

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting March 10, 2021 at 7:00 PM**

*Prepared by Jennifer Craft*

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:01 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 – Roger Hagengruber	X			David Crossley	X						
Vice President – Susan McCasland	X			Elizabeth Edgren	X						
Secretary – Martin Kirk	X			Robert Hare	X						
Treasurer – Randy Tripp	X			Fenton McCarthy	X						
Dale Arendt	X			Mike Pierce			X				
Joe Boyce	X			Bob Thomas	X						

Guest: Woody Farber.

3. **JANUARY MEETING MINUTES APPROVAL:** The January 13, 2021 Board Meeting Minutes were emailed to the Board on January 14, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the January 13, 2021 Board Meeting Minutes.
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Approved - Unanimous
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2021-3-10-1 GEN
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4. **2021 ANNUAL MEETING REVIEW:**

Discussion was held. Not all of the questions asked at the Annual Meeting were answered. Below are the questions that will be answered by the designated chair/officer. The questions and answers will be posted on the website as an addendum to these minutes.

1. *Questions a-c submitted via email and d via Chat by Ms. Marsha Thole:*
  - a. The info. For NMGRT was confusing. Don't you have to charge tax on the vests, for example? – Randy Tripp, Treasurer to respond.
  - b. How many households are eligible to be members? – Elizabeth Edgren, CS&M Chair to respond.
  - c. What were the changes from 2019 – gains and losses? – Randy Tripp, Treasurer to respond.
  - d. I am seeing more shed being located in public view and not in the rear yards adjacent to the home. Why are they now being allowed in the front view and sides? – David Crossley, ACC Chair to respond.
2. *Question a submitted via email and b via email and Chat by Jill Janov-Kelly:*
  - a. The SHHA website has additional document that have been created beyond what is filed with the Bernalillo county. These documents include the landscaping guidelines. While these documents may be informational, how can they be

enforceable by the Covenant and Architectural Control Committees given that they are not part of the official covenants? – David Crossley, ACC Chair to respond.

- b. The current method of homeowner’s communication with committees is formal and somewhat confrontational. How can this process be improved to be more cooperative and cordial? – Roger Hagengruber, President to respond.

- 5. FEBRUARY ANNUAL MEETING MINUTES APPROVAL: The February 20, 2021 Annual Meeting Minutes were emailed to the Board on February 24, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the February 20, 2021 Annual Meeting Minutes.  
Approved - Unanimous

2021-3-10-2 GEN

6. OFFICER REPORTS:

- a. President (Roger Hagengruber):

- (1) GRIT article for the March issue: President’s Annual Report for 2020.
- (2) Committee chairs views on their response to the Strategic Plan recommendations: Roger asked the committee chairs for a progress report. The committee chairs are in the early stages of preparing or discussing their goals. P&S committee is moving forward and will attempt to have the majority of the goals for the strategic plan completed by the end of the year.
- (3) Volunteers are needed to review and revise the Bylaws. The Bylaws as written need to be reviewed and revised. Board members were asked to consider volunteering for this task. Anyone interested should contact Roger Hagengruber.

- b. Vice President (Susan McCasland):

- (1) Review results of the extended office hours trial. The extended office hours trial was not successful. Due to the State COVID restrictions, not many homeowners took advantage of the extended SHHA office hours. We may want to revisit the trial again.
- (2) Select a custodian for the remote backup hard drive. Since Bob Bower was custodian for the remote backup and is no longer on the Board, Susan has volunteered to be custodian for the remote backup.

- c. Secretary (Martin Kirk):

- (1) The January 13, 2021 Board Meeting Minutes were distributed via email on January 14, 2021.
- (2) The February GRIT was approved on January 19. Per Susan McCasland the Communications and Publications chair, other than the front page, the whole issue was made of reports from the Annual Meeting, there was no approval given by the Secretary for the content.
- (3) GRIT article for the March issue: Secretary’s Annual Report for 2020.

