

BOARD MEETING AGENDA

SHHA Monthly Board Meeting May 8, 2024, at 6:30 PM

SHHA OFFICE IN-PERSON MEETING AND ZOOM

[HTTPS://US06WEB.ZOOM.US/J/88906740166?PWD=LiCWR9hVCys6JBlHvJ4C71YFwYEBzz.1](https://us06web.zoom.us/j/88906740166?pwd=LiCWR9hVCys6JBlHvJ4C71YFwYEBzz.1)

Prepared by Trish Lovato

1. **CALL TO ORDER:** The monthly SHHA Board Meeting will be called to order by the President at 6:30 PM.
2. **ROLL CALL:** A quorum must be present. **P: Present; E: Excused; A: Absent**

Officers		Members		Members	
President – Jim Stewart		Elizabeth Edgren		Kathleen McCaughey	
Vice President – Eric Faulring		Heidi Komkov		Suresh Neelagaru	
Secretary – Martin Kirk		Phil Krehbiel	E	Arthur Romero	E
Treasurer – Randy Tripp		Claudia Mitchell		Terry Walker	
		Stacey Hannah			
		Larry Dragan			
		Joel Jordan			

Staff:

1. Trish Lovato
2. Diane Barney

Guest(s):

1. Dwight Stockham
2. Charles Ewing

3. **APPROVAL OF AGENDA FOR May 8, 2024**
 - a. Motion to approve Meeting Agenda and Consent Agenda
4. **CONSENT AGENDA APPROVAL:**
 - a. ACC 4/17/24
 - b. ACC 5/1/24
5. **OFFICER REPORTS:**
 - a. President (Jim Stewart):
 - (1) Update on Universal membership proposal
 - (2) Hiring status for Administrator position
 - b. Vice President (Eric Faulring): N/A
 - c. Secretary (Martin Kirk):

d. Treasurer (Randy Tripp):

6. GUEST COMMENTS:

7. COMMITTEE REPORTS:

a. **Architectural Control Committee (ACC-Phil Krehbiel, Chair):**

(1) **Highlights of activity since last board meeting:** N/A

(2) **Requests for Board Action:** N/A

b. **Covenant Support Committee (CSC-Arthur Romero, Chair):**

(1) **Highlights of activity since last board meeting:** N/A

(2) **Requests for Board Action:** N/A

c. **Community Service & Membership Committee (CS&M) (Elizabeth Edgren):**

(1) **Highlights of activity since last board meeting:**

a. Committee members met April 24th to fill welcome bags and assign visits for new residents.

b. Shredding event for our members is scheduled with Scintilla Shredding for Saturday, June 29th, 8:00-11:00 am in or adjacent to the Sandia Heights Village Shopping center parking lot.

(2) **Requests for Board Action:**

a. Motion 1-that the bylaws revision committee be named a Special Committee to revise the 2022 SHHA Bylaws.

b. Motion 2-That a Governance Committee be established as a Standing Committee of the SHHA.

d. **Communications & Publications Committee (C&P) (Claudia Mitchell):**

(1) **Highlights of activity since last board meeting:**

(2) **Requests for Board Action:**

e. **Environment and Safety Committee (E&S) (Kathleen McCaughey)**

(1) **Highlights of activity since last board meeting:**

a. CS&M and E&S, planning another Neighborhood Afternoon Out this year, September 22.

b. Looking to restore and update Wildfire Information on the SHHA website.

(2) **Requests for Board Action:**

a. Update E&S Charter

f. **Executive Committee**

(1) **Highlights of activity since last board meeting:** N/A

(2) **Request for Board Action:** N/A

g. **Finance Committee (FC) (Randy Tripp)**

(1) **Highlights of activity since last board meeting:**

(2) **Requests for Board Action:**

h. **IT Committee (IT) (Eric Faulring)**

(1) **Highlights of activity since last board meeting:**

a. Committee meetings will be the last Wednesday of the month, at 7:00 pm.

b. Update from Heidi Komkov on email status

(2) Requests for Board Action:

- a. Vote on attached motion to formally create an Information Technology special committee per bylaw 7.4.
- b. Approve committee's election of Heidi Komkov as Chair.

i. Nominating Committee (NC) (Eric Faulring)

(1) Highlights of activity since last board meeting:

- a. The Nominating Committee met with two candidates this month.

