

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting January 13, 2016 at 7 p.m.
Prepared by Amanda Allen

1. CALL TO ORDER: The monthly SHHA Board meeting was called to order by the President at 7:01 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 – Joe Pappé	X			Bob Bower	X			Emily Rudin	X		
Vice President – Josephine Porter	X			Anne Manning	X			Marion Simon	X		
Secretary – George Connor	X			Cindy Mottle	X			Bill Wiley		X	
Treasurer – Woody Farber	X			Meeko Oishi		X					
Don Aunapu	X			Michael Pierce	X						

Guests: Dave Mottle

3. DECEMBER MEETING MINUTES APPROVAL: Minutes emailed to the Board on December 11, 2015. Motion to approve. **Approved.**
4. OFFICER REPORTS
 - a. President (Joe Pappé):
 - (1) Annual Meeting:
 - a. Annual Meeting tasks:
 - 1-Projector and screen pick up and set up: Bob Bower.
 - 2-Sound system delivery and set up: George Connor and Josephine Porter.
 - 3-Laptop and Power Point presentation set up: Josephine Porter and George Connor.
 - 4-Power Point presentation operator: Meeko Oishi.
 - 5-Counters: Marion Simon and Cindy Mottle.
 - 6-Timer Keeper: Mike Pierce.
 - 7-Microphone: Don Aunapu.
 - 8-Coffee: Bob Bower.
 - 9-Refreshments: Kate Fry.
 - 10-General set up: Betsy and Amanda.
 - b. Each Board member is encouraged to attend.
 - c. The EC has approved the Annual Meeting Agenda. The Annual Meeting Agenda was reviewed by the Board.
 - d. The EC has reviewed the Annual Meeting Script and is in the process of preparing the final draft. Power Point slides were sent to each Officer and Chair for review/revision and were due on January 12, 2016.

- (2) Mhoon Property update. A discussion was held about the events with the Mhoon Property since the December Board Meeting. SHHA will attend mediation on January 25, 2016 with all affected parties to try and have a special use permit enforced.
- (3) Drag racing on Tramway Blvd. update. A discussion was held about the County's Vehicle Seizure and Forfeiture Ordinance that took effect January 8, 2016. A brief summary article was published in the February 2016 GRIT and will be placed on the SHHA website to inform/update homeowners.
- (4) Thanks to office staff and volunteers that helped over Christmas break to move equipment and furniture for the carpet installation resolving office tripping hazards.

b. Vice-President (Josephine Porter): No Report.

c. Secretary (George Connor):

- (1) The Minutes of the December 9th Board Meeting were distributed via email on December 11, 2015.

d. Treasurer (Woody Farber):

- (1) Year-end financials. The SHHA year-end financial statements are under review by the accountant and will be available by the Annual Meeting in February 2016.

5. COMMITTEE REPORTS

a. Architectural Control Committee:

- (1) Minutes of 02 and 16 December 2015 were forwarded to the Board.
- (2) ACC Application Approvals for December 2015: 12.
Total ACC Applications Approved for 2015: 324 (Total for 2014: 309).
- (3) GRIT Articles for December 2015: Summary of GRIT Articles Published in 2015.
- (4) Committee Membership Stable at 7 Members.
- (5) Requests for EC or Board Action: None.

b. Covenant Support Committee (Josephine Porter):

- (1) December 7 meeting minutes were emailed to the Board on January 5, 2016.
- (2) 7 violations open, 2 closed, none at the attorney.
- (3) January GRIT articles: Summary of Active CSC Violations.
- (4) Committee Membership Stable at 9 Members.

c. Community Service & Membership (Executive Committee): No Report

d. Communications & Publications (George Connor):

- (1) GRIT feedback over next 6 months regarding publication schedule. The C&P is soliciting comments about publishing the GRIT newsletter on a bi-monthly basis in 2017.

e. Parks & Safety (George Connor): No Report.

f. Nominating Committee (Josephine Porter):

- (1) Extend Bob Bower's term on the Board.
A motion was made to extend Bob Bower's term limit on the Board. He will continue to Chair the ACC until the Annual Meeting of February 2017.

