

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting December 12, 2018 at 7 p.m.**  
*Prepared by Betsy Rodriguez*

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:00 p.m. at the Sandia Heights Homeowners Association Office, 2-B San Rafael NE, Albuquerque, NM. A quorum was declared.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Woody Farber	X			Bob Bower	X			Susan McCasland	X		
Vice President – Hugh Prather	X			George Chen	X			CraigNewbill	X		
Secretary – Walter Forman	X			David Crossley			X	Travis Rich	X		
Treasurer – Cheryl Iverson	X			Judy Durzo	X			Emily Rudin	X		
Carnie Abajian	X			Martin Kirk				Bob Thomas			X
Stephen Baca	X			Phil Krehbiel	X						

Guest(s): Rick Gillis, Randy Quimby and Jim Dobier

Guests discussed committee activities and safety concerns.

3. **NOVEMBER MEETING MINUTES APPROVAL:** The November Board Meeting minutes were distributed via email on November 21, 2018. A motion to approve was made and seconded. Approved - Unanimous

4. **OFFICER REPORTS:**

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

- (1) **Plus/Delta (internal assessment) Board Meeting Survey:** Woody summarized the November survey results. Hugh will email those survey results to the Board, as well as the December survey. The surveys will continue to be submitted to the Board for the next five months.
- (2) **Approve GRIT Article Development and Printing Process:** A process for submitting articles and for development and printing of the GRIT, as well as the timeline and responsible parties, was developed and sent to the Board for review. A motion was made and seconded; there were no questions.

Motion: That the GRIT Article Development and Printing Process with Attachment 1 (Timeline and Responsibilities) be approved.

Approved - Unanimous

2018-12-12-1 GEN

- (3) Annual Review: Policies & Guidelines for Board and Committee Members (Internal) and Rules and Regulations for the Association (External): In preparation for this Annual Review, the current documents were distributed to the Board members for any changes/comments. All comments have been reviewed and those that were applicable have been included in the documents. A motion was made and seconded; there were no questions.

Motion: That the Board approve the revised Policies and Guidelines for Board and Committee Members and the revised Rules and Regulations for the Association.

Approved - Unanimous

2018-12-12-2 GEN

- (4) Staff Review/Salaries: The EC discussed the office staff reviews and salaries. The reviews, salaries and goals were then discussed with the office staff . Staff were awarded a COL salary increase and bonus.
- (5) Board Protocol: Established Board procedures and protocol were discussed.
- (6) Special Committee to Review Bylaws: Due to time constraints, the draft rewrites of the Bylaws will not be completed in time to have them reviewed and approved by the Board for distribution to the SHHA membership prior to the Annual Meeting on February 9, 2019. A motion was made and seconded to dissolve the Special Committee; there were no questions.

Motion: That the Special Committee for the rewrite of SHHA Bylaws established by the Board be dissolved.

Approved – Unanimous

2018-12-12-3 GEN

b. Vice President (Hugh Prather):

- (1) Hugh discussed his experience with “3S (sidebars, sarcasm and surprises) and a C (cynicism)” as it relates to group dynamics.
- (2) A Brief Insight from Bruce Tuckman: A powerpoint presentation of Tuckman’s group development stages was viewed by the Board.

c. Secretary (Walter Forman):

- (1) The November Board Meeting minutes were distributed via email on November 21, 2018.

d. Treasurer (Cheryl Iverson):

- (1) The November financial reports were emailed to the Board on December 10, 2018 for review. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the November financial reports as distributed.

Accepted - Unanimous

2018-12-12-4 FC

5. COMMITTEE REPORTS:

a. Architectural Control Committee (ACC) (Bob Bower):

- (1) The minutes for the November 21 and December 5 meetings were emailed to the Board.
- (2) ACC application approvals for November: 18
- (3) GRIT articles for the December issue:
  - (i) Don't Let Your Water Pipes Freeze
  - (ii) Living with Our Arroyos
- (4) Committee Membership: 8 members
- (5) Requests for EC/Board Action: None

b. Covenant Support Committee (CSC) (Bob Thomas) by Bob Bower:

- (1) The minutes for the December 4 meeting will be emailed to the Board.
- (2) There are 4 violations open.
- (3) GRIT article for the December issue: Holiday Lighting & Parking Reminder
- (4) Committee Membership: 7 members (1 on leave of absence), Ruth Haas and George Connor have resigned from the Committee.
- (5) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Hugh Prather):

- (1) The minutes for the December 11 meeting will be emailed to the Board.
- (2) Draft Resolution 2018-001 was submitted for review prior to action at the January Board meeting.
- (3) Format for 2019 Annual Meeting: The Committee has a final draft of the Annual Meeting format. A copy was given to all Board members present. Hugh will email a copy to Board members who were not in attendance. The Annual Meeting format will be voted on at the January meeting. The office staff will email a copy of the 2018 Annual Meeting Reports to Committee Chairs and Board Officers.
- (4) GRIT article for the December issue: Small Wins, but Big Improvements
- (5) Committee Membership: 8 members. We welcome Kate Lobberegt to our Committee.

