

2016 Annual Meeting Minutes

SHHA 2016 ANNUAL MEETING MINUTES Saturday, February 6, 2016 9:00 a.m. Church of the Good Shepherd

1. **CALL TO ORDER:** The 2016 Annual Meeting of the Sandia Heights Homeowners Association (SHHA) was called to order by Vice President, Josephine Porter at 9:00 a.m. at the Church of the Good Shepherd. The Secretary, Treasurer, and members of the Board were present and a quorum was declared.
2. **WELCOME:** The Vice President welcomed everyone and announced that President Joe Pappé was out of the country therefore, she will conduct the meeting.
3. **ANNUAL MEETING PROCEDURES OF CONDUCT:**
The Secretary explained the Annual Meeting Procedures of Conduct.
 1. Please silence all cell phones during the meeting.
 2. Questions to the Officers about officer/committee reports will be addressed at the end of each presentation.
 3. Before speaking, please present yourself at a microphone to be recognized by the Presiding Officer and state your name.
4. **CONTENTS OF THE ANNUAL MEETING PACKET:**
Each attending household received the following items in the member Annual Meeting packet:
 1. The Agenda
 2. The Annual Meeting and Town Hall Meeting Procedures of Conduct
 3. The new Board candidate biographies
 4. Voting ballot
 5. Annual 2015 Treasurer's Report
 6. Treasurer's report of the 2016 budget
 7. A brief explanation of the committee functions
 8. Town Hall Member/Comment form
 9. An update on the Mhoon Property
5. **INTRODUCTION OF BOARD/COMMITTEE CHAIRS/OFFICE STAFF:** The Vice President introduced the Board members in attendance and stated the committee each served on: Robert Bower, George Connor, Woody Farber, Anne Manning, Meeko Oishi, Michael Pierce, Don Aunapu, Emily Rudin, Marion Simon, Cindy Mottle, and Bill Wiley. Volunteers were recognized, none were in attendance. Also noted were guests attending: Ms. Shannon Parden, SHHA Attorney, Janice Strand, Parliamentarian for the 2016 meeting, and office staff: Betsy Rodriguez and Amanda Allen. The Vice president thanked all who contribute to make SHHA the great organization it is.

2016 Annual Meeting Minutes

6. REPORT OF THE 2015 MINUTES: The minutes of the 2015 Annual Meeting were reviewed by the Board of Directors at its March 2015 meeting and found to be correct. Those minutes are on file in the Official Record Book in the office.

Verbal Comment by Marsha Thole: In the minutes of 2015, two people were to be elected to the Board, which is incorrect.

Answer by Josephine Porter: We will look into that and get back to you.

7. APPOINTMENT OF THE 2016 MINUTES APPROVAL: The Vice President announced that the SHHA Board will review and approve the minutes of the 2016 Annual Meeting at the next regular board meeting in March. The approved minutes will be on file in the Official Record Book in the office.

8. ANNOUNCEMENT OF OFFICERS AND BOARD ELECTIONS:

- a. The Vice President explained that Officers of the Board are elected by the Board members and Directors are elected by the general membership, and serve a 3-year term. Members were invited to get a Statement of Interest form from the office if interested in serving on the Board.

- b. NOMINATING COMMITTEE (Josephine Porter):

The Vice President explained that The Sandia Heights Homeowners Association Board elects officers in December, and the homeowners at the Association's Annual Meeting elect new Board members.

The Officers for the 2016-2017 Association year were presented:

President, Joe Pappé

Vice President, Josephine Porter

Secretary, George Connor

Treasurer, Woody Farber

Two candidates for a first term director position were announced:

- Carnie Abajian and Dave Mottle.

9. VOTING PROCEDURES: The Vice President explained the voting procedures, noting that there were two nominees for election to the SHHA Board of Directors. Members were asked to find the ballot in the annual meeting handout packet. When the vote is called for, members were asked to mark their ballot, fold it in half, and hold the ballots until all members have voted then pass it to the center aisle for collection. Each member household was allowed one vote per candidate, regardless of how many people reside in the household.

The following Board members were appointed to be vote counters for this meeting: Marion Simon and Emily Rudin. The Secretary was the overseer of the voting.

Ballot elections were held. The ballots were collected and counted during the reports of officers and committee chairs. The Secretary announced the results after the business meeting.

