

BOARD MEETING MINUTES
SHHA Monthly Board Meeting September 12, 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			Bob Thomas	X		
Carnie Abajian	X			Phil Krehbiel	X						
Stephen Baca			X	Susan McCasland	X						

Guest(s): David Crossley

3. The Nominating Committee report was moved to the top of the agenda by the President.
 - a. Nominating Committee (NC) (Hugh Prather):
 - (1) A Statement of Interest has been submitted and reviewed by the NC. The NC interviewed the prospective Board candidate on August 22. David Crossley, prospective Board member, was introduced to the Board and his Statement of Interest shared with the Board via email.
 - (2) A motion to move into Executive Session was made.

Motion: To move into Executive Session.

Approved. 2018-9-12-1 NC

Executive Session started at 7:06 pm
 Executive Session ended at 7:08 pm

A ballot vote was conducted. The ballots were handed out to each Board member present, then collected and counted by two members of the Nominating Committee. The resulting vote was to accept David Crossley for membership on the Board to finish Marion Simon’s term effective immediately. David’s Board term will be September 12, 2018 through August 6, 2020.

4. AUGUST MEETING MINUTES APPROVAL: The August Board meeting minutes were distributed via email on August 14, 2018. A motion was made to approve the minutes. Approved.

5. OFFICER REPORTS:

a. President (Woody Farber):

(1) An email from Mrs. Connor was received regarding Hawks Landing Development complaints. A reply email was sent to Mrs. Connor stating that the Hawks Landing Development is not currently a part of Sandia Heights; therefore, issues should be deferred to the developer and/or Bernalillo County.

(2) Additional Office Space: The three issues focused on are security, space requirements, and storage. The adjacent vacant space was toured as part of the process. Other options? Executive Committee members spoke with Jayme Mhoon about the available space next to the current SHHA office to address concerns of space, security, and storage issues. The EC concluded the available space is too large for once-monthly use by SHHA and is not worth the extra expense. Woody Farber has priced external storage spaces to help free up office space. The SHHA office staff is collecting estimates from three companies to change the security bars on the windows to accommodate an emergency exit if necessary. Staff will submit quotes to the Executive Committee as soon as all three have been collected.

b. Vice President (Hugh Prather):

(1) Board members' reactions to strategic planning article distributed at the August meeting. No discussion was held. Discussion will be tabled until a later date.

c. Secretary (Walter Forman):

(1) The August Board Meeting minutes were distributed via email on August 14, 2018.

d. Treasurer (Cheryl Iverson):

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

Motion: To accept the August financial reports as distributed.
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Accepted.

2018-9-12-2 FC

(2) A discussion was held on whether SHHA is a 528 or 501(c) non-profit. It seems that SHHA was never registered at the federal level as either. According to SHHA's CPA, there is no issue with this as SHHA is registered with the State of New Mexico as a non-profit corporation and files the necessary annual paperwork with the State of New Mexico.

6. COMMITTEE REPORTS:

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

(1) The minutes for the August 15 and September 5 meetings were emailed to the Board.

(2) ACC application approvals for August: 26

(3) GRIT article for the September issue: Choosing Your Contractor

- (4) Committee Membership: 7 members
 - (5) Lot preparation has begun at Hawks Landing and Las Pradas Developments. Hawks Landing is currently not included in Sandia Heights. If Hawks Landing becomes a part of Sandia Heights and SHHA assists in development of the covenants for Hawks Landing, covenants will be modeled after the North Tramway Estates Unit covenants and include any necessary updates. Las Pradas Development is currently within Unit South 16 and will fall under the current Unit South 16 covenants.
 - (6) Requests for EC/Board Action: None
- b. Covenant Support Committee (CSC) (Bob Thomas):
- (1) The minutes for the August 7 meeting were emailed to the Board on August 13 and the minutes for the September 4 meeting were emailed to the Board on September 10.
 - (2) There are 4 violations open.
 - (3) 3 violations have been closed since the last meeting.
 - (4) 867-G Tramway Lane Court: The Board approved moving forward with legal action August 9, 2017. Bernalillo County is pursuing legal action. The CSC will contact the County to check the status of this case.
 - (5) GRIT article for the September issue: Bernalillo County Code for Prohibited Uses of Open Storage in a Single-Family Residential Zone
 - (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 July 30 meeting were emailed to the Board.
 - (2) Committee chairs' feedback on any of the topics in the final WPPC report that fall in their committees' purview. The ACC and CSC have submitted their feedback to Hugh.
 - (3) GRIT article for the September issue: None
 - (4) Committee Membership: 7 members; Paula Baxter joined the CS&M committee at the August 20 meeting.
 - (5) Requests for EC/Board Action: Approval of a Voter Registration Event to be held at the SHHA Office. Time and date to be determined. A Voter Registration Event is no longer being requested as both staff members are now voter registration agents and will be available during office hours to register SHHA residents to vote and/or assist with updating voter registration.
- d. Communications & Publications (C&P) (Susan McCasland):
- (1) The layout for the October GRIT is in progress.
 - (2) GRIT articles/announcements for the September issue:
 - a) Vote in November General Election (adapted from submission by George Richmond, resident non-member)
 - b) Please Do Not Feed Wildlife
 - c) The Shadow Knows
 - d) Keep Sandia Heights Looking Good
 - e) Herbs-Fragrant, Tasty & Beautiful
 - f) Stables Changing a Lot More Than It's [sic] Name (historical article)
 - (3) Committee Membership: 6 members
 - (4) Held a short meeting on August 22
 - (5) The next committee meeting is scheduled for October 17 at 7 pm.

