

BOARD MEETING MINUTES
SHHA Monthly Board Meeting August 14, 2019 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 6:58 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			Stephen Baca	X			Susan McCasland	X		
Vice President – Emily Rudin	X			Bob Bower	X			Craig Newbill	X		
Secretary – *Vacant*				George Chen	X			Mike Pierce			X
Treasurer – Cheryl Iverson	X			David Crossley	X			Travis Rich	X		
				Martin Kirk			X	Bob Thomas	X		

Guest(s): None.

3. **JULY MEETING MINUTES APPROVAL:** The July Board Meeting minutes were distributed via email on July 12, 2019. A motion was made to approve the minutes. Approved – Unanimous
4. **OFFICER REPORTS:**
 - a. **President (Woody Farber):**
 - (1) SHHA Strategic Plan, a discussion was held. The EC will have a discussion at their September 4 meeting to establish an outline of what the strategic plan should include, and this will be brought to the Board at the September 11 Board meeting.
 - (2) SHHA NMHOA Act Compliance Statement for the website, review and approval. A motion was made to approve the NMHOA Act Compliance Statement with revisions as distributed and to post it on the SHHA website.

Motion: To approve the NMHOA Act Compliance Statement with revisions as distributed and to post it on the SHHA website.

Approved – Unanimous

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- b. **Vice President (Emily Rudin):** No Report.
- c. **Secretary (*Vacant* report given by Woody Farber):**
 - (1) The July Board Meeting minutes were distributed via email on July 12, 2019.
 - (2) The August GRIT was approved by the EC representatives to go to publication on July 22, 2019.

d. Treasurer (Cheryl Iverson):

- (1) The July financial reports were emailed to the Board on August 8, 2019 for review. A motion was made to accept the July financial reports as distributed.

Motion: To accept the July financial reports as distributed.

Accepted – Unanimous

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- (2) A discussion was held about the progress on the 2020 Budget. The Finance Committee will hold a meeting on August 23 to continue discussions about the 2020 Budget.

5. COMMITTEE REPORTS:

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

- (1) The July 17 meeting was cancelled. The minutes of the August 7 meeting were emailed to the Board.
- (2) ACC application approvals for July: 34
- (3) GRIT articles for the August issue: Septic System Tips
- (4) Committee Membership: 7 members
- (5) Requests for EC/Board Action: None

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

- (1) The minutes of the August 6 meeting were emailed to the Board.
- (2) There are 4 violations open.
- (3) 4 violations were closed since the last Board meeting.
- (4) GRIT article for the August issue: Garbage Cans Are an Eyesore!
- (5) Committee Membership: 6 members
- (6) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Stephen Baca):

- (1) The minutes of the August 5 meeting were emailed to the Board on August 6.
- (2) GRIT article for the August issue: Annual Survey Open Until August 15
- (3) Committee Membership: 4; Walter Forman and Summer Ferreira have resigned from the committee. Any Board member interested in joining the committee or knows of anyone that would like to join, please contact Stephen Baca.
- (4) A Draft of Business Partnership Policy was distributed to the Board members present at the July 10 Board meeting. Board members comments would be greatly appreciated. The deadline to submit comments from Board members to Stephen was July 15. A motion was made and seconded to approve the Business Partnership Policy and Procedure. A discussion was held, and suggestions were made to include additions and revisions. A motion was made and seconded to table the motion until the September Board meeting. Passed unanimously.

Motion: To adopt the latest version of the SHHA Business Partnership Policy and Procedure.

Tabled until September Board Meeting.

2019-8-14-3 CS&M

(5) Requests for EC/Board Action: None

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

- (1) The layout for the September GRIT is in review.
- (2) The minutes of August 21 meeting will be emailed to the Board.
- (3) GRIT articles for the August issue:
 - a. Send in Your Photos Now!
 - b. Sandia Peak Restaurant Has a Name
 - c. It's Back-to-School Time!
 - d. Some Pointers About Hantavirus
- (4) Committee Membership: 5 members
- (5) Request for EC/Board Action: None
- (6) Susan McCasland will not be at the September Board meeting.

