

BOARD MEETING MINUTES
SHHA Monthly Board Meeting August 8, 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	Bob Thomas	X		
Carnie Abajian			X	Phil Krehbiel	X						
Stephen Baca			X	Susan McCasland			X				

Guest(s): None

3. **JULY MEETING MINUTES APPROVAL:** The July Board meeting minutes were distributed via email on July 16, 2018. Motion to approve: Approved
4. **OFFICER REPORTS:**
 - a. **President (Woody Farber):**
 - (1) **Fire Inspector Visit:** An office site visit was done on Thursday, July 26, 2018 by Deputy Fire Marshal Ken Duggan and Carlos Crosby, Code Enforcement Coordinator. Everything inspected is in compliance. We are pending a response from the Code Enforcement office regarding the security bars on the windows.
 - (2) **New Board Members:** An SHHA resident has expressed interest in joining the Board. With the resignation of two Board Members, it is important that potential Board Members be identified, hopefully new and younger residents, and the information provided to the Nominating Committee (NC).
 - (3) **Wall of Recognition:** The wall of recognition at the front office has not been updated since 2011. The Community Service & Membership Committee will look into revitalizing it and put processes in place to move forward.
 - (4) **Series of Public Presentations:** Judy Durzo was thanked for coordinating the series of public presentations held at the Church of Good Shepherd on July 24-26. It was well attended.
 - (5) Discussion was held regarding vegetation in the arroyos within the Sandia Heights community. The Parks & Safety (P&S) Committee was tasked to research a natural

eco-friendly alternative in clearing these areas, goats for vegetation management. Judy Durzo volunteered to assist the committee.

b. Vice President (Hugh Prather):

(1) Continuation of strategic planning with the distribution of an overview article: The Board members in attendance received an article on Strategic Planning for HOA Boards. Board members were asked to review the information. Discussion will be held at the September Board meeting.

c. Secretary (Walter Forman):

(1) The July Board Meeting minutes were distributed via email on July 16, 2018.

d. Treasurer (Cheryl Iverson):

(1) The July financial reports were emailed to the Board on August 6, 2018 for review. A motion was made to accept the financial reports as distributed.

Motion: To accept the July Financials as distributed.

Accepted.

2018-8-8-1 FC

(2) Sandia Heights Services revised Dues Reporting: Woody and Cheryl met with Diana Justice, Accounts & Operations Administrator for Sandia Heights Services, to discuss the reports that are submitted to SHHA. Diana explained how their system credits the accounts. The meeting was productive and positive.

5. COMMITTEE REPORTS:

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

(1) The minutes for the July 18 and August 01 meetings were emailed to the Board.

(2) ACC application approvals for July: 23

(3) GRIT article for the August issue: Use Care Choosing Locksmiths

(4) Committee Membership: 7 members

(5) Requests for EC/Board Action: None

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

(1) The minutes for the August 7 meeting will be emailed to the Board.

(2) There are 6 violations open.

(3) 6 violation have been closed since the last meeting of June 5.

(4) 867-G Tramway Lane Court: The Board approved moving forward with legal action August 9, 2017. Bernalillo County is pursuing legal action.

(5) GRIT articles for the August issue: Being a Good Neighbor Dogs & Cats Edition

(6) Committee Membership: 8 members

(7) Requests for EC/Board Action: None

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

(1) The minutes for the June 4 meeting were emailed to the Board.

(2) Update on community survey analysis at our July 30 meeting. The Board was emailed a copy of the overview analysis. Framework for planning (key principles) are being

- developed and will be finalized at our August 20 meeting. A Sandia Heights Survey Summary 2018 was given to Board members in attendance. Committee Chairs were asked to review the summary to see if any of the topics fall in their committees purview and report back to the Board.
- (3) GRIT article for the August issue: Community Survey is Very Positive (by Stephen Baca)
 - (4) Committee Membership: 7 members
 - (5) Requests for EC/Board Action: None
- d. Communications & Publications (C&P) (Susan McCasland):
- (1) The layout for the September GRIT is in progress. Please submit your articles no later than August 12.
 - (2) GRIT articles/announcements for the August issue:
 - a. Third Nearby Wildfire of the Summer
 - b. Sign of the Times
 - c. A Big Thank you to Sandia Heights Residents
 - d. Think Snow
 - (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: There are no volunteers at this time.
 - (6) 2019 C&P Budget: The Finance Committee is reviewing all committee budgets.
- e. Parks & Safety (P&S) (Travis Rich):
- (1) There is no meeting scheduled for August. The next meeting is scheduled for September 4, at 9 am at the SHHA office.
 - (2) Committee Membership: 6 members
 - (3) GRIT articles and announcements for the August issue:
 - a. Back-to-School Safety Checklist
 - b. Wildfire Preparedness How to Protect Your Property (by Suzanne Schneider, WPPC)
 - c. Sandia Heights Community Event Tramway Trash Cleanup
 - d. Extreme Wildfire Danger in Sandia Heights: Protect Your Home (WPPC)
 - (4) Sandia Heights Community Event: Tramway trash cleanup will be held Saturday, September 29, from 9 am to 11 am. We will be removing litter along Tramway Boulevard's east and west rights-of-way and the median between Simms Road and Paseo del Norte.
- f. Nominating Committee (NC) (Hugh Prather):
- (1) The NC Chair has interviewed a prospective new Board member. A Statement of Interest was also submitted. A NC meeting will be scheduled to interview the prospective Board candidate.
 - (2) NC process for Board members and Officers: The NC has reviewed information on all current Board members and Officers term limits. Per the Bylaws, 6.5.1, no later than October of each year, the Board shall determine which Officer positions need to be filled. No later than November of each year, the Nominating Committee shall determine how many Director positions will need to be filled.
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 contacted the Fire Marshal's office to have a safety inspection done at the office. The site visit was done on Thursday, July 26, 2018 by Fire Marshal Ken Duggan and Carlos Crosby, Code Enforcement Coordinator. Everything is in compliance. We are pending a response from the Code Enforcement office regarding the security bars on the windows. Woody will contact the property owner regarding the security bars. **ONGOING**
- c. **P&S:** Per Bernalillo County, stop signs are not used for speed control. Therefore, we will look into speed control alternatives. **ONGOING**
- d. **FC:** Look into internet-based services for backup of data files. **ONGOING**
- e. **Committee Chairs:** Submit 2019 budgets to Cheryl no later than August 10. **ONGOING**
- f. **CS&M:** Hugh Prather distributed 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. **ONGOING**

7. NEW BUSINESS:

- a. Consider terminating the current office lease at the end of 2018 and locating suitable replacement space (Discussion lead Phil Krehbiel): Phil gave an overview of our term of lease and discussion was held. Phil will coordinate with the office staff regarding any deficiencies with the office and report back to the Board next month. Phil and Woody will discuss strategies for approaching the property owner to possibly negotiate additions/revisions to our lease.

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **P&S:** Tasked to research a natural eco-friendly alternative in clearing these areas, goats for vegetation management.
- b. **Board:** Review article on Strategic Planning for HOA Boards.
- c. **Committee Chairs:** Committee Chairs were asked to review the survey summary to see if any of the topics fall in their committees purview and report back to the Board.
- d. **Phil and Woody:** will discuss strategies for approaching the property owner to possibly negotiate additions/revisions to our lease.

9. ANNOUNCEMENTS: Bill Wiley and Marion Simon have submitted their resignations from the Board via email.

10. NEXT MEETING: September 12 , 2018

11. ADJOURNMENT: 8:23 pm

Woody Farber, President

Date

Walter Forman, Secretary

Date

Signatures on file in the SHHA Office