

# Nature Pointe Board Meeting

## Minutes Monday, November 5, 2018 at 6 p.m.

### Nature Pointe Clubhouse

**Board members present:** Karen Leach, President; Matt Spellman, Treasurer; Alex Leonard, Secretary & ACC Chair; Shawna Chriss, Wedding Committee; Jaime Cruz, Maintenance Committee Chair; Crystal Glen, Safety & Security & Finance Committee; and Debbie Leonard

**Management Company:** Adam Summers, Community Manager, HOAMCO

**Members present:** Constance Busheme and Buck Dewey

#### I. Call to Order

Meeting was called to order at 6:04 p.m. Karen welcomed members in attendance. We will adhere to Bylaws 3.2 which states if Board members call on members they may speak otherwise there will be a question/answer session at the end. She asked if there were any changes to the Agenda, hearing none the meeting commenced.

Karen shared the Su Case magazine which highlighted Crystal and Andy Glen's beautiful home in an 8-page spread, creating great promotion for Nature Pointe.

#### II. Board Votes

Board members voted unanimously via email to pay the new septic drain field/pump \$17,937 from US Bank Savings/Reserves, reduced janitorial service to biweekly since wedding workers also clean before/after weddings, and terminated pest control which Ray Barela, Maintenance Manager, handles.

#### III. HOAMCO Report

Adam shared that HOAMCO will renew our contract for the same price as last year. He requested that we start preparing the 2019 annual budget. Karen asked HOAMCO to prepare the first draft.

#### IV. Financial

**A. Financial Statements** – Matt Spellman reviewed the 3<sup>rd</sup> Quarter Balance Sheet & P&Ls:

The Board has been reviewing revenue and expenses and working closely with HOAMCO's Director of Accounting to correct issues related to the transition from enTrust to HOAMCO.

##### Balance Sheet

Checking & Savings	\$ 92,176
Reserves	<u>\$252,276</u>
Total Cash	\$344,452
Total Assets including value of Clubhouse	6.3 M

##### P&Ls 1/1 – 9/30

Total Income is \$280,405, including HOA Dues, apartment rental and weddings.

- a) Prepaid 2018 HOA Dues and delinquencies of ~ \$13,900 collected in 2017 cannot be moved into 2018 because 2017 taxes were filed so we'll be under budget in HOA Dues.
- b) Wedding sales down this year with 33 weddings sold at ~ \$1,500 profit/wedding which is down from 52 approved and ~ \$3,500 profit/wedding several years ago.

**Recap of Expenses:**

- a) Insurance is higher because of weddings so we are re-bidding.
- b) Legal – Annual Meeting preparation \$5,520, potential conflict of interest \$3,330, new Board met with Attorney in July \$835, and Community Meeting \$3,155.
- c) Reduced Janitorial Services to every other week.
- d) Grounds Maint. Services over budget – Ray/Maintenance Manager's salary was not budgeted.
- e) Repairs & Maint. - \$8,300 new sign posts, \$4,000 swamp cooler repairs, \$1,700 2nd septic pump, new soft water tank & boiler repairs.
- f) Pool – replaced deck lights, pumps, wiring repairs and general maintenance.
- g) Cancelled ABQ Pool Supply weekly checks which is now handled by Melissa Trudell, member.
- h) Payroll Taxes – \$7,159 paid in back taxes for 2012 & 2017 (*initially reported under State & Federal Taxes*).
- j) Septic new drain field & pump paid from Reserves \$17,937.
- k) Upcoming water leak at Shop Apartment repair \$6,899 which will be paid in October.

Matt reported the Net Loss of (\$7,347) at the end of the 3<sup>rd</sup> Quarter. He said we have enough money in our checking account to cover expenses. Karen emphasized we are watching expenditures carefully. Matt moved to approve the 3<sup>rd</sup> quarter Balance Sheet & P&Ls, Karen seconded, motion passed unanimously.

Matt said HOAMCO has advised us to:

1. Move Reserve accounts into a 12 month CD @ 2.4% interest since our accounts are not in interest bearing accounts. Karen said the Board will vote on this once we have a signed contract from HOAMCO.
2. Issue Debit Cards with a limit for staff rather than credit cards – approved.

Alex thanked HOAMCO for the many hours they put into correcting the financials from the transition with enTrust. Deb indicated that they had to start from January and work forward.

- B. HOAMCO's Annual Contract** – Karen confirmed that the Board will renew the annual contract with HOAMCO at the current rate.
- C. Insurance Policy** – Deb reported that in the past we had condo insurance which the Board realized wasn't enough coverage for the wedding business. We now fall into a different category "Excess & Surplus" which has increased our rates. Karen said we have a meeting with State Farm and Adam said Cress Insurance is also interested in meeting again. We will continue to investigate ways to lower our rates.

