

BOARD MEETING MINUTES
SHHA Monthly Board Meeting August 11, 2021, at 6:30 PM

Prepared by Betsy Rodriguez

1. CALL TO ORDER: The monthly SHHA Board Meeting was called to order by the President at 6:34 PM via Zoom 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			Hugh Prather	X		
Vice President – Susan McCasland	X			Elizabeth Edgren	X			Bob Thomas	X		
Secretary – Martin Kirk			X	Tracey Goodrich	X						
Treasurer – Randy Tripp	X			Robert Hare			X				
Dale Arendt	X			Fenton McCarthy	X						
Joe Boyce	X			Mike Pierce			X				

Guest(s): None

3. JULY MEETING MINUTES APPROVAL: The July 14, 2021, Board Meeting Minutes were emailed to the Board on August 2, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the July 14, 2021, Board Meeting Minutes. Approved - Unanimous
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2021-8-11-1 GEN

4. OFFICER REPORTS:

a. President (Roger Hagengruber):

- (1) Invasive trees, dead trees, invasive plants: A summary of the discussion that was held in the P&S July meeting regarding invasive trees, dead trees and invasive plants was given.
- (2) Legal issues: (Executive Session): A motion was made and seconded to move into Executive Session.

Motion: To move into Executive Session. Approved - Unanimous

2021-8-11-2 GEN

Executive Session began: 6:54 pm
 Executive Session ended: 7:13 pm

b. Vice President (Susan McCasland): No Report.

c. Secretary (Martin Kirk):

- (1) The July 11, 2021, Board Meeting Minutes were distributed via email on August 2, 2021.
- (2) The August GRIT was approved on June 19, 2021.

d. Treasurer (Randy Tripp):

- (1) The July financial reports were emailed to the Board for review on August 6, 2021. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the July financial reports as distributed.

Approved - Unanimous

2021-8-11-3 FC

5. COMMITTEE REPORTS:

a. Architectural Control Committee (ACC) (David Crossley):

- (1) The July 21 and August 4 minutes were emailed to the Board.
- (2) ACC application approvals for July: 29
- (3) GRIT article for the August issue: None.
- (4) Committee Membership: 7 members. Tracey Goodrich was welcomed to the committee at its August 4 meeting.
- (5) Request for EC/Board Action: That the SHHA Board recognize and adopt the ACC Guidelines. A summary was given to the Board as to why the guidelines be recognized as a Community Document. A motion was made and seconded. Dave will submit an article for the October GRIT.

Motion: That the SHHA Board formally recognize and adopt the ACC Design Guidelines (as contained in the Architectural Control Committee Handbook and on the SHHHA Website) as a "Community Document", thus becoming directly associated with the Sandia Heights Covenants.

Approved - Unanimous

2021-8-11-4 ACC

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

- (1) A meeting was held on August 3.
- (2) There are currently 10 violations open.
- (3) As of August 3, 1 file have been closed.
- (4) GRIT article for the August issue: None.
- (5) CSC Charter: The charter is being reviewed by the committee as part of the Strategic Plan.
- (6) Committee Membership: 7 members.
- (7) Request for EC/Board Action: None.

c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):

- (1) Meeting was held on July 28 in person at the SHHA Office. The minutes were emailed to the Board on August 3rd.
- (2) GRIT articles for August issue: "So You Have a New Neighbor" by Joe Boyce, "One Unit at a Time" by Hugh Prather, and "a Conversation with Sandia Heights Security" by Elizabeth Edgren
- (3) CS&M Charter: The charter is being reviewed by the committee as part of the Strategic Plan.
- (4) Committee Membership: 4 members. The committee is in need of volunteers.
- (5) Request for EC/Board Action: None.

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

- (1) No meeting was held in July.
- (2) The layout for the September 2021 GRIT is not only in progress but has been sent to Martin Kirk for review and approval.