(2) Requests for Board Action:

- a. Introduce director nominee Charles Ewing, then discuss his nomination in executive session, then return to vote. Motion attached.

8. EXECUTIVE SESSION TO DISCUSS

- a. Update on ongoing legal action.

9. UNFINISHED BUSINESS: Action Items from last Board Meeting:

10. NEW BUSINESS:

- (a) Request to the HOA BOD to address the issue of dying vegetation along the entrance to Cedar Canyon Place. Pictures available.

11. ANNOUNCEMENTS:

- a. Trash pickup for May 11th.
- b. Document shredding event June 29th.

12. NEXT MEETING: The next Board meeting is scheduled for June 12, 2024.

13. ADJOURNMENT: *(Time)*

Board of Directors Date Motion Emailed
 Executive Committee
 Committee: ACC CSC CPC CS&M FIN P&S NOM

SHHA MOTION FORM

STATING A MOTION, please remember:

- Who will follow through on the action?
- If the action requires “reporting back” or completion—to whom? when?
- If money is involved, how much? Are funds available? How will it be financed?
- If a committee is involved, which one? Is its task to: Consider, Investigate, Act?
- If a special committee (ad hoc) is to be formed, who will chair it? Number of members? Its specific task (which can’t fall within the assigned function of an existing standing committee), and what is its termination date?
- Use the 5 W’s: Who, What, When, Where, Why (& How, How Much) as necessary.

I, Elizabeth Edgren, move that: a Governance Committee be established as a Standing Committee of the SHHA.

EXPLANATION/JUSTIFICATION: To improve knowledge of and orderliness in Board procedures, and to take on responsibility for governing & management documents. *The GC shall consist of a minimum of (3) people, at least one of whom is knowledgeable in the parliamentary authority. The GC will be responsible for the bylaws, standing rules, special rules, the Policy and Procedures Manual, and any other documents used to manage the Association, ensuring that motions do not violate or conflict with the governing documents; and ensure that all governing documents are on file and up-to-date. The GC shall develop and implement a plan for continually educating the Board, committees, and officers, to strengthen the knowledge needed to manage the Association, and encourage independent expression of ideas and collaborative decision-making.*

Signed: _____

Seconded: _____

SECRETARY’S RECORD: No. 2024 - ____ - ____ - ____ - ____
(year - month - day - # - Committee)

(circle) Voting by: Voice Show of Hands Ballot

Unanimous Vote? Yes ____ No ____

Adopted Postponed Amended Lost Tabled
 Referred to Committee (which one) _____

ACTION REQUIRED: Point Of Contact _____

DUE DATE _____

_____ **Board of Directors** _____ **Date Motion Emailed** _____
 _____ **Executive Committee**
 _____ **Committee: ACC CSC CPC CS&M FIN P&S NOM**

SHHA MOTION FORM

STATING A MOTION, please remember:

- Who will follow through on the action?
- If the action requires “reporting back” or completion—to whom? when?
- If a committee is involved, which one? Is its task to: Consider, Investigate, Act?
- If a special committee (ad hoc) is to be formed, who will chair it? Number of members? Its specific task (which can’t fall within the assigned function of an existing standing committee), and what is its termination date?
- Use the 5 W’s: Who, What, When, Where, Why (& How, How Much) as necessary.

I, Elizabeth Edgren, move that: the currently functioning ad hoc bylaws revision committee be recognized officially as a Special or ad hoc Committee to revise the 2022 SHHA Bylaws. Its purpose is to: (1) review and revise the 2022 SHHA Bylaws,

(2) ensure that the Board and membership have time to review and comment at least two months prior to the 2025 annual meeting, scheduling one daytime and one evening meeting for members to discuss and/or ask questions about the revisions; and

(3) present the revision to the membership for a vote at the 2025 annual meeting.

When the revised bylaws are accepted by a membership vote, the revision committee will cease functioning.

The committee should consist of at least two (2) board members as well as at least one (1) community volunteer.

The President will name the Committee Chair.

EXPLANATION/JUSTIFICATION: An unofficial group of three is currently meeting irregularly, with no designated “chair,” schedule, or deadlines.

