

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting October 10, 2018 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 – Woody Farber	X			Bob Bower	X			Susan McCasland			X
Vice President – Hugh Prather	X			George Chen	X			CraigNewbill	X		
Secretary – Walter Forman	X			David Crossley	X			Travis Rich			X
Treasurer – Cheryl Iverson	X			Judy Durzo	X			Emily Rudin	X		
Carnie Abajian			X	Martin Kirk	X			Bob Thomas	X		
Stephen Baca	X			Phil Krehbiel			X				

Guest(s): Rick Gillis, Mark Boslough, Yvonne Ellington

3. **SEPTEMBER MEETING MINUTES APPROVAL:** The September Board Meeting minutes were distributed via email on September 25, 2018. Motion to approve: APPROVED
4. **OFFICER REPORTS:**
  - a. **President (Woody Farber):**
    - (1) Rick Gillis discussed two GRIT articles regarding RVs.
    - (2) Mark Boslough presented information regarding New Mexico State Law, firearms on private property. Woody will respond to Mr. Boslough.
    - (3) Annual Review: SHHA Policies & Guidelines for Board and Committee Members (Internal) and Rules and Regulations for the Association (External). The Board was tasked to review both documents and submit any suggestions/revisions to Woody.
    - (4) Review of GRIT Articles: Woody will develop written procedures for submitting GRIT articles for approval prior to publication.
    - (5) Office Space Update – security and additional space: We have rented a climate-controlled storage unit. Chairs, signs and other materials have been moved to the storage unit, which has cleared up more space in the conference room as well as the storage room in the office. We will not be looking into additional office space. The security bars on the windows will be removed and new ones will be installed on the outside of the windows with push-button fire safety release mechanisms.
  - b. **Vice President (Hugh Prather):**
    - (1) Board members’ reactions to the strategic planning article distributed at the August meeting: No discussion was held. Discussion will be held at a later date.

- c. Secretary (Walter Forman):
  - (1) The September Board Meeting minutes were distributed via email on September 25, 2018.
- d. Treasurer (Cheryl Iverson):
  - (1) The September financial reports were emailed to the Board on October 5, 2018 for review. A motion was made to accept the financial reports as distributed.

Motion: To accept the September financial reports as distributed.

Accepted 2018-10-10-1 FC

- (2) 2019 Budget Update: The 2019 draft budget has been sent to the Finance Committee for final review. The Committee was given until October 18 to finalize the budget and have it emailed to the Board for review. The 2019 budget will be discussed at the November Board meeting, and a motion will be made to approve it.
- (3) Computer Security: After research and helpful information from Stephen Baca and Ryan Showers, SHHA's Web designer/technical support, we believe we are doing everything right in our processes to back up our data. No other measures will be used at this time. We will do a backup in the next few weeks and check to see if we can retrieve the information successfully. Updates to our written procedures will also be done.

5. COMMITTEE REPORTS:

- a. Architectural Control Committee (ACC) (Bob Bower):
  - (1) The minutes for the September 19 and October 3 meetings were emailed to the Board.
  - (2) ACC application approvals for September: 33
  - (3) GRIT article for the October issue: No GRIT article submitted.
  - (4) Committee Membership: 8 members. David Crossley joined the ACC effective September 19.
  - (5) Requests for EC/Board Action: None
- b. Covenant Support Committee (CSC) (Bob Thomas):
  - (1) The minutes for the October 2 meeting will be emailed to the Board.
  - (2) There are four violations open.
  - (3) One violation has been closed since the last meeting.
  - (4) 867-G Tramway Lane Court: The CSC recommended to the EC that the request for a court hearing, currently on hold, be withdrawn. The EC unanimously accepted the recommendation.
  - (5) GRIT article for the October issue: Friendly Reminder About RVs
  - (6) Committee Membership: 9 members. Joyce Harkwell joined the CSC on October 2.
  - (7) Requests for EC/Board Action: None

- c. Community Service & Membership (CS&M) (Hugh Prather):
  - (1) The minutes for the August meeting were emailed to the Board.
  - (2) Date for 2019 Annual Meeting: The proposed date for our Annual Meeting is February 9. The Committee is in the process of finalizing the date and time with the Church of the Good Shepherd.
  - (3) Format for 2019 Annual Meeting: The Committee is in the process of putting together the Annual Meeting format.
  - (4) GRIT article for the October issue: Service to Members Just Keeps Getting Better – Voter Registration
  - (5) Committee Membership: 8 members
  - (6) Request for the EC/Board Action: None
  
- d. Communications & Publications (C&P) (Susan McCasland):
  - (1) The layout for the November GRIT is in progress.
  - (2) GRIT articles/announcements for the October issue:
    - a. New Neighbors Soon
    - b. Sandia Heights’ Beautiful, Dark Skies
  - (3) Committee Membership: 6 members
  - (4) Results from the Social Media Strategic Planning meeting held October 4 at 4:00 pm: A draft SHHA Social Media Policy was handed out to all Board members in attendance. The Board was tasked to review the draft policy and submit any feedback to Hugh Prather no later than October 24 or 25. This will be on the November Board Agenda for action.
  - (5) The next committee meeting is scheduled for October 17 at 7 pm.
  
