

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting April 13, 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 7:00 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 – Joe Pappé	X			Don Aunapu			X	Marion Simon	X		
Vice President – Josephine Porter	X			Bob Bower	X			Meeko Oishi			X
Secretary – George Connor	X			Anne Manning	X			Michael Pierce	X		
Treasurer – Woody Farber	X			Cindy Mottle	X			Emily Rudin	X		
Carnie Abajian	X			Dave Mottle			X	Bill Wiley	X		

Guests: None.

3. **MARCH MEETING MINUTES APPROVAL:** The minutes were emailed to the Board on March 11, 2016. Motion to approve. **Approved.**

4. **OFFICER REPORTS**

- a. President (Joe Pappé):

(1) Questions and answers from the February 6 Annual and Town Hall Meetings were emailed to the Board on April 8, 2016. A motion was made to approve letters to the following:

- a. Marsha Thole
- b. Mark Humphrey
- c. Christine Adolph
- d. Marsha Thole
- e. James Skorich
- f. Cal Jaeger
- g. Marlene Flor

Responses have been compiled and individual letters have been written and will be mailed. The Annual Meeting and Town Hall questions/comments and answers will also be posted to the website.

MOTION: To approve the responses from Annual and Town Hall Meeting questions.

Approved

2016-04-13-1 GEN

- (2) A motion was made to approve a letter to the Board of County Commissioners opposing the proposed 20% Rule.

MOTION: To approve a letter to the Board of County Commissioners opposing the proposed change to the number of Commissioners required to hear an appeal under the 20% Rule.

Approved

2016-04-13-2 GEN

- (3) Hawks Landing (Mhoon Property) Development Update. The Hawks Landing update has been posted on the SHHA website and is in the May GRIT.
- (4) The Board reviewed the Annual Meeting minutes of the Alliance of Sandia Heights Neighborhoods (ASHN).
- (5) Board and Committee Openings. It was announced that Josephine Porter will be leaving sometime this summer. As such, a Chair will be needed for the Covenant Support Committee and the Vice President position will be open.
- (6) Bernalillo County Sheriff's Office (BCSO) "Meet and Greet" is scheduled for 6:30pm on Thursday, May 12 at the Church of the Good Shepherd. Dave Mottle was acknowledged and thanked for his efforts coordinating the meet and greet.

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

c. Secretary (George Connor):

- (1) Minutes of March were distributed to the Board via email March 11, 2016.
- (2) A request was made for the Board to petition potential Committee and Board members.

d. Treasurer (Woody Farber):

- (1) March financial reports were emailed to the Board on April 11, 2016 for review and acceptance. A motion was made to accept the financial reports as distributed.

MOTION: To accept the financial reports as distributed.

Approved

2016-04-13-3 FIN

5. COMMITTEE REPORTS

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

- (1) Minutes of March 16, 2016 were forwarded to the Board.
- (2) ACC Application Approvals for March 2016: 37
- (3) GRIT Article for April 2016: A Refresher On The ACC's Neighborhood Review Process
- (4) Committee membership stable at 7 members.
- (5) Requests for the Executive Committee or Board Action: None

b. Covenant Support Committee (CSC) (Josephine Porter):

- (1) March 8 meeting minutes were emailed to the Board on March 23, 2016.
 - (2) 8 violations open.
 - (3) April GRIT articles: Landscaping and home maintenance.
 - (4) Committee membership stable at 8 members.
- c. Community Service & Membership (CS&M) (Executive Committee): No report.
- d. Communications & Publications (C&P) (Cindy Mottle):
- (1) GRIT Articles for April:
 - a. Meet the Communications & Publications Team.
 - b. Travel Trends for 2016.
 - (2) GRIT publication schedule. C&P will discuss the 2017 GRIT publication and recommend a GRIT schedule, monthly or bi-monthly, at their April 19th meeting and submit a formal recommendation to the Executive Committee. Ways to promote online viewing of the GRIT to the membership will be discussed at a future meeting.
 - (3) Next C&P meeting is April 19, 2016 at 9:30am.
- e. Parks & Safety (P&S) (Dave Mottle):
- (1) April GRIT articles:
 - a. ABQ Film Shows Dangers of Local Cycling.
 - b. Construction Started to Provide Quicker Access to Paseo for Fire Station #35.
6. Nomination Committee (NC) (Josephine Porter): No report.
7. UNFINISHED BUSINESS, Action Items from last board meeting:
- a. **BOD:** inform the Nominating Committee of potential members and committee volunteers. **ONGOING**
8. NEW BUSINESS: ACTION ITEMS RESULTING THIS MEETING: NONE.
9. ANNOUNCEMENTS: NONE.
10. NEXT MEETING: May 11, 2016.
11. ADJOURNMENT: 8:14 pm

