

BOARD MEETING MINUTES
SHHA Monthly Board Meeting June 9, 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 7:05 PM via hybrid meeting (in-person at the SHHA office and via Zoom). A quorum was present.
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. **MAY MEETING MINUTES APPROVAL:** The May 19, 2021, Board Meeting Minutes were emailed to the Board on May 25, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the May 25, 2021, Board Meeting Minutes. Approved - Unanimous

2021-6-9-1 GEN

4. **OFFICER REPORTS:**

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

- (1) Meeting start time discussion: The Board was asked to consider having the Board meetings at 6:30 pm. Since there were no issues with that time, a motion was made and seconded to start the Board meetings at 6:30 pm, effective July 2021.

Motion: To start the Board meetings at 6:30 pm effective July 2021. Approved - Unanimous

2021-6-9-2 GEN

- (2) Hybrid vs in-person meetings: Discussion was held. There was a two-part motion made. (a.) Move that the Board officially recognize that Zoom actions of the Board have the same legal status as in-person meeting actions of the Board. (b.) That per quarter, the Board will hold two consecutive meetings via Zoom and the third meeting will be held in person. These motions were seconded.

Motion: That the Board officially recognize that Zoom actions of the Board have the same legal status as in person meeting actions of the Board.

Approved – Unanimous

2021-6-9-3 GEN

Motion: That per quarter, the Board will hold two consecutive meetings via Zoom and the third meeting will be held in person.

Approved – Unanimous

2021-6-9-4 GEN

(3) Executive Session: Letter from SHHA resident.

A motion was made and seconded to move into Executive Session.

Motion: To move into Executive Session.

Approved - Unanimous

2021-6-9-5 GEN

Executive Session began: 7:19 pm

Executive Session ended: 7:31 pm

b. Vice President (Susan McCasland):

(1) Monument sign at Sandia Heights Village: The monument sign at the Sandia Village Shopping Center will be updated soon. The Board was asked for their input. From the three choices given, choice A, similar to the sign over our office, will be used for the monument sign. The signage will be at no cost to SHHA. The owner will pay the cost of the signage.

c. Secretary (Martin Kirk):

(1) The May 19, 2021, Board Meeting Minutes were distributed via email on May 25, 2021.

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

d. Treasurer (Randy Tripp):

(1) The May financial reports were emailed to the Board for review on June 4, 2021. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the May financial reports as distributed.

Approved - Unanimous

2021-6-9-6 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): By Randy Tripp

(1) The May 19 and June 2 minutes were emailed to the Board.

(2) ACC application approvals for May: 33

(3) GRIT article for the June issue: dear Sandia Heights, treasured and irreplaceable neighbors, by Terry Heller.

- (4) Committee Membership: 6 members. Because the ACC is in need of volunteers, Bob Bower has volunteered to continue as an ACC member.
 - (5) Request for EC/Board Action: None.
- b. Covenant Support Committee (CSC) (Bob Thomas):
 - (1) A meeting was held on June 8.
 - (2) There are currently 8 violations open.
 - (3) As of June 4, no files have been closed.
 - (4) GRIT article for the June issue: Procedures for Property Owners to Amend Their Unit Covenants
 - (5) Committee Membership: 8 members.
 - (6) Request for EC/Board Action: None.
 - c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):
 - (1) The May 26 minutes were emailed to the Board.
 - (2) GRIT article for the June issue: No article.
 - (3) Committee Membership: 4 members. Roseann Houlihan joined the committee at its May 26 meeting. The committee is still in need of volunteers.
 - (4) Request for EC/Board Action: None.
 - d. Communications & Publications Committee (C&P) (Susan McCasland):
 - (1) All GRIT articles should be submitted in Word or text format. Photos or art can be sent separately so that it can be laid out appropriately.
 - (2) The layout for the July 2021 GRIT is in progress.
 - (3) GRIT articles for the June issue: Special Election Reminder, Farewell to Jennifer, Balloons, Monthly Fun Facts
 - (4) Committee Membership: 5 members.
 - (5) Request for EC/Board Action: None.
 - e. Parks & Safety Committee (P&S) (Joe Boyce):
 - (1) The May 25 minutes were emailed to the Board.
 - (2) GRIT article for the June issue: A conversation with Antonio Jaramillo, Dept Head of Bernalillo County Operations and Maintenance, by Joe Boyce
 - (3) Fire warnings for July 4: Signage will be placed throughout Sandia Heights regarding the extreme fire danger and the restriction of fireworks. A short article/message will be posted in the July GRIT regarding the same.
 - (4) Committee Membership: 5 members.
 - (5) 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: (Bob Thomas)
- (1) A security plan to access our data files is in progress. We will move forward with this process once we have the office staff position filled.
 - (2) Inventorying of boxes in storage room: We will continue reviewing the boxes that are pending until the task is completed. We are making good progress.
 - (3) Update to retention schedule: No input has been submitted to Elizabeth Edgren. The retention schedule will be resent to the Committee Chairs for their input. We will work on getting this schedule completed.

7. STRATEGIC PLAN: (Bob Thomas)
 - (1) Committee Chairs: Bob Thomas will contact the Committee Chairs and arrange a meeting to discuss the strategic plan status.
8. 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:** Respond back to Elizabeth Edgren by May 31. **OPEN**
 - c. **Randy:** Respond to questions:
 - 1.) The information for NMGRT was confusing. Don't you have to charge tax on the vests, for example? **Response to homeowner sent via email on May 24th. CLOSED**
 - 2.) What were the changes from 2019 – gains and losses? **Response to homeowner sent via email on May 24th. CLOSED**
 - d. **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 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**
 - e. **Board:** Was asked to consider volunteering to review and revise the Bylaws. Anyone interested should contact Roger Hagenruber. **OPEN**
 - f. **ACC:** To submit a GRIT article on sheds. **OPEN**
 - g. **Roger Hagenruber:** 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**
 - h. **Bob Thomas:** A security plan to access our data files is in progress. **OPEN**
 - i. **Roger:** Will draft a written process to follow when guests attend a board meeting. This draft will be sent to the Board for review. **OPEN**
9. NEW BUSINESS: We are in process of reviewing resumes and interviewing candidates for the office position available.
10. ACTION ITEMS RESULTING FROM THIS MEETING:
 - a. Randy Tripp: Will contact the Committee Chairs, sometime in June, regarding their budgets for 2022.
 - b. Bob Thomas: Will contact the Committee Chairs and arrange a meeting to discuss the strategic plan status.

11. ANNOUNCEMENTS: None.

12. NEXT MEETING: The next Board meeting is scheduled for July 14, 2021, at 6:30 pm via Zoom meeting.

13. ADJOURNMENT: 8:12 pm.

Roger Hagenruber, President

Date

Martin Kirk, Secretary

Date

Signatures on file in the SHHA Office