

Nature Pointe Board Meeting

Minutes Tuesday, June 16, 2020 at 5:30 p.m.

WebEx

Board members present: Chris Hammer, President, Security Committee; Dave Oakey, Vice President, Governance Committee; Eric Schindwolf, Treasurer, Finance Committee; Bill Hensley, Secretary, Social Committee; Alex Leonard, ACC Chair and Maintenance Committee; Alan Gorenz, Wedding Committee; Melissa Trudell, Maintenance Committee

Management Company: Samantha Anderson, Community Manager, Blue Door Realty and Morgan Campbell, Assistant Manager, Blue Door Realty

I. Call to Order

Meeting was called to order at 5:36 P.M. by Chris Hammer, who welcomed all those participating in the WebEx online meeting due to the need for social distancing. Chris Hammer thanked everyone for attending and briefly explained how to operate the online features.

Chris Hammer moved to approve the agenda, Dave Oakey seconded, motion passed by unanimous vote.

II. Board Votes via Unanimous Consent

Board votes via unanimous consent since the prior Board meeting: Increase landscape service from two times a month to three times a month; seek legal counsel as it relates to the New Mexico Public Health Order and All Together New Mexico publication requirements for opening the Clubhouse Fitness and Activity Centers and Pool areas.

The following officers were elected to the following positions by the Board of Directors by unanimous consent following the annual election.

Election of Officers:

- Chris Hammer – President
- Dave Oakey – Vice President
- Eric Schindwolf – Treasurer
- Bill Hensley – Secretary
- Alex Leonard – Board Director
- Melissa Trudell – Board Director
- Alan Gorenz – Board Director

Committee Assignments:

- Chris Hammer – Security Committee
- Dave Oakey – Governance, LLC and Wedding Compliance Committee's
- Eric Schindwolf – Finance Committee
- Bill Hensley – Social Committee
- Alex Leonard – Architectural Control Committee
- Melissa Trudell – Maintenance Committee
- Alan Gorenz – Wedding Committee

III. Measures Taken Around Coronavirus

- A. Dave discussed the status and impact on the association due to COVID-19. Dave explained any re-opening of the facilities at the Clubhouse must follow the Governor's Public Health Orders and the requirements of "All Together New Mexico: COVID Safe Practices for Individuals and

Employers” (ATNM for short). Bernalillo County has instructed the HOA not to reopen the pool at this time. The Board has reviewed a NP ATNM COVID-Safe Plan to Re-Open the Fitness Center authored by Melissa Trudell. Dave also briefly discussed the low probability of being able to reopen fully this year or have full weddings and that the wedding cancellations must be considered.

B. Melissa Trudell discussed the Clubhouse Re-Opening Plan.

- Melissa Trudell will serve as the NP COVID-Safe Practice Leader (as defined per ATNM). Facility staff must be present at all times when the Fitness Center is in operation. Melissa can be present for a limited number of hours per day. Expanded hours will depend on Volunteer Staff being trained by Melissa to ensure compliance with NP COVID-Safe Practices for the Fitness Center (contact Melissa if you would like to volunteer). Members wishing to use the Fitness Center will be required to read and sign a contract prior to first use. COVID-Safe Practices Member Contract defines the requirements that must be complied with for member use of the Fitness Center. The contract will be distributed electronically to all HOA members in the near future • The exact date for the re-opening of the Fitness Center is still TBD (time required to get proper documentation and signage in place).
- Entrance to and Exit from the Fitness Center will be through the Exterior Door only. Members need to come masked, which is only removed while actively exercising. Members will be admitted by Facility Staff. Facility Staff will ensure that the 50% occupancy limit and 6-foot social distancing requirements are met. Members will be required to fill-out a Wellness COVID Screening Questionnaire, have their contactless temperature recorded, and sign the Contact Tracing log prior to each use of the Fitness Center. The Board will continue to evaluate re-opening more of the Clubhouse facilities as Public Health Orders permit. The association is potentially limited by the requirements for Facility Staff to be present and the cost of executing COVID-Safe disinfectant procedures.
- The outside grounds are open, but members must bring their own equipment.

The Board instructed Blue Door to email blast the opening requirements, forms, and volunteer recruitment information to membership.

IV. Wedding Business Updates

- A.** Alan Gorenz announced there was a wedding committee meeting on May 20, 2020, and there have been fourteen out of fifteen weddings rescheduled and only five cancellations. It was also noted that the realtor lock box installed by Blue Door Realty is working and Brandie created a checklist for realtors and showings.

V. Management Report

- A.** Samantha Anderson with Blue Door Realty presented a management report and update for the community. Members are encouraged to contact Blue Door Realty for all of their HOA needs. The member portal has been added directly to the Nature Pointe HOA website, so you can log in directly from one place. Violations including trailers and trash cans are still prevalent and need to be addressed by homeowners. Blue Door will begin issuing violation letters pending Board review. The first quarter financials were provided in full to the Board after adjustments and corrections. Blue Door continues to work individually with each committee to accomplish projects and assist where needed.

