



SANDIA HEIGHTS HOMEOWNERS ASSOCIATION

SHHA
Rules and Regulations
for the Association

Revisions Board Approved
December 9, 2020

Table of Contents

1	<i>The Big Picture</i>	3
1.1	Introduction and Overview	3
1.2	Staff	3
1.2.1	Review and Copying of Association Records	3
1.3	SHHA Board of Directors and Committees	3
1.3.1	Committees	4
1.3.1.1	Executive Committee (EC)	4
1.3.1.2	Architectural Control Committee (ACC)	4
1.3.1.3	Covenant Support Committee (CSC)	4
1.3.1.4	Community Service and Membership	4
1.3.1.5	Communications and Publications	4
1.3.1.5.1	Editorial Policy	5
1.3.1.5.2	The <i>GRIT</i>	5
1.3.1.5.3	Website and Office Internet Access	6
1.3.1.6	Parks and Safety	6
1.3.1.7	Finance	6
1.3.1.8	Other Committees	6
1.3.1.9	Committees, Members & Special Situations	6
1.3.1.10	Committee Meetings	6
1.3.1.11	Conference Room	6
1.4	Sandia Heights Services (856-6419)	6
1.5	Sandia Heights Security (856-6347), Mobile (263-4654)	7
2	<i>Architectural Control Committee (ACC)</i>	7
2.1	ACC Application Procedures	7
2.1.1	Types of ACC Applications	7
2.1.2	Approval Letters	7
2.1.3	Disapproval Letters	7
2.1.4	Stop-Work Letter	7
2.2	Neighborhood Reviews	7
3	<i>Covenant Support Committee (CSC)</i>	8
3.1	Introduction	8
3.2	Complaint Resolution Procedure	8
4	<i>Miscellaneous Rules and Regulations</i>	9
4.1	Conduct of Residents	9
4.2	Code of Conduct for Board Members	9
4.3	Voting by Proxy or Absentee	11
4.3.1	Proxy Voting	11
4.3.2	Absentee Voting	11
4.4	Anti-Discrimination Policy	13

1 The Big Picture

1.1 Introduction and Overview

This document provides information on the management of the Sandia Heights Homeowners Association and is intended for the use of all association members. Sandia Heights Homeowners Association (SHHA) is a non-profit corporation that provides various services to residents of Sandia Heights, especially those who are members of SHHA. The office serves as a centralized location for these services and as a support center for the Board of Directors of the SHHA. SHHA charges a monthly membership fee. New residents are automatically enrolled but are given the option to cancel at any time, except in the case where SHHA membership is required by their specific Unit Covenants (example, South Unit 8C).

1.2 Staff

The SHHA staff is the primary point of contact for residents of Sandia Heights and the Board.

1.2.1 Review and Copying of Association Records

Records review and copying will be available only Monday–Thursday 10:00 AM–3:00 PM.

1.3 SHHA Board of Directors and Committees

The SHHA Board of Directors shall meet monthly, usually on the second Wednesday of each month at 7:00 PM, with the exception, that there is no regular board meeting in the month that the Annual Meeting is held (the Annual Meeting serves as that purpose). An Annual Membership Meeting normally occurs on a Saturday in February each year but may be rescheduled, as necessary.

No later than October of each year, the Board shall determine which Officer positions need to be filled. No later than November of each year, the Nominating Committee shall determine how many Director positions will need to be filled, and will present a slate of qualified candidates for positions to the Board at the December Board meeting for voting by the membership at the Annual Meeting, with the slate of qualified candidates published at least thirty (30) days before the annual meeting. The Nominating Committee shall verify that all candidates are willing and able to serve.

Nominations may also be made in writing by any member and presented to the Nominating Committee no later than two (2) months before the annual meeting. The presence of candidates nominated by members shall not affect the number of Directors to be elected.

Candidate Statements. Nominees shall submit a short statement/bio that will be published prior to the election.

