

BOARD MEETING MINUTES
SHHA Monthly Board Meeting March 11, 2020 at 7 PM

Prepared by Betsy Rodriguez

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:04 PM at the Sandia Heights Homeowners Association Office, 12700 San Rafael Ave. NE Ste 4, 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 – Elwood “Woody” Farber	X			Joe Boyce			X	Fenton McCarthy			X
Vice President – Susan McCasland	X			George Chen	X			Craig Newbill			X
Secretary – Travis Rich	X			David Crossley	X			Matt Pedigo	X		
Treasurer – Cheryl Iverson			X	Elizabeth Edgren			X	Mike Pierce	X		
Dale Arendt			X	Roger Hagengruber	X			Bob Thomas	X		
Stephen Baca	X			Robert Hare	X			Randy Tripp	X		
Bob Bower	X			Martin Kirk	X						

Guest(s): None

3. **JANUARY MEETING MINUTES APPROVAL:** The January 8, 2020 Board Meeting Minutes were emailed to the Board on January 10, 2020. A motion was made and seconded to approve the minutes.

Motion: To approve the January Meeting Minutes.

Approved - Unanimous

2020-3-11-1 GEN

4. **2020 ANNUAL MEETING DEBRIEF:** Woody gave a summary of the Annual Meeting process and outcome. We received ten exit survey forms from SHHA members who attended the Annual Meeting. Most of the comments were positive. Board members were asked to give feedback on how they thought the Annual Meeting was conducted. The surveys along with Board feedback will help outline next year’s Annual Meeting. The Board members were thanked for their participation.

5. FEBRUARY ANNUAL MEETING MINUTES APPROVAL: The February 22, 2020 Annual Meeting Minutes were emailed to the Board on March 6, 2020. A motion was made and seconded to approve the minutes.

Motion: To approve the February 22, 2020 Annual Meeting Minutes

Approved - Unanimous

2020-3-11-2 GEN

6. 2020 ANNUAL MEETING ACTION ITEMS FROM QUESTIONS/COMMENTS SUBMITTED:

- a. Parks & Safety: Contact PNM to see if there is anything that is on the horizon to quicken the effort of a new substation. – Question/Comment submitted by Dick Brackett.
- b. Communications & Publications: Post the December GRIT Article “The 2020 Census Is Coming” to the home page of the website. – Question submitted by Brian Bentz.
- c. Parks & Safety: Contact Sandia Heights Services regarding the status of the water-main repair on the very east end of Tramway Lane. – Question submitted by Carnie Abajian.
- d. Parks & Safety: After water-main is completed, contact Bernalillo County for the repair of the street. – Question submitted by Carnie Abajian.
- e. Parks & Safety: Contact Bernalillo County regarding why the streetlights at the intersection of Paseo Del Norte and Tramway Blvd. are never on. – Question submitted by Maureen Baca.
- f. Parks & Safety: Look into the possibility of cleanup on Tennyson. – Question submitted by Marsha Thole.

7. OFFICER REPORTS:

- a. President (Woody Farber):
 - (1) Review and approval of the Revised SHHA Policies and Guidelines for Board and Committee Members and SHHA Rules and Regulations for the Association: Both documents were discussed. A motion was made and seconded to approve the revised SHHA Policies and Guidelines for Board and Committee Members and the Rules and Regulations for the Association.

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

Approved - Unanimous
1 proxy vote

2020-3-11-3 GEN

- (2) SHHA member email inquiries: A response will be sent to the SHHA member.
- (3) Review the Community Event Motion Form: A summary was given about the form and how it is to be used.
- (4) GRIT article for the March issue: President’s Annual Report for 2019

- b. Vice President (Susan McCasland):
 - (1) GRIT article for the March issue: Vice President and Nominating Committee Annual Report for 2019

c. Secretary (Travis Rich):

- (1) The January Board Meeting minutes were distributed via email on January 10, 2020.
- (2) The February 2020 Annual Meeting Minutes were distributed via email on March 6, 2020.
- (3) The February GRIT was approved by the EC representative on January 13, 2020.
- (4) The March GRIT was approved by the EC representative on February 16, 2020.
- (5) GRIT article for the March issue: Secretary's Annual Report for 2019

d. Treasurer (Cheryl Iverson):

- (1) The December financial reports have been revised to reflect changes done after our 2019 taxes were completed. A motion was made and seconded to accept the revised December financials as distributed.

Motion: To accept the revised December financial reports as distributed.

Accepted - Unanimous

2020-3-11-4 FC

- (2) The January financial reports were emailed to the Board on March 6, 2020 for review. A motion was made and seconded to accept the January financial reports as distributed.

Motion: To accept the January financial reports as distributed.

Accepted - Unanimous

2020-3-11-5 FC

- (3) The February financial reports were emailed to the Board on March 6, 2020 for review. A motion was made and seconded to accept the February financial reports as distributed.

Motion: To accept the February financial reports as distributed.

Accepted - Unanimous

2020-3-11-6 FC

- (4) Finance Committee Charter: A revision to the Finance Committee Charter was proposed. A motion was made and seconded to approve the revised Finance Committee Charter.