VI. Project Reports and Committee Updates

A. ACC

Alex Leonard presented an update on ACC items in the community.

B. Roof Replacement

Dave Oakey and Eric Schindwolf gave an update on the roof replacement. The roof replacement has been completed and checked. The insurance company will be notified to issue the final insurance payment and the final invoice from Otero and Sons will be paid. Ladders were briefly discussed including putting signage that ladders are decorative only and for useable ladders, storing them or securing them with a lock to prevent them from disappearing. The Board instructed Blue Door to schedule and maintain an annual maintenance through Otero and Sons.

C. Maintenance Committee

Melissa Trudell gave an update on the maintenance items including wedding carts needed for chairs, clogged pond aerator, pool cover repair, and breaker replacement. She also reported on the perimeter fences and their status and growth. Melissa reported on the small propane leak and the maintenance team will continue to try and identify the issues. Simmons Plumbing is scheduled on June 17, 2020 to evaluate the pool breaker and the propane leak. Estimates are currently in process for the repair to the pool cover. A&S Landscaping has recommended cutting two junipers between the clubhouse and the lawn that are diseased. Dan will cut into firewood and dispose of branches when dumpster service resumes.

Bill Hensley moved approve the tree cutting by A&S Landscaping as presented by Melissa Trudell, Alan Gorenz seconded, motion passed by unanimous vote.

The sign pole installation has been tabled; a temporary fix will be applied to the Coyote Canyon Stop Sign that is down. The dry sauna replacement has also been deferred until a further time.

Gate preventative maintenance is performed twice annually. The next preventative maintenance will be scheduled with Direct Access and updated to the Board by Blue Door Realty.

D. Social Committee

Melissa discussed the website and member portal. The website will hold the events, happenings, and updates of Nature Pointe and the member documents will all be transferred into the member portal with Blue Door Realty. Blue Door will continue to assist with updates on both the website and the member portal.

E. Security Committee

As discussed earlier in the meeting Chris Hammer will continue working on the training on security systems of Nature Pointe with Eric Schindwolf.

F. Wedding Committee

QuickBooks Online has been purchased and is currently being setup for the wedding business tracking. Chris Hammer is assisting Brandie with the formatting and transfer of data. Alan Gorenz will check with Brandie regarding the handling of new transactions and confirm all new transactions are being entered into QuickBooks. Blue Door will follow up with Brandie after Quickbooks is setup to go over any additional information or training needed to fully transition all transactions to Quickbooks Online.

G. Governance and Compliance Committee

David Oakey presented an update of the status of the governance and compliance committee.

H. Finance Committee

A Payroll Protection Loan (PPP) Loan was applied for by the association. Blue Door filed all the paperwork online and the status is currently pending. Blue Door will continue to provide updates on the status of the loan. Martin Pilch has resigned from the finance committee.

I. Nature Pointe Alcohol Policy

The Nature Pointe Alcohol Policy was discussed by the Board. Alex Leonard stated there was an increasing trend towards families with children, and recommended surveying opinions on daily alcohol service at the clubhouse. It was discussed that liability issues of mixing children and alcohol seem worrisome. Licensed servers have had the training to recognize if guests are showing signs of overconsumption. Alex presented questions that should be addressed about the alcohol service, attendant, minor restrictions, monitoring, and person responsible for operations or "Go To" person. Also, it was discussed the problematic issues with use of the pool, sauna, or other facilities, while utilizing the alcohol service. Alex stated that a casual review of other HOA's should be conducted. A majority did not allow casual alcohol. Alex also questioned the process for notifying families with minors when alcohol will be included in clubhouse events.

VII. Financial Reports

A. 2020 Q1 Financial Reports

Eric Schindwolf reported that the issues with the first quarter financials were resolved with Blue Door Realty. During the transition there were some adjustments that needed to be made to align with the CPA's processes.

Eric Schindwolf moved to send the Q1 2020 Financials provided by Blue Door to the CPA, S. Sanders, Chris Hammer seconded, motion passed by unanimous vote.

B. 2020 Income Forecasting

Eric reported on the financial status of the association. He reported that the HOA expenditures during COVID 19 were being analyzed, the first four scenarios have been completed and provided in the projections chart. Eric stated there was some member interest in obtaining data on re-opened clubhouse expenditures without events. Eric reminded the group that the clubhouse is still closed and will remain so predictably with only partial re-openings throughout 2020.

Eric reported that the income and expenses were both down and the status of the PPP Loan is still pending. Eric reported many events cancelled or rescheduled to later in 2020 and into 2021. Eric presented a chart of projections if facilities and events remain closed and the association operating at a negative net income.

Eric presented potential courses of action to mitigate the COVID 19 impact such as Increasing HOA assessments, Loans, deferring 2020 reserve contributions, and terminating clubhouse vendor services.

VIII. Member Questions

IX. Adjournment

Meeting adjourned at 7:20 P.M.