

BOARD MEETING MINUTES
SHHA Monthly Board Meeting December 11, 2019 at 7 PM
Prepared by Betsy Rodriguez

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

	P	A	E		P	A	E		P	A	E
President – Woody Farber	X			Joe Boyce	X			Craig Newbill	X		
Vice President – Emily Rudin	X			George Chen			X	Matt Pedigo	X		
Secretary – Susan McCasland	X			David Crossley			X	Mike Pierce	X		
Treasurer – Cheryl Iverson	X			Roger Hagenruber	X			Travis Rich	X		
Stephen Baca	X			Martin Kirk	X			Bob Thomas	X		
Bob Bower	X			Fenton McCarthy	X			Randy Tripp	X		

Guest(s): Stan Davis, Dale Arendt and Robert Hare

3. **November MEETING MINUTES APPROVAL:** The November Board Meeting minutes were distributed via email on November 19, 2019. A motion was made to approve the minutes. Approved - Unanimous
4. **OFFICER REPORTS:**
 - a. **President (Woody Farber):**
 - (1) **SHHA relocation:** The relocation of the SHHA office was discussed by the Board. We will be moving from our present location to 12700 San Rafael Avenue by December 31. We will be in Suite 4 temporarily until the renovations to our permanent location in Suite 3 are finished.
 - (2) **Office closure for Christmas Holiday:** The office will be closed from December 23, 2019 through January 1, 2020. The office will reopen at the new location January 2.
 - (3) **Annual Meeting update:** Craig Newbill gave the Board an overview on the 2020 Annual Meeting. A handout was given to all those present.
 - b. **Vice President (Emily Rudin):**
 - (1) Refer to agenda item 5. f. (1) [Nominating Committee].
 - c. **Secretary (Susan McCasland):**
 - (1) The November Board Meeting minutes were distributed via email on November 19, 2019.

(2) The December GRIT was approved by the EC representative on November 19, 2019.

d. Treasurer (Cheryl Iverson):

(1) The November financial reports were emailed to the Board on December 6, 2019 for review. A motion was made to accept the November financial reports as distributed.

Motion: To accept the November financial reports as distributed.

Accepted - Unanimous

2019-12-11-1 FC

5. COMMITTEE REPORTS:

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

(1) The minutes of the November 20 and December 4 meetings were emailed to the Board.

(2) ACC application approvals for November: 13

(3) GRIT article for the December issue: None

(4) Committee Membership: 6 members

(5) Requests for EC/Board Action: None

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

(1) The minutes for the December 3 meeting were emailed to the Board.

(2) There are 4 violations open.

(3) 2 violations were closed since the last CSC meeting.

(4) GRIT article for the December issue: Holiday Parking & Lighting Safety Tips

(5) RV violation: A summons was served to the defendants. The CSC will continue to monitor the legal action.

(6) Committee Membership: 6 members

(7) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Stephen Baca):

(1) The minutes for the December 9 meeting were emailed to the Board.

(2) GRIT article for the December issue: Sandia Heights New Neighbor Welcoming Initiative

(3) Committee Membership: 4

(4) Requests for EC/Board Action: None

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

(1) The layout for the January GRIT is in process.

(2) The minutes for the November 19 meeting were emailed to the Board.

(3) GRIT articles for the December issue:

a. How to Form a Neighborhood Watch

b. Beep! Beep! (historical article)

c. Dog poop pickup reminder

d. The 2020 Census Is Coming

e. Holiday clipart on pg. 8

(4) We have compiled a list of office IT equipment and move actions associated with each item.

(5) Committee Membership: 5 members

(6) Request for EC/Board Action: None

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

- (1) The minutes for the December 3 meeting were emailed to the Board.
- (2) GRIT article for the December issue: None
- (3) Committee Membership: 10 members, Matt Pedigo has joined the Committee.
- (4) Requests for EC/Board Action: None
- (5) Reminder:
 - a. The next Tramway Blvd. trash cleanup is scheduled for March 21, 2020 at 9 am. Everyone is welcome to join the efforts. We will meet at our new location.
 - b. The Crime Risk Seminar is scheduled for March 14, 2020 from 9 am to 11 am at the Church of the Good Shepherd.

f. Nominating Committee (NC) (Emily Rudin):

- (1) Prospective Board candidate Dale Arendt has submitted his Statement of Interest and has been interviewed by the Nominating Committee. Dale Arendt gave a brief summary of his qualifications. A motion was made to move into Executive Session.

