

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting November 14, 2018 at 7 p.m.**  
*Prepared by Jess Seeley*

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			Craig Newbill	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, Krys Nystrom

3. **OCTOBER MEETING MINUTES APPROVAL:** The October Board Meeting minutes were distributed via email on October 23, 2018. A motion to approve was made. **APPROVED.**
4. **OFFICER REPORTS:**
  - a. **President (Woody Farber):**
    - (1) Rick Gillis gave a brief presentation.
    - (2) Krys Nystrom, a wildland firefighter, spoke about her assessment of Sandia Heights arroyos being a wildfire risk.
      - i. Judy Durzo has received some positive feedback from homeowners about the goatscaping article in the November GRIT. She is currently working on putting together a permission form for homeowners interested in allowing the goats on their property for the trial run. She has also reviewed the SHHA current insurance policy for property damage liability and found the goatscaping would not be covered. Cheryl Iverson will check with our insurance company about the possibility of adding a temporary policy to SHHA’s current policy to cover any liability for SHHA. The EC will have to approve any further contractual obligations.
    - (3) A discussion was held about the process for submission of motions and the form to be completed for making a motion to the Board. Jessica will send a blank motion form to the Board members on November 15.

- (4) Annual Review: SHHA Policies & Guidelines for Board and Committee Members (Internal) and Rules and Regulations for the Association (External). Board Member suggestions/revisions are to be submitted to Woody by November 21, 2018.
- (5) Review of GRIT Articles: Woody has not completed written procedures for submitting draft GRIT articles for approval prior to publication. They will be presented at the December BOD meeting.
- (6) Office Space Update: The security bars on the windows were removed and new ones were installed on the outside of the windows with push-button fire safety release mechanisms on Thursday, October 25.

b. Vice President (Hugh Prather):

- (1) No report at this time.

c. Secretary (Walter Forman):

- (1) The October Board Meeting minutes were distributed via email on October 23, 2018.

d. Treasurer (Cheryl Iverson):

- (1) The October financial reports were emailed to the Board on November 8, 2018 for review. A motion was made to accept the financial reports as distributed.

Motion: To accept the October financial reports as distributed.

Accepted. 2018-11-14-1 FC

- (2) 2019 Budget Update: The 2019 draft budget was emailed to the Board for review on November 8. The 2019 budget was discussed at the November Board meeting, and a motion was made to approve it.

Motion: To approve the 2019 proposed Budget for Sandia Heights Homeowners Association.

Approved. 2018-11-14-2 FC

- (3) Computer Security: 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. A backup retrieval will be tested on November 19 by Cheryl and the Office staff.

5. COMMITTEE REPORTS:

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

- (1) The minutes for the October 17 and November 7 meetings were emailed to the Board.
- (2) ACC application approvals for October: 31
- (3) GRIT article for the November issue: No GRIT article submitted.
- (4) Committee Membership: 8 members
- (5) Requests for EC/Board Action: None

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

- (1) The minutes for the November 6 meeting were emailed to the Board November 13.

- (2) There are 4 violations open.
- (3) 3 violations have been closed since the last meeting.
- (4) GRIT article for the November issue: No GRIT article submitted.
- (5) Committee Membership: 9 members (1 on leave of absence)
- (6) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Hugh Prather):

- (1) The minutes for the October meeting were emailed to the Board on October 18.
- (2) The date and time for the 2019 Annual Meeting have been finalized and confirmed with the Church of the Good Shepherd and O'Beans Coffee House. A motion was made to approve the date of the 2019 Annual Meeting.

Motion: To approve the date of Saturday, February 9, 2019 as the date for the 2019 SHHA Annual Meeting.

Approved.

