen moved to accept the Profit and Loss statement as presented, motion passed.

It was agreed to move forward on resealing the parking lot and filling road cracks in September as budgeted.

Veronica discussed ideas about changing the Chart of Accounts to better reflect income and expenses of weddings and to report volunteer time. We need to allocate a percentage of staff time and utilities to weddings. Karen suggested showing in-kind contributions, e.g. use of Alex's large equipment and tools to accomplish projects.

Action Items: Karen will follow up with Gaylord Paving. Veronica will develop a system to report profit and loss differently to make it easier to understand for members and potential lot buyers.

Committee Development

Veronica discussed the need to develop various committees and to give them tasks to accomplish. She said Board members should chair each committee and report at Board meetings. Karen said Board members are currently busy with other projects, including handling tasks that normally would be done by a Clubhouse Manager. She said in the past we have requested that members take the leadership to move ideas/projects forward.

Veronica discussed ideas for the **Wedding Committee**: continue to develop the procedure manual for staff, liability issues, how to address the MOA, ways to increase profit and tips for brides. Veronica asked Holly Siebert, Wedding Manager, if she would be willing to serve on the Committee. Holly indicated that her job, in the past, has been to receive information and implement it rather than a philosophical role. She ensures that we follow liability requirements, rules and contracts. She is also assisting with the new procedural manual. Veronica asked how we find new wedding staff. Holly explained that they are referred by previous staff or are recommended. Holly confirmed interest in serving on the Committee. Karen moved to establish a Wedding Committee within 2 weeks, seconded by Alex, motion passed by unanimous vote.

Alex indicated that the **Finance Committee** has been established, but could be expanded.

Veronica discussed creating a **HOA Business/Board Governance Committee** that would incorporate best practices. She and Karen created a Board packet that includes a Board application, responsibilities, confidentiality policy and a contract. Veronica recommended tabling the discussion until we obtain legal review of these documents.

The **Community Connections Committee** will assist in identifying and organizing member events. Veronica volunteered to be the lead coordinator for the Labor Day BBQ. Karen thanked her and will email the Event Coordinator To Do list, which was created several years ago. Veronica asked Wes Trudell if he would assist with the event and he agreed.

Reserve Study Update

Alex reported that an engineer from Association Reserves, a professional engineering consulting firm, will come on August 25-26 to assess the Clubhouse, equipment and grounds. The cost is \$3,400, which is under the \$12,000 that was budgeted. They will create a 30-year Reserve Funding Plan for repairs and replacement. Karen will make arrangements for Board members to meet with the representative to discuss the process.

Disclosure Certificate

Alex shared an example of the Disclosure Certificate required by the new HOA Law to provide financial information about the health of our HOA to new lot owners. The form has been in place since March. Veronica suggested developing a cover letter to help people understand the information presented in the form. She and Deb will draft the letter.

Other

Wedding Cleanup – Karen asked about the process for putting tables, chairs and twinkle lights away following each wedding to encourage member usage in the Anasazi Hall, account for expenses of each wedding and provide better marketing of the Clubhouse rooms to prospective buyers. Alex said it saves HOA money to leave tables and chairs out if a wedding is scheduled the next day. Veronica said putting everything away is important and agreed it creates a more welcoming environment for members and good for marketing/public relations. Karen moved that the tables, chairs and twinkle lights be put away following each wedding, seconded by Deb; Karen Veronica and Deb voted for, Alex opposed, motion passed.

Storage Shed – Karen asked about keeping the storage shed on the east side of the Clubhouse locked. She said a member reported that chemicals are stored in the shed and he found it unlocked during a wedding. Alex confirmed that he will keep the shed locked.

Next Board Meeting

The next Board meeting will be Wednesday, September 24th at 4:00 p.m. at the Clubhouse.

Adjourn:

The meeting adjourned at 11:13 a.m.