2016 Annual Meeting Minutes

10. REPORTS OF OFFICERS: These are the summary reports covering January to December 2015. Complete reports are on file in the Official Record Book.

a. PRESIDENT (Joe Pappe):

The President's report was presented by Vice President, Josephine Porter.

- The Vice President updated the members on the recent developments on the Mhoon Property. The updated information was sent as an email alert two days prior to the meeting, is on the SHHA website, and was included in the Annual Meeting packet.
- SHHA has officially assumed Covenant Support (CSC) responsibilities of North Tramway Estates (NTE). Architectural Control (ACC) responsibilities will be transferred to SHHA at a later time. NTE does require mandatory SHHA membership.
- SHHA worked with the County on the drag racing issue. The County passed a Vehicle Seizure and Forfeiture Ordinance, which took effect on January 8, 2016.
- SHHA provided input to the Arts Council on a proposal for metal sculptures for the W.L. Jackson Park.
- SHHA hired Amanda Allen as the new Office Administrator.
- The July 2013 Home Owners Act (HOA) procedures were reviewed to ensure compliance. The HOA makes certain information available to members. The accessible information required by the HOA can be found on the SHHA website or by requesting the required information in writing.

QUESTIONS:

Verbal questions about the President's report-

Question by Marsha Thole: I would like to know why the Association did not file an appeal as another organization did on the Mhoon Property. I know the Association attended mediation but I would like to know why the Association did not file an appeal?

Answer by Josephine Porter: Please raise that question at the Town Hall Meeting. If you write it down, we will make sure it gets responded to.

b. VICE PRESIDENT (Josephine Porter):

The Vice President served on the Executive Committee and performed the duties of the President at his request during times of his absence. The Vice President is also Chairperson of the Nominating Committee.

QUESTIONS:

No questions were asked about the Vice President's report.

c. SECRETARY (George Connor):

The Secretary has overseen the production of the Board Meeting minutes, certified the presence of a quorum for the conduct of business, ensured the published notification of the Annual Meeting, and ensured the preparation and filing of the Association's annual report for non-profit corporations to the State. The Secretary is responsible for maintaining and updating the Official Record Book.

2016 Annual Meeting Minutes

QUESTIONS:

No questions were asked about the Secretary's report.

d. TREASURER (Woody Farber):

A copy of the Annual 2015 Treasurer's Report was included in the Annual Meeting packet.

The 2016 SHHA Budget:

- After reviewing the proposed 2016 budget at its December 9th meeting, the Board approved the budget.
- The Finance Committee developed the budget based on the current and projected reserves and the revenues needed to cover the services needed by the property owners.
- The Board voted to maintain the dues at \$8.00/month for 2016.
- The 2016 budget allows for a reasonable targeted Net Income. Each year the income and expenses will be reviewed to establish the best course of action for the following years.
- Budgets are projections which may change as the year progresses, so please go to the Finance tab on the Board section of the SHHA web site for current details. The Budget vs. Actual information will be posted on the website on a monthly basis.

QUESTIONS:

Verbal questions about the Treasurer's report-

Question by Marlene Flor: My question is, I wrote twice to the Treasurer about the office expenses. The office expense takes up 75% of the expenses. Twice he has not responded to my question and I want to know why? The previous Treasurer, Ms. Caffrey, was asked that same question and responded gladly. So, I'm finding that the information is not given out.

Answer by Woody Farber: The questions that were asked were for a detailed report that is currently not being published. The reports that are available meet the HOA of New Mexico.

Comment by Nancy Haubrich: My husband Bob and I have been extremely impressed with the service and amenities that we get with our dues. I just want to thank you for that.

Response by George Conner, Josephine Porter, and other members of the Board: "Thank you".

Question by Marlene Flor: What is the financial background of the Finance Committee Members?

Answer by Josephine Porter: Please present your question at the Town Hall Meeting in writing and your question will be responded to in writing.

2016 Annual Meeting Minutes

11. STANDING COMMITTEE REPORTS.

- a. FINANCE COMMITTEE (FC) CHAIR (Woody Farber) - report was presented as part of the Treasurer's report

- b. ARCHITECTURAL CONTROL COMMITTEE (ACC) CHAIR (Robert Bower):

The seven volunteers were thanked for all their hard work and dedication to the Committee that allows the projects to be processed within the 30-day time limit and in most cases more quickly.

