

BOARD MEETING MINUTES
SHHA Monthly Board Meeting May 19, 2021 at 7:00 PM

Prepared by Betsy Rodriguez

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. The meeting that was scheduled for May 12, 2021 had to be rescheduled due to no internet service.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Roger Hagengruber	X			David Crossley	X			Bob Thomas	X		
Vice President – Susan McCasland	X			Elizabeth Edgren	X						
Secretary – Martin Kirk	X			Robert Hare	X						
Treasurer – Randy Tripp	X			Fenton McCarthy		X					
Dale Arendt	X			Mike Pierce	X						
Joe Boyce	X			Hugh Prather			X				

Guest(s): None.

3. **APRIL MEETING MINUTES APPROVAL:** The April 14, 2021 Board Meeting Minutes were emailed to the Board on April 21, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the April 14, 2021 Board Meeting Minutes. Approved - Unanimous
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2021-5-19-1 GEN

4. **OFFICER REPORTS:**

a. **President (Roger Hagengruber):**

- (1) **Office personnel:** Jennifer Craft’s last day with SHHA is May 26, 2021. We wish her well. We have started the process with Workforce Solutions to receive resumes and will be interviewing candidates soon for Jennifer’s position.
- (2) **Office hours:** The Executive Committee (EC) discussed the possibility of extending the office hours. The EC agreed that I will work with office personnel to determine what the best arrangement will be for some additional hours.
- (3) **Rules of procedure for board meetings:** Roger will draft a written process to follow when guests attend a board meeting. This draft will be sent to the Board for review. This process will possibly be included in the Bylaws.
- (4) **Executive Session:** Ongoing legal issues.
 A motion was made and seconded to move into Executive Session.

Motion: To move into Executive Session. Approved - Unanimous

2021-5-19-2 GEN

Executive Session began: 7:18 pm

Executive Session ended: 7:21 pm

b. Vice President (Susan McCasland):

(1) June Board Meeting: Discussion was held regarding how the June board meeting should be conducted. It was decided that the June board meeting will be a hybrid meeting. The nature of the meetings thereafter will be discussed at the June board meeting.

c. Secretary (Martin Kirk):

(1) The April 14, 2021 Board Meeting Minutes were distributed via email on April 21, 2021.

(2) The May GRIT was approved on April 19, 2021.

d. Treasurer (Randy Tripp):

(1) The April financial reports were emailed to the Board for review on May 8, 2021. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the April financial reports as distributed.

Approved - Unanimous

2021-5-19-3 FC

(2) Committee Chairs were asked to start thinking about their budgets for 2022. Randy will be contacting the Chairs sometime in June.

5. COMMITTEE REPORTS:

a. Architectural Control Committee (ACC) (David Crossley):

(1) The April 21 and May 5 minutes were emailed to the Board.

(2) ACC application approvals for April: 37

(3) GRIT article for the May issue: No article submitted.

(4) Committee Membership: 6 members. Terry Heller resigned from the committee effective May 10, 2021. After twelve years of service on the ACC, Bob Bower is retiring from the Committee. His last day will be May 31, 2021. The committee is in need of additional members.

(5) Requests for EC/Board Action: The Chairs of each committee were asked to determine if members on their committees would consider joining the ACC.

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

(1) No meeting was held in the month of May.

(2) There are currently 6 violations open.

(3) We closed 4 violations between April 7 and May 19.

(4) GRIT articles for the May issue: The article submitted for May will appear in the June GRIT.

(5) Committee Membership: 8 members.

(6) Request for EC/Board Action: None.

- c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):
 - (1) No meeting was held in April.
 - (2) GRIT articles for the May issue: No article submitted.
 - (3) Committee Membership: 3 members. (Elizabeth Edgren, Joe Boyce, and Hugh Prather). The committee is in need of volunteers.
 - (4) Request for EC/Board Action: None.

- d. Communications & Publications Committee (C&P) (Susan McCasland):
 - (1) The layout for the June 2021 GRIT has been completed.
 - (2) GRIT articles for the May issue: No article submitted. (Several residents submitted articles for May.)
 - (3) Committee Membership: 5 members.
 - (4) Request for EC/Board Action: None.

