

Nature Pointe Board Meeting

Minutes Monday, August 6, 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; Andy Glen (for Crystal) and Debbie Leonard

Management Company: Adam Summers, Community Manager, HOAMCO, Cathy Thornton, Association Manager, enTrust

Members present: Tony & Josie Aragon, Tom & Tina Armijo, Thiel Baca, Mike & Leslie Bates, Constance Busheme, Gary Clark, Buck Dewey, Tom & Mary Deeney, Heidi Ruffner, Eric Schindwolf and Blair Wolf

I. Call to Order

Karen called the meeting to order at 6:05 p.m. 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 in order to stay within a 2 hour time frame. Alex introduced Adam Summers, Community Manager, HOAMCO. Adam briefly explained his background and reminded members to contact him with questions.

II. Board Votes

Karen said Board members voted unanimously via email: Board Officers, pond sluice repair, payroll for Wanda Curtis to water flower pots when she is out of town and payroll for Melissa Trudell to handle daily swimming pool checks.

Karen motioned to approve the Safety & Security Committee Charter, Shawna seconded, motion passed unanimously.

III. Meeting with HOA Attorney

Shawna reported that the Board met with Scott Turner, HOA Attorney, to discuss operations of the wedding business including establishing a LLC or Corporation. Scott resolved potential conflict of interest issues. He saw no conflict with Alex representing VDO, Alex signed VDO LLC in August 1999. Deb's self-directed IRA was handled correctly. Matt, husband of VDO realtor, would recuse himself on voting on issues pertaining to property owned by his wife. Jaime, employee of File Construction, would recuse himself on voting to employ File Construction for projects. Scott concurred that the Covenants gives the Developer authority to control the gate, however, once the development is mostly built out home owners have more of a stake and say in the operation of the gate. Scott will be at the Community Meeting on Monday, August 13th at 6 p.m. to answer member's questions.

IV. Financial Reports

Karen spoke with Emily, Director of Accounting, HOACOM, and they plan to have financials to the Board by the end of the month. They have gone back to January to make corrections. She confirmed that future quarterly financial reports will be posted on the website.

Karen reported that the HOA has \$12,000 in checking and 2 reserve accounts at US Bank which need to be transferred to HOAMCO. She made a motion to approve a resolution to add Matt Spellman, Board Treasurer, and herself as signers on the US Bank accounts, Deb seconded, motion passed unanimously.

Karen motioned to approve a Delinquency/Collection Policy, Shawna seconded, Andy abstained, motion passed with Alex, Deb, Jaime and Matt voting yes.

V. Building Maintenance Report

- a) **Pool:** Alex reported that the pool is closed until an electrician can make repairs.
- b) **Septic System:** Scott, Alpha Septic, is scheduled to install the new septic drain field. Two trenches were dug, 15 feet apart on each side of the buried cisterns to check for moisture before installing the new septic field. The trenches were inspected by Scott/Alpha Septic, an engineer Alex had on-site for Phase 6, Karen and Melissa Trudell. Alex will have the utility company confirm location of the water line before starting the project.
- c) **Pond Bridge:** Jaime contacted a structural engineer who will come this week to inspect the bridge and make a recommendation.
- d) **Fire Marshall Inspection:** Alex met recently with the Fire Marshall along with Shawna and Melissa Trudell. The list is mostly complete.
- e) **Maintenance Contractor:** Ray Barela has been busy with numerous projects, recently completed putting stone bricks around one of the new sign posts.

VI. Committee Reports

- a) **ACC –** Alex recognized committee members. The Committee is working on minor ACC requests.
- b) **Social –** Constance Busheme reported the Committee is seeking ideas for events, including activities for children. The monthly Crafts is held the first Sunday of each month, Yoga on Tuesdays at 6:00 p.m., and Movie Night will be monthly. Labor Day BBQ will be Monday, 9/3 and a New Resident Breakfast will be Saturday, 9/8. Watch for more details. All information is on the website. Constance encouraged others to join the Committee.
- c) **LLC/Corporation –** Karen reported that a subcommittee is researching creating a LLC or Corporation for the wedding business, which would protect our assets and reduce liability to the HOA. Committee members are Tina Armijo, Shawna Chriss, Cindy Mantegna, Veronica Montano-Pilch, Marty Pilch, Wes Trudell and herself. Committee members will meet with our CPA, HOA Attorney, HOAMCO, insurance companies and others to gather information and costs. Veronica suggested creating a chart to compare expenses for each step of the process. Karen asked members to give feedback or let us know if they want to be involved.