- (6) Request to solicit for social media manager in the GRIT and on the website. Since agenda was published, Susan has spoken with Mary Carlson about becoming the social media manager. A discussion was held about SHHA joining social media

Motion: To start up a Twitter account in Sandia Heights Homeowners Association's name.

Tabled to a future meeting.

2018-9-12-3 CP

platforms. A motion was made to start up a Twitter account in Sandia Heights Homeowners Association's name.

George Chen and Hugh Prather will assist Susan in drafting a social media policy to propose to the Board at the October Board meeting. A suggestion was made that instead of having a 2-way communication platform on social media a SMS text message alert system may be more beneficial to the Association. Jessica will look into the cost and gather information about that service provided by our current database system, Joomla, and will submit the information to the Board to review before the October Board meeting.

- (7) Requested that information on the water main break be posted for a few days on the website.

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

- (1) A meeting was scheduled for September 4 at 9 am in the SHHA office.
- (2) Committee Membership: 6 members
- (3) GRIT articles and announcements for the September issue:
 - a. Sandia Heights Community Event Tramway Trash Cleanup
- (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.
- (5) A motion was made to dissolve the Wildfire Planning Preparedness Committee (WPPC) and for the Parks & Safety Committee to take on the responsibility of the remaining tasks by the WPPC.

Motion: To dissolve the Wildfire Planning Preparedness Committee and transfer the responsibility of the remaining tasks by the WPPC to the Parks & Safety Committee.

Approved.

2018-9-12-4 P&S

- (6) Emily Rudin and Judy Durzo will continue to be SHHA liaisons with organizations they had contact with while serving on the WPPC.
- (7) Wildfire presentations by the Emergency Management team that were held in July 2018 will be held again in 2019.
- (8) Tasked to research a natural eco-friendly alternative in clearing these areas, goats for vegetation management. Two Board members, Judy Durzo and Cheryl Iverson, met with a company that could bring goats to Sandia Heights to clear arroyos of overgrown brush that could be a potential fire hazard. A discussion was held on the pros and cons of bringing goats to graze in Sandia Heights arroyos. A motion was made to authorize \$1500.00 to do a trial basis of goat grazing in arroyos to clear potentially flammable vegetation with homeowners' approval.

Motion: To authorize \$1500.00 to do a trial basis of goat grazing in arroyos to clear potentially flammable vegetation with homeowners' approval.

Approved.

2018-9-12-5 P&S

Bob Thomas, CSC Chairman, specifically opposed this motion due to its potential of covenant violations.

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 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. Security bars can be modified or reinstalled to allow an emergency exit. Staff is collecting three quotes and will forward to the Executive Committee when all three have been received. **ONGOING**
 - c. **P&S:** Per Bernalillo County, stop signs are not used for speed control. Therefore, we will continue to look into speed control alternatives. Some homeowners have installed signs on their own property requesting passers-by to "slow down". **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. All committee chairs have turned in their budgets on time. **CLOSED**
 - 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. The ACC and CSC have submitted their feedback to Hugh. **CLOSED**
 - g. **P&S:** Tasked to research a natural eco-friendly alternative in clearing these areas, goats for vegetation management. Two Board members, Judy Durzo and Cheryl Iverson, met with a company that could bring goats to Sandia Heights to clear arroyos of overgrown brush that could be a potential fire hazard. A discussion was held on the pros and cons of bringing goats to graze in Sandia Heights arroyos. **ONGOING**
 - h. **Board:** Review article on Strategic Planning for HOA Boards. The Board reviewed the article on Strategic Planning for HOA Boards and discussion has been tabled for a later Board meeting. **ONGOING**
 - i. **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. The ACC and CSC have submitted their feedback to Hugh. **CLOSED**
 - j. **Phil Krehbiel and Woody:** will discuss strategies for approaching the property owner to possibly negotiate additions/revisions to our lease. Executive Committee members spoke with Jayme Mhoon about the available space next to the current SHHA office to address concerns of space, security, and storage issues. The EC concluded the available space is too large for once-monthly use by SHHA and is not worth the extra expense. **CLOSED**
 - k. **Phil Krehbiel:** will coordinate with the office staff regarding any deficiencies with the office and report back to the Board at the September meeting. The concerns that have been made to office staff include storage space, security bars on windows that do not have an emergency exit, and extra space for the Board meetings. **CLOSED**

9. NEW BUSINESS:

- a. The annual Sandia Heights Homeowners Association volunteer luncheon is coming up. A date and venue is pending Board input. The office will send a PowerPoint to the Board with multiple options to choose from. Board members' choices should be submitted to the office staff no later than 10 am on Monday, September 17, 2018.

10. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **George Chen and Hugh Prather:** will assist Susan in drafting a social media policy to propose to the Board at the October Board meeting.
- b. **Jessica Seeley:** will gather information and pricing about an SMS text message feature from our current database software, Joomla, and will submit the information to the Board to review before the October Board meeting.
- c. **Office:** will send the Board a PowerPoint with options for the volunteer luncheon.
- d. **BOD:** Respond with choices for the volunteer luncheon on or before Monday, September 17, 2018 at 10 am.

11. ANNOUNCEMENTS: The Sandia Heights Artists Tour is this weekend. Board members were encouraged to attend.

12. NEXT MEETING: October 10, 2018

13. ADJOURNMENT: 9:23 pm

Woody Farber, President

Date

Walter Forman, Secretary

Date

Signatures on file in the SHHA Office