

BOARD MEETING MINUTES
SHHA Monthly Board Meeting July 10, 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 7:00 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			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. **PERSONNEL MATTER:** A motion was made and seconded to move into executive session.

<p>Motion: To move into Executive Session.</p> <p>Approved - Unanimous 2019-7-10-1 GEN</p>

Executive Session started at 7:02 pm
Executive Session ended at 7:24 pm

No minutes were kept and no votes were taken.

4. **JUNE MEETING MINUTES APPROVAL:** The June Board Meeting minutes were distributed via email on June 19, 2019. A motion was made to approve the minutes as revised at this meeting.

Approved - Unanimous

5. **OFFICER REPORTS:**

a. President (Woody Farber):

- (1) SHHA Board of Directors Resolution 2018-001: The resolution outlines the process for developing a strategic plan for SHHA. We have begun the steps that we had agreed to take when the resolution was adopted. Items 1-3 in the resolution are: (1) to actively listen to SHHA stake holders regarding their priorities for the SHHA, (2) conduct a community survey of all Sandia Heights residents, and (3) analyze both the data collected at the Annual Meeting and the data generated by the survey. Items

1-2 have been completed and item 3 is in process. Item 4, SHHA Strategic Plan, will be discussed at the August meeting.

- (2) The Board Meeting Internal Survey will be put on hold until further notice.
- (3) GRIT article for the July Issue: Neighbors United Against Crime (Part 2)

b. Vice President (Emily Rudin): No Report

c. Secretary (Walter Forman) by Woody Farber:

- (1) The June Board Meeting minutes were distributed via email on June 19, 2019.
- (2) The July GRIT was approved by the EC representative to go to publication on June 17, 2019.
- (3) Proxy/absentee voting: Changes to the Homeowners Act which went into effect July 1, 2019, requires non-profit boards to allow for proxy/absentee voting. With this in mind, revisions were made to both SHHA Rules and Regulations for the Association and the SHHA Policies and Guidelines for Board and Committees Members. Discussion was held and a motion was made.

Motion: That the July 10, 2019 revision of the SHHA Rules and Regulations for the Association and the revision of the SHHA Policies and Guidelines for Board and Committee Members be adopted as distributed.

Adopted - Unanimous

2019-7-10-2 GEN

d. Treasurer (Cheryl Iverson):

- (1) The June financial reports were emailed to the Board on July 5, 2019 for review. Discussion was held and a motion was made to accept the June financial reports as distributed.

Motion: To accept the June financial reports as distributed.

Accepted - Unanimous

2019-7-10-3 FC

6. COMMITTEE REPORTS:

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

- (1) The minutes of the June 19 and July 3 meetings were emailed to the Board.
- (2) ACC application approvals for June: 42
- (3) GRIT articles for the July issue:
 - a. Construction Courtesy & Safety in Sandia Heights
 - b. A Review of How the Architectural Control Committee (ACC) Works
- (4) Committee Membership: 7 members
- (5) Requests for EC/Board Action: None

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

- (1) The minutes of the July 2 meeting were emailed to the Board.
- (2) There are 3 violations open.
- (3) GRIT article for the July issue:
 - a. Reminders from Your Covenant Support Committee