MOTION: To extend the term of Director Bob Bower per the Bylaws section 6.6 until the Annual Meeting of February 2017.

Approved

2016-01-13-1 NC

6. UNFINISHED BUSINESS, Action Items from last board meeting:
 - a. **BOD:** Inform the Nominating Committee of potential members and committee volunteers.
ONGOING
 - b. Publish the Annual and Town Hall Meeting procedures in the GRIT and on the website.
CLOSED
7. NEW BUSINESS: ACTION ITEMS RESULTING THIS MEETING
 - a. **OFFICE:** Publish the drag racing article on the website.
8. ANNOUNCEMENTS:
9. NEXT MEETING: In lieu of a February Board meeting the Annual Meeting is scheduled for 9am on Saturday, February 6, at Church of the Good Shepherd.
10. ADJOURNMENT: 7:53 pm.

Joe Pappé, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

10:36 AM
01/28/16
Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through December 2015

	Jan - Dec 15	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Tram Pass Tickets Sold	11,945.00	11,280.00	665.00
Membership Dues SHS	127,448.53	163,200.00	-35,751.47
Membership Dues Direct	-10.00	0.00	-10.00
ACC Income	525.00	300.00	225.00
GRIT Advertising	14,981.39	25,000.00	-10,018.61
Directory Advertising	6,619.06		
CD Interest	312.21	600.00	-287.79
Total Income	<u>161,821.19</u>	<u>200,380.00</u>	<u>-38,558.81</u>
Gross Profit	161,821.19	200,380.00	-38,558.81
Expense			
ACC			
Legal ACC	1,128.60	3,100.00	-1,971.40
ACC Operating Expenses	669.97	1,000.00	-330.03
Total ACC	<u>1,798.57</u>	<u>4,100.00</u>	<u>-2,301.43</u>
C S & Membership			
Advertising & Marketing			
Signs & Event Banners	0.00	400.00	-400.00
Total Advertising & Marketing	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>
Holiday Party	1,140.87	2,500.00	-1,359.13
Membership Benefits			
Tram Pass	16,442.50	14,300.00	2,142.50
Total Membership Benefits	<u>16,442.50</u>	<u>14,300.00</u>	<u>2,142.50</u>
Total C S & Membership	<u>17,583.37</u>	<u>17,200.00</u>	<u>383.37</u>
Comm & Publications			
Bulk Postage			
Directory Bulk Postage	811.69	500.00	311.69
GRIT Bulk Postage	3,452.86	3,600.00	-147.14
Total Bulk Postage	<u>4,264.55</u>	<u>4,100.00</u>	<u>164.55</u>
Directory			
Envelopes	351.58	250.00	101.58
Mail Service	465.20	600.00	-134.80
Printing	5,765.60	6,000.00	-234.40
Total Directory	<u>6,582.38</u>	<u>6,850.00</u>	<u>-267.62</u>
GRIT			
Mail Service	1,819.57	2,400.00	-580.43
Printing	8,493.29	8,400.00	93.29
Total GRIT	<u>10,312.86</u>	<u>10,800.00</u>	<u>-487.14</u>
Website	585.32	2,540.00	-1,954.68
Total Comm & Publications	<u>21,745.11</u>	<u>24,290.00</u>	<u>-2,544.89</u>
CSC			
Legal CSC	14,716.85	12,000.00	2,716.85
Operating Expenses	552.12	700.00	-147.88
Total CSC	<u>15,268.97</u>	<u>12,700.00</u>	<u>2,568.97</u>
Parks & Safety			
P&S Operating expenses	675.20	4,600.00	-3,924.80
Total Parks & Safety	<u>675.20</u>	<u>4,600.00</u>	<u>-3,924.80</u>
Executive Committee			
Annual Meeting Expenses	1,559.77	1,000.00	559.77
Gift Certificates	550.00	500.00	50.00
COGS	305.00		
EC Other	155.04	300.00	-144.96
Legal EC Research	9,794.32	6,000.00	3,794.32
Total Executive Committee	<u>12,364.13</u>	<u>7,800.00</u>	<u>4,564.13</u>

