

Nature Pointe Annual HOA Meeting Minutes

June 30, 2019, 4:00 p.m.

Clubhouse, 30 Nature Pointe Drive, Tijeras

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

Management Company: Adam Summers, Community Manager, and Amy Costen, Manager of Client & Staff Development, HOAMCO

1. Call to Order & Sign-in

Karen Leach called the meeting to order at 4:35 p.m. and welcomed members. There were 25 members in attendance. Karen thanked Board members for their service. She gave a special thank you to Matt Spellman who will step down as Board Treasurer. She introduced Adam Summers, Community Manager and Amy Costen, Manager of Client & Staff Development from HOAMCO.

2. Board Member Elections

- A. Shawna Chriss, Nominations Chair, thanked Nomination Committee members: Anna Burkhalter, Cindy Mantegna and Eric Schindwolf. She explained the Board election process, and asked each candidate to introduce themselves and share their background/experience (*each candidate was allowed 3 minutes*): Crystal Glen, Bill Hensley, Deb Leonard and Dave Oakey.
- B. Shawna called for nominations from floor, hearing none she asked members to fold their ballots and turn them into the Nomination Committee members who will oversee the voting process handled by Adam Summers and Amy Costen from HOAMCO.

3. Thanks to Volunteers

Alex Leonard thanked members who have volunteered throughout the year:

Care of indoor plants & flower pots: Linda Butler, Thiel Baca & Karen Leach; **Front Gate & Clubhouse Security System:** Heidi Ruffner & Eric Schindwolf; **Maintenance Projects:** Bill Mantegna & Carl Sanchez; **Pool Maintenance:** Melissa Trudell, Eric Schindwolf & Buck Dewey; **Self Defense Class:** Dale Rugge; **Architectural Control Committee:** Anna Burkhalter, Constance Busheme, Scott Horton, Alex Leonard & Gordon Phillips; **Close-up of Clubhouse:** Lihson Do, Dale Rugge and Eric Schindwolf; **Finance Committee:** Marty Pilch, Gary Clark, Crystal Glen, Eric Schindwolf & Blair Wolff; **LLC Committee:** Tina Armijo, Karen Leach, Cindy Mantegna, Marty Pilch & Eric Schindwolf; **Maintenance Committee:** Linda Butler, Jaime Cruz, Scott Horton, Alex Leonard, Kristen Skogen, Eric Schindwolf & Melissa Trudell; **Nominations Committee:** Shawna Chriss, Anna Burkhalter, Cindy Mantegna & Eric Schindwolf; **Security Committee:** Crystal Glen, Blair Wolf, Tom Armijo, Veronica Montano Pilch, Marty Pilch & Wes Trudell; **Social Committee:** Constance Busheme, Mary Deeney, Karen Leach, April Sweet & Melissa Trudell; **Wedding Committee:** Shawna Chriss, Tina Armijo, Cindy Mantegna, Veronica Montano Pilch, Marty Pilch & Wes Trudell; **Board Members:** Karen Leach, Matt Spellman, Alex Leonard, Shawna Chriss, Jaime Cruz, Crystal Glen & Deb Leonard

Karen said the Board could not be successful without the efforts and expertise from committee members and volunteers. There are lots of ways for members to assist from small one time projects to the more technical – she encouraged others to get involved.

4. New Housing Construction & Phase 6

Alex reported new home construction completed during the year: Anthony & Thiel Baca, Dave and Crystal Masche, James and Louisa Dean, Dave and Carol Oakey and Larry and Dorsey Ruhland. Matt Mulligan has started building a spec home on lot 14 (*Coyote Canyon Trail*). Alex got approval from Bernalillo County for a smaller version of Phase 6 with the remaining lots to follow. A couple of new home constructions will start soon.

5. Realtor Report

Deb Leonard gave the report for Patsy Spellman, NP Realtor: In the first 6 months of 2019, 2 developer owned lots were sold. Patsy is working with 3 interested parties for Phase 3 and 6 and experiencing a good number of inquiries. Phase 6 lots have some of the most beautiful lots in our community, which brings excellent marketing opportunities. There will be a couple of spec homes starting soon in Phase 1 and 6, which provides an option for buyers to purchase a new home rather than going through the building process.