- (3) GRIT articles for the August issue: Welcome Teresa!, Respect Our Wildlife (written at a resident's request), Wildfire Prevention Tip, SH Tips & Hack (a new occasional feature), Send in Your Photos Now!, Monthly Fun Fact
 - (4) Finding broken links on the website: Stephen Baca was asked to look at our website for broken links. Stephen used a software tool to find broken links. Susan also tried the software tool and found the same broken links as Stephen. The links that were found to be broken were either linked to a replacement link or removed. This tool will be used every few months to keep the website up to date. Our website is currently out of date, and we may need to be looking at updating/replacing our website. Our web designer is Ryan Showers, and he would like to schedule a date to meet to discuss a customized new design of our website/database.
 - (5) Discussed updating wildfire section of the website: This topic is also part of number 4 above. This section also needs updating.
 - (6) Committee Membership: 5 members.
 - (7) Request for EC/Board Action: None.
- e. Parks & Safety Committee (P&S) (Joe Boyce)
- (1) The July 27 minutes were emailed to the Board on July 30.
 - (3) GRIT article for the August issue: None.
 - (4) Committee Membership: 6 members.
 - (5) Request for EC/Board Action: Discuss cleanup options for fire prevention. The committee has been discussing two main topics. One being fire prevention, and the proposal of fire danger signage at major locations/entry points throughout the community. And two, being ways to help the community clean up some of the yards and bigger brush. Joe will submit a few articles for future GRITs regarding these topics along with right of way and easement responsibilities.
- f. Nominating Committee (NC) (Susan McCasland): No Report.
6. DATA MANAGEMENT: (Bob Thomas)
- (1) A security plan to access our data files is pending.
 - (2) Inventorying of boxes in storage room: All completed except three boxes pending.
 - (3) Update to retention schedule: pending attorney guidance.
7. UNFINISHED BUSINESS: Action Items from last Board Meeting:
- a. **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**
 - b. **Committee Chairs:**
 - 1.) Inventory boxes of hardcopy documents in the office storage room. **Update:** This task is in progress. **OPEN**
 - 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:** Respond back to Elizabeth Edgren by May 31. **OPEN**
 - c. **David Crossley:** Respond to questions:
 - 1.) I am seeing more sheds 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? **OPEN**

2.) The SHHA website has additional documents that have been created beyond what is filed with 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? Update: Progress is being made. Discussion with legal counsel continues.

OPEN

- d. **Board:** Was asked to consider volunteering to review and revise the Bylaws. Anyone interested should contact Roger Hagengruber. Update: Roger is in the progress of making updates to areas of the Bylaws. The proposed revisions will be sent to the Board for review in September or October. **OPEN**
- e. **ACC:** To submit a GRIT article on sheds. **OPEN**
- f. **Roger Hagengruber:** Respond to homeowner regarding homelessness in Sandia Heights. Contact Walt Benson, Bernalillo County Commissioner for District 4 on behalf of the Sandia Heights Community. **OPEN**
- g. **Bob Thomas:** A security plan to access our data files is in progress. **OPEN**
- h. **Roger Hagengruber:** Will draft a written process to follow when guests attend a board meeting. This draft will be sent to the Board for review. **OPEN**
- i. **Randy Tripp:** Will contact the Committee Chairs, sometime in June, regarding their budgets for 2022. Update: Have had responses regarding committee budgets. **CLOSED**
- j. **Bob Thomas:** Contact the Committee Chairs and arrange a meeting to discuss the strategic plan status. **OPEN**
- k. **Susan McCasland:** Will put a future GRIT article, on the front page, about board membership. Update: Article in the September GRIT. **CLOSED**

8. NEW BUSINESS: None.

9. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. David Crossley: Will submit an article regarding the ACC Guidelines, as a Community Document.
- b. Joe Boyce: Will submit a few articles regarding fire prevention/fire danger signage, ways to help the community clean up some of the yards and bigger brush, right of way, and easement responsibilities.

10. ANNOUNCEMENTS: None.

11. NEXT MEETING: The next Board meeting is scheduled for September 8, 2021, at 6:30 pm at the SHHA office (in person).

12. ADJOURNMENT: 8:12 pm.

Roger Hagengruber, President

Date

Martin Kirk, Secretary

Date

Signatures on file in the SHHA Office