

BOARD MEETING MINUTES
SHHA Monthly Board Meeting October 14, 2020 at 7:00 PM

Prepared by Betsy Rodriguez

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:07 PM via zoom video meeting. A quorum was present.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Elwood “Woody” Farber	X			Joe Boyce	X			Fenton McCarthy	X		
Vice President – Susan McCasland	X			George Chen			X	Matt Pedigo			X
Secretary – Travis Rich	X			David Crossley	X			Mike Pierce			X
Treasurer – Cheryl Iverson	X			Elizabeth Edgren	X			Bob Thomas	X		
Dale Arendt	X			Roger Hagengruber	X			Randy Tripp	X		
Stephen Baca	X			Robert Hare	X						
Bob Bower	X			Martin Kirk	X						

Guest(s): None

3. **SEPTEMBER MEETING MINUTES APPROVAL:** The September 9, 2020 Board Meeting Minutes were emailed to the Board on September 11, 2020. A motion was made and seconded to approve the minutes.

Motion: To approve the September 9, 2020 Board Meeting Minutes. Approved - Unanimous

2020-10-14-1 GEN

4. **OFFICER REPORTS:**

a. **President (Woody Farber):**

- (1) **SHHA Potential Liability for Shared Events:** A legal opinion has been given by the SHHA attorney. How much influence/involvement does SHHA have on an event? The more SHHA influence/involvement, the more liability we have. If a volunteer is doing more than the scope intended, SHHA would not be liable. A release of liability should be signed by the organizations involved in the event. The legal opinion will be emailed to the Board.
- (2) **November Board Meeting:** The Board meeting scheduled for November 11, falls on a federal holiday, Veterans Day. The Board was asked if Thursday, November 12 would work for all. It was decided that we will hold the November Board Meeting on Thursday, November 12.
- (3) **Annual Meeting:** A draft agenda was emailed to the Board for review. Woody gave an overview of the proposed agenda. Discussion was held regarding the process for verifying HOA members via zoom. Woody will discuss with the office staff how this process is to be achieved. The Board was asked to review the agenda and submit their suggestions/questions to Woody by November 4th.

(4) Need for new Board Members: Board members were asked to reach out to their neighbors and encourage them to become involved in their community by joining the Board.

b. Vice President (Susan McCasland): No Report

c. Secretary (Travis Rich):

(1) The September 9, 2020 Board Meeting Minutes were distributed via email on September 11, 2020.

(2) The October GRIT was approved on September 16, 2020.

d. Treasurer (Cheryl Iverson):

(1) The September financial reports were emailed to the Board for review on October 9. Discussion was held. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the September financial reports as distributed.

Accepted - Unanimous

2020-10-14-2 FC

(2) 2021 SHHA Budget: The budget was emailed to the Board on October 9 for review and discussion. Cheryl gave an overview of the budget. A motion was made and seconded to approve the 2021 SHHA Budget as distributed.

Motion: To approve the 2021 Budget for Sandia Heights Homeowners Association as distributed.

Accepted - Unanimous

2020-10-14-3 FC

5. COMMITTEE REPORTS:

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

(1) The September 16 and October 7 minutes were emailed to the Board.

(2) ACC application approvals for September 2020: 31

(3) GRIT article for the October issue: An Update on Septic Systems

(4) Committee Membership: 6 members

(5) Requests for EC/Board Action: None

(6) Bernalillo County Zoning Administration Meeting: The Bernalillo County Zoning Administrator (Mr. Nick Hamm) held a virtual hearing on October 14, 2020. One of the agenda items was to approve a request for an Administrative Amendment to an existing Special Use Permit for the Sandia Heights Village shopping center. Mr. Hamm identified several items that he needed before the request could be approved. He indicated that if acceptable solutions to these items are submitted within the next several days, the approval of the request will not have to wait until the next scheduled meeting of the Zoning Administration.

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

(1) There are currently 15 violations open.

(2) We closed 8 violations since our meeting on October 6.

(3) GRIT article for the October issue: No article submitted.