- d. Treasurer (Randy Tripp):

- (1) The January financial reports were emailed to the Board for review on February 2 and March 5, 2021. The February financial reports were emailed to the Board for review on March 5, 2021. Two motions were made and seconded to accept the January and February financial reports as distributed.

Motion: To accept the January financial reports as distributed.  
Approved - Unanimous

2021-3-10-3 FC

Motion: To accept the February financial reports as distributed.  
Approved - Unanimous

2021-3-10-4 FC

- (2) GRIT article for the March issue: Treasurer/Finance Committee Annual Report for 2020.

## 7. COMMITTEE REPORTS:

- a. Architectural Control Committee (ACC) (David Crossley):
  - (1) The January 20, February 3 and 17, and March 3 minutes were emailed to the Board.
  - (2) ACC application approvals for January 2021: 14
  - (3) ACC application approvals for February 2021: 15
  - (4) GRIT article for the February issue: No article submitted.
  - (5) GRIT article for the March issue: ACC Annual Report for 2020.
  - (6) Committee Membership: 7 members. Cheryl Iverson and Emily Rudin resigned as a committee members effective February 21, 2021. Robert Bower has resigned as chairman but continues to be on the committee as a volunteer. David Crossley has accepted the position as ACC Chair. At the March 3 meeting, Terry Heller and Hugh Prather were accepted as members of the committee.
  - (7) Requests for EC/Board Action: None
- b. Covenant Support Committee (CSC) (Bob Thomas):
  - (1) Meeting was held on February 4 via Zoom and a meeting is scheduled for March 16.
  - (2) There are currently 11 violations open.
  - (3) We closed 8 violations between January 5 and March 4.
  - (4) GRIT articles for the February issue:
    - a) Summary of CSC Articles Published in 2020, by Robert Thomas, CSC Chair.
    - b) Garbage Cans Are an Eyesore, Covenant Support Committee (CSC).
  - (5) GRIT article for the March issue: CSC Annual Report for 2020.
  - (6) Committee Membership: 8 members. Bob Bower resigned as ACC liaison and Randy Tripp has accepted the position effective February 21, 2021.
  - (7) Request for EC/Board Action: None
- c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):
  - (1) GRIT article for the February issue: No article submitted.
  - (2) GRIT article for the March issue: CS&M Annual Report for 2020.
  - (3) Committee Membership: 2 members. (Joe Boyce and Elizabeth Edgren). The committee is in need of volunteers.
- d. Communications & Publications Committee (C&P) (Susan McCasland):
  - (1) The layout for the April 2021 GRIT is in progress.
  - (2) GRIT articles for the February issue:

- a) Kiwanis Cabin by Susan McCasland, GRIT editor.
  - b) Apache Plume (*Fallugia paradoxa*).
  - (3) GRIT articles for the March issue:
    - a) SHHA Annual Meeting.
    - b) Soliciting Board Members.
  - (3) Committee Membership: 5 members.
  - (4) Request for EC/Board Action: None
- e. Parks & Safety Committee (P&S) (Joe Boyce):
- (1) The January 26 and February 23 meeting minutes were emailed to the Board.
  - (2) GRIT article for the February issue: No article submitted.
  - (3) GRIT article for the March issue: P&S Annual Report for 2020.
  - (4) Committee Membership: 5 members.
  - (5) Survey/input mechanism: The P&S committee has discussed putting together a survey for soliciting input from the community. Susan suggested reviewing past surveys and the results of those surveys before moving forward. Joe will take the lead to start the process of gathering the information for the questions and present a list of questions to discuss at the next Board meeting. If committee chairs are interested, they can put together a list of their individual committee questions for further discussion and possible consolidation.
  - (6) Request for EC/Board Action: None
- f. Nominating Committee (NC) (Susan McCasland):
- (1) Hugh Prather submitted a Statement of Interest to join the Board of Directors. The Nominating Committee interviewed him on February 23 and recommends he be elected as a Board member. A motion was made and seconded to elect Hugh Prather to the SHHA Board of Directors effective March 11, 2021.