New Directors can be elected by the Association members at the Annual Meeting and take office at the end of the Annual Meeting or can be elected by the Board between Annual Meetings and take office when elected by the Board of Directors. Directors shall be elected by a plurality of votes cast by the members and, except as otherwise may be provided in the Bylaws, may hold office for two (2) terms in succession or until their successors have been elected or longer, if the term limitation is waived by a three-fourths (3/4) vote of the Board present and voting. A term is three (3) years. To the extent possible, the terms of the Directors shall be staggered so that approximately one third (1/3) of the Directors shall be elected each year. Nominations “from the floor” are not permitted.

SHHA shall provide insurance to indemnify any officer, other Board member or standing committee chair, or former officer, Board or standing committee chair, and volunteers serving in an official Board capacity, against expenses, costs, and attorney fees actually and reasonably incurred in the official performance of their position.

The Board of Directors consists of 11 to 25 members, each assigned to at least one of the standing committees. Standing Committees can also have volunteers as members, which volunteers are selected by the committee and who must be SHHA member(s) in good standing.

1.3.1 Committees

1.3.1.1 Executive Committee (EC)

The Executive Committee is comprised of the four executive officers of the SHHA: President, Vice President, Secretary, and Treasurer, plus the Chairs of Architectural Control Committee (ACC) and Covenant Support Committee (CSC). Other members may be appointed to the EC for specific terms.

- a. The President oversees all SHHA undertakings and general operations.
- b. The Vice President supports the President and can serve as President if delegated by the President. The Vice President also chairs the Nominating Committee.
- c. The Treasurer handles all financial functions of SHHA including the drafting of budgets and maintenance of the financial books.
- d. Whenever there is a change in Treasurers, the outgoing Treasurer shall brief the incoming Treasurer on all financial instruments and the status of accounts, and both shall conduct an informal audit before a formal turnover takes place.
- e. The Secretary is responsible for general record keeping (such as meeting minutes and contracts) and support to the EC. The Secretary is the EC's representative for approval of The GRIT and other publications.
- f. The officers shall be listed as emergency contacts for Sandia Heights Security. The President and Vice President shall be listed with Alarm Research for contact by the alarm company in case of an emergency at the SHHA office.
- g. The SHHA officers shall be listed on the bank accounts or other financial instruments, and signature cards.
- h. If SHHA should receive a subpoena, it will be announced to the entire Board of Directors.
- i. The EC shall have the final editorial rights for all SHHA publications, which final editorial rights have been assigned to the Secretary.

1.3.1.2 Architectural Control Committee (ACC)

The ACC oversees applications for exterior modifications to property within Sandia Heights. A formal application process is used to support this function. The ACC approves and disapproves applications based on compliance with the applicable set of covenants for the property. The office staff performs all administrative duties for the ACC.

1.3.1.3 Covenant Support Committee (CSC)

Sandia Heights has Use Restrictions governed by over 38 sets of Covenants, each applying to a designated Unit within the community. The CSC works with property owners to enforce these legally binding documents. CSC provides covenant enforcement through a formalized process consisting of the homeowner submitting a Covenant Violation form and the CSC conducting an investigation and documenting an Investigation Report. The complaint form can be downloaded from the SHHA website. A homeowner must be a member of SHHA to submit a covenant violation complaint. The office staff performs all administrative duties for the CSC.

1.3.1.4 Community Service and Membership

The Community Service and Membership committee heads all membership events.

Available membership benefits include no-fee ACC applications, covenant enforcement, discounted tram passes, free admission to SHHA events, complimentary office services (faxes and copies), voter registration and notary services, classified ads, the annual *Resident Guide and Directory*, merchant discounts (see website listing for details), discounted safety vests and contractor evaluations.