Motion: To move into Executive Session.
Approved - Unanimous

2019-12-11-2 NC

Executive Session began: 7:55 pm
Executive Session ended: 7:57 pm

A ballot vote was conducted. The ballots were handed out to each Board member present, then collected and counted by Emily Rudin and Craig Newbill. The resulting vote was to accept Dale Arendt for membership on the Board effective December 12, 2019.

- (2) Proposed Slate of Officers for 2020-2021: Per the Bylaws, Section 4.2 the election of Officers-elect shall be conducted at the December meeting by a majority vote of a quorum of the Board. The Officers-elect shall take office immediately following the end of the February Annual Meeting. Before the slate of Officer candidates was presented a motion was made to extend Woody Farber's and Cheryl Iverson's terms on the Board.

Motion: To extend Woody Farber's and Cheryl Iverson's terms on the Board until the Annual Meeting of February 2021.

14/2 abstentions

2019-12-11-3 NC

The Nominating Committee presents the following proposed slate of Officer candidates for 2020-2021:

President – Woody Farber, Vice-President – Susan McCasland, Treasurer – Cheryl Iverson, Secretary – Travis Rich

Each candidate introduced himself/herself and presented a brief bio to the Board.

A motion was made to move into Executive Session

Motion: To move into Executive Session.
Approved - Unanimous

2019-12-11-4 NC

Executive Session began 8:10 pm
Executive Session ended 8:12 pm

A ballot vote was conducted for each Officer position. The ballots were handed out to each Board member present, then collected and counted by Emily Rudin and Craig Newbill.

The results for the slate of Officers for 2020-2021 are as follows:
President – Woody Farber, Vice President – Susan McCasland,
Treasurer – Cheryl Iverson, Secretary – Travis Rich

A motion was made to extend Woody Farber’s term as President.

Motion: To extend the Woody Farber’s term as President until the Annual Meeting of February 2021.

15/1 abstention

2019-12-11-5 NC

A motion was made to extend Cheryl Iverson’s term as Treasurer.

Motion: To extend the Cheryl Iverson’s term as Treasurer until the Annual Meeting of February 2021.

15/1 abstention

2019-12-11-6 NC

6. UNFINISHED BUSINESS: Action Items from last Board Meeting:
 - a. **Woody:** will develop an orientation/training for new Board members. **ONGOING**
 - b. **Office:** office staff will email the individual reports from the 2019 Annual Meeting to the Officers and Committee Chairs for the 2020 Annual Meeting. Office staff emailed the documents November 15. **CLOSED**
 - c. **Officers and Committee Chairs:** deadline to submit Officer and Committee Chair reports to the office is January 7, 2020. **ONGOING**
 - d. **Office:** office staff will email the Policies and Guidelines and Rules and Regulations to the Board for review. Office staff emailed the documents November 14. **CLOSED**
 - e. **Board:** review Policies and Guidelines and Rules and Regulations and submit any revisions to Woody by December 31. **ONGOING**
 - f. **Susan McCasland:** will email the Resident Guide to the Board. Susan emailed the Resident Guide to the Board November 15. **CLOSED**
 - g. **Board:** revisions to the Resident Guide should be submitted to Susan McCasland by November 22, 2019. Revisions were submitted to Susan and the Resident Guide has been completed. **CLOSED**
7. NEW BUSINESS: None

8. ACTION ITEMS RESULTING FROM THIS MEETING:
 - a. **Susan McCasland:** email the draft 2020 Annual Meeting Agenda to the Board.
9. ANNOUNCEMENTS: None
10. NEXT MEETING: The next Board Meeting is scheduled for January 8, 2020.
11. ADJOURNMENT: 8:22 pm

Woody Farber, President

Date

Susan McCasland, Secretary

Date

Signatures on file in the SHHA Office