Joe Pappé, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

11:39 AM
 04/06/16
 Cash Basis

Sandia Heights Homeowners Association Profit & Loss Compare January through March 2016

	Jan - Mar 16	Jan - Mar 15
Ordinary Income/Expense		
Income		
Safety Vests Sold	20.00	0.00
Directories Sold	25.00	0.00
Tram Pass Tickets Sold	3,210.00	3,015.00
Membership Dues SHS	38,830.90	30,953.77
Membership Dues Direct	0.00	-58.00
ACC Income	0.00	75.00
GRIT Advertising	0.00	137.56
CD Interest	48.87	72.83
Total Income	42,134.77	34,196.16
Gross Profit	42,134.77	34,196.16
Expense		
ACC		
Legal ACC	39.66	0.00
ACC Operating Expenses	0.00	107.98
Total ACC	39.66	107.98
Comm & Publications		
Bulk Postage		
GRIT Bulk Postage	824.44	860.18
Total Bulk Postage	824.44	860.18
GRIT		
Mail Service	451.24	461.03
Printing	2,378.73	2,405.37
Total GRIT	2,829.97	2,866.40
Website	107.19	0.00
Total Comm & Publications	3,761.60	3,726.58
CSC		
Legal CSC	1,130.29	9,924.99
Total CSC	1,130.29	9,924.99
Parks & Safety		
P&S Operating expenses	171.53	353.34
Total Parks & Safety	171.53	353.34
Executive Committee		
Annual Meeting Expenses	453.59	437.89
Gift Certificates	400.00	475.00
COGS	0.00	305.00
Legal EC Research	5,085.27	1,880.53
Total Executive Committee	5,938.86	3,098.42
Office Expense		
Comcast	300.19	441.25
Computer Supplies	-5.51	179.72
Computer Ugrades & maintenance	718.55	551.00
Copier	701.01	791.80
Electricity & Gas	530.18	607.18
Insurance D&O Liability	3,601.00	0.00
Office Lease	2,646.66	3,892.14
Office Staff	16,989.82	17,161.59
Office Supplies	485.42	737.68
Other	45.39	-0.40
Postage	292.50	140.71
Sandia Heights Services	7,665.45	4,362.43
Security	54.51	52.83

11:39 AM
04/06/16
Cash Basis

Sandia Heights Homeowners Association
Profit & Loss Compare
January through March 2016

	<u>Jan - Mar 16</u>	<u>Jan - Mar 15</u>
Telephone	404.88	415.24
Office Expense - Other	0.00	-2.00
Total Office Expense	<u>34,430.05</u>	<u>29,331.17</u>
Total Expense	<u>45,471.99</u>	<u>46,542.48</u>
Net Ordinary Income	-3,337.22	-12,346.32
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	-1,500.00	0.00
NM State Corp Tax	-550.00	0.00
Tax Preparation	1,581.02	0.00
Depreciation Expense	126.86	0.00
Total Income Tax	<u>-342.12</u>	<u>0.00</u>
Total Other Expense	<u>-342.12</u>	<u>0.00</u>
Net Other Income	<u>342.12</u>	<u>0.00</u>
Net Income	<u><u>-2,995.10</u></u>	<u><u>-12,346.32</u></u>