- e. Parks & Safety Committee (P&S) (Joe Boyce):
 - (1) No meeting was held in April.
 - (2) GRIT article for the May issue: No article submitted.
 - (3) Discuss GRIT articles and email for residents to submit questions or comments to the Board: At the last committee meeting it was decided that instead of surveying or polling SHHA residents, committees would use focused GRIT topics or articles, capture the major issues, and include a question(s) at the end. A new email address needs to be constructed. This email address will enable SHHA residents to submit their questions or comments to the Board. The Executive Committee will discuss how to implement the process.
 - (4) Joe Boyce had a follow up conversation with Anthony Jaramillo, Bernalillo County Traffic Engineer, on April 14 regarding several topics. Mr. Jaramillo offered to place a speed radar feedback sign in Sandia Heights as part of a traffic calming effort. At this time, the speed radar sign is placed on San Rafael Ave. A request to move the sign to another location will be made. Follow ups with Mr. Jaramillo will continue.
 - (5) The trash pickup on Tramway Blvd., from Simms Park to Paseo del Norte was held May 15. There were approximately 10 volunteers who attended and made it a successful event. We thank everyone who participated.
 - (6) Committee Membership: 5 members.
 - (7) Request for EC/Board Action: None.

- f. Nominating Committee (NC) (Susan McCasland):
 - (1) Board members are encouraged to recruit new Board members.

- 6. DATA MANAGEMENT: A security plan to access our data files is in progress.

- 7. UNFINISHED BUSINESS: Action Items from last Board Meeting:
 - a. **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**
 - b. **Committee chairs:**
 - 1.) Inventory boxes of hardcopy documents in the office storage room. **Update:** This task is in process. **OPEN**
 - 2.) Review and update the current document Retention Schedule and respond back to

Bob Thomas before the Annual Meeting. (no later than February 19). **Update:** Due to the State of NM public health order, these tasks have not been completed and are still in process. **Update:** Respond back to Elizabeth Edgren by May 31. **OPEN**

- c. **Board:** Anyone interested in joining the Nominating Committee please contact Susan, they need one member. The committee has three members as required by the Bylaws. **CLOSED**
- d. **Randy:** Respond to questions:
 - 1.) The information for NMGRT was confusing. Don't you have to charge tax on the vests, for example? **OPEN**
 - 2.) What were the changes from 2019 – gains and losses? **OPEN**
- e. **David:** Respond to questions:
 - 1.) I am seeing more sheds being located in public view and not in the rear yards adjacent to the home. Why are they now being allowed in the front view and sides? **OPEN**
 - 2.) The SHHA website has additional documents that have been created beyond what is filed with the Bernalillo County. These documents include the landscaping guidelines. While these documents may be informational, how can they be enforceable by the Covenant and Architectural Control Committees given that they are not part of the official covenants? Update: Progress is being made. Discussion with legal counsel continues. **OPEN**
- f. **Board:** Was asked to consider volunteering to review and revise the Bylaws. Anyone interested should contact Roger Hagengruber. **OPEN**
- g. **ACC:** To submit a GRIT article on sheds. **OPEN**
- h. **Roger Hagengruber:** Respond to homeowner regarding homelessness in Sandia Heights. Contact Walt Benson, Bernalillo County Commissioner for District 4 on behalf of the Sandia Heights Community. **OPEN**
- i. **Bob Thomas:** A security plan to access our data files is in progress. **OPEN**

8. NEW BUSINESS: None

9. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Roger:** Will draft a written process to follow when guests attend a board meeting. This draft will be sent to the Board for review.

10. ANNOUNCEMENTS: None.

11. NEXT MEETING: The next Board meeting is scheduled for June 9, 2021. This will be a hybrid meeting.

12. ADJOURNMENT: 8:12 pm.

Roger Hagengruber, President

Date

Martin Kirk, Secretary

Date

Signatures on file in the SHHA Office