Lots are advertised in Su Casa Magazine, weekly color ads in the Albuquerque Journal and on the updated NP website. She encourages builders and homeowners to participate in the Homes of Enchantment Parade to increase visibility for NP. She gave a special thank you to Shawna Chriss for her marketing expertise on promotional pieces.

6. Committee Reports

A. Architectural Control Committee

Alex reported that committee members are working with homeowners to finalize their home construction and some basic home improvement requests. Plans were reviewed/approved for Matt Mulligan's spec home on lot 14. Karen thanked Adam for handling the community ACC inspections.

B. Finance Committee

The Finance Committee will present a financial plan to the Board in the near future, which will also be given to members at a later date

C. Maintenance Committee

Melissa Trudell (Mel) reported that the Clubhouse security system has been completed. The door magnetics were replaced with stronger ones. The exterior door to the Wellness Center will have a combination lock, and 2 doors will have key pad combinations: back door and swimming pool to hot tub door. Karen said the system will go into operation in August and she thank Eric Schindwolf for his tremendous work on this project.

Mel reported that a lock has been installed on the south pedestrian gate and thanked Bill Mantegna for his assistance. The other pedestrian gates will be done in the near future. She asked about the plan for securing the iron rails to the pond bridge when it's repaired. Jaime confirmed that the plans were revised and the rails will be secured to the steel beams. Road crack sealing will be done in the fall. There are 2 easement drainage areas that need digging out: near her property and the ditch along the Cox/Moon property. She recommended having Eric Skogen, member, use his equipment to do the work. Several pool lights need to be replaced. Ray Barela, Maintenance Manager, has a plan to make the required road traffic signs lighter weight. She reported lack of hot water in the men's bathroom and suggested checking the commercial tankless hot water system.

Karen thanked Mel for her excellent work in staying on top of maintenance projects. She reported that the insurance adjuster recommended roof replacement on both the Clubhouse and Shop/Apartment roofs because of damage from the recent hail storm. The Shop/Apartment roof received less damage and has higher quality construction. Our insurance company will allow replacement with like kind materials plus tear off. We have 3 quotes for TPO roof replacement (*a higher quality roof*): Otero & Sons Roofing \$94,000, Active Roofing Solutions \$112,589 and Outstanding Construction \$114,000. She suggested asking members with construction experience to give roofing recommendations to the Board.

D. Safety & Security Committee

Crystal Glen confirmed that the Board approved stronger magnetic locks on the Clubhouse doors. Committee members are discussing the need to continue with the perimeter fence, and cameras in the parking lot and front gate.

E. Social Committee

Mel said the Social Committee is planning a Summer Party on Sunday, July 28 starting at 11 a.m. with swimming and activities for kids, and having a licensed server starting at 2 p.m. so members can bring alcoholic beverages to share. Kristin Skogen is working on a computerized Issue Tracker system for each committee so members can better track the status of projects. She will also put the Board minutes and financial statements on the HOA website. Committee members

are working on welcome baskets for our new members and organizing projects at their lots. The Committee is looking for more members to get involved in planning fun activities.

F. Wedding Committee

Shawna reported Courtney Brooks, Venue Director, has sold 48 weddings in 2019 but 1 cancelled, 25 in 2020 and 1 in 2021. Courtney has updated the wedding website and created new branding in conjunction with the NP website. They redesigned the marketing materials consistent with new branding, and hired a company to handle the SEO/SEM services.

They swapped services with Albuquerque The Magazine by hosting their holiday party in exchange for ~ \$26,000 in advertising/PR value: 2 full page ads in ABQ The Magazine (*February issue, Bridal issue, and a feature article/review later in the year*), and provided professional design services for free. Also media coverage on TLC's "4 Weddings," in which NP was featured as one of the venues and the couple participating at NP came in 2nd. KRQE Channel 13 ran a story about this event. Courtney and Shawna attended a Wedding Expo the following day and many people recognized NP as they interacted with them in the NP booth.

NP Wedding awards this year include: "Best of City 2019", 1st place – Best Place to Get Married in ABQ awarded by ABQ The Magazine; 3rd place in "Best of Burque" awarded by Weekly Alibi magazine; and NP was chosen to be the venue location for NM's episode of the "The Big Fake Wedding" (*just 1 location chosen/state*), creating excellent P/R exposure in numerous national blogs: 100 Layer Cake, Wedding Chicks, Junebug Weddings, The Perfect Palette, HOORAY Magazine, Flutter Magazine, Ceremony Magazine, More Than Lovely, and Southern Bride," along with lots of social media coverage from every vendor who attended the show.