Sandia Heights Homeowners Association Profit & Loss Compare January through December 2015

	Jan - Dec 15	Jan - Dec 14
Ordinary Income/Expense		
Income		
Tram Pass Tickets Sold	11,945.00	5,940.00
Membership Dues SHS	127,448.53	203,887.71
Membership Dues Direct	-10.00	180.00
ACC Income	525.00	350.00
GRIT Advertising	14,981.39	24,301.90
Directory Advertising	6,619.06	6,755.91
Coffeehouse Ticket Sales	0.00	630.00
Tram Deposits Forfeited	0.00	2,632.00
CD Interest	312.21	639.33
Other Inc	0.00	125.00
Total Income	161,821.19	245,441.85
Gross Profit	161,821.19	245,441.85
Expense		
ACC		
Legal ACC	1,128.60	122.60
ACC Operating Expenses	669.97	515.96
Total ACC	1,798.57	638.56
C S & Membership		
Holiday Party	1,140.87	1,333.50
Membership Activities		
Coffeehouse	0.00	7,321.96
Venue Rental Cleaning	0.00	305.00
Easter Egg Hunt	0.00	1,142.58
Total Membership Activities	0.00	8,769.54
Membership Benefits		
Tram Pass	16,442.50	14,212.38
Total Membership Benefits	16,442.50	14,212.38
Total C S & Membership	17,583.37	24,315.42
Comm & Publications		
Bulk Postage		
Directory Bulk Postage	811.69	808.62
GRIT Bulk Postage	3,452.86	3,268.10
Bulk Postage - Other	0.00	0.00
Total Bulk Postage	4,264.55	4,076.72
Directory		
Envelopes	351.58	0.00
Mail Service	465.20	623.00
Printing	5,765.60	4,646.75
Total Directory	6,582.38	5,269.75
GRIT		
Mail Service	1,819.57	1,769.73
Printing	8,493.29	8,071.71
Total GRIT	10,312.86	9,841.44
Website	585.32	1,086.45
Total Comm & Publications	21,745.11	20,274.36
CSC		
Legal CSC	14,716.85	26,351.92
Operating Expenses	552.12	550.00
Total CSC	15,268.97	26,901.92
Parks & Safety		
P&S Operating expenses	675.20	129.00
Total Parks & Safety	675.20	129.00

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Cash Basis

Sandia Heights Homeowners Association
Profit & Loss Compare
January through December 2015

	Jan - Dec 15	Jan - Dec 14
Executive Committee		
Annual Meeting Expenses	1,559.77	924.82
Gift Certificates	550.00	500.00
COGS	305.00	0.00
EC Other	155.04	533.10
Legal EC Research	9,794.32	13,877.96
Total Executive Committee	12,364.13	15,835.88
Office Expense		
Comcast	1,312.48	876.84
Computer Supplies	475.55	749.49
Computer Upgrades & maintenance	1,554.61	2,974.32
Copier	2,580.83	2,375.40
Electricity & Gas	1,567.98	1,557.23
Insurance D&O Liability	0.00	3,409.00
Insurance Employee Thefts	257.00	257.00
Insurance General Liability	1,644.00	0.00
Insurance Property Liability	250.00	1,787.00
Insurance Umbrella Liability	3,750.00	3,750.00
Office Lease	16,917.84	15,288.39
Office Staff	73,733.79	70,987.13
Office Staff Bonus	4,500.00	3,500.00
Office Supplies	2,872.32	2,169.23
Other	91.82	186.77
Postage	1,590.70	2,480.14
Sandia Heights Services	16,671.06	20,995.40
Security	481.09	493.99
Telephone	1,720.64	1,564.36
Total Office Expense	131,971.71	135,401.69
Total Expense	201,407.06	223,496.83
Net Ordinary Income	-39,585.87	21,945.02
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	-452.00	7,893.00
NM State Corp Tax	-395.00	2,971.00
Tax Preparation	857.50	775.75
Depreciation Expense	6,998.36	8,727.69
Total Income Tax	7,008.86	20,367.44
Total Other Expense	7,008.86	20,367.44
Net Other Income	-7,008.86	-20,367.44
Net Income	-46,594.73	1,577.58

