

BOARD MEETING MINUTES
SHHA Monthly Board Meeting August 10, 2022, at 6:30 PM

Prepared by Betsy Rodriguez

1. CALL TO ORDER: The monthly SHHA Board Meeting was called to order by the President at 6:32 PM at the SHHA office (in person). 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			Susan McCasland			X
Vice President – Dale Arendt			X	Elizabeth Edgren			X	Kathleen McCaughey	X		
Secretary – Martin Kirk			X	Tracey Goodrich	X			Hugh Prather	X		
Treasurer – Randy Tripp	X			Robert Hare			X	Bob Thomas	X		
Joe Boyce	X			Fenton McCarthy			X	Rick Thomson	X		

Guest(s): Marlene Flor
 Marlene was welcomed to the meeting.

3. **CONSENT AGENDA APPROVAL:**
 - a. July Meeting Minutes Approval
 - b. Secretary’s Report
 - c. Treasurer – July Financial Reports
 - d. Architectural Control Committee (ACC) Report.
 - e. Covenant Support Committee (CSC) Report.
 - f. Community Service & Membership (CS&M) Report.
 - g. Communications & Publications Committee (C&P) Report.
 - h. Environment and Safety (E&S) Report.

A motion was made and seconded to approve the August 10, 2022, Consent Agenda. No discussion was held.

Motion: To approve the August 10, 2022, Consent Agenda.
 Approved - Unanimous 2022-8-10-1 GEN

4. **JULY MEETING MINUTES APPROVAL:** The July 13, 2022, Board Meeting Minutes were emailed to the Board on July 22, 2022 and is part of the Consent Agenda.
5. **OFFICER REPORTS:**
 - a. President (Roger Hagengruber):
 - (1) Bylaws: The Board received a copy of the adopted bylaws in March. The Board has been asked to review them. Any comments, suggestions, corrections or additions should be submitted to Roger and the office staff by the next board meeting, September 14th.
 - (2) SHHA Policies & Guidelines for Board, Staff, and Committee Members and SHHA Rules and Regulations for the Association: These documents have been sent to the Board for review. Committee Chairs were asked to review them with their respective committees. Any revisions should be completed and sent to Roger and the office staff by the next board meeting, September 14th.

- b. Vice President (Dale Arendt): No Report.
- c. Secretary (Martin Kirk):
 - (1) The July 13, 2022, Board Meeting Minutes were distributed via email on July 22, 2022.
 - (2) The August GRIT was approved on July 18, 2022.
- d. Treasurer (Randy Tripp):
 - (1) The July financial reports were emailed to the Board for review on August 5, 2022.
 - (2) Community Improvement Reserve: A motion was made and seconded to move into Executive Session.

Motion: To move into Executive Session.

Approved - Unanimous

2022-8-10-2 FC

Start: 7:09 pm

End: 7:13 pm

A motion was made and seconded that under the Liabilities and Equity, eliminate the sub-category Community Improvements Reserve and move any funds to the Legal Reserve. This category has not been used. Discussion was held.

Motion: That under the Liabilities and Equity, eliminate the sub-category Community Improvements Reserve and move any funds to the Legal Reserve.

Approved - Unanimous

2022-8-10-3 FC

- (3) Budgeted/Unbudgeted Items: a motion was made and seconded that the Board approve amending motion 2016-9-14-3 FC to include: The requested \$250 may be approved by the Finance Committee Chair. The complete motion to read as follows:

Motion: That the Board approve amending Motion 2016-9-14-3 FC to include in 2. Unbudgeted items: (A) The requested \$250 may be approved by the Finance Committee Chair. The complete motion to read:

1. Budgeted items: Annual budget items are not subject to the spending limits if the expenditures do not exceed the budgeted amount.
2. Unbudgeted items: (A) Committee chairs have a \$250 spending limit per incident, event, or project. Unbudgeted spending cannot exceed \$500 per budget year for all items not in the approved budget. The requested \$250 may be approved by the Finance Committee Chair. (B) All unbudgeted expenditures must be presented to the Board at the first meeting following the expenditure. (C) Committees can shift funds between line items within their budget but are required to gain BOD approval of an overall budget increase before the sum of all commitments will exceed the current annual budget. (D) The Executive Committee may approve expenditures of up to \$1,000 by a majority vote of the Executive Committee. (E) The Board must approve expenditures over \$1,000 receipts/bills: (A) Receipts or bills for all expenditures must be approved by the committee chair and turned in to the office or treasurer for reimbursement or payment within 30 days of commitment. (B) Receipts or bills older than 30 days must be presented to the Board for approval for payment.