Motion: To elect Hugh Prather to a term of three years on the SHHA Board of Directors effective March 11, 2021, term to end March 3, 2024.

Approved - Unanimous

2021-3-10-5 NC

- (2) Susan McCasland's first 3-year term on the Board ends March 14, 2021. Roger Hagenruber made a motion, and it was seconded to elect Susan McCasland to a second 3-year term on the SHHA Board of Directors effective March 15, 2021.

Motion: To elect Susan McCasland to a second term of three years on the SHHA Board of Directors effective March 15, 2021, term to end March 14, 2024.

Approved – 10/1 abstention

2021-3-10-6 NC

## 8. EXECUTIVE SESSION:

- a. Legal Issues
- b. Records Retention

A motion was made and seconded to move into Executive Session.

Motion: To move into Executive Session.

Approved - Unanimous

2021-1-13-7 GEN

Executive Session began: 8:17 pm

Executive Session ended: 8:31 pm

9. UNFINISHED BUSINESS: Action Items from last Board Meeting:
  - a. **Woody:** Will discuss the 2021 Annual Meeting (February 20, 2021 at 9:00 AM) in more detail. **Meeting has been held. CLOSED**
  - b. **Woody:** Will check with landlord on the air flow/filtration system in our suite. After researching HEPA filter systems, Woody found one that he's comfortable with. Woody will know in about a week if it's available locally. He will talk to Cheryl regarding the cost of purchasing 3 filter systems. **UPDATE:** 3 filter systems have been purchased. **CLOSED**
  - 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 contact Susan. **OPEN**
  - d. **Cheryl:** Will contact Diana Justice, with Sandia Heights Services and BCSO, regarding an invitation to our Annual meeting. **Update:** Invitations were sent via email on December 31, 2020. Cheryl will follow up if they do not respond. Meeting was held. **CLOSED**
  - e. **Committee chairs:**
    - 1.) Inventory boxes of hardcopy documents in the office storage room. **Update:** This task is in process.
    - 2.) Review and update the current document Retention Schedule and respond back to Bob Thomas before the Annual Meeting. (no later than February 19). **Update:** Due to the public health order these tasks have not been completed and are still in process. **OPEN**
  - f. **Woody:** Will email the date and time for zoom test run to Susan and the staff. **Update:** The Zoom test with staff is scheduled for January 20<sup>th</sup> at 10am. The Zoom link and Annual Meeting packet will be sent out January 19<sup>th</sup>. Meeting was held. **CLOSED**
  - g. **Board:** Anyone interested in joining the Nominating Committee please contact Susan, they need one member. **OPEN**
  - h. **Woody:** Talk to SHHA attorney about response to SHHA member correspondence.

10. NEW BUSINESS: None.

11. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **ACC:** To submit a GRIT article on sheds.
- b. **Board:** Was asked to consider volunteering to review and revise the Bylaws. Anyone interested should contact Roger Hagengruber.

12. ANNOUNCEMENTS: None.

13. NEXT MEETING: The next Board meeting is scheduled for April 14, 2021.

14. ADJOURNMENT: 8:32 pm

\_\_\_\_\_  
Roger Hagengruber, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Martin Kirk, Secretary

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*

**February 20, 2021 Annual Meeting Questions & Answers Addendum to March 10,  
2021 Board Meeting Minutes**

**Responses to SHHA Resident Sent March 16, 2021**

1. *Question by Marsha Thole:* I would like to know what the figures are for: rent, utilities, legal, payroll, computer services (2 different expenses).

*Response by Randy Tripp, Treasurer:*

Rent - \$12,255.43  
Utilities - \$1,837.55  
Legal - \$13,975.82  
Payroll - \$88,071.55  
Computer - \$5,490.20

2. *Question by Marsha Thole:* Please identify the expenses all lumped into operating expenses. Have no idea what the huge amount covers. I believe that transparency would help here.

