

**Nature Pointe Board Meeting**  
**Minutes Wednesday, September 24, 2014 at 4:30 p.m.**  
**Nature Pointe Clubhouse**

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

**Members present:** Tina Armijo, Gary Clark, Buck Dewey, John Lionbarger and Wes Trudell

**Call to Order**

Veronica, meeting facilitator, called the meeting to order at 4:33 p.m. Veronica explained the “parking lot” process of putting questions on post-it-notes to be addressed at the end of the meeting. Members in attendance were invited to use the process.

**Approval of Minutes**

Karen called for approval of the August 14, 2014 Board minutes which were previously approved via email so they could be posted on the website, Deb made a motion to approve the minutes as written, motion passed by unanimous vote. Karen thanked Josie Aragon and Bryan Burns who posts the minutes and quarterly financial statements on our website.

**Old Business**

**Reserve Study** – Alex said we received a 200+ page Reserve Study and explained that Board members need to review it and request possible changes prior to finalizing the report. Veronica suggested analyzing the major items, i.e. roof, road maintenance, etc. She indicated that the Finance Committee will use information developed by Bryan Burns, previous Board Treasurer, Rebecca Horton’s budget projections, and the Reserve Study to assess the need for an increase in future wedding revenue and HOA dues.

**Road Crack Seal** – Karen reported that Gaylord Paving will fill road cracks at the end of October when the weather is cooler causing cracks to expand. Alex suggested notifying residents so they could also request a quote for their driveways.

**Clubhouse Rulebook** – Karen said our goal is to complete the revision of the Clubhouse Rulebook by the end of the year. The process was started last year, including review by Bill Chappell, HOA Attorney. Alex said it’s about 98% complete. Karen will email a draft copy to Board members for final review/feedback and then send it to members for input. Veronica stressed that we tell members we are collecting feedback, however, it may not be possible to incorporate all ideas. Karen confirmed that this was the plan.

**Building Maintenance Report**

Alex reported on the status of maintenance projects: Patrick will install the new salt generator, determine best way to handle annual crack repair on the tennis court where the concrete meets the court surface, repair stucco parapets and complete the roof repair which is 90% done. He said Cornerstone Roofing completed roof repair over the porte-cochere. We received a quote to oil all exterior wood for \$15,000+. Our plan is to have Scott Horton, member and retired professional painter, do the work at a fraction of the quoted cost. Karen suggested sending project specifications to requests quotes from other members who may have an interest if doing

the project. Veronica suggested developing a form for members to share their skills, expertise and interests which we could keep on file.

Karen thanked Melissa Trudell for volunteering to repair the tile patio tables, which she will start this week. Table covers will be kept on the tables during winter months. She reported that the HOA has been using Alex's tools and large equipment, however, the HOA needs to buy its own tools. We will need to label HOA tools and keep them separate. Veronica suggested doing an inventory of HOA tools. She stressed the need to use HOA tools, which would be covered under our insurance. Deb suggested that maintenance employees are sometimes required to provide their own tools.

### **Special Use Permit**

Alex gave an update about our Special Use Permit (SUP) request. It will be heard at the Bernalillo County Commission meeting on Tuesday, October 7<sup>th</sup>. As soon as the agenda is available we will notify members about the time. Veronica said we want members to speak in support of the SUP so we need to send an update and be strategic about the process.

Alex explained the plan for the SUP requirements for parking, signage and road speed bumps, which need to be completed within 2 months following approval. Karen reviewed the projected costs: on-street parking materials and labor \$1,768, gravel and labor \$4,528; temporary speed bumps \$1,000; signage \$950; and trail \$1,500 totaling \$9,746. Karen moved to approve the cost of the SUP requirements, Deb seconded; Karen, Deb and Alex voted in favor, Veronica sustained.

### **Financial Reports**

Alex reviewed the Profit and Loss statement as of September 21, 2014. He indicated that HOA dues are above budget and wedding income is down because of loss of nonrefundable deposits by not booking 2015 weddings. He said staffing is below budget because we do not have a Manager. We have employed Paul Reed for large projects. Utilities are on budget. Alex said the third quarter Profit & Loss statement and Balance Sheet will be posted on the website as soon as Heidi Ruffner, Finance Committee member, does the reconciliation.

Alex said all brides who are on hold for 2015 weddings have been contacted and about 15 are still interested. Karen said normally the Manager books about 40 weddings per year, therefore, next year we will need to book 40 for 2015 plus 40 for 2016, indicating it will be a difficult year.

Karen said we had an excellent financial year last year so the Board voted last October to transfer \$30,000 into a 1-year CD and \$60,000 from our Reserve Account into a 2-year CD at the Sandia Laboratory Federal Credit Union to obtain higher interest rates. The 1-year CD will mature on October 10<sup>th</sup>. She explained the options: roll it over into another 1-year CD or transfer the money into a saving account that currently has the same interest rate and will allow access without a penalty. Veronica moved to transfer the \$30,000 into the savings account, seconded by Deb, motion passed by unanimous vote.

### **Committee Development**

Veronica reported that the **Finance Committee** will meet as soon as the Reserve Study is available. The members are Marty Pilch, Rebecca Horton, Veronica and Alex. Veronica is working on reorganizing the Chart of Accounts so it will be easier to review wedding income and expenses. Karen indicated that we need to assign an expense percentage to various Chart of Accounts to more accurately reflect wedding expenses: salary, utilities, cleaning supplies, etc. Marty developed a spreadsheet using Bryan Burns' and Rebecca's previous financial reports. His preliminary findings show the need for a \$600/month Association Dues without wedding revenue. Karen said last March we projected approximately \$400/month. Veronica explained that Alex volunteers many hours for the HOA and we need to allow him to transfer his time to developer duties.

Veronica said Wes Trudell volunteered for the **Wedding Committee** along with Alex and Holly Siebert, Wedding Manager. She will do outreach to other members.

### **Holiday Parties**

Discussion followed about upcoming holiday parties and it was decided that the December party should be a potluck held on Sunday, December 7<sup>th</sup> or 14<sup>th</sup> depending upon finding a member/s to volunteer to coordinate the event. Alex will request volunteer involvement in What's Happening. A final decision about having a Holiday party will be contingent on member involvement.

### **HOA Meeting**

The next HOA meeting was scheduled for Sunday, November 16<sup>th</sup> at 4 p.m.

### **Next Board Meeting**

The next Board meeting will be determined later.

### **Adjourn:**

The meeting adjourned at 6:00 p.m.