

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting September 14, 2016 at 7 p.m.
Prepared by Amanda Allen

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 | | | Anne Manning | X | | | Marion Simon | X | | |
| Vice President – Bob Bower | X | | | Cindy Mottle | X | | | Bob Thomas | X | | |
| Secretary – George Connor | X | | | Dave Mottle | X | | | Bill Wiley | | | X |
| Treasurer – Woody Farber | X | | | Meeko Oishi | X | | | Dick Wavrik | X | | |
| Carnie Abajian | X | | | Michael Pierce | X | | | | | | |
| Don Aunapu | X | | | Emily Rudin | X | | | | | | |

Guests: None.

3. **AUGUST MEETING MINUTES APPROVAL:** Minutes were distributed via email on August 11, 2016. Motion to approve. Approved.
4. **OFFICER REPORTS**

a. **President (Joe Pappé):**

- (1) The Board and Office was tasked to perform an annual review of the SHHA Rules and Regulations for the Association and Policies and Guidelines for Board and Committee Members. Any revisions need to be sent to the Communications and Publications (C&P) Chair by Wednesday, October 12, 2016. [Addendum: Joe has requested that Board Members copy him when they send their changes to the C&P Chair.]
- (2) Thank you to the Finance Committee and Office for their work on the SHHA Financial Procedures.
- (3) It was announced that Meeko has resigned from the Board and Finance Committee. She was thanked for her time and service.
- (4) The Executive Committee (EC) has approved court action and all related expenses against 563 Black Bear Loop. A motion was made to ratify the EC's decision.

MOTION: To ratify the EC decision to file court action against 563 Black Bear Loop.

Approved

2016-9-16-1 GEN

- (5) A discussion was held and a decision was made to have an SHHA Volunteer Appreciation Luncheon on Saturday, October 22, 2016 at Sandiango's from 12:00 p.m.

-2:00 p.m. Committee Chairs were tasked to obtain and submit RSVP's to the Office by Friday, October 7, 2016. Spouses/Partners are welcome to attend.

(6) The Board was reminded of the Officer Positions that need to be filled for the 2017 Slate of Officers.

b. Vice-President (Bob Bower): No Report

c. Secretary (George Connor):

(1) Minutes of the August Board Meeting were distributed via email August 11, 2016.

d. Treasurer (Woody Farber):

(1) August financial reports were emailed to the Board for review and acceptance.

A motion was made to accept the financial reports as distributed.

MOTION: To approve the financial reports as distributed.

Approved

2016-09-14-2 FIN

(2) Based on the estimated 2016 revenue/expense results, SHHA should break even at year-end.

(3) Updates to the SHHA Financial Procedures have been finalized and approved by the Finance Committee.

a. A discussion was held and a motion was made to increase unbudgeted expenditures from \$750.00 to \$1,000.00 for the Executive Committee and Board.

MOTION: To amend parts D and E of Standing Motion 2006-04-12-1 FIN 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. (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

2016-09-14-3 FIN

(4) The 2017 GRIT and Directory ad rates were reviewed and discussed by the Finance Committee and it was agreed to increase the rates by 5%.

(5) 2017 budget process will begin. Chairs need to look at their current budget and expenditures and estimate their needs for 2017. Please email any changes to the Treasurer by Friday, October 7, 2016.