Sandia Heights Homeowners Association

Budget vs. Actual

January through March 2016

	Jan - Mar 16	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Safety Vests Sold	20.00		
Directories Sold	25.00		
Tram Pass Tickets Sold	3,210.00	2,880.00	330.00
Membership Dues SHS	38,830.90	53,460.00	-14,629.10
Membership Dues Direct	0.00	96.00	-96.00
CD Interest	48.87	66.00	-17.13
Total Income	<u>42,134.77</u>	<u>56,502.00</u>	<u>-14,367.23</u>
Gross Profit	42,134.77	56,502.00	-14,367.23
Expense			
ACC			
Legal ACC	39.66	441.00	-401.34
ACC Operating Expenses	0.00	87.00	-87.00
Total ACC	<u>39.66</u>	<u>528.00</u>	<u>-488.34</u>
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	824.44	900.00	-75.56
Total Bulk Postage	<u>824.44</u>	<u>900.00</u>	<u>-75.56</u>
Directory			
Envelopes	0.00	250.00	-250.00
Mail Service	0.00	650.00	-650.00
Total Directory	<u>0.00</u>	<u>900.00</u>	<u>-900.00</u>
GRIT			
Mail Service	451.24	600.00	-148.76
Printing	2,378.73	2,100.00	278.73
Total GRIT	<u>2,829.97</u>	<u>2,700.00</u>	<u>129.97</u>
Website	107.19	600.00	-492.81
Total Comm & Publications	<u>3,761.60</u>	<u>5,100.00</u>	<u>-1,338.40</u>
CSC			
Legal CSC	1,130.29	3,000.00	-1,869.71
Operating Expenses	0.00	187.00	-187.00
Total CSC	<u>1,130.29</u>	<u>3,187.00</u>	<u>-2,056.71</u>
Parks & Safety			
P&S Operating expenses	171.53	99.00	72.53
Total Parks & Safety	<u>171.53</u>	<u>99.00</u>	<u>72.53</u>
Executive Committee			
Annual Meeting Expenses	453.59	3,000.00	-2,546.41
Gift Certificates	400.00	500.00	-100.00
EC Other	0.00	100.00	-100.00
Legal EC Research	5,085.27	3,075.00	2,010.27
Total Executive Committee	<u>5,938.86</u>	<u>6,675.00</u>	<u>-736.14</u>
Office Expense			
Comcast	300.19	300.00	0.19
Computer Supplies	-5.51	200.00	-205.51
Computer Ugrades & maintena...	718.55	750.00	-31.45
Copier	701.01	900.00	-198.99
Electricity & Gas	530.18	450.00	80.18
Insurance D&O Liability	3,601.00		
Office Lease	2,646.66	3,969.00	-1,322.34
Office Staff	16,989.82	20,418.00	-3,428.18
Office Supplies	485.42	450.00	35.42
Other	45.39	51.00	-5.61
Postage	292.50	675.00	-382.50
Sandia Heights Services	7,665.45	5,469.00	2,196.45
Security	54.51	54.00	0.51
Telephone	404.88	420.00	-15.12
Total Office Expense	<u>34,430.05</u>	<u>34,106.00</u>	<u>324.05</u>
Total Expense	<u>45,471.99</u>	<u>49,695.00</u>	<u>-4,223.01</u>
Net Ordinary Income	<u>-3,337.22</u>	<u>6,807.00</u>	<u>-10,144.22</u>

11:58 AM
04/06/16
Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through March 2016

	<u>Jan - Mar 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Other Income/Expense			
Other Expense			
Income Tax			
IRS Federal Income Tax	-1,500.00		
NM State Corp Tax	-550.00		
Tax Preparation	1,581.02		
Depreciation Expense	126.86		
Total Income Tax	<u>-342.12</u>		
Total Other Expense	<u>-342.12</u>		
Net Other Income	<u>342.12</u>	<u>0.00</u>	<u>342.12</u>
Net Income	<u><u>-2,995.10</u></u>	<u><u>6,807.00</u></u>	<u><u>-9,802.10</u></u>

Sandia Heights Homeowners Association
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	14,571.97
Business Investor Fund	39,006.05
Petty Cash	105.65
CD #5	106,124.06
Total Checking/Savings	<u>159,807.73</u>
Total Current Assets	159,807.73
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	-35,160.30
Total Fixed Assets	<u>1,268.21</u>
TOTAL ASSETS	<u>161,075.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Postage Meter	-1,066.62
Total Other Current Liabilities	<u>-1,066.62</u>
Total Current Liabilities	<u>-1,066.62</u>
Total Liabilities	-1,066.62
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.	<u>120,000.00</u>
Retained Earnings	45,137.66
Net Income	-2,995.10
Total Equity	<u>162,142.56</u>
TOTAL LIABILITIES & EQUITY	<u>161,075.94</u>