The ACC is chartered by the Covenants for all SHHA Units. It manages the architectural control process for SHHA by approving changes to the external appearance of property (e.g., new construction, additions, remodels, and landscaping). The ACC conducts neighborhood reviews primarily for the large construction projects. The Committee meets on the first and third Wednesdays of the month. The ACC processes and manages 300-400 projects annually and strives to make decisions within 30 days of the initial application. The ACC publishes guidelines to assist residents with the design process. The ACC also maintains a Project Log on the website which displays all current and ongoing projects. The GRIT publication lists the projects approved for the month. Articles have been published in the GRIT to help educate the residents on the ACC process. The ACC processed 324 projects in 2015. The Committee continues to work with the County Planning Commission on new development efforts: The Hawks Landing and North Tramway Estates developments. The ACC will continue monitoring these developments in 2016.

The ACC will also continue to keep the community informed on the following on-going efforts:

 - PNM rate hike decisions.
 - Additional changes to the County's Wastewater Ordinance and the effect of those changes on our septic systems.

QUESTIONS:

Verbal questions about the Architectural Control Committee report-

Question by Marsha Thole: Of all the applications, how many were denied?

Answered by Bob Bower: We haven't denied any that I know of in 2015. We try to work with the applicants and contractors so we can get them approved. The contractors know what we want and what we expect. Therefore, the applications have been very well written. I haven't denied any applications that I know of.

- c. COVENANT SUPPORT COMMITTEE (CSC) CHAIR (Josephine Porter):

The Covenant Support Committee (CSC) is responsible for investigating written covenant complaints filed by members of SHHA. There are now 38 different Units with their own covenants. SHHA did not write them and cannot change or modify them, SHHA can only enforce them.

The Committee does not patrol purposely looking for covenant violations and is concerned mainly with use restrictions. All complaints are investigated. The CSC does not take phone calls-violations must be submitted in writing on a form. The complainant must be in the same Unit or an adjacent Unit. Some complaints take months to resolve,

2016 Annual Meeting Minutes

especially if someone is noncompliant. Although the CSC may be investigating it right away, it may take several letters from the CSC and may take letters from the SHHA attorney. Once the complaint is resolved, a letter will be sent out to the complainant closing out the file. The Committee tries to be uniform and consistent in evaluating suspected violations in accordance with the covenants and homeowner's rights.

Since the 2015 Annual Meeting, the CSC has received 54 complaints as shown below. The investigator makes many visits to ensure the complaints are resolved.

- RV, Boats, Cars – 15
- Maintenance/Landscaping/Dead Tress – 11
- Trash Bins - 3
- Lights – 8
- Miscellaneous - (barking dogs, noise, traffic, children) – 17

Some complaints are County code violations and the complainant is referred to the County to evaluate and enforce (i.e., light pollution, noise, traffic, animal control). The CSC is not able to make noise and light measurements. The County can measure and fine for non-compliance if necessary.

QUESTIONS:

No questions were asked about the Covenant Support Committee report.

d. COMMUNITY SERVICE & MEMBERSHIP COMMITTEE (CS&M):

The Executive Committee manages the charter of this Committee.

The Vice President presented the following CS&M report:

1. The Tram Pass program continues to offer eight passes per day. In 2015, 2417 passes were used and 311 unused which is an 87% usage rate. We will continue to have eight passes per day in 2016.
2. SHHA Merchant Benefits Program is a program that allows SHHA members to get a discount from the participating merchants. There are 8 participating merchants. The merchants and their discounts are displayed on the SHHA website at www.sandiahomeowners.org.
3. Association Membership: Total membership in SHHA continues to increase slowly. We started the year with 1717 members, and ended with 1731. Total membership stands at 82% percent of 2115 households.

QUESTIONS:

No questions were asked about the Community Service & Membership Committee report.

e. COMMUNICATIONS & PUBLICATIONS COMMITTEE (C&P) 2015 CHAIR (George Connor):

George Connor announced that he has resigned as the chair of C&P and Cindy Mottle is the current chair. The volunteer members were thanked for their help and time.

This Committee has three main areas of responsibility:

1. Publishing our monthly newsletter, the GRIT, currently a printed copy, mailed out to SHHA members. It is also published on the website in color in PDF format.

2016 Annual Meeting Minutes

Members are encouraged to sign up for electronic notification by contacting the office. There are approximately 234 homes that have signed up for the electronic notification of the GRIT.

2. Publishing the annual Resident Directory: The Directory included an alphabetical listing as well a numerical one and a Unit map. Additional maps are available in the office and on the website.