d. Communications & Publications (C&P) (Susan McCasland):

- (1) The layout for the January GRIT is in draft.
- (2) The December 19 meeting has been moved to January 16.
- (3) GRIT article for the December issue: Tramway in Days Gone By, by Susan McCasland, C&P Chair
- (4) Committee Membership: 6 members
- (5) The Social Media Survey is open now and until December 31.

e. Parks & Safety (P&S) (Travis Rich):

- (1) The minutes from the December 4 meeting were emailed to the Board.
- (2) Committee Membership: 6 members. Suzanne Schneider has resigned from the Committee after having served since January 2013. Effective December 4, Emily Rudin has joined the Committee.
- (3) GRIT article for the December issue: No GRIT article submitted.

(4) The 2019 Wildfire Prevention presentations will be held March 19-21 from 4 pm – 5:30 pm. Barb Kelly, P&S volunteer, reported that presentations have been confirmed with city and county officials.

f. Nominating Committee (NC) (Hugh Prather):

(1) Officer and Directors update:

- a. 2019 Proposed Slate of Officers: Election by Ballot. Hugh and Carnie counted the ballots and Carnie reported the results.

The 2019-2020 elected slate of officers is as follows:

President – Woody Farber  
Vice President – Emily Rudin  
Secretary – Walter Forman  
Treasurer – Cheryl Iverson

- b. Director positions: No names were received for Director positions.

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

- a. **BOD:** inform the Nominating Committee of potential Board members. **ONGOING**
- b. **P&S:** the Board voted to authorize \$1,500.00 to do a trial basis of goat grazing in arroyos to clear potential flammable vegetation with homeowners' approval. The goat grazing trial is scheduled to begin January 2 for three working days. This will take place in Domingo Baca Arroyo east of Bobcat Blvd. **ONGOING**
- c. **Board:** Review article, "Strategic Planning for HOA Boards". The Board reviewed the article. Hugh submitted a resolution to the Board for review at the December Meeting for action at the January Board meeting. **ONGOING**
- d. **Woody:** responded to Mark Boslough regarding New Mexico State Law, firearms on private property. **CLOSED**
- e. **Board:** tasked to review SHHA Policies & Guidelines for Board and Committee Members (Internal) and Rules and Regulations for the Association (External) and submit any suggestions/revisions to Woody. A motion was made and approved. **CLOSED**
- f. **Woody:** develop written procedures for submitting a GRIT article for approval. A motion was made and approved. **CLOSED**
- g. **Treasurer/Office Staff:** data backup and retrieval was successfully completed on QuickBooks. We have arranged for technical support to finalize the processes to retrieve our data and website backup. Cheryl will update our written backup procedures. **ONGOING**
- h. **P&S:** Travis Rich drafted a January GRIT article that will encourage homeowners to report commercial vehicle speeders to the contractor's company regarding the speeding. **CLOSED**
- i. **Cheryl Iverson:** checked with our insurance provider about the possibility of adding a temporary policy to SHHA's current policy to cover any liability for SHHA regarding the goatscaping project. The EC will review any further contractual obligations. **CLOSED**
- j. **Jessica:** sent a blank motion form to the Board members on November 15. **CLOSED**
- k. **Jessica:** emailed the Board a link to the Plus/Delta survey regarding the November Board meeting. This portion is closed. Surveys will be sent to the Board members for the next five months. Board members are requested to submit their completed surveys through April 2019. **ONGOING**
- l. **NC:** Nominations for new Directors to be voted on at the 2019 Annual Meeting will be compiled and sent to the Board before the December Board Meeting. **CLOSED**

7. NEW BUSINESS:

- a. A motion submitted by Judy Durzo as part of the December Board Meeting Packet to form the WPPC as standing committee was not put before the Board for action by the President but was deferred to the Parks & Safety Committee for consideration (see item 7b). Judy Durzo objected to this action.
- b. Wildfire Preparedness and Planning Committee (WPPC): The P&S Committee will hold a special meeting in January to discuss the possible initiation of the WPPC as a standing committee. All Board members are asked to attend. The results of the meeting will be forwarded to the EC to ensure all needed information is included prior to any Board action.
- c. Proposed Amendments to the Bylaws were handed out to all Board members present for review. Discussion will be held at the January meeting.

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Hugh:** will email the November survey results to the Board, as well as the December survey. The surveys will continue to be submitted to the Board for the next five months.
- b. **Board:** Draft Resolution 2018-001 was submitted for review prior to action at the January Board meeting.
- c. **Board:** review the draft Annual Meeting format.
- d. **Hugh:** will email a copy of the draft Annual Meeting format to those who were not in attendance.
- e. **Office Staff:** email a copy of the 2018 Annual Meeting Reports to Committee Chairs and Board Officers.
- f. **Board:** review proposed amendments to the Bylaws.

9. ANNOUNCEMENTS: None

10. NEXT MEETING: January 9, 2019

11. ADJOURNMENT: 9:03 pm

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Woody Farber, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Walter Forman, Secretary

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*