- (4) RV violation: Hearing date of court case is scheduled for October 28 to set a court date.
 - (5) Committee Membership: 9 members. We welcomed two new members at our meeting on October 6.
 - (6) Request for EC/Board Action: None
- c. Community Service & Membership (CS&M) (Stephen Baca):
- (1) The Committee has not met since its last meeting on March 2.
 - (2) GRIT article for the October issue: No article submitted.
 - (3) Committee Membership: 9
 - (4) Requests for EC/Board Action: None
- d. Communications & Publications (C&P) (Susan McCasland):
- (1) The layout for the November GRIT is in progress.
 - (2) No C&P committee meeting is currently scheduled. No committee member has expressed a need.
 - (3) GRIT articles for the October issue:
 - a. Voter Information
 - b. Plant of the Season: Russian Sage (historical article from Summer 1997)
 - (4) 2021 Resident Guide and Directory: Elizabeth Edgren is managing this effort.
 - (5) Committee Membership: 5 members. Anne Manning has resigned after many years of dedicated service and meticulous proofing of The GRIT.
 - (6) Request for EC/Board Action: None
- e. Parks & Safety (P&S) (Travis Rich):
- (1) There was no meeting scheduled in October.
 - (2) Tramway trash detail was held September 24 with a total of 7 Board and/or committee members participating. When consolidated, there were two 40-gallon trash bags full of liter. The volume of liter and the number of community residents participating was reported to the appropriate contact person within New Mexico Highway Department as required.
 - (3) New P&S Chairman: Joe Boyce has accepted the Chairmanship for P&S. That transition will occur in the near future.
 - (4) GRIT article for the October issue: Update on Cottonwood Trees in Little Cloud Park
 - (5) Committee Membership: 9 members
 - (6) Requests for EC/Board Action: None
- f. Nominating Committee (NC) (Susan McCasland):
- (1) Board of Directors membership:
 - a. Robert Thomas' first term on the Board expired August 10, 2019. That date passed unnoticed. Robert has agreed to serve a second three-year term. A motion was made and seconded to approve a second term.

Motion: To elect Robert Thomas to a second term of three years on the SHHA Board of Directors, retroactive August 11, 2019, term to end August 10, 2022.

Approved – 15/1 abstention

2020-10-14-4 NC

- b. Martin Kirk's first three-year term on the Board ended October 12, 2020. Martin has agreed to serve a second three-year term. A motion was made and seconded to approve a second term.

Motion: To elect Martin Kirk to a second term of three years on the SHHA Board of Directors, effective October 13, 2020, term to end October 14, 2023.

Approved - 15/1 abstention

2020-10-14-5 NC

- c. Stephen Baca and George Chen have decided not to seek a second term. We thank them for their service to SHHA, wish them well and hope to welcome them on the Board again at some future time.
 - (2) Board Membership: The Board is encouraged to recruit potential HOA members for board membership. Anyone interested should contact Susan.
 - (3) Officer Positions for 2021 are still open: president, vice president, secretary, treasurer. If you have any interest in any of these positions, please let Susan know. We need to have a slate to present to the Board by December. Thank you to those who have expressed interest. We are close to having a slate.
6. UNFINISHED BUSINESS: Action Items from last Board Meeting:
 - a. **Woody:** Will get legal opinion on shared responsibility/liability in assisting a group or organization in their event. Legal opinion has been received and will be emailed to the Board. **CLOSED**
 - b. **Stephen and Woody:** Will discuss the 2021 Annual Meeting. **OPEN**
 - c. **Board:** Contact Susan if you are interested in an Officer position. Everyone is encouraged to consider one of these positions. **OPEN**
 - d. **Woody:** Will check with landlord on the air flow/filtration system in our suite. **Update:** A technician inspected our air flow/filtration system, and a few issues were discovered. Those issues were corrected. Woody is gathering information on portable airborne particle filter systems. When a decision is made, one will be purchased for the conference room. **OPEN**
 - e. **Joe Boyce:** Will put together an article for a future GRIT regarding security camera considerations. **Update:** An article has been drafted and emailed to the Board for discussion. Joe thanked everyone for their suggestions and recommendations. Elizabeth Edgren was thanked for her edits to the article. Susan, Joe, and Travis will work together to publish the article in the November or December GRIT Newsletter. **CLOSED**
 7. NEW BUSINESS: None
 8. ACTION ITEMS RESULTING FROM THIS MEETING:
 - a. **Board:** Was asked to review the Annual Meeting agenda and submit their suggestions/questions to Woody by November 4th.
 - b. **Woody:** To discuss with the office staff how the Annual Meeting process for verifying HOA members via zoom is to be achieved.
 - c. **Board:** Was asked to reach out to their neighbors and encourage them to become involved in their community by joining the Board. Anyone interested should be contact Susan.

9. ANNOUNCEMENTS: None.

10. NEXT MEETING: The next Board meeting is scheduled for November 12, 2020.

11. ADJOURNMENT: 8:43 pm

Woody Farber, President

Date

Travis Rich, Secretary

Date

Signatures on file in the SHHA Office