Benefits can be granted to a tenant upon the homeowners' written request, except voting rights and filing a covenant complaint. **Board motion 7/13/2011.**

1.3.1.5 Communications and Publications

The Communications and Publications Committee (C&PC) has the responsibility for the general communications between SHHA and our residents, including the SHHA publications *The GRIT*, the *Resident Guide and Directory*; and telephone, mail, and email communications. The responsibility of C&PC is restricted to editing the final EC-approved draft of *Rules and Regulation for the Association* (this document) and *Policies and Guidelines for Board and Committee Members*.

Specific responsibilities are:

- Publishing a newsletter (*The GRIT*) a minimum of 6 times per year.
- Ensuring that the website (www.sandiahomeowners.org) remains up to date.
- Assisting with the office computers and communications devices.
- Publishing the annual *Resident Guide and Directory*.
- Obtaining advertising for all publications.
- Assisting with other communications as may be needed.
- Working extensively with our office staff and outside consultants to fulfill these functions.

1.3.1.5.1 Editorial Policy

The following editorial policies are to ensure that all publications meet a defined standard for professionalism and fairness. These policies are:

- SHHA publications will present all sides of any issue in which there are opposing perspectives.
- SHHA publications will maintain a neutral tone for any issue involving a conflict between the SHHA and a resident.
- SHHA publications will not publish anything that may have an impact on any pending litigation involving the SHHA.
- SHHA publications will strive to be a bi-directional communication channel between the SHHA and Sandia Heights residents.
- SHHA will not publish anything that is defamatory, insulting, or demeaning to any person, group, or organization. Content that is not suitable for publication will be returned to the person submitting the content along with the reasons why the content is not suitable.
- SHHA publications will provide information on subjects of interest to the community.
- SHHA reserves the right to edit or disapprove any submission. Content that requires significant editing will be returned to the person submitting the content along with the comments of The GRIT staff. GRIT staff will not rewrite submitted content.
- Letters may be edited for clarity or length but in general, letters will be published “as is” or returned to the author for revision.
- SHHA will not print any unsigned letters or articles.
- In the event there is a dispute over content editing or suitability of content for publication that cannot be resolved, the dispute will be submitted to the Executive Committee for mediation. If the dispute cannot be resolved following mediation, it will be submitted to the full SHHA Board for decision.
- Content that is under dispute will not be published until the dispute is resolved.

1.3.1.5.2 The *GRIT*

The official SHHA newsletter, *The GRIT*, is presently published and distributed monthly to SHHA members only and is also posted on the website, www.sandiahomeowners.org, where it is available to anyone. The online version is prime, in that it is in color and is rendered in high-quality resolution. It may contain more detailed articles and can include video/audio. The website also features an archive of the previous 5 years of *GRIT* editions. *The GRIT* covers the latest issues confronting the SHHA Board of Directors and topics of interest to all Sandia Heights residents. Some of these topics include zoning changes, new commercial and residential development in the area and the status of city/county/state projects affecting Sandia Heights, neighborhood programs, social activities, and special interest groups within the community. We welcome input and articles from

SHHA members and local officials, as well as non-profit organizations and individuals with information appropriate to our area.

1.3.1.5.3 Website and Office Internet Access

The SHHA maintains a website at www.sandiahomeowners.org. The website supplements the print publications and provides the SHHA a way to publish information which members and residents can access at any time. Documents such as the Restrictive Covenants for each unit, ACC Design Guidelines and application forms, SHHA forms, meeting minutes and notices and other useful information are available at the website for downloading or printing. Information about SHHA compliance with New Mexico Homeowners Association Law can be found under the Board tab on the website. The Bernalillo County code pertaining to installation and use of septic tanks is included on the SHHA website.

Access to the SHHA Internet server password is limited to office personnel, the officers of the Board, and the C&P chair, and others as determined by the Executive Committee.