- b. Woof! Woof! Is that YOUR Dog Barking?
 - (4) Committee Membership: 6 members
 - (5) Requests for EC/Board Action: None
 - c. Community Service & Membership (CS&M) (Stephen Baca):
 - (1) The minutes of the July 1 meeting were emailed to the Board July 5.
 - (2) GRIT article for the July Issue: Community Services and Membership (CS&M) Committee's 2019 Survey
 - (3) Committee Membership: 6, any Board member interested in joining the committee or knows of anyone that would like to join, please contact Stephen Baca.
 - (4) A Draft of Business Partnership Policy and Procedure is being reviewed by the committee at this time. The draft was distributed to the Board members present. Board members comments would be greatly appreciated, deadline to submit comments to Stephen is July 15.
 - (5) Requests for EC/Board Action: None
 - d. Communications & Publications (C&P) (Susan McCasland):
 - (1) The layout for the August GRIT is in draft.
 - (2) The minutes of June 19 meeting were emailed to the Board June 25.
 - (3) GRIT articles for the July issue:
 - a. Brush Fire in Foothills at Bear Canyon
 - b. It's Summer and Snakes Are Out
 - (4) Committee Membership: 5 members
 - (5) Request for opinions from the Board:
 - a. Should long articles submitted for The GRIT be put on the website, with a précis in The GRIT and a link to the website?
 - b. Would it be of utility to have an index of past GRIT articles posted on the board room walls and eventually have a searchable database on the website?
 - e. Parks & Safety (P&S) (Travis Rich):
 - (1) The minutes of the July 9 meeting were emailed to the Board.
 - (2) GRIT article for the July issue: No Fireworks in Sandia Heights – EVER!
 - (3) Committee Membership: 8 members
 - (4) Requests for EC/Board Action: None
 - f. Nominating Committee (NC) (Emily Rudin):
 - (1) GRIT article for the July Issue: "SHHA's Board of Directors Needs YOU!"
 - (2) Status of BOD candidate search: If you know of anyone interested in joining the Board, please contact Emily Rudin or direct them to the office.
 - (3) Development and Timeline of slate of Officers for 2020-2021: Any Board member interested in an officer position should contact Emily Rudin by September 1. If you do not plan to stay on the Board, please notify Emily of that as well. We will be proposing the slate of Officers in November and voting on them in December.
 - (4) The Secretary position is vacant at this time and must be filled by July 17, 2019. Any Board member interested in this position should contact Emily Rudin.
 - (5) Review/approval of the August GRIT articles: Bob Bower and Emily Rudin have volunteered to review and approve the final draft of the August GRIT submitted for publication.
7. UNFINISHED BUSINESS: Action Items from last Board Meeting:
- a. **Board:** inform the Nominating Committee of potential Board members. **ONGOING**

- b. **Board:** internal survey is on hold until further notice. **ONGOING**
- c. **Board:** asked to think about this year's Annual Meeting and what we can do to improve next year's Annual Meeting. Planning and preparation will begin in July for the 2020 Annual Meeting. **ONGOING**
- d. **Board:** Comments regarding the Annual Meeting Survey were submitted by the Board. The survey is under way. The 2019 Annual Survey will run from July 1 until August 15, 2019. **ONGOING**
- e. **Board:** read governing community documents and return signed SHHA BOD Written Certification for Compliance with SHHA Bylaws, Policies, Procedures, and Rules Regulations, and with the New Mexico Homeowners Association Act to the Secretary to turn into the SHHA office before July 1, 2019. **CLOSED**
- f. **Committee Chairs:** were asked to submit their committee budget requests for 2020 by July 26, 2019. **ONGOING**
- g. **CS&M Chair:** will draft a policy how to execute email blasts and coordinate community events and business involvement. **ONGOING**

8. NEW BUSINESS: None

9. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Board:** submit any comments regarding the Draft of Business Partnership Policy and Procedure to Stephen Baca by July 15.
- b. **Board:** Request for opinions on # 6. Committee Reports d. (5).
Should long articles submitted for The GRIT be put on the website, with a précis in The GRIT and a link to the website?
Would it be of utility to have an index of past GRIT articles posted on the board room walls and eventually have a searchable database on the website?
- c. **Board:** Contact Woody by July 17, if you are interested in joining the Annual Meeting Planning Committee or becoming the Chair.
- d. **Stephen Baca:** will email the Board a copy of the 2019 SHHA Community Survey Summary.

10. ANNOUNCEMENTS: Walter Forman has submitted his letter of resignation from the Board effective July 10, 2019.

11. NEXT MEETING: The next Board Meeting is scheduled for August 14, 2019.

12. ADJOURNMENT: 9:04 pm.

Woody Farber, President

Date

xxxxxxxxxxxxx, Secretary

Date

Signatures on file in the SHHA Office