Signed: _____

Seconded: _____

SECRETARY’S RECORD:

No. 2024 - ____ - ____ - ____ -
(year - month - day - # - Committee)

(circle) Voting by: Voice Show of Hands Ballot

Unanimous Vote? Yes ____ No ____

Adopted Postponed Amended Lost Tabled
 Referred to Committee (which one) _____

ACTION REQUIRED: Point Of Contact _____

DUE DATE _____

X Board of Directors
 Executive Committee

Date Motion Emailed:

NOM Committee: ACC CSC CPC CS&M FIN E&S NOM

SHHA MOTION FORM

STATING A MOTION, please remember:

- Who will follow through on the action? – President, Board, individual, Committee?
- If the action requires “reporting back” or completion—to whom? when?
- If money is involved, how much? Are funds available? How will it be financed?
- If a committee is involved, which one? Is its task to: Consider, Investigate, Act?
- If a special committee (ad hoc) is to be formed, who will chair it, number of members, its specific task (which can’t fall within the assigned function of an existing standing committee), and its anticipated termination date?
- Use the 5 W’s: Who, What, When, Where, Why (& How, How Much) as necessary.

I, Eric Faulring , move that: we the board elect Charles Ewing to an interim term as a Director, effectively immediately, filling one of the four positions vacated in February 2024 by one Director resignation and three Director terms ending. See <SHHA SOI - Charles Ewing SOI 2024-02-26.pdf> attached.

EXPLANATION/JUSTIFICATION (if necessary):

Signed: _____

Seconded: _____

SECRETARY’S RECORD:

No. **20** - ____ - ____ - ____ - ____
(year - month - day - # - Committee)

(circle) Voting by: Voice Show of Hands Ballot

Unanimous Vote? Yes ____ No ____

Adopted Postponed Amended Lost Tabled
Referred to Committee (which one) _____

ACTION REQUIRED: POC _____ DUE DATE _____

DISPOSITION (circle): P&PM BYLAWS

Form Version: 8-4-22

X Board of Directors

Date Motion Emailed:

Executive Committee

NOM Committee: ACC CSC CPC CS&M FIN E&S NOM

SHHA MOTION FORM

STATING A MOTION, please remember:

- Who will follow through on the action? – President, Board, individual, Committee?
- If the action requires “reporting back” or completion—to whom? when?
- If money is involved, how much? Are funds available? How will it be financed?
- If a committee is involved, which one? Is its task to: Consider, Investigate, Act?
- If a special committee (ad hoc) is to be formed, who will chair it, number of members, its specific task (which can’t fall within the assigned function of an existing standing committee), and its anticipated termination date?
- Use the 5 W’s: Who, What, When, Where, Why (& How, How Much) as necessary.

I, Eric Faulring , move that: we the board approve the creation of an ad-hoc committee of indefinite duration, tasked with the mandate detailed in <Information Technology Committee Charter - for May Board Meeting.pdf>.

EXPLANATION/JUSTIFICATION (if necessary):

Signed: _____

Seconded: _____

SECRETARY’S RECORD:

No. **20** - ____ - ____ - ____ -
(year - month - day - # - Committee)

(circle) Voting by: Voice Show of Hands Ballot

Unanimous Vote? Yes ____ No ____

Adopted Postponed Amended Lost Tabled
Referred to Committee (which one) _____

ACTION REQUIRED: POC _____ DUE DATE _____

DISPOSITION (circle): P&PM BYLAWS

May 2024

To: Sandia Heights HOA Board of Directors

Re: Cedar Canyon Road entrance vegetation and trees

This letter serves as a request to the HOA Board of Directors to address the issue of dying vegetation along the entrance to Cedar Canyon Place.

This entrance was landscaped back in 1993 (?) with juniper shrub, five pinon trees and various cacti. Due to the lack of care, this vegetation has grown unsightly. Some shrubs have died and the trees appear to be in distress due to lack of water, as well. The loss of landscaping along this street would be unfortunate for this unit.

There appears to be no way on the website to request funds or a solution to this problem. Therefore, this is a request for the Board to set aside funds to hire a company to save and periodically maintain this area.

In addition, the water connections to the drip system appears to be disconnected thus leading to the trees/shrubs showing distress due to lack of water. A solution to this would be much appreciated, as well.

Thank you for your time and attention to this matter.

Residents:

Vicki Meredith

Vicki + Jim Bickel
Kathryn Larson
Chris
Bill & Cheryl Blair