1.3.1.6 Parks and Safety

The Parks & Safety Committee (P&S) is charged with protecting and improving the parks and safety of our surroundings in the Sandia Heights neighborhood. The P&S Committee works with homeowners and with local government to enhance neighborhood safety, monitor parks issues, and preserve our natural environment. (NOTE: The parks within Sandia Heights are the property of Bernalillo County, not of Sandia Heights.) The committee fosters communication between the county and residents to this end. The committee also plays a role in educating residents about traffic, safety, and environmental issues.

1.3.1.7 Finance

The Finance committee handles all financial functions of SHHA including drafting budgets and maintaining the financial books. This committee is headed by the Treasurer.

1.3.1.8 Other Committees

A majority of the Board may, by resolution, constitute other *ad hoc* committees of directors, officers, members or non-members, with such functions, powers, and duties, as the Board shall determine.

1.3.1.9 Committees, Members & Special Situations

When committee members, performing duties related to ACC projects and CSC complaints, find themselves in a potentially hostile or dangerous situation, they shall immediately leave the premises and report it to the committee chair. If further action is required to resolve a problem (example: ACC project or CSC complaint), then two committee members shall call on the resident/owner. If the resident/owner refuses to allow the committee member(s) to complete their business, then report same to the chair and consult the President.

1.3.1.10 Committee Meetings

Committee chairs are authorized to hold meetings via a telephone conference or other electronic means when circumstances prevent an actual physical meeting, provided that each committee member is given equal opportunity to contribute and to be heard.

1.3.1.11 Conference Room

Except for the standing monthly Board/EC/Committee meetings, the conference room is available on a first-come basis by Board members and committee chairs for other official business, or as authorized by the President. ***Standing Special Rules***

1.4 Sandia Heights Services (856-6419)

Sandia Heights Services is the water, sewer, and garbage-collection agency for Sandia Heights. **SHHA is not affiliated with Sandia Heights Services in any way.** Sandia Heights Services does, however, include SHHA membership dues billing in their monthly utility billing. Residents often

confuse SHHA with Sandia Heights Services because of this combined billing.

SHHA updates its residents' database per information from Sandia Heights Services. Sandia Heights Services notifies SHHA as residents cancel membership or move. SHHA is notified via an email named *In and Out Report* that details who has moved out and who has moved in to residences within Sandia Heights. SHHA automatically enrolls new homeowners per the *In and Out Report*.

1.5 Sandia Heights Security (856-6347), Mobile (263-4654)

Sandia Heights Security is a division of Sandia Heights Services. **SHHA is not affiliated with Sandia Heights Security in any way.** Sandia Heights Security has several cars patrolling Sandia Heights from early morning to late evening. They are not police but can detain suspects until police arrive. Residents of Sandia Heights can choose to sign up for security service. Refer any questions regarding the nature of the service to Sandia Heights Security.

2 Architectural Control Committee (ACC)

2.1 ACC Application Procedures

2.1.1 Types of ACC Applications

ACC has three types of applications:

1. New Construction and Additions – Used for all home construction and for any projects that involve the expansion of a room, or a new room addition.
2. Exterior Refinishing, Re-roof, and Trim Refinishing – Used for projects such as all re-roofing and re-stucco efforts.
3. Miscellaneous Projects – For all other types of exterior modification including landscaping.

Residents can download these applications from our website. All pertinent plans that have been submitted and approved by the ACC are digitized and archived on the network by address. The hard copy plans are kept in the office until the project is complete and closed. Then the plans can be returned to the homeowner or destroyed at their request.

NOTE: Some units have their own homeowner association or supplemental covenants with additional ACC guidelines and, as such, it is the responsibility of the homeowner to comply with those guidelines as well as SHHA ACC guidelines.

2.1.2 Approval Letters

ACC Approval letters are sent to residents who have received an ACC approval. Generally, ACC approval will occur at an ACC meeting, although ACC members are authorized to administratively approve projects outside of meetings.

2.1.3 Disapproval Letters

Same as approval letters.