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) Minutes of 17 August 2016 Forwarded to Board.
 - (2) ACC Applications Approved for August 2016: 39
 - (3) GRIT Article for September 2016:
 - a. Update on PNM's Rate Hike Request
 - b. Use of White Materials for Emergency Roof Repairs
 - (4) Committee Membership: Stable at 8 members.
 - a. After a Short Absence, Emily Rudin Rejoined the Committee
 - (5) Requests for EC or Board Action: None
- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) September 6 meeting minutes were emailed to the Board September 9, 2016.
 - (2) 6 violations open, 4 closed.
 - (3) Difficulty in getting compliance of members to fill out ACC applications has increased the need (cost) of attorney intervention.
 - (4) September GRIT articles:
 - a. The Empty Nest – Rooms for Rent
 - b. Why Doesn't the Covenant Support Committee (CSC) Do Anything With My Complaint?
 - c. A Little Goes a Long Way
 - (5) Committee Membership: 8 members.
- c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.
- d. Communications & Publications (C&P) (Cindy Mottle):
 - (1) The EC has approved the Online GRIT Display proposal. The Display has now been converted to an HTML format which makes viewing easier on smaller devices.
 - (2) 2017 Directory Status: Cindy commended Burt and George for checking every link and phone number, and Anne for her time spent editing the 2016 Resident Guide.
 - (3) September GRIT articles:
 - a. SHHA Sewers – 4 Things Not to Put Down the Drain
 - b. Pranks Reported in Unit 6
 - c. Day Tour – Tijeras Pueblo and Turquoise Trail
- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) The Board was reminded of the Meet and Greet with Bernalillo County Sheriff's Office on Thursday October 13, 6:30 p.m. at the Church of the Good Shepherd.
 - (2) September GRIT articles:
 - a. Dead Trees
 - b. Walking Dogs along the Domingo Baca Arroyo
 - c. Back to School Safety Checklist
 - d. SHHA Security Alert

f. Nominating Committee (NC) (Bob Bower):

(1) Kyran “Kim” Mish and Hugh Prather would like to serve on the Board. Both Kim and Hugh currently volunteer on the ACC. A motion was made to move into Executive Session.

MOTION: To move into Executive Session.

Approved

2016-09-14-4 NC

Executive Session was started at 8:21 p.m.

Executive Session ended at 8:24 p.m.

(2) A motion was made to elect both Kim Mish and Hugh Prather to the Board effective immediately.

MOTION: To elect Kyran “Kim” Mish and Hugh Prather to the Board effective immediately.

Approved

2016-09-14-5 NC

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

a. **BOD:** Inform the Nominating Committee of potential members and committee volunteers. **ONGOING**

7. NEW BUSINESS: ACTION ITEMS RESULTING THIS MEETING:

a. **BOD:** Review the Rules and Regulations for the Association and Policies and Guidelines for Board and Committee Members and submit any changes to the C&P Chair and copy Joe by **Wednesday, October 12, 2016.**

b. **OFFICE:** Review office topics of the Rules and Regulations for the Association and Policies and Guidelines for Board and Committee Members and submit any changes to the C&P Chair and copy Joe by **Wednesday, October 12, 2016.**

c. **CHAIRS:** Review your current budget and expenditures and email estimated needs for 2017 to the Treasurer by **Friday, October 7, 2016.**

d. **CHAIRS:** Submit RSVP’s for the SHHA Volunteer Appreciation Luncheon to the Office by **Friday, October 7, 2016.**

8. ANNOUNCEMENTS: It was announced that this was Meeko Oishi’s last Board Meeting.

9. NEXT MEETING: October 12, 2016.

10. ADJOURNMENT: 8:25 p.m.

Joe Pappé, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

1:47 PM
 09/02/16
 Cash Basis

Sandia Heights Homeowners Association Profit & Loss Compare January through August 2016

