

BOARD MEETING MINUTES
SHHA Monthly Board Meeting January 13, 2021 at 7:00 PM

Prepared by Jennifer Craft

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:02 PM via Zoom video meeting. A quorum was present.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Elwood “Woody” Farber	X			Joe Boyce	X			Fenton McCarthy	X		
Vice President – Susan McCasland	X			David Crossley	X			Mike Pierce	X		
Secretary – Travis Rich	X			Elizabeth Edgren	X			Bob Thomas	X		
Treasurer – Cheryl Iverson	X			Roger Hagenruber	X			Randy Tripp	X		
Dale Arendt			X	Robert Hare	X						
Bob Bower	X			Martin Kirk	X						

Guest(s): None.

3. **DECEMBER MEETING MINUTES APPROVAL:** The December 9, 2020 Board Meeting Minutes were emailed to the Board on December 11, 2020. Minor revisions were made to the minutes and were emailed to the Board January 8, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the December 9, 2020 Board Meeting Minutes.
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Approved - Unanimous

2021-1-13-1 GEN

4. **OFFICER REPORTS:**

a. **President (Woody Farber):**

(1) 2021 Annual Meeting Update:

- a) Board members that will be attending must send email to staff indicating they will attend.
- b) There will be a test meeting on January 20th at 10:00 am for staff and any Board members that wish to attend. This will be a test of the features of Zoom we have not yet used. The Annual Meeting Packet along with the Zoom link for the test meeting will be emailed January 19, 2021.
- c) There will be a test meeting with interested SHHA members on February 16th at 10:00 am. This meeting will help resolve any issues that may occur and any questions that need to be answered.

b. **Vice President (Susan McCasland):** No Report

- c. Secretary (Travis Rich):
 - (1) The December 9, 2020 Board Meeting Minutes were distributed via email on December 11, 2020. The revised minutes were emailed to the Board January 8, 2021.
 - (2) The January GRIT was approved on December 19, 2020.
- d. Treasurer (Cheryl Iverson):
 - (1) The December financial reports were emailed to the Board for review on January 8, 2021. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the December financial reports as distributed.

Accepted - Unanimous

2021-1-13-2 FC

- (2) Funds Transfer: Based on 2020-year end funds, the Board was asked to consider transferring \$10,000 from SHHA checking to SHHA Legal Reserve. Questions and comments were welcomed. Discussion was held and a motion was made and seconded.

Motion: To approve transferring \$10,000 from SHHA checking to SHHA Legal Reserve.

Accepted - Unanimous

2021-1-13-3 FC

- (3) Finance Committee Membership: 5 members. Matt Pedigo resigned as of December 31, 2020.
 - (4) 2020 SHHA Tax Return: Our taxes for 2020 have been submitted to our CPA. We hope to hear from our CPA in a month or so.
5. STRATEGIC PLAN: During a December 10, 2020 special meeting of the Board, Emily Rudin (Chairperson, Strategic Planning Committee) presented an oral overview of the Strategic Plan. On December 11, 2020, the Board received via email a ‘hard copy’ of the full report. A request was made of the Board to study and critique the report; and, come to the January 13, 2021 Board meeting prepared to entertain a motion to accept the report. Woody Farber, Bob Thomas, and Travis Rich made oral statements recommending acceptance of the Strategic Plan prior to presenting the motion.

Motion: That the Board accept the documents developed and distributed by the Strategic Planning Committee, a Special Committee per the Bylaws section 7.4; thereby accepting the responsibility of necessary additional study, debate, modifications, adoption, and implementation of the Strategic Plan.

Accepted - Unanimous

2021-1-13-4 GEN

6. COMMITTEE REPORTS:

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) The December 16 and January 6 minutes were emailed to the Board.
 - (2) ACC application approvals for December 2020: 14
 - (3) GRIT article for the January issue: Let’s Talk About Landscape Plans, by Bob Bower, ACC Chair & Emily B. Rudin, ACC Member; Summary of ACC Articles Published in 2020, by Bob Bower, ACC Chair.
 - (4) Committee Membership: 7 members.
 - (5) The ACC is asking for volunteers to join the Committee.
 - (6) Requests for EC/Board Action: None

- b. Covenant Support Committee (CSC) (Bob Thomas):
 - (1) A meeting was held on January 5 via Zoom.
 - (2) There are currently 11 violations open.
 - (3) We closed 4 violations between December 1 and January 4.
 - (4) GRIT article for the January issue: Notes on CSC Enforcement Policies, by Bob Thomas, CSC Chair
 - (5) Committee Membership: 9 members.
 - (6) Request for EC/Board Action: None

- c. Community Service & Membership (CS&M) (vacant):
 - (1) No meetings since March 2, 2020. Former chair Stephen Baca and Elizabeth Edgren met with C&P chair Susan McCasland on December 14th for the C&P committee meeting and discussed how the two committees might coordinate to promote the Participating Merchants program.
 - (2) Elizabeth Edgren has volunteered to chair this committee.
 - (3) Committee Membership: 4 members, per Elizabeth Edgren. Paula Baxter and Bill Koup are no longer on the committee.

