

BOARD MEETING MINUTES
SHHA Monthly Board Meeting June 13, 2018 at 7 p.m.

Prepared by Betsy Rodriguez

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 declared.

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

Guest: Gary Williams

Gary Williams was introduced to the Board by Bill Wiley. Gary is a member of the Wildfire Preparedness Planning Committee (WPPC). He gave a short summary of his background.

3. **MAY MEETING MINUTES APPROVAL:** The May Board meeting minutes were distributed via email on May 14, 2018. Motion to approve: Approved.

4. **OFFICER REPORTS:**

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

- (1) The question regarding Sandia Heights Security, mandatory subscription and 24/7 security, will be addressed in the survey the Community Service and Membership Committee (CS&M) is working on. The discussion will occur when CS&M presents the results of the survey to the Board.
- (2) The Wildfire Preparedness Planning Committee (WPPC) has made great progress. Bill Wiley presented a progress report to the Board.
- (3) **Homeowner Wildfire Assessment Scheduled:** As education coordinator for WPPC, Judy Durzo has been in touch with a nonprofit organization, Wildfire Network, which offers wildfire hazard assessments to homeowners. They do not charge for this program, but as a nonprofit, are always happy to receive tax-deductible donations. Judy is running a test assessment with her neighborhood in advance of extending the opportunity to all of Sandia Heights. The assessment is scheduled for Monday, June 18 at 1430 Honeysuckle Drive. An invitation was extended to all Board members. Please contact Judy if you plan to attend.

- b. Vice President (Hugh Prather): No Report
- c. Secretary (Walter Forman) (Woody Farber for Walter Forman):
 - (1) The May Board Meeting minutes were distributed via email on May 14, 2018.
- d. Treasurer (Cheryl Iverson):
 - (1) The May financial reports were emailed to the Board on June 11 for review. A motion was made to accept the financial reports as distributed.

Motion: To accept the May Financials as distributed.

Accepted.

2018-6-13-1 FC

- (2) Annual Financial Review: The Finance Committee is charged with performing a review at least annually of the seven major financial procedures, which focus on revenue and expenses. The seven reports submitted indicate staff is conforming to the SHHA Financial Procedures. A question was asked as to why SHHA is not backing up our computer files to iCloud or something similar. At the present, we back up to external drives. The Finance Committee will look into this. A question was asked if our database 'Joomla' is backed up to the external drives as well. The office will look into this and get back to the Board.
- (3) 2019 Committee Budgets: Committee chairs were asked to start thinking about their budgets for the upcoming year. Contact Cheryl with your budgets no later than July 31.

5. COMMITTEE REPORTS:

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) The minutes for May 16 and June 6 meetings were emailed to the Board.
 - (2) ACC application approvals for May: 33
 - (3) GRIT article for the June issue: Tips on Draining Swimming Pools, Etc.
 - (4) Committee Membership: 7 members
 - (5) Requests for EC/Board Action: None
- b. Covenant Support Committee (CSC) (Bob Thomas):
 - (1) The minutes of the June 5 meeting were emailed to the Board.
 - (2) There are 7 violations open.
 - (3) 1 violation has been closed.
 - (4) 867-G Tramway Lane Court: The Board approved moving forward with legal action August 9, 2017. The CSC is currently pursuing action with Bernalillo County Zoning. The legal action has been put on hold for six months, and it has now been extended an additional six months pending the outcome of the county zoning complaint.
 - (5) GRIT articles for the June issue:
 - a. Summer is Here
 - b. Sandia Heights Lights
 - (6) Committee Membership: 8 members
 - (7) Requests for EC/Board Action: None
- c. Community Service & Membership (CS&M) (Hugh Prather):
 - (1) The minutes of the May 3 meeting were emailed to the Board.

- (2) The community survey has been finalized and will be active June 11 through June 29.
- (3) The results of the survey will be presented at the July Board meeting.
- (4) GRIT article for the June issue: Community Service & Membership Committee Survey Coming
- (5) Committee Membership: 7 members
 - a. New member – Bill Koup
- (6) Requests for EC/Board Action: None

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

- (1) The layout for the July GRIT is in progress. The July GRIT will be a special edition with articles on wildfires, wildfire preparedness, fireworks prohibited and a special alert to Sandia Heights residents regarding wildfires.
- (2) GRIT article for the June issue: The GRIT in Living Color
- (3) Social Media: The discussion of social media has been deferred until the August Board meeting.
- (4) Committee Membership: 6 members
- (5) The next committee meeting is scheduled for June 20 at 7 pm.

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

- (1) The minutes of the June 5 meeting were emailed to the Board.
- (2) Committee Membership: 6 members
- (3) There was a cleanup event on Saturday, May 12, 2018. Litter was removed along Tramway Blvd.'s east and west rights-of-way, between Simms Road and Paseo del Norte. This event was posted on the SHHA website and information was in the May GRIT issue.
- (4) The P&S Committee is committed to at least two cleanup events per year. The next cleanup is scheduled for September 29, 2018. Volunteers will meet at the SHHA parking lot at 9 am. Anyone interested may contact Travis Rich. A notice will be put in the August and September GRIT. The notice will also be posted on our website.
- (5) GRIT articles for the June issue:
 - a. Fireworks are Prohibited in Sandia Heights (by WPPC)
 - b. Dead Tree Cutting & Removal (by P&S)
- (6) Speeding on San Rafael: The Board was asked to submit any ideas/suggestions regarding the speeding on San Rafael to Bill Wiley or Travis Rich by July 3.
- (7) Portable Signage on Fireworks Ban: Discussion on the purchase of portable signs was held. The signs will have verbiage regarding the ban of fireworks and be placed at entrances within Sandia Heights. Emily Rudin has volunteered to design the signs. A motion was made for a one-time allotment of \$650.00.

Motion: For a one time allotment of \$650.00 from Signage Reserve to Parks & Safety Committee for the purchase of 15 signs.

Approved 2018-6-13-2 P&S

- f. Nominating Committee (NC) (Hugh Prather):
 - (1) The Nominating Committee will meet in June to begin the process of setting up the 2019 slate of Board members and Officers in accordance with the Bylaws.

- 6. UNFINISHED BUSINESS: Action Items from last Board Meeting:
 - a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
 - b. **P&S:** Status report on office safety upgrade. Bill Wiley has contacted the property owner and discussed desired safety upgrades, as the property owner is responsible. No further response from the property owner has been received. Bill will continue to check on the status and get back to the Board with any updates. **ONGOING**
 - c. **OFFICE:** SHHA office staff will send the HOA Act to Board members via email on May 10. The information was emailed May 10, 2018. **CLOSED**
 - d. **P&S:** With the assistance of Bernalillo County, the P&S Committee will look into establishing a 3-way stop at North Marigold and San Rafael Ave. **ONGOING**

- 7. NEW BUSINESS: Action Items Resulting from This Meeting:
 - a. **FC:** Look into internet-based services for backup of data files.
 - b. **Office:** Confirm if our database 'Joomla' is backed up to the external drives.
 - c. **Committee Chairs:** Submit budgets to Cheryl no later than July 31.
 - d. **Board:** Submit ideas/suggestions regarding the speeding on San Rafael by July 3 to Bill Wiley or Travis Rich.

- 8. ANNOUNCEMENTS: None

- 9. NEXT MEETING: July 11, 2018

- 10. ADJOURNMENT: 8:10 pm

Woody Farber, President

Date

Walter Forman, Secretary

Date

Signatures on file in the SHHA Office