2.1.4 Stop-Work Letter

This letter is sent to residents who have begun exterior modifications without ACC approval, or residents who are not performing work to the standards outlined in their approved project application. The ACC chairman decides when to send this letter.

2.2 Neighborhood Reviews

Neighborhood reviews may be performed for all new construction and most major additions. Those who own property nearby, or who are likely to be affected by the work applied for are notified by mail and invited to the SHHA office to review the proposed plans and make comments regarding the project.

3 Covenant Support Committee (CSC)

3.1 Introduction

The CSC is composed of Board of Director members and community volunteers. It is chaired by a Board member, who is also a member of the Executive Committee. The CSC meets the first Tuesday of every month in the SHHA office conference room at 7:00 PM. The meetings are necessarily closed in consideration of the sensitive nature of the complaint discussions. Visitors can attend the first five minutes for general discussions but must ask permission from the CSC Chair prior to the meeting. The CSC Agenda and Minutes are considered confidential and thus are internal documents for Board members, CSC committee members, and office staff.

3.2 Complaint Resolution Procedure

A. Who may file a complaint:

Any member in good standing of SHHA, and a property owner, may file a complaint. If not a member, the complainant must sign up and agree to maintain membership for 1 year (unless otherwise specified in the By-Laws).

1. The CSC guidelines are to act on purported violation complaints from a property owner within the same Unit as where the purported violation exists, an adjacent Unit or in direct line of sight of the violation. If a complaint is submitted from a member outside of the guidelines, the CSC reserves the right to act, or decline to act, upon complaints depending on the nature, significance and proximity of the violation.
2. NOTE: Some Units have enclaves within the Unit with their own homeowner association or have additional covenants and, as such, it is the responsibility of the homeowner to comply with those covenants as well as SHHA CSC covenants.
3. Members of the Board of Directors and CSC volunteers have the same rights as any SHHA member to file complaints.

B. Complaint format:

1. Must be on the form found on the SHHA Website or available at the SHHA office.
2. The complaint should identify the specific violation(s).
3. Must be signed by the complainant. If forms are emailed to the SHHA office, the email is considered an electronic signature as long as the email identifies the name of the complainant.
4. Phone calls, notes, and anonymous filings will not be acted upon by the CSC.
5. The complainant will not be encouraged to discuss the violation with the violator and such conversations will not be a requirement for complaint submittal.
6. The identity of the complainant will be shielded, unless court action is initiated which may require that the complainant's identity be revealed.

C. Complaint Resolution:

8. Upon receipt of a complaint by the SHHA office, the office staff will assign the complaint to a CSC member who will investigate the validity of the complaint.
9. If it is determined that there is no validity to the complaint, for example, the particular Unit Covenants do not specifically prohibit the alleged violation, then a letter is sent to the complainant explaining the determination.
10. If it is determined that there is a covenant violation, then a letter is sent to the violator specifying the violation and setting a time for resolution.
11. In the event that the complaint cannot be resolved by contacting the violator, then a follow-up letter is sent and, in the most unusual situations, the matter is referred to the SHHA attorney for possible legal action

4 Miscellaneous Rules and Regulations

4.1 Conduct of Residents

During any SHHA meeting of any type, while on SHHA premises, while engaged in SHHA business, and/or during interactions with SHHA volunteers or staff, members and other residents of SHHA shall not engage in any abusive, harassing, or disruptive behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, the Board, other SHHA volunteers, and/or SHHA staff. Any member of the Executive Committee and/or the Board, and/or a staff member shall have the authority to request any person engaging in the referenced behavior to immediately cease and desist. If that person does not cease and desist, any member of the Executive Committee and/or the Board, and/or a staff member shall have the authority to take further appropriate action, including contacting Sandia Heights Security or BCSO for intervention or escorting that person from the premises, if appropriate. SHHA shall document the incident, and the Executive Committee and/or the Board shall determine if other appropriate action needs be taken to prevent further incidences of this type from the person whose inappropriate behavior is at issue. If the Executive Committee, Board or any Committee Chair shall determine the person engaged in the inappropriate behavior is an on-going threat, they may bar such person from future SHHA events.