- d. Communications & Publications (C&P) (Susan McCasland):
 - (1) The layout for the February 2021 GRIT is in progress.
 - (2) C&P committee meeting was held on December 14 via Zoom. The minutes were emailed to the Board on December 14, 2020.
 - (3) GRIT article for the January issue:
 - a) Extended Office Hours Trial Period
 - b) SHHA 2021 Annual Meeting is February 20th
 - c) Seeking People Interested in Helping Their HOA
 - d) Please Take Your Signs Down
 - (4) Utility bill stuffer was sent to Sandia Heights Services to be included in the January utility statement on December 8.
 - (5) 2021 Resident Guide and Directory was mailed to SHHA members.
 - (6) Committee Membership: 5 members.
 - (7) Request for EC/Board Action: None

- e. Parks & Safety (P&S) (Joe Boyce):
 - (1) The December 3 meeting minutes were emailed to the Board.
 - (2) GRIT articles for the January issue: No article submitted.
 - (3) Committee Membership: 9 members. Matt Pedigo resigned as of December 31, 2020.
 - (4) Requests for EC/Board Action: None

- f. Nominating Committee (NC) (Susan McCasland):
 - (1) Nominating Committee membership. Anyone interested in joining this committee please contact Susan.
 - (2) Two committees need chairs now or soon. Elizabeth Edgren has volunteered to chair the CS&M. We will need a chair for the ACC.

7. EXECUTIVE SESSION – Legal Issues: A motion was made and seconded to move into Executive Session to discuss legal matters.

Motion: To move into Executive Session.

Approved - Unanimous

2021-1-13-5 GEN

Executive Session began: 7:57 pm

Executive Session ended: 8:23 pm

- a. The Board discussed the correspondence received from an SHHA member during the Executive Session. It will be discussed with the SHHA attorney. A motion was made and seconded to have an appropriate response sent to SHHA member based on discussion with attorney.

Motion: To respond to SHHA member correspondence based on discussion with attorney.

Approved - Unanimous

2021-1-13-6 GEN

8. DATA MANAGEMENT – Storage and Retention (Robert Thomas): **Update:** Committee chairs were asked to inventory their boxed documents in the storage room and update their document retention schedule.
9. UNFINISHED BUSINESS: Action Items from last Board Meeting:
- a. **Woody:** Will discuss the 2021 Annual Meeting (February 20, 2021 at 9:00 AM) in more detail. **OPEN**
- b. **Woody:** Will check with landlord on the air flow/filtration system in our suite. **Update:** After researching HEPA filter systems, Woody found one that he's comfortable with. Woody will know in about a week if it's available locally. He will talk to Cheryl regarding the cost of purchasing 3 filter systems. **OPEN**
- c. **Woody:** To discuss with the office staff how the Annual Meeting process for verifying HOA members via zoom is to be achieved. **Update:** Woody and office staff have developed the preregistration process and the use of the waiting room in Zoom the day of the meeting. **CLOSED**
- d. **Board:** Was asked to reach out to their neighbors and encourage them to become involved in their community by joining the Board. Anyone interested should contact Susan. **OPEN**
- e. **Woody:** Will email the Board an outline for the Annual Meeting planning process. **Update:** The updated plan was emailed to the Board on January 5, 2021. **CLOSED**
- f. **Cheryl:** Will contact Diana Justice, with Sandia Heights Services and BCSO, regarding an invitation to our Annual meeting. **Update:** Invitations were sent via email on December 31, 2020. Cheryl will follow up if they do not respond. **OPEN**
- g. **Committee chairs:**
- 1.) Inventory boxes of hardcopy documents in the office storage room. **Update:** This task is in process.
- 2.) Review and update the current document Retention Schedule and respond back to Bob Thomas before the Annual Meeting. (no later than February 19). **Update:** Due to the public health order these tasks have not been completed and are still in process. **OPEN**
- h. **Woody:** Will email the date and time for zoom test run to Susan and the staff. **Update:** The Zoom test with staff is scheduled for January 20th at 10am. The Zoom link and Annual Meeting packet will be sent out January 19th. **OPEN**

- i. **Woody:** An email was sent to CS&M members on November 24, 2020 regarding the need of a chair. **Update:** Elizabeth Edgren has volunteered to chair this committee. **CLOSED.**
- j. **Board:** Let Cheryl know if you know of any guests that should be invited to the SHHA Annual Meeting. **Update:** Cheryl heard from several people. **CLOSED.**

10. NEW BUSINESS: None.

11. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Woody:** Talk to SHHA attorney about response to SHHA member correspondence.
- b. **Board:** Anyone interested in joining the Nominating Committee please contact Susan, they need one member.

12. ANNOUNCEMENTS: In lieu of a February Board Meeting, the Annual Meeting is scheduled for Saturday, February 20, 9 am – 10:30 am.

13. NEXT MEETING: The next Board meeting is scheduled for March 10, 2021.

14. ADJOURNMENT: 8:42 pm

Woody Farber, President

Date

Travis Rich, Secretary

Date

Signatures on file in the SHHA Office