The Board elevated Courtney's position to Venue Director, a title better describing her job duties and she received a raise accordingly. She has performed exceptionally well as wedding and event sales are at their highest level for this time of year, despite not having an assistant as in years past. She is taking classes in management and sales, participating in networking groups (*wedding planner group*), and hosting East Mountain Regional Chamber events at NP.

A new marketing project - Courtney will create a 360 degree virtual tour for the Wedding Wire (*a wedding website*) and post it on our website. Shawna was congratulated for excellent work.

G. LLC Committee

Eric Schindwolf reported that in March the Board approved a Task Force to investigate the pros and cons of establishing a Limited Liability Corporation (LLC) for the wedding business, which was recommended by Scott Turner, HOA attorney. Members of the Committee are Eric Schindwolf, Tina Armijo, Karen Leach, Cindy Mantegna and Marty Pilch.

Several months ago Eric asked for feedback from members about creating an LLC and received 8 responses. The Committee met with Steve Sanders, HOA CPA, twice – he recommends filing tax form 1120H versus 1120, which will provide some tax advantages. He needs to confirm how the wedding rent paid to the HOA would be handled. We met with Bernalillo County representatives who confirmed that creating a Wedding LLC would not impact our Special Use Permit (SUP) since it stays with the ownership of the property (HOA) not the organization managing the events.

If we create an LLC the HOA insurance policy would remain the same since it includes the grounds, pond, pool, etc. and we will need a new policy for the LLC. We currently have 1M liquor liability coverage combined with the 1-day 1M policy the bride purchases, and a 5M umbrella coverage that does not cover liquor. We are waiting to hear from our insurance agent about the potential of an additional umbrella liquor liability coverage.

There would be an additional bookkeeping cost to handle the LLC separate from HOA finances. Eric is working on questions about the development of the LLC for our HOA attorney.

7. 2019 Financial Report

Matt reported on the January-May Balance Sheet and P&Ls: Income is strong, we have \$236,400 in Reserves and \$1,968 interest earned to date on our 4 CD's. New lot sales will soon have a positive impact on our revenue. We increased the Clubhouse apartment rent by \$300/month. Wedding income is \$87,994, which is \$31,000 over budget thanks to Shawna's marketing success with wedding sales. Total income January-May is \$147,369.

Expenses over budget include: administrative expenses bad debt, which will be paid due to recent lot sales, maintenance manager salary over \$2,500 due to workload, maintenance supplies over \$2,886, cleaning buffalo chairs \$1,790 look beautiful but not budgeted, pool expenses over \$1,220 and utilities over \$3,500 due a cold winter. Expenses that are under budget include: contract services for janitors and landscapers and wedding expenses. Total expenses January-May are \$167,212, resulting in operating net income loss of (\$13,842) compared to the projected budget (\$34,496). This time of the year we operate with a negative balance until wedding revenue catches up.

8. HOAMCO Report

Adam explained that HOAMCO handled the Board election process and counted/verified the ballots.

9. Election Results –

Shawna reported the ballots were counted twice and not all members voted for all 3 candidates. We had 71 lots out of 92 lots voting = 77%. The election results:

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|--------------|----|
| Bill Hensley | 94 |
| Dave Oakey | 78 |
| Crystal Glen | 76 |
| Deb Leonard | 70 |

Karen thanked Deb for your tremendous service over the last 10 years. She has an excellent management and financial background and she will be greatly missed.

10. HOA Member Discussion

Melissa Trudell asked what HOAMCO's fee is, Matt said \$20,640/year. She asked if their fee will go up. Amy Costen, HOAMCO, said there is nothing in the works. Karen indicated that our annual contract is up in November.

Eric Schindwolf asked about Vista del Oro's future plans for the last Phase of NP along Falcon Ridge. Alex and Deb explained they have started the first step of obtaining the preliminary plat with Bernalillo County, which is a lengthy and very involved process.

11. Adjournment – the meeting was adjourned at 5:50 pm.