4.2 Code of Conduct for Board Members

WHEREAS, the Board of Directors (“Board”) of the Sandia Heights Homeowners Association (“Association”) wishes to ensure that it and its individual members (“Board Member”) maintain a high standard of ethical conduct in the performance of the Association’s business, and to ensure that the Association’s members maintain confidence in and respect for the entire Board,

IT IS RESOLVED THAT the Sandia Heights Homeowner Association Board of Directors hereby adopts the following rules of conduct, standards and behavior, ethical rules, and enforcement procedures that are applicable to all members of the Board:

1. Board Members shall act in the best interests of the Association as a whole. Board Members serve for the benefit of the entire community, and shall, at all times, strive to do what is best for the Association as a whole.
2. Board Members shall not use their positions as such for private gain, for example:
 - No Board Member shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.
 - No Board Member shall seek preferential treatment by the Board, any of its committees, or any contractors or suppliers.
 - No Board Member shall accept a gift or favor made with the intent of influencing a decision or action on any official matter.
 - No Board Member shall receive any compensation from the Association for serving on the Board.
 - No Board Member shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.
3. No Board Member shall use his/her position to enhance his/her financial status through the use of certain contractors or suppliers.
4. Board Members shall comply with governing documents and relevant law.
5. Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration, Bylaws, and other governing documents of the Association, and to be familiar with all such documents. Board Members shall likewise comply with and make decisions that are consistent with all applicable laws, including, but not limited to, refraining

from discriminating against any person on the basis of race, color, religion, national origin, gender, marital or family status, age, sexual orientation, or mental or physical disability.

6. Board Members shall set high standards for themselves as Association members. Board Members shall hold themselves to the highest standards as members of the Association and shall in all ways comply with the provisions of the Association's governing documents.
7. Board Members shall work within the Association's framework, refrain from unilateral action, and abide by the system of management established by the Association's governing documents and the Board.
8. The Board shall conduct business in accordance with state law and the Association's governing documents, and shall act upon decisions duly made, and no Board Member shall act unilaterally or contrary to such decision. Toward that end, no Board Member shall seek to have a contract implemented that has not been duly approved by the Board or the Executive Committee, nor promise anything not approved by the Board or the Executive Committee to a contractor, supplier or to any other entity.
9. Board Members shall behave professionally at meetings. Board Members shall conduct themselves at all meetings, including Board meetings, annual meetings of the members, and committee meetings, in a professional and businesslike manner. Personal attacks, either in person, by email or by any other means, against other Board Members, Association members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language at meetings shall be kept professional. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.
10. Board Members shall maintain confidentiality when appropriate. Board Members shall, at all times, maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association as determined by having been covered or on the agenda to be covered in an Executive Session of the Board. Board Members shall also maintain the confidentiality of the personal lives of other Board Members, Association members, residents, and management staff.
11. Board Members shall disclose conflicts of interests. Board Members shall immediately disclose to the Board any perceived or potential conflict of interest regarding any aspect of the business operations of the Association.
A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of Sandia Heights Homeowners Association (SHHA). The variety of situations that raise conflict of interest concerns include, but are not limited to, the following:
 - a. Financial Interests. A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by SHHA. A financial interest is not necessarily a conflict of interest. A conflict of interest exists only when the Board decides that a person with a financial interest has a conflict of interest.
 - b. Other Interests. A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with SHHA. Examples include where:
 - An interested party seeks to make use of confidential information obtained from SHHA or an SHHA client for his/her own benefit (not necessarily financial).
 - SHHA adopts a policy that provides a significant non-financial benefit to an interested party.
12. Board Members shall refrain from defaming anyone in the community. Board Members shall not engage in defamation, by any means, of any other Board Member, Association member, resident, or management staff member. The Association shall deem any Board Member who engages in defamation to be acting outside the scope of his/her authority as a Board Member.