## **V. Building Maintenance Report**

- A. Water Leak at Apartment** – Alex reported that ABQ Plumbing had to dig down 8 feet to fix the water leak at the Shop apartment, which took many hours to locate. He thanked Karen for checking in on the crew as well as Ray Barlea and Carl Sanchez, member, for their initial work to locate the leak.
- B. Boiler Repair** – Alex reported a number of plumbers have worked on the boiler over the last 5 years. Initially we thought we needed to change thermostats to an analog system because parts are no longer available, however, David Simmons/Simmons Plumbing, found compatible parts. The boiler is functioning at this time, but needs additional repairs. David will provide an estimate for this work in the next week.
- C. Other Maintenance** – Ray, Maintenance Manager, put a sealer on the entrance concrete which looks nice, but ran out of sealer. Alex recommended purchasing a can to finish. Ray and Melissa “Mel” Trudell, Maintenance Committee Chair, did a test with water to be sure it was non-slip. Shawna asked about the status of the Chandelier. Karen reported that she and Mel looked at the pulley system in the attic this summer. The equipment is new and secure, however, we should keep the additional bar attach to a structural beam on the project list.

## **VI. Committee Reports**

- A. ACC** – Alex reported no homes are scheduled for construction in the near future. He addressed a member’s complaint about galvalume (*silver*) roof color. He explained it’s an approved color and one other home on Mustang Mesa will also use this color. Matt said the surface will weather and fade, and Karen noted its north facing with reduced direct sun. The ACC will evaluate once these homes are finished before future homes are approved for this color. Adam said HOAMCO has a person on staff who handles drive throughs for property infractions.
- B. Social** – Constance Busheme reported the Committee welcomed a new member, April Sweet. They recently organized a New Resident Breakfast for 5 families and need another one. Social activities include weekly yoga, monthly movie night, Liquid Light Glass Gallery in Santa Fe, Halloween hay ride to take kids trick or treating, and wine tasting at Blair Wolf and Judi Doolittle’s home. Committee members are helping Courtney Brooks, Wedding Manager, and Wedding Committee members with a promotional float for the Twinkle Light Parade. All materials have been donated by members. Activities are promoted on the website and via emails. Alex suggested allocating money for the Holiday Party on December 15<sup>th</sup>. Karen suggested \$500; amount was approved. Karen thanked Constance for her dedication and enthusiasm in organizing fun events for the community.
- C. Weddings** – Shawna reported:
  - 1. ABQ Magazine staff of 50 will have their holiday party at NP in trade for ad space worth \$26,000 for 2 full page ads in February and 2 page story with photos in their creative section. She and Courtney will attend a launch party to network.
  - 2. NP Weddings are among the Best of City Top five. Winners to be announced soon.
  - 3. Courtney created a contract for local vendors to sign a “Boutique Package Partnership” allowing brides to purchase an all-inclusive package – several have been interested.
  - 4. New revenue stream: photography site \$25-50 per shoot or photographer yearly pass \$250.

5. Added mixed drinks in addition to serving beer and wine vote passed via email. Karen said our insurance agent confirmed mixed drinks, beer and wine all fall into the same category.
6. Submitted materials for Twinkle Light Parade. Courtney sent out a volunteer form. Most items have been donated by members.
7. New speaker system on patio is working well.
8. Alex is retrofitting fire pit per Fire Marshal's requirements for Dec. 21 ABQ Magazine event.
9. Courtney, Jacob Fail, Wedding Caption, and Tina Armijo, Committee member, attended the Diamond Dash Wedding Expo and got ~ 25 new leads.

Shawna reported on upcoming projects:

1. Courtney will meet with vendors for the "Boutique Package" to finalize details.
2. Photography Location Fees to be voted on at a later date - Shawna to run by Committee for recommendation to Board.
3. Referral marketing to be voted on at a later date - Shawna will run by Committee for recommendation to Board. Target caterers first.
4. Shawna verified permits are up to date with Fire Marshal.
5. Courtney and Shawna a develop a strategic plan mid-November including: NP as a film location, bike/foot race, Quinceaneras!, Bridal Expos, networking and events where NP sells tickets.

Deb asked how many weddings have been sold: 33 for 2018, 25 for 2019 and 3 for 2020.

The Board gave a big thank you to Shawna for spending so much time on the wedding committee.

**D. Financial** – No financial report

**E. Wedding LLC**– Karen reported Board members met with our insurance agent who explained the HOA and wedding business cannot be insured separately because weddings are held on HOA property. Crystal indicated a LLC would provide greater tax savings. Karen reminded members that we ended last year with a deficit and mostly likely will this year so we won't pay taxes, and yearly we try to have a balance budget by doing maintenance repairs to reduce tax liability.

**F. Safety & Security** – Crystal reported she has learned how the gate security system works and is updating individual gate codes at the front gate. Once this is done she will notify all members. The main gate code 3535 will be deleted as soon as all codes are entered and members notified. Judi Doolittle volunteered to help Crystal learn the locking system at the Clubhouse. Adam said he is ordering new key cards for the Clubhouse. He asked about updating the gate system. Karen asked him to send price information and we will put it on our budget Wish List.

## **VIII. Old Business**

**A. Phase 6** – Alex reported that the asphalt roads are in, and surveyor's work is ongoing and infrastructure has been completed. Lots will be available within 2-3 months which will coincide with ads in the next 3 additions of Su Casa magazine.

## **IX. Adjournment**

Next Board meeting will be in the new year, and it was agreed that the Annual Meeting will be in April. Meeting adjourned at 7:08 p.m.

## **X. Member Questions**

Constance Busheme asked about the cameras at the front gate. Crystal said the Safety & Security Committee would like to get them working again, along with cameras in the parking lot.