

BOARD MEETING MINUTES
SHHA Monthly Board Meeting July 11, 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 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(s): Keith Julian, Gary Williams, Dave Crossley

3. Keith Julian gave a presentation covering the third and final progress report from the Wildfire Preparedness Planning Committee (WPPC). The WPPC has recommended that the responsibility for on-going and future wildfire preparedness planning and public awareness activities should be assigned to the SHHA Parks & Safety Committee (P&S) and Board of Directors. The list of recommendations for further action will be discussed at the P&S meeting on September 4. The state of New Mexico does not permit any government agency to mandate an evacuation plan. Therefore, an evacuation plan was not implemented by the committee. The WPPC recommends each household or family establish their own evacuation plan with at least two exit routes.
4. **JUNE MEETING MINUTES APPROVAL:** The June Board meeting minutes were distributed via email on June 26, 2018. A motion was made to approve the minutes. Approved.
5. **OFFICER REPORTS:**
 - a. President (Woody Farber):
 - (1) Sandia Heights Services revised Dues Reporting was received by the office on July 10 and will be reviewed by Cheryl and Woody.
 - (2) SHHA Business License was received on June 26. It will need to be renewed on an annual basis. Bernalillo County agencies are expected to send inspectors for unannounced inspections to the SHHA office.

(3) The July 4 EC meeting was canceled.

b. Vice President (Hugh Prather):

(1) Discuss the possibility of strategic planning. No action required. Further discussion will be held in August.

c. Secretary (Walter Forman):

(1) The June Board Meeting minutes were distributed via email on June 26, 2018.

d. Treasurer (Woody Farber for Cheryl Iverson):

(1) The June financial reports were emailed to the Board on July 9 for review. It was pointed out that the SHS fees were not deducted from the deposit, so their total is understated and the net revenue is overstated. This will be corrected in July. A motion was made to accept the financial reports as distributed.

Motion: To accept the June Financials as distributed.

Accepted.

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6. COMMITTEE REPORTS:

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

- (1) The minutes for the June 20 meeting were emailed to the Board. The July 4 ACC meeting was canceled.
- (2) ACC application approvals for June: 35
- (3) GRIT article for the July issue: Storm Drains on County Easements and Streets
- (4) Committee Membership: 7 members
- (5) Requests for EC/Board Action: None

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

- (1) The July 3 meeting was canceled.
- (2) There are 7 violations open.
- (3) 3 violation have 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. Bernalillo County is pursuing legal action.
- (5) GRIT articles for the July issue: None
- (6) Committee Membership: 8 members
- (7) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Hugh Prather):

- (1) Update on community survey status. 712 responses were received from Sandia Heights homeowners. The Board will receive a copy of the results of the community survey on July 12, 2018.
- (2) GRIT article for the July issue: None
- (3) Committee Membership: 7 members

(4) Requests for EC/Board Action: None

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

- (1) The layout for the August GRIT is in progress.
- (2) GRIT article for the July issue: Notes from the Sandia Heights Volunteer Fire Department – Historical Item from May 4, 1983, SHHA Newsletter
- (3) Committee Membership: 6 members
- (4) The next committee meeting is scheduled for August 22 at 7 pm.
- (5) Social media inquiries to committee members. No volunteers at this time.

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

- (1) The minutes of the July 3 meeting were emailed to the Board on July 10.
- (2) Committee Membership: 6 members
- (3) GRIT articles for the July issue:
 - a. A Close Call for Sandia Heights – Wildfire in High Desert (by Keith Julian, WPPC)
 - b. Special Alert to Sandia Heights Residents (by Judy Durzo, WPPC)
 - c. Bernalillo County Commission Further Restricts Fireworks (by WPPC)
 - d. Extreme Wildfire Danger in Sandia Heights: Protect Your Home! (by Judy Durzo, WPPC)
 - e. Wildfire Preparedness-An Overview (by Suzanne Schneider, P&S)
- (4) 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. Per Bernalillo County, stop signs are used for traffic control, but cannot be used for speed control purposes; therefore, no stop signs will be installed at this time.
- (5) Portable signs on fireworks ban were placed at 15 locations in Sandia Heights before the 4th of July holiday. The signs and frames were picked up on July 9 by a WPPC member. All 15 frames were picked up with only 4 sign inserts missing.
- (6) Next meeting will be held on September 4 at 9 am.

f. Nominating Committee (NC) (Hugh Prather):

- (1) Report on committee meeting of June 20. No action required. The charter was reviewed; however, no changes are necessary at this time.

7. 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. Bill called and left a message with the Bernalillo County Fire Marshal to inquire about their inspection. **ONGOING**
- c. **P&S:** With the assistance of Bernalillo County, the P&S Committee will look into establishing a 3-way stop along San Rafael Ave. Per Bernalillo County, stop signs are not to be used for controlling speed. Therefore, stop signs will not be installed at this time. **ONGOING**
- d. **FC:** Look into internet-based services for backup of data files. **ONGOING**
- e. **Office:** Confirm if our database ‘Joomla’ is backed up to the external drives. Joomla is not backed up with local backups, but rather performed and kept on the server. Manual backups can be downloaded to our computer then backed up to our external hard drives.

The office will perform this manual backup and determine how often this manual backup will be executed based on ease and need. **CLOSED**

- f. **Committee Chairs:** Submit budgets to Cheryl no later than July 31. **ONGOING**
- g. **Board:** Submit ideas/suggestions regarding the speeding on San Rafael by July 3 to Bill Wiley or Travis Rich. One suggestion was submitted for stop sign placement. Per Bernalillo County, stop signs are not to be used for controlling speed. Therefore, stop signs will not be installed at this time. **CLOSED**

8. **NEW BUSINESS: Action Items Resulting from This Meeting:**

- a. **CS&M:** Hugh Prather will distribute the results of the community survey to the Board members on July 12 to review. Board comments, questions, and suggestions will be further discussed at the September Board meeting.

9. **ANNOUNCEMENTS:** CPC meeting with Bernalillo County was canceled on July 3 due to no quorum. It will be rescheduled for a later date that is unknown at this time. Bob Bower will attend the meeting when it is rescheduled.

10. **NEXT MEETING:** August 8, 2018

11. **ADJOURNMENT:** 8:16 pm

Woody Farber, President

Date

Walter Forman, Secretary

Date

Signatures on file in the SHHA Office