13. Board Members shall refrain from harassing Association members or residents. Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, Association member, or resident, either in person, by email or by any other means. The Association shall deem any Board Member who harasses, threatens or otherwise attempts to intimidate other Association members or residents, to be acting outside the scope of his/her authority as a Board Member.
14. Board Members shall refrain from interfering with Management staff and contractors. No Board Member shall interfere with the duties of management staff or any contractor executing a contract in process. All concerns with contractors' performance must go through the Association property management or must otherwise be in accordance with Board policy. Any concern with property management performance must be raised with the full Board.

Adopted by the Board of Directors on November 10, 2015.

4.3 Voting by Proxy or Absentee

The amendments to the New Mexico Homeowners Act that went into effect July 1, 2019 require homeowner associations to provide for proxy and absentee voting. While the Sandia Heights Homeowners Association encourages Board Members to attend all Board meetings, situations occur that prevent Board Members from attending meetings. The following procedures are to be followed for proxy and absentee voting.

4.3.1 Proxy Voting

1. Proxy voting is when a Board Member gives his/her voting rights to another Board Member.
2. The proxy cannot be directed as to how to vote.
3. The appointment of a proxy cannot be transferred.
4. The appointment of a proxy is valid for the Agenda Item Number and Board Meeting Date indicated in the Proxy Vote Memorandum (Attachment 1, below).
5. The Board Member completing the Proxy Vote Memorandum is to submit the memorandum to the President at least 24 hours prior to the meeting date included in the memorandum either by electronic means or in hard copy.
6. The Proxy Vote Memorandum is included in the consideration of Board Members present for consideration of a quorum for the applicable Board meeting.
7. The proxy expires at the adjournment of the Board meeting indicated in the Proxy Vote Memorandum.

4.3.2 Absentee Voting

1. Absentee Voting is when a Board Member is unable to attend a Board meeting but wishes to cast his/her vote on a particular item on the published agenda.
2. The vote on the item indicated in the Absentee Vote Memorandum (Attachment 2, below) cannot be changed after it is filed but can be rescinded by the submitting Board Member up to 24 hours prior to the start of the Board meeting indicated by the date in the Absentee Vote Memorandum.
3. The Board Member completing the Absentee Vote Memorandum is to submit the memorandum to the President at least 24 hours prior to the meeting date included in the memorandum either by electronic means or hard copy.
4. The Absentee Vote Memorandum does not get included in the consideration of Board Members present for purposes of a quorum but does get included in the vote total for the applicable agenda item.
5. The Absentee Vote Memorandum expires at the adjournment of the Board meeting indicated in the Absentee Vote Memorandum.

Attachment 1

PROXY VOTE MEMORANDUM

DATE: _____

TO: _____

Ms./Mrs./Mr. President: Sandia Heights Homer Association Board Member _____ is hereby authorized to vote on Item _____ as published in the Board Agenda for the meeting date _____. She/he is not permitted to participate in any other procedures at the meeting on the undersigned's behalf unless other Proxy Vote Memorandums are submitted by the undersigned for this meeting. This Board Member is to be recognized by the President during the roll call of member attendance.

Submitted by:

Board Member

Attachment 2

ABSENTEE VOTE MEMORANDUM

DATE: _____

TO: _____

Ms./Mrs./Mr. President: I am unable to attend the Board Meeting on _____ and am hereby submitting my vote on Item _____ as published in the Board Agenda for such meeting date as ____ YES ____ NO.

Submitted by:

Board Member

4.4 Anti-Discrimination Policy

Sandia Heights Homeowner Association is an “equal opportunity employer.” SHHA will not discriminate and will take “affirmative action” measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, religion, color, national origin, age, marital or family status, mental or physical disability, sexual orientation or gender.