3. Managing the website: URL address is sandiahomeowners.org.

The Committee is also responsible for the operation and maintenance of the SHHA office technology infrastructure.

Security and safety alerts are posted on the website as well as emailed to residents.

Members can log onto the website to update their contact information, check on Tram pass availability, and access the online Directory.

QUESTIONS:

Verbal questions about the Communications & Publication Committee report-

Question from Bill Wiley: What about the advertisers? Are they grandfathered in or is it on a first come first served basis?

Answer by George Conner: We take advertisers on a first come first served basis. We have a waiting list of advertisers. We want to keep informational and educational articles.

Comment by James Skorich: Maybe the Homeowners Association should look at reversing the delivery of the GRIT and have members opt in instead of opting out of receiving a mailed copy of the GRIT.

Answer George Connor: That is a good idea and the Committee will take that under advisement.

- f. PARKS & SAFETY COMMITTEE (P&S) CHAIR (George Connor):

The volunteers were thanked for their service. During the calendar year 2015 there were four meetings held but more meetings may be held in 2016. Issues worked on in 2015 are as follows:

1. Resolved issues with chamisa, weed, and trees in right-of-way with help of Bernalillo County and New Mexico Department of Transportation road personnel.
2. Initiated a Dead Tree Program to help residents have dead trees cut and removed by obtaining discounts with landscaping companies during the months of August, September, and October. The Committee measured the results of the program before and after and realized a 50% reduction in dead trees across Sandia Heights.
3. The Committee published the following GRIT articles:
 - Bernalillo County Ordinance regarding animals and picking up behind your pet
 - Pedestrian safety reminders
 - New Mexico Animal Law
 - Bear season
 - Zoning variance request made for Domino's restaurant.
 - County maintenance right of way
 - Availability of orange vests at a low cost to help walkers be more visible to motorists

2016 Annual Meeting Minutes

- Vehicle speed and parking, bicycles and skateboards, pedestrians, and emergency vehicle access
- Dead trees and fire hazards in Sandia Heights
- Signing up for e-mail alerts
- Mail theft and vandalism
- Security issues in Sandia Heights

The GRIT will continue to be used to communicate about various neighborhood activities & issues. If anyone wants to volunteer for the P&S Committee, please contact the office staff.

QUESTIONS:

Verbal questions about the Parks & Safety Committee report-

Question by Marlene Flor: This has to do with safety. We recently had an email alert about mail vandalism, slashed tires, and break-ins to our homes. Is the Board going to do anything to help to stem the activity we are now seeing in Sandia Heights? Is the Board thinking about planning on being proactive about this issue?

Answer by Josephine Porter: We received the security information just a few days ago and wanted to be sure that we shared that with the homeowners. We will look at anything we can to address this issue. Please recognize that SHHA does not have any policing authority. We will work with the authorities on this issue.

Question by Mark Humphrey: We have had several burglars and break-ins in our neighborhood. What are you going to do or do you have a plan in place?

Answer by Josephine Porter: We will share that with you as soon as we have an answer.

g. NOMINATING COMMITTEE (NC) CHAIR (Josephine Porter):

There was no report presented by the Nominating Committee.

The committee and officer reports were concluded. There were no special committees therefore, there were no special committee task reports.

Marsha Thole called for a Point of Order: Last year we had an election with two people, with a ballot, and you took the person with the highest votes and said that the person with the lowest votes was not elected. Per the By-laws, you cannot have a plurality. Why was the procedure used last year different from the procedure this year? One person was voted in and the other was not voted in?

Answer by Josephine Porter: These are the voting procedures that the Board voted on this year.

Question by Marsha Thole: Are these going to be changed every year depending on who is running for election?

Answer by Josephine Porter: These are the same as last year. There was not a plurality last year. That is not what we did last year. The procedures were the same last year as they are this year.

2016 Annual Meeting Minutes

12. VOTING RESULTS: The Secretary announced the voting results. Carnie Abajian and Dave Mottle were elected. The Vice President declared Carnie Abajian and Dave Mottle elected to the Board of Directors.

13. DOORPRIZES: It was announced that the member must be present to win. There were three door prizes from Whole Foods, Savoy and Trader Joes. The winning numbers were called out.

14. ADJOURNMENT: The annual meeting adjourned at 10:25 a.m.

Submitted by:

Joe Pappe, President

Date

George Connor, Secretary

Date

Note: Signatures on file in the SHHA Office

The questions and answers from the Town Hall Meeting will be posted separately.