

BOARD MEETING MINUTES
SHHA Monthly Board Meeting May 8, 2019 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 7:05 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			Stephen Baca			X	Susan McCasland	X		
Vice President – Emily Rudin	X			Bob Bower	X			Craig Newbill			X
Secretary – Walter Forman	X			George Chen		X		Mike Pierce	X		
Treasurer – Cheryl Iverson	X			David Crossley	X			Travis Rich	X		
				Martin Kirk	X			Bob Thomas	X		

Guest(s): None

3. **APRIL MEETING MINUTES APPROVAL:** The April Board meeting minutes were distributed via email on April 17, 2019. A motion was made to approve the minutes. Approved - Unanimous
4. **OFFICER REPORTS:**
 - a. **President (Woody Farber):**
 - (1) SHHA Attorney Shannon Parden will be retiring May 24th. Shannon and her successor Chris Tebo will be at the June Board meeting.
 - (2) Committee Chairs have submitted their reports on the assignments from the Facilitator’s Report. The information was included on their committee minutes and some separately. Woody will compare the information submitted by the Committee Chairs to the report submitted by the facilitator. Any omissions will be brought up at the June Board meeting.
 - (3) GRIT Article for the May Issue: Answers to Questions from the 2019 Annual Meeting.
 - (4) Committee Chair expectations (staff needs and minutes): An issue was submitted to the Executive Committee about project tasks being submitted by committees directly to the office staff. Woody acknowledged that a training session was not held for the new Board members to help them understand the correct process by which committees, the Executive Committee, and the Board finalize their projects and submit them to the office.
 - (i) Woody gave an overview of the office staff’s role, responsibilities and priorities. Any assignments to the office staff should go through the President. This will assist in prioritizing tasks in the office. The office staff’s first priority is customer service to SHHA members.

- (ii) Committee Chairs should submit their minutes to their committee members for review/revision and approval and make any final revisions before submitting them to the office for Board distribution.
- (iii) There were questions raised regarding quorums and minutes. To clarify, a meeting can be held without a quorum, but no decisions can be made. It is good practice to state in the minutes if a quorum was or was not present. Minutes as to what was discussed during that meeting should be taken. This ensures a record of what was discussed so that when the committee meets at its next scheduled meeting, and a quorum is present, the information is readily available for discussion and possible action.

b. Vice President (Emily Rudin): No Report

c. Secretary (Walter Forman):

- (1) The April Board meeting minutes were distributed via email on April 17, 2019.
- (2) The May GRIT was approved by the EC representative to go to publication on April 17, 2019.

d. Treasurer (Cheryl Iverson):

- (1) The April financial reports were emailed to the Board on May 6, 2019 for review. A motion was made to accept the April financial reports as distributed.

<p>Motion: To accept the April financial reports as distributed.</p>
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<p>Accepted - Unanimous</p>

<p>2019-5-8-1 FC</p>

- (2) The Financial Annual Review has been completed. No major issues were found. Some of the procedures will be updated for clarity.

5. COMMITTEE REPORTS:

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

- (1) The minutes of the April 17 and May 1 meetings were emailed to the Board.
- (2) ACC application approvals for April: 43
- (3) GRIT articles for the May issue:
 - a. Fire Prevention Seminar
 - b. Light Talk
- (4) Committee Membership: 7 members, Hugh Prather has resigned from the committee effective April 30, 2019.
- (5) Requests for EC/Board Action: None

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

- (1) The minutes of the May 7 meeting will be emailed to the Board.
- (2) There are 3 violations open and 3 files were closed, 2 in April and 1 May 6.
- (3) GRIT article for the May issue: No article submitted.
- (4) Committee Membership: 6 members – Volunteers are needed to join the CSC. Please contact Bob Thomas or the office if interested.
- (5) Requests for EC/Board Action: None

- c. Community Service & Membership (CS&M) (Walter Forman for Stephen Baca):
 - (1) The minutes of the April 1 and April 29 meetings were emailed to the Board.
 - (2) GRIT article for the May Issue: No article submitted.
 - (3) Committee Membership: 6 members, Tom MacLean has resigned from the Committee.
 - (4) Requests for EC/Board Action: review/revise and approve the proposed 2019 Annual Survey. Board members should submit any revisions/comments to Stephen Baca by May 31, 2019.
 - (5) Email Alert/ Blast: Susan McCasland presented an announcement that was submitted to her for consideration as an email alert by a realtor who is hosting a community event. Since a process is not in place for this type of request, Walter will get together with the office staff and see what has been done in the past, talk to the committee, and then contact Woody to proceed with the task at hand.

- d. Communications & Publications (C&P) (Susan McCasland):
 - (1) The layout for the June GRIT is in draft.
 - (2) The minutes for the April 17 meeting were emailed to the Board.
 - (3) GRIT articles for the May issue:
 - a. The Outpost Ice Arena – New Owner, Big Changes
 - b. Choice Plants and Rabbit Food (Reprinted from February 1989 GRIT)
 - (4) Committee Membership: 5 members
 - (5) Clarification on SHHA insurance during pilot goatscaping; followup from Nextdoor.com posting. Per Treasurer, Cheryl Iverson, SHHA Board had in their files an email from our insurance underwriter dated December 14, 2018 that we were covered prior to the pilot goatscaping project.
 - (6) Requests for EC/Board Action: None

- e. Parks & Safety (P&S) (Travis Rich):
 - (1) The minutes from the May 7 meeting were emailed to the Board.
 - a. GRIT articles for the May issue: Summary of 2019 Fire Risk Management Seminar (Part 1)
 - b. Good Neighbors – Picture and information about the trash cleanup that was held and the month for the next cleanup
 - (2) Committee Membership: 6 members
 - (3) Requests for EC/Board Action: None

- f. Nominating Committee (NC) (Emily Rudin):
 - (1) It was brought to the Board that Woody Farber’s term on the Board needs to be extended until the 2020 Annual Meeting. A motion was made to extend Woody Farber’s term from January 2020 to the Annual Meeting in February 2020.

Motion: To extend Woody Farber’s term on the Board from January 2020 to the Annual Meeting in February 2020.

Approved -10/1 abstention 2019-5-8-2 GEN

- 6. UNFINISHED BUSINESS: Action Items from last Board Meeting:
 - a. **BOD:** inform the Nominating Committee of potential Board members. **ONGOING**
 - b. **Jessica:** no survey will be conducted for the month of April. One survey will be done on an every-other-month basis beginning with the May BOD meeting. **ONGOING**

- c. **Board:** asked to think about this year's Annual Meeting and what we can do to improve next year's Annual Meeting. In July, planning and preparation will begin for the 2020 Annual Meeting. **ONGOING**
- d. **Board:** input for the Annual Survey is needed from the Board members on the questions that will be on the survey. Revisions/comments are due May 31, 2019. **ONGOING**
- e. **Stephen Baca:** will look into an SHHA banner to be purchased for an SHHA table at the egg hunt event. The banner was not purchased. **Closed**
- f. **Woody:** sent a letter with CSC and ACC contact information to Stan Hubbard along with the Unit 7 covenants. **Closed**

7. NEW BUSINESS: None

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Walter:** get together with office staff to see what was done in the past regarding email alerts for events, talk to the committee and then contact Woody to proceed with the task at hand.

9. ANNOUNCEMENTS: None

10. NEXT MEETING: The next Board Meeting is scheduled for June 12, 2019.

11. ADJOURNMENT: 8:32 pm

Woody Farber, President

Date

Walter Forman, Secretary

Date

Signatures on file in the SHHA Office