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

- (1) The next meeting will be September 10.
- (2) GRIT article for the August issue: none.
- (3) The next Sandia Heights Tramway Trash Pick-up will be October 5. Volunteers will meet at the SHHA office at 9 am.
- (4) Committee Membership: 8 members
- (5) Requests for EC/Board Action: None

f. Nominating Committee (NC) (Emily Rudin):

- (1) Status of BOD candidate search: If you know of anyone interested in joining the Board, please contact Emily Rudin or direct them to the office. One member has submitted a Statement of Interest since a call has been put out for Board volunteers.
- (2) Reminder regarding deadline for volunteers for officer positions. Board members interested in an officer position should speak with Emily no later than September 1.
- (3) GRIT article for the August issue: SHHA's Board of Directors Needs YOU!
- (4) The Secretary position is vacant at this time and must be filled by July 17, 2019. A motion was made to approve Robert Bower as Secretary to fill remainder of term vacated by resignation of Walter Forman, effective August 14, 2019 to Annual Meeting, February 2020.

Motion: To approve Robert Bower as SHHA Secretary to fill the duration of the term of Walter Forman, i.e., until the Annual Meeting, 2/2020.

A friendly amendment was made to the motion on the table to nominate Susan McCasland as SHHA Secretary to fill the duration of the term of Walter Forman, i.e., until the Annual Meeting, 2/2020.

Approved -11/1 abstention

2019-8-14-4 NC

(5) Bob Bower will review the September issue of the GRIT newsletter on an interim basis as the EC representative until a new EC representative is selected at the September 4 EC meeting.

6. UNFINISHED BUSINESS: Action Items from last Board Meeting:

- a. **Board:** inform the Nominating Committee of potential Board members. **ONGOING**
- b. **Board:** internal survey is on hold until further notice. **ONGOING**
- c. **Board:** asked to think about this year's Annual Meeting and what we can do to improve next year's Annual Meeting. Planning and preparation will begin in July for the 2020 Annual Meeting. A motion was made to form a special committee for the 2020 SHHA Annual Meeting. **CLOSED**

Motion: That a special committee be formed to plan the 2020 SHHA Annual Meeting. The committee will be effective upon adoption of this motion and expire at the end of the 2020 SHHA Annual Meeting.

Approved - Unanimous

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- d. **Board:** Comments regarding the Annual Meeting Survey were submitted by the Board. The survey is under way. The 2019 Annual Survey will run from July 1 until August 15, 2019. Stephen will distribute a summary of the Annual Survey to the Board on August 16. **CLOSED**
- e. **Committee Chairs:** were asked to submit their committee budget requests for 2020 by July 26, 2019. All committee chairs submitted their budget requests on time. **CLOSED**
- f. **CS&M Chair:** will draft a policy how to execute email blasts and coordinate community events and business involvement. The Business Partnership Policy and Procedure will be brought back to the Board at the September meeting with revisions. **ONGOING**
- g. **Board:** submit any comments regarding the Draft of Business Partnership Policy and Procedure to Stephen Baca by September 4. The Business Partnership Policy and Procedure will be brought back to the Board at the September meeting with revisions. **ONGOING**
- h. **Board:** Request for opinions on # 6. Committee Reports d. (5). Should long articles submitted for The GRIT be put on the website, with a précis in The GRIT and a link to the website? Would it be of utility to have an index of past GRIT articles posted on the board room walls and eventually have a searchable database on the website? Little feedback was given; therefore, this request will be closed at this time. **CLOSED**
- i. **Board:** Contact Woody by July 17, if you're interested in joining the Annual Meeting Planning Committee or becoming the Chair. A motion was made and approved to form a special committee for the 2020 SHHA Annual Meeting. **CLOSED**
- j. **Stephen Baca:** Stephen will distribute a summary of the Annual Survey to the Board on August 16. **ONGOING**

7. NEW BUSINESS: none.

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **EC:** will establish an outline of what the strategic plan should include, and this will be brought to the Board at the September 11 Board meeting.
- b. **Board:** members interested in an officer position should speak with Emily no later than September 1.

c. **EC:** will appoint a new EC representative to review the GRIT newsletter.

9. ANNOUNCEMENTS: none.

10. NEXT MEETING: The next Board Meeting is scheduled for September 11, 2019.

11. ADJOURNMENT: 8:45 pm

Woody Farber, President

Date

Susan McCasland, Secretary

Date

Signatures on file in the SHHA Office