*Response by Randy Tripp, Treasurer:*

Operating Expenses are: HVAC Maintenance, Notary, Storage Rental Unit, Carpet Cleaning, Comcast, Computer Supplies, Computer Upgrade/Maintenance, Copier Lease, Electricity & Gas, Office Lease, Office Security/Upgrades, Office Staff, Office Supplies, Postage Expense, SHHA Business License, SHS Security, Operating Expense-Other (items not having their own line item).

3. *Comments/Question by Marsha Thole:* The line item for computer equipment seems quite high, every year actually. Seems like the office gets new equipment every year. Is the equipment rented or what? If owned outright, do you sell it or donate it?

*Response by Randy Tripp, Treasurer:*

The office computers were 5 and 8 years old. Both failed during the course of the year and required replacement.

4. *Question by Marsha Thole:* What did the EC do to incur expenses of \$14K+?

*Response by Randy Tripp, Treasurer:*

Covenant Enforcement legal expenses.

5. *Question by Marsha Thole:* There is a line item for a claim of lien. What was it for?

*Response by Randy Tripp, Treasurer:*

Lawsuit judgement, uncollectable.

6. *Question by Marsha Thole:* If I am reading the report correctly, is SHHA not putting away money into a reserve fund (zero dollars budgeted for reserve in 2020)?

*Response by Randy Tripp, Treasurer:*  
SHHA Balance Sheet does show a reserve.

7. *Question by Marsha Thole:* Is NMGRT collected on the vests that SHHA sells?

*Response by Randy Tripp, Treasurer:*  
Pending response from tax advisor.

8. *Question by Marsha Thole:* Since SHHA is nonprofit, please explain the item for income tax.

*Response by Randy Tripp, Treasurer:*  
A nonprofit when in profit is obliged to pay state and federal taxes.

9. *Question by Marsha Thole:* What is the delta in the rent and other expenses at the San Rafael location vs. the new location?

*Response by Randy Tripp, Treasurer:*  
12760 San Rafael - \$1,432.40/month  
12700 San Rafael - \$1,718.50/month

#### **Responses to SHHA Resident Sent May 24, 2021**

1. *Question by Marsha Thole:* The info. For NMGRT was confusing. Don't you have to charge tax on the vests, for example?

*Response by Randy Tripp, Treasurer:*  
Items sold exclusively to SHHA members are a cost reimbursement benefit to members and therefore not subject to gross receipts tax.

2. *Question by Marsha Thole:* What were the changes from 2019 – gains and losses?

*Response by Randy Tripp, Treasurer:*  
2020 Dec. – \$220,191.14  
2019 Dec. – \$215,848.26  
\$ 4,342.88 GAIN

## **Response to SHHA Resident Sent November 15, 2021**

*Question by Marsha Thole:* I am seeing more shed being located in public view and not in the rear yards adjacent to the home. Why are they now being allowed in the front view and sides?

*Response by David Crossley, ACC Chairman:*

The answer to your question regarding sheds in clear view of neighbors has been a while in coming because this issue has been a major focus of the Architectural Control Committee for many months. Our policy has always been that these installations are not normally approved and should be subject to a neighborhood review and require a formal application to the ACC. Unfortunately, these rules were routinely and brazenly ignored by many residents who added sheds without prior review or application. Until recently the ACC had minimal enforcement authority under the Sandia Heights covenants and violators could proceed with impunity. In recent months, the ACC Guidelines have been formally upgraded to the status of legal documents which can be used in court to sue violators, and this process is already being tested with actual cases. Our attorney advises us that attempts to move against existing violations will likely fail, so no ex-post facto actions will be initiated. However, going forward, scrutiny of shed installations will be greatly increased, and neighbors guaranteed a voice in the process through neighborhood reviews.