| | Jan - Aug 16 | Jan - Aug 15 |
|--------------------------------------|--------------|--------------|
| Ordinary Income/Expense | | |
| Income | | |
| Copies Sold | 7.70 | 0.00 |
| Safety Vests Sold | 38.00 | 0.00 |
| Directories Sold | 35.00 | 0.00 |
| Tram Pass Tickets Sold | 8,720.00 | 8,945.00 |
| Membership Dues SHS | 109,207.51 | 113,781.35 |
| Membership Dues Direct | 96.00 | -58.00 |
| ACC Income | 75.00 | 350.00 |
| GRIT Advertising | 0.00 | 161.09 |
| CD Interest | 190.76 | 214.56 |
| Total Income | 118,369.97 | 123,394.00 |
| Gross Profit | 118,369.97 | 123,394.00 |
| Expense | | |
| ACC | | |
| Legal ACC | 694.04 | 969.96 |
| ACC Operating Expenses | 0.00 | 219.97 |
| Total ACC | 694.04 | 1,189.93 |
| C S & Membership | | |
| Membership Benefits | | |
| Tram Pass | 0.00 | 80.00 |
| Total Membership Benefits | 0.00 | 80.00 |
| Total C S & Membership | 0.00 | 80.00 |
| Comm & Publications | | |
| Bulk Postage | | |
| GRIT Bulk Postage | 2,184.21 | 2,339.82 |
| Total Bulk Postage | 2,184.21 | 2,339.82 |
| Directory | | |
| Printing | 0.00 | 0.00 |
| Total Directory | 0.00 | 0.00 |
| GRIT | | |
| Mail Service | 1,193.15 | 1,206.53 |
| Printing | 5,679.07 | 5,777.84 |
| Total GRIT | 6,872.22 | 6,984.37 |
| Website | 567.27 | 293.94 |
| Total Comm & Publications | 9,623.70 | 9,618.13 |
| CSC | | |
| Legal CSC | 3,210.85 | 11,310.64 |
| Operating Expenses | 54.28 | 52.12 |
| Total CSC | 3,265.13 | 11,362.76 |
| Parks & Safety | | |
| P&S Operating expenses | 221.53 | 341.34 |
| Total Parks & Safety | 221.53 | 341.34 |
| Executive Committee | | |
| Annual Meeting Expenses | 453.59 | 437.89 |
| Gift Certificates | 556.39 | 550.00 |
| COGS | 0.00 | 305.00 |
| EC Other | 0.00 | 155.04 |
| Legal EC Research | 730.62 | 3,665.92 |
| Total Executive Committee | 1,740.60 | 5,113.85 |

1:47 PM
 09/02/16
 Cash Basis

Sandia Heights Homeowners Association

Profit & Loss Compare

January through August 2016

| | Jan - Aug 16 | Jan - Aug 15 |
|--------------------------------|--------------|--------------|
| Office Expense | | |
| Comcast | 804.04 | 917.88 |
| Computer Supplies | -5.51 | 444.08 |
| Computer Ugrades & maintenance | 1,714.76 | 652.83 |
| Copier | 1,969.54 | 1,584.29 |
| Electricity & Gas | 963.22 | 1,177.03 |
| Insurance D&O Liability | 3,601.00 | 0.00 |
| Insurance Employee Thefts | 257.00 | 257.00 |
| Insurance General Liability | 1,644.00 | 1,644.00 |
| Insurance Property Liability | 250.00 | 250.00 |
| Insurance Umbrella Liability | 3,750.00 | 3,750.00 |
| Office Lease | 10,586.64 | 11,676.42 |
| Office Staff | 50,201.67 | 45,627.35 |
| Office Staff Bonus | 0.00 | 1,000.00 |
| Office Supplies | 977.83 | 1,065.79 |
| Other | 106.32 | 21.83 |
| Postage | 849.55 | 809.85 |
| Sandia Heights Services | 16,920.46 | 14,836.64 |
| Security | 717.15 | 498.70 |
| Telephone | 1,151.68 | 1,132.21 |
| Office Expense - Other | 0.00 | -2.00 |
| Total Office Expense | 96,459.35 | 87,343.90 |
| Total Expense | 112,004.35 | 115,049.91 |
| Net Ordinary Income | 6,365.62 | 8,344.09 |
| Other Income/Expense | | |
| Other Expense | | |
| Income Tax | | |
| IRS Federal Income Tax | -7,360.00 | 0.00 |
| NM State Corp Tax | -550.00 | -395.00 |
| Tax Preparation | 1,581.02 | 857.50 |
| Depreciation Expense | 338.31 | 0.00 |
| Total Income Tax | -5,990.67 | 462.50 |
| Total Other Expense | -5,990.67 | 462.50 |
| Net Other Income | 5,990.67 | -462.50 |
| Net Income | 12,356.29 | 7,881.59 |