VII. Weddings

Shawna reported that Courtney Brooks, Wedding Manager, and previous Wedding Coordinators sold 32 weddings in 2018 for \$180,000, which is about 10 short of our goal. Courtney sold 12 for 2019 and 2 in future years. She has given 56 tours resulting in 29 booked weddings.

Shawna has been reviewing business operations, requesting maintenance repairs, increasing Google Adwords, confirming occupancy numbers, listing inventory replacement needs, etc. The Board approved a raise for Leslie Bueno, Wedding Assistant Coordinator. She developed a marketing plan which includes a holiday flyer for corporations, Wedding Expos which brought in 25 new leads, Twinkle Light Parade, revamp website, broader reach in the Santa Fe market and bouquet packages partnering with local business. She is looking for volunteers to assist at future Wedding Expos.

Deb asked about the average price of a wedding and profit. Shawna and Tina reported an average of \$6,000 with a profit margin of about \$3,500. Alex expressed concern that over the last several years we have gone from a \$203,000 profit in 2014 down to \$60,000 in 2017. He stressed the need to keep the wedding business healthy.

VIII. Safety & Security

Blair Wolf presented the Committee's recommendations to lock the front gate and Clubhouse with some exceptions. He explained justifications, stating the community is marketed as gated, security needs to be first and foremost, and the need to take reasonable care to ensure safety and security of the residents. Gate codes need to be changed to individual numbers rather than giving everyone 3535, lock the Clubhouse to reduce liability except during staffed special events, pedestrian gates need a push button lock on both sides, etc.

Andy, on behalf of Crystal who was absent, motioned to approve the recommendations, Shawna seconded, Karen called for discussion. Some members in the audience said they had not received the Committee's recommendations. Karen explained each: a) assign individual gate codes to all members; b) gate entry box be updated with contact information for each home; c) give residents gate openers, indicating Adam/HOAMCO is handling this; d) give contractors separate codes which are deleted 1 year after resident moves in; and e) separate gate codes for delivery service personnel. Karen stated all were our initial process which needs to be updated and continued.

Discussion continued on f) entry gate open for 5 hours during weddings and other special events. Shawna explained that Courtney, Wedding Manager, prefers that the gates be open longer to allow people involved with delivering services to not be held up at the gate since word of mouth is our highest marketing success. Alex objected to locking the gate with concern that brides and all their service people will have difficulty getting in. Jaime supported closing gate Monday-Friday. Numerous members spoke in favor of keeping the gate locked. Karen supported keeping the gate open during Relator Open Houses. Cathy Thornton, Association Manager, enTrust reported realtors at other gated communities are given a code which changes each month or they are allowed to open gates during the Open House. Karen said Phase 6 opens in 3-4 months and we all benefit from lot sales. Members in the audience objected. Jaime suggested an intercom system. The recommendations state they will be reviewed after 1 year.

Blair suggested letting the Wedding Committee make recommendations for hours of locking the gate and Clubhouse. It was agreed. Andy called for the vote, Shawna, Jaime, Andy and Karen voted yes; Alex, Deb and Matt voted no, motion passed.

IX. Other

- a) **Mail Boxes** – Alex reported that mail will now be delivered at the Nature Pointe boxes starting on Monday, 9/13.
- b) **Phase 6** – Alex said lots in Phase 6 will be made available for sale in 3-4 months.

IIX Adjournment

Meeting adjourned at 7:45 p.m.

IIIX Member Questions

Tina Armijo – when will the stop and exit signs on their street be installed? Cathy said a new stop sign was ordered and she would check, Jaime will check on the exit sign. She asked when will the bricks be put back on the sign post. Alex said Ray completed one and it's on his list. She said the front gate was recently open at 2 a.m. Adam said call HOAMCO's answering service at 266-2000 and it would be handled as soon as possible.

Eric Schindwolf – suggested developing a Conflict of Interest management plan and requested the email list be updated. Adam maintains the master list.

Heidi Ruffner – asked about the Board election results with conflicting numbers. Cathy said she would follow up with the CPA.

Buck Dewey – reported he is still having trespassing issues with wedding guests.

Mike Bates – said people are walking/mountain biking on his and other lots rather than using the trails and letting their dogs run off leash.

Andy Glen – gates codes will be programmed and key cards distributed.