

BOARD MEETING MINUTES
SHHA Monthly Board Meeting December 13, 2017 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 – Joe Pappé	X			George Chen	X			Craig Newbill	X		
Vice President – Emily Rudin	X			Judy Durzo	X			Hugh Prather	X		
Secretary – Bob Bower	X			Walter Forman	X			Travis Rich	X		
Treasurer – Woody Farber			X	Cheryl Iverson	X			Marion Simon	X		
Carnie Abajian	X			Martin Kirk			X	Bob Thomas	X		
Stephen Baca	X			Phil Krehbiel			X	Bill Wiley			X

Guests: None

3. **NOVEMBER MEETING MINUTES APPROVAL:** The November Board Meeting minutes were distributed via email on November 16, 2017. A motion was made to approve. Motion approved.
4. **OFFICER REPORTS:**
 - a. **President (Joe Pappé):**
 - (1) The new Board members elected in November were welcomed and thanked for joining the Board.
 - (2) The office security upgrades have been completed.
 - (3) The Officer and Committee Reports for the 2018 Annual Meeting are due to the EC by January 3.
 - (4) The 2018 Annual Meeting agenda was discussed and a motion was made to approve the Annual Meeting agenda.

Motion: To approve the 2018 Annual Meeting agenda.
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Approved

2017-12-13-1 GEN

- (5) It was proposed that the monthly Board Meeting location be moved. Discussion was held. This item was tabled until further notice.

- b. Vice President (Emily Rudin):
 - (1) The 2018 Annual Meeting was discussed. The format and overall goals will be new but the meeting will fulfill the requirement set forth in the Bylaws. The Board member responsibilities for the Annual Meeting will be finalized and announced at the January Board Meeting.
 - (2) A brief announcement was published in the December GRIT and an announcement along with the Board approved Annual Meeting agenda will be published in the January GRIT. An announcement with details will be drafted and submitted for publication in the February GRIT.
- c. Secretary (Bob Bower):
 - (1) The minutes of the November Board Meeting were distributed via email November 16, 2017.
- d. Treasurer (Bob Bower for Woody Farber):
 - (1) The November Financial Report was emailed to the Board on December 8 for review. The Financial Report was discussed and a motion was made to accept it.

Motion: To accept the November Financial Report.
 Approved 2017-12-13-2 FC

- (2) The proposed 2018 Draft Budget was emailed to the Board. Discussion was held and a motion was made to approve it.

Motion: To approve the proposed 2018 Draft Budget.
 Approved 2017-12-13-3 FC

- (3) The updates to the 2018 SHHA Resident Guide and Directory were completed. The Resident Guide and Directory has been submitted to the printers for processing and distribution to homeowner members in January.
- (4) Annual Review by the Board and Committee Chairs:
 - a. SHHA Rules and Regulations for the Association
 - b. SHHA Policies and Guidelines for Board and Committee Members
 Discussion was held and it was decided that more time was needed to review both documents. A motion will be made to approve the revisions at the January Board Meeting.

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) The minutes for the November 15 and December 6 meetings were emailed to the Board.
 - (2) ACC Application Approvals for November 2017: 15
 - (3) No GRIT Articles were submitted for the December issue.
 - (4) Committee Membership: 6 members
 - a. Pete Heinsteins resigned effective December 1.
 - b. Cheryl Iverson joined the ACC effective December 6.

(5) Requests for EC/Board Action: None

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

- (1) The minutes of the December 5 meeting were emailed to the Board.
- (2) There are 5 current violations open.
- (3) 867-G Tramway Lane Court – November 8, SHHA attorney has filed the Motion to deem the Requests for Admission admitted. Bob Bower spoke with a neighbor of the homeowner at 867-G Tramway Lane Court. The neighbor will try to intervene to see if she can start a dialogue and hopefully resolve the issue. SHHA attorney will put the case on hold indefinitely and will take no further action until she has authority to move forward on this case or dismiss it.
- (4) GRIT Articles for the December issue:
 - a. Trailers, Boats, RVs and Commerical Trucks? By Susan Seligman
 - b. How to Really Enjoy Our Wonderful Fall Temperatures, By Marion Simon
- (5) Committee Membership: 9 members

c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.

d. Communications & Publications (C&P) (Executive Committee): No Meeting.

e. Parks & Safety (P&S) (Joe Pappé for Bill Wiley):

- (1) Meeting was held on December 12, 2017 at 9:30 am.
- (2) Committee membership: 4 members
- (3) Placement of additional security signs was discussed and more details will be provided at the January Board meeting.
- (4) An agreement form was submitted to NMDOT for litter clean-up between mileposts 8 and 9 on Tramway Blvd.

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

- (1) GRIT article for the December issue: Welcome New SHHA Board Members!
- (2) Per the Bylaws, no later than November of each year, the Nominating Committee shall determine how many Director positions will need to be filled, and will present a slate of qualified candidates for positions to the Board at the December Board Meeting. The Nominating Committee presents the following proposed slate of officer candidates for 2018-2019:

President – Woody Farber
Vice-President – Hugh Prather, Bill Wiley
Secretary – Walter Forman
Treasurer – Cheryl Iverson

Each candidate introduced himself/herself and presented a brief bio to the Board. A ballot vote was conducted for each Officer position. The ballots were handed out to each Board member present, then collected and counted by the President.

The results for the slate of officers for 2018-2019 are as follows:

President – Woody Farber
Vice President – Hugh Prather

Secretary – Walter Forman
Treasurer – Cheryl Iverson

6. UNFINISHED BUSINESS, Action Items from last Board Meeting:
 - a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
 - b. **P&S:** Bill Wiley will continue to look into safety upgrades for the office; status report on office safety upgrade. **ONGOING**
 - c. **EC:** Bob Bower has looked into security upgrades for the office. The upgrades have been completed. **CLOSED**
 - d. **P&S:** Will call the County about portable speed radar detectors for placement at various locations in Sandia Heights. **ONGOING**
 - e. **All committee chairs and Board members Carnie Abajian and Bill Wiley:** Will contact, by November 22, all SHHA members listed in the handout who have stated their interest in serving on one or more committees, and will submit written reports on the results at the December 13 Board Meeting. Task completed. **CLOSED**
7. NEW BUSINESS: Action Items Resulting from this Meeting:
 - a. **Officers and Committee Chairs:** Officer and Committee Reports due to the EC by January 3 for the Annual Meeting in February.
8. ANNOUNCEMENTS: The office will be closed December 25 though January 1 for the holidays.
9. NEXT MEETING: January 10, 2018.
10. ADJOURNMENT: 8:41 pm

Joe Pappe, President

Date

Bob Bower, Secretary

Date

Signatures on file in the SHHA Office