Sandia Heights Homeowners Association

Budget vs. Actual

January through August 2016

| | Jan - Aug 16 | Budget | \$ Over Bud... |
|--------------------------------------|-------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Copies Sold | 7.70 | | |
| Safety Vests Sold | 38.00 | | |
| Directories Sold | 35.00 | | |
| Tram Pass Tickets Sold | 8,720.00 | 7,240.00 | 1,480.00 |
| Membership Dues SHS | 109,207.51 | 122,060.00 | -12,852.49 |
| Membership Dues Direct | 96.00 | 96.00 | 0.00 |
| ACC Income | 75.00 | | |
| CD Interest | 190.76 | 176.00 | 14.76 |
| Total Income | <u>118,369.97</u> | <u>129,572.00</u> | <u>-11,202.03</u> |
| Gross Profit | 118,369.97 | 129,572.00 | -11,202.03 |
| Expense | | | |
| ACC | | | |
| Legal ACC | 694.04 | 1,176.00 | -481.96 |
| ACC Operating Expenses | 0.00 | 232.00 | -232.00 |
| Total ACC | <u>694.04</u> | <u>1,408.00</u> | <u>-713.96</u> |
| Comm & Publications | | | |
| Bulk Postage | | | |
| GRIT Bulk Postage | 2,184.21 | 2,400.00 | -215.79 |
| Total Bulk Postage | <u>2,184.21</u> | <u>2,400.00</u> | <u>-215.79</u> |
| Directory | | | |
| Envelopes | 0.00 | 250.00 | -250.00 |
| Mail Service | 0.00 | 650.00 | -650.00 |
| Total Directory | <u>0.00</u> | <u>900.00</u> | <u>-900.00</u> |
| GRIT | | | |
| Mail Service | 1,193.15 | 1,600.00 | -406.85 |
| Printing | 5,679.07 | 5,600.00 | 79.07 |
| Total GRIT | <u>6,872.22</u> | <u>7,200.00</u> | <u>-327.78</u> |
| Operating Expense | 0.00 | 200.00 | -200.00 |
| Website | 567.27 | 600.00 | -32.73 |
| Total Comm & Publications | <u>9,623.70</u> | <u>11,300.00</u> | <u>-1,676.30</u> |
| CSC | | | |
| Legal CSC | 3,210.85 | 8,000.00 | -4,789.15 |
| Operating Expenses | 54.28 | 498.00 | -443.72 |
| Total CSC | <u>3,265.13</u> | <u>8,498.00</u> | <u>-5,232.87</u> |
| Parks & Safety | | | |
| P&S Operating expenses | 221.53 | 264.00 | -42.47 |
| Total Parks & Safety | <u>221.53</u> | <u>264.00</u> | <u>-42.47</u> |
| Executive Committee | | | |
| Annual Meeting Expenses | 453.59 | 2,800.00 | -2,346.41 |
| Gift Certificates | 556.39 | 500.00 | 56.39 |
| EC Other | 0.00 | 200.00 | -200.00 |
| Legal EC Research | 730.62 | 8,200.00 | -7,469.38 |
| Total Executive Committee | <u>1,740.60</u> | <u>11,700.00</u> | <u>-9,959.40</u> |
| Office Expense | | | |
| Comcast | 804.04 | 800.00 | 4.04 |
| Computer Supplies | -5.51 | 600.00 | -605.51 |
| Computer Upgrades & maintena... | 1,714.76 | 2,250.00 | -535.24 |
| Copier | 1,969.54 | 1,800.00 | 169.54 |
| Electricity & Gas | 963.22 | 1,200.00 | -236.78 |
| Ind. Financial Review | 0.00 | 1,200.00 | -1,200.00 |
| Insurance D&O Liability | 3,601.00 | | |
| Insurance Employee Thefts | 257.00 | 300.00 | -43.00 |
| Insurance General Liability | 1,644.00 | 1,694.00 | -50.00 |
| Insurance Property Liability | 250.00 | 258.00 | -8.00 |
| Insurance Umbrella Liability | 3,750.00 | 3,863.00 | -113.00 |
| Office Lease | 10,586.64 | 10,584.00 | 2.64 |
| Office Staff | 50,201.67 | 54,579.00 | -4,377.33 |
| Office Supplies | 977.83 | 1,200.00 | -222.17 |
| Other | 106.32 | 136.00 | -29.68 |
| Postage | 849.55 | 1,800.00 | -950.45 |
| Sandia Heights Services | 16,920.46 | 14,712.00 | 2,208.46 |

