

BOARD MEETING MINUTES
SHHA Monthly Board Meeting September 8, 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. AUGUST MEETING MINUTES APPROVAL: The August 11, 2021, Board Meeting Minutes were emailed to the Board on August 23, 2021. A motion was made to approve the minutes.

Motion: To approve the August 11, 2021, Board Meeting Minutes. Approved - Unanimous	2021-9-8-1 GEN
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4. OFFICER REPORTS:

a. President (Roger Hagengruber):

- (1) Mask and Zoom meeting arrangements: Until further notice, anyone coming to the office will be required to wear a mask. There will be no meetings in the conference room without masks unless it is by unanimous agreement and only for groups smaller than eight. We will continue with this policy through October. The Executive Committee will continue to monitor the status and make changes accordingly.
- (2) Policy on visitors speaking at board meetings: Roger summarized the policy and will present a written policy to the Board for review.

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

c. Secretary (Martin Kirk): by Roger Hagengruber.

- (1) The August 8, 2021, Board Meeting Minutes were distributed via email on August 23, 2021.
- (2) The September GRIT was approved by Roger Hagengruber on August 12, 2021.

- d. Treasurer (Randy Tripp): by Roger Hagengruber.
 - (1) The August financial reports were emailed to the Board for review on September 2, 2021. A motion was made to accept the financial reports as distributed.

Motion: To accept the August financial reports as distributed.

Approved - Unanimous

2021-9-8-2 FC

5. COMMITTEE REPORTS:

- a. Architectural Control Committee (ACC) (David Crossley):
 - (1) The August 18 and September 1 minutes were emailed to the Board.
 - (2) ACC application approvals for August: 33
 - (3) GRIT article for the September issue: None.
 - (4) Committee Membership: 7 members.
 - (5) Request for EC/Board Action: None.
 - (6) **David Crossley:** Will submit an article regarding the ACC Guidelines, as a Community Document. **Action Item Open.**
 - (7) **David Crossley:** Will submit a GRIT article on sheds. **Action Item Open.**
- b. Covenant Support Committee (CSC) (Bob Thomas):
 - (1) A meeting was held on September 7.
 - (2) There are currently 15 complaint files open.
 - (3) As of September 6, 3 files have been closed.
 - (4) GRIT article for the September issue: Weeds Are Here, by Emily B. Rudin, SH resident, former CSC member
 - (5) Committee Membership: 8 members. Vicki Meredith joined the committee at the September 7 meeting.
 - (6) Request for EC/Board Action: None.
 - (7) Charter: We are actively reviewing/revising our charter. Once completed, it will be submitted to the Board for review.
- c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):
 - (1) Meeting was held in person on August 25th, with two members present. The minutes were emailed to the Board on September 2nd.
 - (2) GRIT article for September issue: The Artists are Back!
 - (3) We are reviewing the materials sent from the office to new move-ins. We are one final version away from revising our committee charter. We are gathering discounts & coupons from local businesses to include in Welcome Bags for new residents.
 - (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) The layout for the October 2021 GRIT is in progress. Board members have until close of business day Friday to submit articles.
 - (2) GRIT articles for the September issue: Wildfire, Monthly Fun Fact, Send in Your Photos Now
 - (3) Committee Membership: 5 members.

- (4) A meeting is scheduled for September 20th. One of the principal topics will be updating the SHHA website. Ryan Showers, our web designer, will be attending the meeting.
 - (5) Request for EC/Board Action: None.
- e. Parks & Safety Committee (P&S) (Joe Boyce)
- (1) The August 31 minutes were emailed to the Board on September 2nd.
 - (3) GRIT article for the September issue: None.
 - (4) Wildfire signage: Committee members have been working on updating the fire warning signs. They have been working with Antonio Jaramillo, of Bernalillo County, and have found low-cost signs. The County has given us approval for using existing posts to put up the signs. There are seven areas that have been identified for posting the new signs. The committee will move forward with purchasing the signs and the county will post them in the locations identified and approved.
 - (5) Yard/street cleanup and crime prevention: Joe gave an overview of the discussions held at the August P&S meeting.
 - (6) **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. **Action Item Open.**
 - (7) Committee Membership: 6 members.
 - (8) Request for EC/Board Action: None.
- f. Nominating Committee (NC) (Susan McCasland):
- (1) September GRIT article: We Need You!
 - (2) Board membership: Now is a good time for potential new board members to notify the Committee of their interest. This would also allow the Committee time to interview the candidate and have their information (bio's) available for the SHHA membership to vote on at the annual meeting.
 - (3) Nominations for officer positions: Board members are asked to think about becoming a candidate for an officer position.
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. Responses received. **CLOSED.**
 - c. **David Crossley:** Respond to questions:
 - 1.) I am seeing more sheds being placed 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 process 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. **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**
- f. **Bob Thomas:** A security plan to access our data files is in progress. **CLOSED**
- g. **Roger Hagengruber:** Will draft a written policy to follow when guests attend a board meeting. This draft will be sent to the Board for review. **OPEN**
- h. **Randy Tripp:** Will contact the Committee Chairs, sometime in June, regarding their budgets for 2022. Update: Have had responses regarding committee budgets. **OPEN**
- i. **Bob Thomas:** Contact the Committee Chairs and arrange a meeting to discuss the strategic plan status. **OPEN**

8. NEW BUSINESS: None.

9. ACTION ITEMS RESULTING FROM THIS MEETING: None.

10. ANNOUNCEMENTS: None.

11. NEXT MEETING: The next Board meeting is scheduled for October 13, at 6:30 pm via Zoom Meeting.

12. ADJOURNMENT: 7:53 pm.

Roger Hagengruber, President

Date

Martin Kirk, Secretary

Date

Signatures on file in the SHHA Office