- e. Parks & Safety (P&S) (Travis Rich):
  - (1) The September 4 minutes were emailed to the Board.
  - (2) Committee Membership: 6 members
  - (3) GRIT articles for the October issue: Wildfire Preparedness: The “Go Bag”
  - (4) Trash Cleanup: A trash cleanup was held on September 29. We had a total of nine People, comprised of P&S members, Board members, and residents, volunteer for the cleanup.
  - (5) Judy Durzo and Barb Kelly, P&S volunteer, are in the process of scheduling/finalizing a presentation by outside speakers for preparation/remediation on wildfires. At this time, they have two tentative dates of November 8 or December 5 for the presentation.
  
- f. Nominating Committee (NC) (Hugh Prather):
  - (1) Officer and Directors update:
    - a. The Committee is in the process of putting together the proposed 2019 Slate of Officers. Any Director interested in an officer position should contact Hugh Prather. Per the Bylaws, Section 4.2 Election of Officers: The election of Officers-elect shall be conducted at the December meeting by a majority vote of a quorum of the Board. The Officers-elect shall take office immediately following the end of the February Annual Meeting. Each person elected as an Officer shall continue in office through the next Annual Meeting after taking office. Vacancies of officers shall be filled by a majority vote of a quorum of the Board subject to other conditions of these Bylaws regarding length of service on this Board. Any new officer shall complete the term of the replaced officer.

- b. At this time Bill Wiley’s Director position is available to be filled. If you know of anyone interested in becoming a Board member, please have them contact Hugh no later than two weeks before the December 12 Board meeting. Bios for the prospective Board candidates should also be submitted. Deadline for announcements or articles must be submitted no later than the December Board meeting, for the January GRIT. Per the Bylaws, 6.5.1 Nominating Process: No later than October of each year, the Board shall determine which Officer positions need to be filled. 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, with the slate of qualified candidates published at least thirty (30) days before the annual meeting. The Nominating Committee shall verify that all candidates are willing and able to serve.
  
- 6. 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. Carlos Crosby, Code Enforcement Coordinator, has confirmed that the BC Code does not require the security bars to open. The code only requires one means of emergency escape, which in this case is the front door. Office staff has collected three quotes and has forwarded the information to the Executive Committee. SHHA will have Barnett Aldon Ironworks remove and install the new security bars. **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. We will continue to use the processes in place. **CLOSED**
  - e. **P&S:** A motion was made to authorize \$1,500.00 to do a trial basis of goat grazing in arroyos to clear potential flammable vegetation with homeowners’ approval. Judy Durzo has contacted AMAFCA; they are in favor of the trial. Judy has selected the proposed area (Bobcat and Domingo Baca Arroyo). She has contacted six homeowners. Four are in favor of the trial and two are against it. Judy is still in the process of contacting homeowners in the proposed trial area. **ONGOING**
  - f. **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**
  - g. **George Chen and Hugh Prather:** will assist Susan McCasland in drafting a social media policy to propose to the Board at the October Board meeting. Board members in attendance were given a draft copy of the social media policy. **CLOSED**
  - h. **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. The information was emailed September 20, to the Board. **CLOSED**
  - i. **Office:** will send the Board a PowerPoint with options for the volunteer luncheon. Emailed PowerPoint to the Board September 13. **CLOSED**
  - j. **Board:** respond with choices for the volunteer luncheon on or before Monday, September 17, 2018 at 10 am. **CLOSED**

7. NEW BUSINESS: None

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Woody:** will respond to Mark Boslough regarding New Mexico State Law, firearms on private property.
- b. **Board:** tasked to review SHHA Policies & Guidelines for Board and Committee Members (Internal) and Rules and Regulations for the Association (External) and submit any suggestions/revisions to Woody.
- c. **Woody:** will develop written procedures for submitting a GRIT article.
- d. **Treasurer/Office Staff:** will do a data backup and check to see if the information was successfully retrieved. Cheryl will update our written backup procedures.
- e. **Board:** tasked to review the draft SHHA Social Media Policy and submit any feedback to Hugh Prather no later than October 24 or 25.

9. ANNOUNCEMENTS: None

10. NEXT MEETING: November 14, 2018

11. ADJOURNMENT: 8:35 pm

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Woody Farber, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Walter Forman, Secretary

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*