Approved - Unanimous

2022-8-10-4 FC

6. COMMITTEE REPORTS:

- a. Architectural Control Committee (ACC) (David Crossley):
 - (1) The July 20th and August 3rd minutes were emailed to the Board.
 - (2) ACC application approvals for July: 33
 - (3) GRIT article for the August issue: None.
 - (4) Committee Membership: 7 members.
 - (5) We have a legal action in progress.
 - (6) Request for EC/Board Action: None.
 - (7) **David Crossley:** Will submit a GRIT article on sheds. **Action Item Open.**
 - (8) **David Crossley:** Will submit a GRIT article that will summarize some of the actions dealing with the most egregious violations. **Action Item Open.**

- b. Covenant Support Committee (CSC) (Bob Thomas):
 - (1) A meeting was held on August 2nd.
 - (2) As of August 1st, 4 files were closed.
 - a. 1 – Trailer
 - b. 1 – Trash Bins
 - c. 1 – Maintenance of property
 - d. 1 – Parking of pickup truck on side property
 - (3) As of August 1st, there are currently 16 complaint files open.
 - (4) GRIT article for the August issue: None.
 - (5) Committee Membership: 8 members.
 - (6) Request for EC/Board action: None.

- c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):
 - (1) The Committee met on June 27th; minutes were emailed to the Board on July 8th.
 - (2) GRIT article(s) for the July issue: Water Quality Report; Intro to North Domingo Baca Multigenerational Center; Summertime, and the Swimming Pools Are Open!
 - (3) Committee Membership: 3 members. We are in need of more members.
 - (4) Request for EC/Board action: None.

- d. Communications & Publications Committee (C&P) (Susan McCasland):
 - (1) There was no committee meeting this month.
 - (2) The layout for the September 2022 GRIT is in progress. Submissions need to be in by COB Friday, August 12th.
 - (3) GRIT articles for the August issue: Images of Summer, Monthly Fun Fact on chiles, School starts August 10. A lot of good input from both the Board and our members for this issue. If you have a tip/hack or a fun fact or two, send them to Susan.
 - (4) Committee Membership: 5 members.
 - (5) Copyright saga: Nothing new this month.
 - (6) Statement of Work (SOW): Submitted the Statement of Work for website and database refurbishment to Mr. Ryan Showers, our webmaster, in July. Ryan responded with a project proposal on July 11th.

- e. Environment and Safety Committee (E&S) (Joe Boyce)
 - (1) There was no committee meeting this month.
 - (2) GRIT article for the August issue: Elena Gallegos Open Space Site Improvements Survey
 - (3) Committee Membership: 8 members.
 - (4) **Joe Boyce:** will publish a future GRIT article on understanding the rules of the road. **Action Item Open.**
 - (5) Fall cleanup: The Committee will discuss scheduling a date for the annual cleanup.

- (6) Bernalillo County: Joe will contact Bernalillo County Operations & Maintenance Dept. Mgr., Antonio Jaramillo to see if the county can schedule mowing the Sandia Heights area.
 - (7) Term on the Board: Joe announced that he will not be serving a second three-year term on the Board. His term on the Board will come to an end at the 2023 Annual Meeting.
- f. Nominating Committee (NC) (Dale Arendt): by Roger Hagengruber
- (1) Board of Director Bob Thomas: Bob's second three-year term on the Board will expire August 2022. A motion was made and seconded to extend his term on the Board through the February 2023 Annual Meeting. This extension will allow time for the transition to the new chair.

Motion: That the Board extend Bob Thomas' term on the Board of Directors through the 2023 February Annual Meeting.

Approved - Unanimous

2022-8-10-5 NC

7. **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 Dale. **OPEN**
- b. **Susan McCasland:** will publish the Procedure for Attendance of Guests at the SHHA Board and Committee Meetings in the August GRIT newsletter. **Update:** Published in the August GRIT newsletter. **CLOSED**
- c. **Office staff:** will email the SHHA Policies & Guidelines for Board, Staff, and Committee Members and SHHA Rules and Regulations for the Association to the Board for review and revisions. Committee Chairs are to review them with their committees and make updates to their committee's portion as needed. **Update:** Both documents were emailed July 19th. **CLOSED**
- d. **Susan McCasland/office staff:** Susan will publish the notary service update in the August GRIT newsletter; office staff will post the information on the website, and on the office front door. **Update:** Published in the August GRIT newsletter, and information posted on the website and office front door. **CLOSED**
- e. **Joe Boyce and Roger Hagengruber:** will write/send a letter regarding the drag races in our community to District 4 County Commissioner, Bernalillo County Sherriff Dept., and to the NM State Police. **OPEN**

8. **NEW BUSINESS:** None.

9. **BOARD ACTION ITEMS RESULTING FROM THIS MEETING:**

- a. **Board:** Review the Bylaws. Any comments, suggestions, corrections or additions should be submitted to Roger and the office staff by the next board meeting, September 14th.
- b. **Board/Committee Chairs:** Review the SHHA Policies & Guidelines for Board, Staff, and Committee Members and SHHA Rules and Regulations for the Association. Committee Chairs were asked to review them with their respective committees. Any revisions should be completed and sent to Roger and the office staff by the next board meeting, September 14th.
- c. **Joe Boyce:** Will contact Antonio Jaramillo, Bernalillo County Operations & Maintenance Dept. Mgr., to see if the county can schedule mowing the Sandia Heights area.

10. **ANNOUNCEMENTS:** None.

11. **NEXT MEETING:** The next Board meeting is scheduled for September 14, 2022, at 6:30 pm via Zoom.

12. **ADJOURNMENT:** 7:34 pm.

Roger Hagenruber, President

Date

Martin Kirk, Secretary

Date

Signatures on file in the SHHA Office