1:46 PM
09/02/16
Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through August 2016

| | <u>Jan - Aug 16</u> | <u>Budget</u> | <u>\$ Over Bud...</u> |
|-----------------------------|-------------------------|----------------------|-------------------------|
| Security | 717.15 | 526.00 | 191.15 |
| Telephone | 1,151.68 | 1,120.00 | 31.68 |
| Total Office Expense | <u>96,459.35</u> | <u>98,622.00</u> | <u>-2,162.65</u> |
| Total Expense | <u>112,004.35</u> | <u>131,792.00</u> | <u>-19,787.65</u> |
| Net Ordinary Income | 6,365.62 | -2,220.00 | 8,585.62 |
| Other Income/Expense | | | |
| Other Expense | | | |
| Income Tax | | | |
| IRS Federal Income Tax | -7,360.00 | -4,000.00 | -3,360.00 |
| NM State Corp Tax | -550.00 | | |
| Tax Preparation | 1,581.02 | 860.00 | 721.02 |
| Depreciation Expense | 338.31 | | |
| Total Income Tax | <u>-5,990.67</u> | <u>-3,140.00</u> | <u>-2,850.67</u> |
| Total Other Expense | <u>-5,990.67</u> | <u>-3,140.00</u> | <u>-2,850.67</u> |
| Net Other Income | <u>5,990.67</u> | <u>3,140.00</u> | <u>2,850.67</u> |
| Net Income | <u><u>12,356.29</u></u> | <u><u>920.00</u></u> | <u><u>11,436.29</u></u> |

1:46 PM
09/02/16
Cash Basis

Sandia Heights Homeowners Association
Balance Sheet
As of August 31, 2016

| | <u>Aug 31, 16</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking | 23,721.75 |
| Business Investor Fund | 39,015.97 |
| Petty Cash | 167.97 |
| CD #5 | 106,256.03 |
| Total Checking/Savings | <u>169,161.72</u> |
| Total Current Assets | 169,161.72 |
| Fixed Assets | |
| Office Improvements | 3,563.96 |
| Computer Equipment | 6,163.63 |
| Office Equipment | 8,525.40 |
| Office Furniture | 13,872.68 |
| Software | 4,302.84 |
| Accumulated Depreciation | -35,371.75 |
| Total Fixed Assets | <u>1,056.76</u> |
| TOTAL ASSETS | <u>170,218.48</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Postage Meter | -775.47 |
| Total Other Current Liabilities | <u>-775.47</u> |
| Total Current Liabilities | <u>-775.47</u> |
| Total Liabilities | -775.47 |
| Equity | |
| Reserves. | |
| Office Rental Reserve | 15,000.00 |
| Legal Reserve | 47,500.00 |
| Office Operation Reserve | 30,000.00 |
| Sign Refurbishment Reserve | 15,000.00 |
| Community Improvements Reserve | 6,000.00 |
| Total Reserves. | <u>113,500.00</u> |
| Retained Earnings | 45,137.66 |
| Net Income | 12,356.29 |
| Total Equity | <u>170,993.95</u> |
| TOTAL LIABILITIES & EQUITY | <u>170,218.48</u> |