

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting December 9, 2020 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 7:03 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	Matt Pedigo	X		
Secretary – Travis Rich	X			Elizabeth Edgren	X			Mike Pierce	X		
Treasurer – Cheryl Iverson	X			Roger Hagenruber	X			Bob Thomas	X		
Dale Arendt			X	Robert Hare	X			Randy Tripp	X		
Bob Bower	X			Martin Kirk	X						

Guest(s): None.

3. **NOVEMBER MEETING MINUTES APPROVAL:** The November 12, 2020 Board Meeting Minutes were emailed to the Board on November 18, 2020. A motion was made and seconded to approve the minutes.

Motion: To approve the November 12, 2020 Board Meeting Minutes. Approved - Unanimous
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2020-12-9-1 GEN

4. **OFFICER REPORTS:**

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

- (1) **2021 Annual Meeting Update:** The Annual Meeting is scheduled for Saturday, February 20, 9:00 – 10:30 am via zoom. Discussion was held and we will continue to update our processes to make for a successful zoom meeting.
- (2) **Policies and Guidelines for Board and Committee Members, and Rules and Regulations for the Association Revisions Approval:** There were no questions regarding both documents. Two motions were made and seconded.

Motion: To approve the Policies and Guidelines for the Board, Staff and Committee Members, as reviewed at the December 9, 2020 Board Meeting. Approved - Unanimous
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2020-12-9-2 GEN

Motion: To approve the Rules and Regulations for the Association, as reviewed at the December 9, 2020 Board Meeting.

Approved - Unanimous

2020-12-9-3 GEN

(3) Extended Office Hours: Office hours were discussed at the Executive Committee meeting and with the office staff. It has been decided that a test period of extended hours will be on Tuesdays and Thursdays from 9 am to 6 pm. Beginning January 4 through February 19, 2021. At the end of the test period, a decision will be made to continue, or not continue, the extended office hours based on community usage of the extended hours.

b. Vice President (Susan McCasland): No Report

c. Secretary (Travis Rich):

(1) The November 12, 2020 Board Meeting Minutes were distributed via email on November 18, 2020.

(2) The December GRIT was approved on November 17, 2020.

d. Treasurer (Cheryl Iverson):

(1) The November financial reports were emailed to the Board for review on December 3. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the November financial reports as distributed.

Accepted - Unanimous

2020-12-9-4 FC

(2) Our CPA has completed the audit/compilation report. The report has been digitally archived.

## 5. COMMITTEE REPORTS:

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

(1) The November 18 minutes were emailed to the Board. No meeting was held on December 2.

(2) ACC application approvals for November 2020: 33

(3) GRIT article for the December issue: Some Notes on Reflective Surfaces by Bob Bower, ACC Chairman and David Crossley, ACC Member

(4) Committee Membership: 7 members. Randy Tripp has joined the ACC effective November 18.

(5) Requests for EC/Board Action: None

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

(1) A meeting was held on December 1 via zoom.

(2) There are currently 15 violations open.

(3) We closed 3 violations between November 1 and November 30.

(4) GRIT article for the December issue: No article submitted.

(5) Committee Membership: 9 members.

(6) Request for EC/Board Action: None

- c. Community Service & Membership (CS&M) (Vacant): The CS&M needs a Chair.
  - (1) Woody emailed the committee members to see if anyone is interested in chairing the committee and has not heard back from the committee.
  - (2) The Committee has not met since its last meeting on March 2.
  
- d. Communications & Publications (C&P) (Susan McCasland):
  - (1) The layout for the January 2021 GRIT is in progress.
  - (2) C&P will have a committee meeting via zoom in December, tentatively December 14.
  - (3) GRIT article for the December issue:
    - a) SHHA Annual Meeting – Save the Date
    - b) Mouse Control by Susan McCasland, GRIT editor
  - (4) Utility bill stuffer was sent to Sandia Heights Services to be included in the December utility statement on November 23.
  - (5) 2021 Resident Guide and Directory: The printer is in process of printing the directories.
  - (6) Committee Membership: 5 members.
  - (7) Request for EC/Board Action: None
  
- e. Parks & Safety (P&S) (Joe Boyce):
  - (1) A meeting was held December 3 via zoom.
  - (2) As of December, Joe Boyce is P&S chair.
  - (3) GRIT articles for the December issue: No article submitted.
  - (4) Committee Membership: 10 members
  - (5) Requests for EC/Board Action: None
  
- f. Nominating Committee (NC) (Susan McCasland):
  - (1) Present the proposed 2021 Executive Officers slate to the Board.
    - a) 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.
    - b) A motion was made and seconded to move into executive session.

Motion: To move into Executive Session.

Approved - Unanimous

2020-12-9-5 NC

Executive Session began: 7:35 pm

Executive Session ended: 7:37 pm

- c) The Nominating Committee presents the following proposed slate of Officer candidates for 2021-2022:  
 President – Roger Hagenruber, Vice-President – Susan McCasland, Secretary – Martin Kirk, Treasurer – Randy Tripp.
- d) Each candidate introduced himself/herself and presented a brief bio to the Board.  
 A motion was made to approve the 2021-2022 slate of Executive Officers.

Motion: To approve the 2021-2022 slate of Executive Officers. President – Roger Hagenruber, Vice President – Susan McCasland, Secretary – Martin Kirk, Treasurer – Randy Tripp.

Approved – 11/4 Abstentions

2020-12-9-6 NC

6. 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

2020-12-9-7 GEN

Executive Session began: 7:45 pm

Executive Session ended: 7:49 pm

7. DATA MANAGEMENT – Storage and Retention (Robert Thomas): **Update:** No progress to report due to the public health order closing non-essential businesses.
8. 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:** Woody is gathering information on portable airborne particle filter systems. When a decision is made, it will be determined how many should be purchased and where they will be located. **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 will get with the office staff to finalize the HOA members verification process and plan a practice zoom training for staff and then members the week prior to annual meeting. **OPEN**
  - 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:** December 9 any new updates will be emailed to the Board. **OPEN**
  - f. **Cheryl:** Will contact Diana Justice, with Sandia Heights Services and BCSO, regarding an invitation to our Annual meeting. **OPEN**
  - g. **Committee chairs:**
    - 1.) Inventory boxes of hardcopy documents in the office storage room.
    - 2.) Review and update the current document Retention Schedule.
    - 3.) Respond back to Bob Thomas before the EC meeting on December 2, 2020. **Update:** Due to the public health order this task is has not been completed. **OPEN**
  - h. **Bob Thomas:** Email the inventory list along with the Retention Schedule to the committee chairs. **Update:** November 13, emailed list to committee chairs. **CLOSED**
9. NEW BUSINESS: None.
10. ACTION ITEMS RESULTING FROM THIS MEETING:
- a. **Woody:** Will email the date and time for zoom test run to Susan and the staff.
  - b. **Woody:** Will contact CS&M members regarding the need of a chair.
  - c. **Board:** Let Cheryl know if you know of any guests that should be invited to the SHHA Annual Meeting.

11. ANNOUNCEMENTS:

- a. Matt Pedigo has submitted his resignation from the Board effective December 31.
- b. A Strategic Planning Presentation is scheduled for December 10 at 7 pm.

12. NEXT MEETING: The next Board meeting is scheduled for January 13, 2021.

13. ADJOURNMENT: 8:06 pm

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Woody Farber, President

\_\_\_\_\_  
Date

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Travis Rich, Secretary

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*