Motion: To approve the revised Finance Committee Charter.

Approved - Unanimous

1 absentee vote

2020-3-11-7 FC

- (5) GRIT article for the March issue: Treasurer/Finance Committee Annual Report for 2019

8. COMMITTEE REPORTS:

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

- (1) The meetings for January and February 2020 were cancelled.
- (2) The March 4 minutes were forwarded to the Board.
- (3) ACC application approvals for January: 16
- (4) ACC application approval for February: 19
- (5) GRIT article for the February issue: Grey Water Systems
- (6) GRIT article for the March issue: ACC Annual Report for 2019
- (7) Committee Membership: 7 members, Robert Hare joined the ACC, March 4, 2020.
- (8) Requests for EC/Board Action: None

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

- (1) There are 10 violations open.
- (2) GRIT article for the February issue: Reminders from Your Covenant Support Committee – Room Rentals, Trash Cans, Parking
- (3) GRIT article for the March issue: CSC Annual Report for 2019
- (4) RV violation: The CSC will continue to monitor the legal action.
- (5) Committee Membership: 7 members
- (6) Requests for EC/Board Action: None

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

- (1) The minutes for the March 2 meeting were emailed to the Board.
- (2) The minutes for the February 10 meeting were emailed to the Board.
- (3) East egg hunt: There is an Easter egg hunt scheduled for Saturday, April 11 at the W.L. Jackson Park on Cedar Hill Road, hosted by Teresa Cordova and Max Sanchez. The Committee is excited to be working with them; volunteers are still needed.
- (4) GRIT article for the February issue: The Number of Children Residing in Sandia Heights
- (5) SHHA Motion Form for Community Event: A motion was made and seconded to approve that SHHA could provide volunteers for the Easter Egg Hunt scheduled on April 11. Discussion was held, and the motion was withdrawn. Woody will get legal opinion regarding what level of partnership creates SHHA potential liability.
- (6) GRIT article for the March issue: CS&M Annual Report for 2019
- (7) Committee Membership: 5
- (8) Requests for EC/Board Action: None

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

- (1) We have had a great response from the announcement made at the Annual meeting encouraging our membership to submit articles for the GRIT.
- (2) The layout for the April GRIT is in progress.
- (3) GRIT articles for the March issue:
 - a. Most of the March issue was reiterating the Officers' and Committees' annual reports
 - b. Sunset photo (small filler)
 - c. Photo of the new SHHA office sign over Unit 3

- (4) We are working with CS&M Committee to try to increase business partner participation.
 - (5) Committee Membership: 6 members, Elizabeth Edgren joined the Committee January 3.
 - (6) Request for EC/Board Action: None
- e. Parks & Safety (P&S) (Travis Rich):
- (1) The minutes for the February 4 meeting were emailed to the Board.
 - (2) There is no meeting scheduled for March.
 - (3) There is a Crime Risk Management Seminar scheduled for Saturday, March 14, 2020 from 9 am – 11 am at the Church of the Good Shepherd. Both the Bernalillo County Sheriff Department and Sandia Heights Security will be in attendance.
 - (4) There is a Tramway trash cleanup scheduled for March 21. We will meet at the SHHA office at 9 am. Everyone is welcome to participate, safety vests and trash bags will be provided.
 - (5) GRIT article/announcement for the February issue: IS YOUR CALENDAR MARKED? Only 30 days out! “CRIME RISK MANAGEMENT SEMINAR”
 - (6) GRIT article/announcement for the March issue:
 - a. PLEASE JOIN THE SANDIA HEIGHTS COMMUNITY! “CRIME RISK MANAGEMENT SEMINAR”
 - (7) P&S Annual Report for 2019
 - (8) Committee Membership: 10 members
 - (9) Requests for EC/Board Action: None
- f. Nominating Committee (NC) (Susan McCasland):
- (1) Request for a few volunteers: There are a few volunteers needed for this committee. Any Board member interested should contact Susan. Do not expect much activity for a while as the Board membership is quite healthy.
9. UNFINISHED BUSINESS: Action Items from last Board Meeting:
- a. **Woody:** will develop an orientation/training for new Board members. Orientation held February 26, 2020. **CLOSED**
 - b. **Board:** review Policies and Guidelines and Rules and Regulations and submit any revisions. Revisions have been sent to Woody. The information gathered will be reviewed and implemented in the draft Policies and Guidelines and the Rules and Regulations. The draft documents will be emailed to the Board and voted on at the March Board meeting. This was voted on and approved March 11, 2020. **CLOSED**
 - c. **Office:** will email the Board dates and times to schedule a Board training session. Dates were emailed and Orientation held February 26, 2020. **CLOSED**
10. NEW BUSINESS: None
11. ACTION ITEMS RESULTING FROM THIS MEETING:
- a. **Woody:** to get legal opinion regarding what level of partnership creates SHHA potential liability.
12. ANNOUNCEMENTS: None
13. NEXT MEETING: The next Board meeting is scheduled for April 8, 2020.

14. ADJOURNMENT: 8:46 pm

Woody Farber, President

Date

Travis Rich, Secretary

Date

Signatures on file in the SHHA Office