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01/28/16
Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Office Expense			
Carpet Cleaning	0.00	150.00	-150.00
Comcast	1,312.48	852.00	460.48
Computer Supplies	475.55	900.00	-424.45
Computer Ugrades & maintena...	1,554.61	1,400.00	154.61
Copier	2,580.83	2,400.00	180.83
Electricity & Gas	1,567.98	1,800.00	-232.02
Ind. Financial Review	0.00	1,200.00	-1,200.00
Insurance Business Auto	0.00	250.00	-250.00
Insurance D&O Liability	0.00	3,500.00	-3,500.00
Insurance Employee Thefts	257.00	300.00	-43.00
Insurance General Liability	1,644.00		
Insurance Property Liability	250.00	1,800.00	-1,550.00
Insurance Umbrella Liability	3,750.00	3,750.00	0.00
Office Lease	16,917.84	15,569.00	1,348.84
Office Staff	73,733.79	78,524.00	-4,790.21
Office Staff Bonus	4,500.00	3,500.00	1,000.00
Office Supplies	2,872.32	3,000.00	-127.68
Other	91.82		
Postage	1,590.70	2,520.00	-929.30
Sandia Heights Services	16,671.06	21,876.00	-5,204.94
Security	481.09	598.00	-116.91
Telephone	1,720.64	1,684.00	36.64
Total Office Expense	<u>131,971.71</u>	<u>145,573.00</u>	<u>-13,601.29</u>
Total Expense	<u>201,407.06</u>	<u>216,263.00</u>	<u>-14,855.94</u>
Net Ordinary Income	-39,585.87	-15,883.00	-23,702.87
Other Income/Expense			
Other Expense			
Income Tax			
IRS Federal Income Tax	-452.00	-4,825.00	4,373.00
NM State Corp Tax	-395.00		
Tax Preparation	857.50	760.00	97.50
Depreciation Expense	6,998.36		
Total Income Tax	<u>7,008.86</u>	<u>-4,065.00</u>	<u>11,073.86</u>
Total Other Expense	<u>7,008.86</u>	<u>-4,065.00</u>	<u>11,073.86</u>
Net Other Income	<u>-7,008.86</u>	<u>4,065.00</u>	<u>-11,073.86</u>
Net Income	<u><u>-46,594.73</u></u>	<u><u>-11,818.00</u></u>	<u><u>-34,776.73</u></u>

Sandia Heights Homeowners Association
Balance Sheet
 As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Checking	7,459.58
Business Investor Fund	50,001.48
Petty Cash	159.30
CD #5	106,079.76
Total Checking/Savings	163,700.12
Other Current Assets	
Undeposited Funds	416.57
Total Other Current Assets	416.57
Total Current Assets	164,116.69
Fixed Assets	
Office Improvements	3,563.96
Computer Equipment	6,163.63
Office Equipment	8,525.40
Office Furniture	13,872.68
Software	4,302.84
Accumulated Depreciation	-35,033.44
Total Fixed Assets	1,395.07
TOTAL ASSETS	165,511.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	1,341.11
Postage Meter	-1,182.01
Total Other Current Liabilities	159.10
Total Current Liabilities	159.10
Total Liabilities	159.10
Equity	
Reserves.	
Office Rental Reserve	15,000.00
Legal Reserve	54,000.00
Office Operation Reserve	30,000.00
Sign Refurbishment Reserve	15,000.00
Community Improvements Reserve	6,000.00
Total Reserves.	120,000.00
Retained Earnings	91,947.39
Net Income	-46,594.73
Total Equity	165,352.66
TOTAL LIABILITIES & EQUITY	165,511.76