

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting March 14, 2018 at 7 p.m.**

*Prepared by Jess Seeley*

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 present.
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			Emily Rudin	X		
Vice President – Hugh Prather	X			George Chen			X	Travis Rich	X		
Secretary – Walter Forman	X			Judy Durzo	X			Marion Simon			X
Treasurer – Cheryl Iverson	X			Martin Kirk	X			Bob Thomas	X		
Carnie Abajian			X	Phil Krehbiel			X	Bill Wiley	X		
Stephen Baca	X			Craig Newbill	X						

Guests: Keith Julian, Rick Gillis, Susan McCasland-Wilkerson, Pamela Johnson-Lane

3. **JANUARY MEETING MINUTES APPROVAL:** The January Board Meeting minutes were distributed via email on February 22, 2018. A motion was made to approve the minutes. Approved.
4. **2018 ANNUAL MEETING MINUTES APPROVAL:** The 2018 Annual Meeting minutes were distributed via email March 9, 2018. A motion was made to approve the minutes. Approved.
5. **OFFICER REPORTS:**
  - a. President (Woody Farber):
    - (1) Keith Julian gave a presentation covering the need for an evacuation plan for Sandia Heights residents in case of wildfires.
    - (2) A motion was made by Bill Wiley to form a special committee.

Motion: That a special committee be formed to explore a wildfire plan.

Approved. 2018-3-14-1 P&S

- a. Bill Wiley will head the special committee with the help of Keith Julian. Bob Bower will assist with forming a charter for the special committee.
- (3) Rick Gillis made a brief presentation regarding the CSC.
- (4) Board member participation on a committee is required by the Bylaws. Committee chairs will be contacting those Directors who have not joined a committee.

- b. Vice President (Hugh Prather):
  - (1) Report on 2018 Annual Meeting feedback. Board members are asked to review answers from the Board member feedback survey and report back at the next Board meeting.
  - (2) Strategic Planning Session topics will be presented at the next Board meeting.
- c. Secretary (Walter Forman):
  - (1) The minutes of the January Board Meeting were distributed via email on February 22, 2018.
  - (2) The Annual Meeting Minutes were distributed via email on March 9, 2018.
  - (3) March GRIT article: Annual Report
- d. Treasurer (Cheryl Iverson):
  - (1) The January and February financial reports were emailed to the Board on March 12 for review. A motion was made to accept the financial reports as distributed.

Motion: To accept the January and February financial reports as distributed.
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Accepted.	2018-3-14-2 FC
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## 6. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
  - (1) The minutes for the January 14 meeting were emailed to the Board on January 14.
  - (2) The minutes for the February 7 meeting were emailed to the Board on February 7.
  - (3) The minutes for the February 21 meeting were emailed to the Board on February 22.
  - (4) ACC application approvals for January: 14 and February: 17
  - (5) GRIT article for the February issue: White Roofs in Sandia Heights (Discussion of letter sent to 41 local roofing contractors)
  - (6) GRIT article for the March issue: Annual Report
  - (7) Committee Membership: 6 members
  - (8) Requests for EC/Board Action: None
- b. Covenant Support Committee (CSC) (Bob Thomas):
  - (1) The minutes of the February 6 meeting were emailed to the Board on February 14.
  - (2) The minutes of the March 7 meeting were emailed to the Board on March 12.
  - (3) There are 6 violations open.
  - (4) 1 violation has been closed.
  - (5) 867-G Tramway Lane Court: BOD approved moving forward with legal action August 9, 2017. Legal action has been put on hold. Judy Chreist is pursuing action with the appropriate agency of Bernalillo County.
  - (6) GRIT Article for the February issue: CSC Covenant Reminder by Ruth Haas
  - (7) GRIT Article for the March issue: Annual Report
  - (8) Committee Membership: 9 members
  - (9) Requests for EC/Board Action: None

- c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.
- d. Communications & Publications (C&P) (Executive Committee): No Meeting.
- e. Parks & Safety (P&S) (Bill Wiley):
  - (1) A meeting was held on March 13 at 9:30 am.
  - (2) The January minutes were emailed to the Board on March 14.
  - (3) Committee Membership: 6 members
- f. Nominating Committee (NC) (Hugh Prather):
  - (1) Prospective Board Candidate Susan McCasland Wilkerson has submitted a Statement of Interest and has been interviewed by the Nominating Committee. A motion was made to move into Executive Session.

Motion: To move into Executive Session.

Approved.

2018-3-14-3 NC

Executive Session started at 8:04 pm

Executive Session ended at 8:14 pm

A ballot vote was conducted. The ballots were handed out to each Board member present, then collected and counted by the Secretary. The result vote was to accept Susan McCasland Wilkerson for membership on the Board effective March 15, 2018.

- 7. UNFINISHED BUSINESS: Action Items from last Board Meeting:
  - a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
  - b. **P&S:** Bill Wiley will continue to look into safety upgrades for the office; status report on office safety upgrade. He will contact the property owner to discuss desired safety upgrades, as the property owner is responsible, and report back to the Board. **ONGOING**
  - c. **P&S:** Bill Wiley called the County about portable speed radar detectors for placement at various locations in Sandia Heights. Ten feet of area is needed for placement of the radar. There is nowhere in Sandia Heights that allows the room necessary for the radar placement. **CLOSED**
- 8. NEW BUSINESS: Action Items Resulting from This Meeting:
  - a. **P&S:** Bill Wiley will chair a special committee for a wildfire prevention and readiness plan. Keith Julian will assist Bill with coordination. Bob Bower will assist with the charter of the new committee.
  - b. **BOD:** Committee chairs will reach out to new BOD members not yet on a committee.
  - c. **Bylaws:** A discussion was held. Judy Durzo has offered to review the Bylaws for necessary updates and for inconsistencies. A motion was made for Judy Durzo to form a special committee to review the Bylaws.

Motion: To accept Judy Durzo's offer to review the Bylaws for updates and inconsistencies by forming a special committee for such review.

Approved.

2018-3-14-4 GEN

9. ANNOUNCEMENTS:

- (a) Request from Emily Rudin to all Board members to consider SHHA's culture of responsiveness, both to members and within the Board. She encouraged the Board, especially its new members, to adhere to well-functioning SHHA communication protocols. She asked that all Directors ensure that all cognizant addressees, particularly the office staff, are included on original email messages and on all responses to emails.
- (b) Hugh Prather commended Emily Rudin for her leadership as chair of the Strategic Planning Subcommittee of the Board in managing the planning and implementation of the successful 2018 Annual Meeting.

10. NEXT MEETING: April 11, 2018

11. ADJOURNMENT: 8:43 pm

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Woody Farber, President

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Date

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Walter Forman, Secretary

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*