2018-11-14-3 CS&M

- (3) Format for 2019 Annual Meeting: The Committee is in the process of drafting the Annual Meeting format at the November 13 CS&M meeting.
- (4) GRIT article for the November issue: No GRIT article submitted.
- (5) The next meeting is scheduled for November 13 at 7 pm.
- (6) Committee Membership: 7 members with the resignation of Laura McIndoo
- (7) Jessica will email the Board a link to a survey about the flow of this Board meeting. Board members are requested to submit the completed survey no later than Monday, November 19.
- (8) Request for the EC/Board Action: Board approval of the motion to set February 9, 2019 as the date for the 2019 Annual Meeting

d. Communications & Publications (C&P) (Susan McCasland):

- (1) The layout for the December GRIT is in draft.
- (2) The minutes for the October meeting were emailed to the Board on October 18.
- (3) GRIT articles/announcements for the November issue:
  - a. Our Backyard Antenna Farm by Susan McCasland, C&P Chair
  - b. Sandia Heights Reminiscences by Robert Trucksa, SHHA Member and long-time resident
  - c. Sandia Heights Homeowners' Association Wildfire Risk Reduction Project by David Crossley, SHHA Board Member
- (4) Committee Membership: 6 members
- (5) Draft SHHA Social Media Policy: Comments were submitted to the EC.
- (6) A Social Media Survey was submitted for review by the EC and upon approval will be submitted to the community for homeowners' input on SHHA joining social media platforms.
- (7) The next committee meeting is scheduled for December 19 at 7 pm.

e. Parks & Safety (P&S) (Travis Rich):

- (1) The minutes from the November 7 meeting were emailed to the Board.
- (2) Committee Membership: 6 members with 1 prospective new member.
- (3) GRIT articles for the November issue: No GRIT article submitted.
- (4) 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, tentative dates are still pending for the presentation during March 19 – 22 with a tentative time of 4 pm – 5:30 pm.

(5) Next trash pickup date will be March 23, 2019 from 9 am to 11 am.

(6) Next meeting will be held December 4 at 9 am.

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. It will be submitted to the Board on December 11. 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 the 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 and there are two Directors leaving the Board in February, Carnie Abajian and Hugh Prather, for a total of three vacant positions to be filled in February 2019. 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**. These nominations must be submitted no later than the December Board meeting, for the January GRIT. Nominations for new directors to be voted on at the 2019 Annual Meeting will be compiled and sent to the Board before the December Board meeting.

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

- a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
- b. **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". P&S has determined that homeowners should be responsible for reporting speeding violations, and an article in the GRIT will be drafted to inform homeowners what steps they can take to report speeding violations. **CLOSED**
- c. **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. She is currently working on putting together a permission form for homeowners interested in allowing the goats on their property for the trial run. She has also reviewed the SHHA current insurance policy for property damage liability and found it would not be covered. **ONGOING**
- d. **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. A resolution will be brought to the Board at the December meeting. **ONGOING**

- e. **Woody:** will respond to Mark Boslough regarding New Mexico State Law, firearms on private property. **ONGOING**
- f. **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. **ONGOING**
- g. **Woody:** will develop written procedures for submitting a GRIT article for approval. **ONGOING**
- h. **Treasurer/Office Staff:** will do a data backup and check to see if the information was successfully retrieved on November 19. Cheryl will update our written backup procedures. **ONGOING**
- i. **Board:** tasked to review the draft SHHA Social Media Policy and submit any feedback to Hugh Prather no later than October 24 or 25. **CLOSED**

7. NEW BUSINESS: None

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **P&S:** Suzanne Schneider will draft a GRIT article that will inform homeowners to report commercial vehicle speeders to the P&S chair who will contact the contractors' company about such violations.
- b. **Cheryl Iverson:** will check with our insurance company about the possibility of adding a temporary policy to SHHA's current policy to cover any liability for SHHA. The EC will have to approve any further contractual obligations.
- c. **Jessica:** will send a blank motion form to the Board members on November 15.
- d. **Jessica:** will email the Board a link to a survey about the flow of this Board meeting. Board members are requested to submit their completed survey no later than Monday, November 19.
- e. **NC:** Nominations for new directors to be voted on at the 2019 Annual Meeting will be compiled and send to the Board before the December Board meeting.

9. ANNOUNCEMENTS: Bob Bower thanked the Board on behalf of Sandia Heights Artists for allowing them to use space in the SHHA storage unit for storage of their signs.

10. NEXT MEETING: December 12, 2018

11. ADJOURNMENT: 8:19 pm

\_\_\_\_\_  
Woody Farber, President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*