

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting May 11, 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 7:00 p.m. at the Sandia Heights Homeowners Association Office 2-B San Rafael NE, Albuquerque, NM. A quorum was declared.

	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.

2. **APRIL MEETING MINUTES APPROVAL:** Minutes distributed via email April 13, 2016. Motion to approve. Approved.

3. **OFFICER REPORTS**

a. **President (Joe Pappé):**

- (1) Bernalillo County Sheriff’s Office meet and greet is May 12 at 6:30pm. Dave Mottle, Bob Bower and Amanda were thanked for setting up for the meeting.
- (2) Board Biographies for the GRIT (Yea or Nay). The majority of the Board was not interested in publishing their biographies. Anyone interested is to contact Cindy Mottle.
- (3) New Board members and replacements are needed. The Vice Presidents position will be open in June and will need to be filled at the July Board meeting. The President, and Secretary positions will need to be filled by November 2016 for the 2017 slate of Officers. The Board was encouraged to recruit new potential Board members.

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

c. **Secretary (George Connor):**

- (1) Minutes of April distributed via email April 13, 2016.

d. **Treasurer (Woody Farber):**

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

MOTION: To approve the financial reports as distributed.

APPROVED

2016-05-11-1 FIN

- (2) The Finance Committee will prepare a report and make a presentation to the Board at the July meeting that will outline the reviews conducted and any findings from such reviews. The President or Vice President will review and approve the report.
- (3) A motion was made for the Board to approve a transfer of \$6500.00 from legal reserves to offset the legal expenses related to the Mhoon/Hawks Landing project.

MOTION: To approve a transfer of \$6500.00 from legal reserves to offset the legal expenses related to the Mhoon/Hawks Landing project.

APPROVED

2016-05-11-2 FIN

- (4) The Executive Committee has approved \$200.00 for C&P operating expenses which were transferred from the 2016 Annual Meeting budget.
- (5) The Finance Committee will review and reorganize the SHHA chart of accounts in July.

4. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) Minutes of 06 April 2016 Forwarded to Board.
 - (2) ACC Applications Approved For April 2016: 40.
 - (3) GRIT Article for May 2016: Choosing Your Contractor.
 - (4) Committee Membership: 7 members.
 - (5) Requests for Board Action: None.
 - (6) Bob is in the process of finding a replacement Chair for the ACC.
- b. Covenant Support Committee (CSC) (Josephine Porter):
 - (1) April 5 meeting minutes were emailed to the Board April 19.
 - (2) May 3 meeting minutes were emailed to the Board May 10.
 - (3) 6 violations open, 5 closed.
 - (4) May GRIT articles:
 - a. Covenant Support Committee
 - b. CSC Needs Volunteers
 - (5) Committee Membership: stable at 8 members
- c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.
- d. Communications & Publications (C&P) (Cindy Mottle):
 - (1) The GRIT will continue to be published on a monthly basis during 2017.
 - (2) Sandia and High Desert Magazine Opportunity. The C&P will discuss this opportunity further and report their findings to the Board.
 - (3) May GRIT articles:
 - a. Fire Weather Warning
 - b. Volunteers Needed

- b. Parks & Safety (P&S) (Dave Mottle):
 - (1) Dave announced that the 2017 Capital Improvements were submitted to Bernalillo County Capital Improvement Program (CIP). The County has informed Dave that is not mandatory for SHHA to submit improvement reports since the County owns the roads. SHHA can submit requests for repairs to be made by the County. The President requested that an article be placed in the GRIT regarding road maintenance.
 - (2) May GRIT articles:
 - a. Meet and Greet with Bernalillo County Sheriff's Department Scheduled
 - b. Keep Bears Wild
 - c. Pedestrian Safety Reminders
- 5. Nomination Committee (NC) (Josephine Porter):
 - (1) A motion was made to approve a second three year term for Director Emily Rudin.

MOTION: To approve a second three year term for Emily Rudin as Director. Term effective from May 11, 2016 to May 8, 2019.
 APPROVED 2016-05-11-3 NC

- 6. UNFINISHED BUSINESS, Action Items from last board meeting:
 - a. **BOD:** inform the Nominating Committee of potential members and committee volunteers.
ONGOING
- 7. NEW BUSINESS: ACTION ITEMS RESULTING THIS MEETING:
 - a. **OFFICE:** Place an article in the July GRIT regarding Bernalillo County road maintenance.
- 8. ANNOUNCEMENTS:
 - a. It was announced that Dick Wavrick is willing to rejoin the Board and chair the CSC. The NC will interview him and the Board will vote on him at the June Board meeting.
- 9. NEXT MEETING: June 8, 2016.
- 10. ADJOURNMENT: 8:03 pm

 Joe Pappé, President

 Date

 George Connor, Secretary

 Date

Signatures on file in the SHHA office

Sandia Heights Homeowners Association

Profit & Loss Compare

January through April 2016

	Jan - Apr 16	Jan - Apr 15
Ordinary Income/Expense		
Income		
Copies Sold	7.70	0.00
Safety Vests Sold	20.00	0.00
Directories Sold	25.00	0.00
Tram Pass Tickets Sold	3,805.00	3,875.00
Membership Dues SHS	52,816.69	44,657.28
Membership Dues Direct	0.00	-58.00
ACC Income	0.00	125.00
GRIT Advertising	0.00	137.56
CD Interest	118.20	140.13
Total Income	56,792.59	48,876.97
Gross Profit	56,792.59	48,876.97
Expense		
ACC		
Legal ACC	694.04	0.00
ACC Operating Expenses	0.00	107.98
Total ACC	694.04	107.98
Comm & Publications		
Bulk Postage		
GRIT Bulk Postage	1,098.48	1,145.35
Total Bulk Postage	1,098.48	1,145.35
GRIT		
Mail Service	595.99	613.81
Printing	3,058.83	3,094.48
Total GRIT	3,654.82	3,708.29
Website	107.19	0.00
Total Comm & Publications	4,860.49	4,853.64
CSC		
Legal CSC	1,269.09	9,924.99
Total CSC	1,269.09	9,924.99
Parks & Safety		
P&S Operating expenses	171.53	351.34
Total Parks & Safety	171.53	351.34
Executive Committee		
Annual Meeting Expenses	453.59	437.89
Gift Certificates	475.00	475.00
COGS	0.00	305.00
EC Other	0.00	119.97
Legal EC Research	6,474.52	1,880.53
Total Executive Committee	7,403.11	3,218.39
Office Expense		
Comcast	400.96	534.42
Computer Supplies	-5.51	179.72
Computer Ugrades & maintenance	1,683.24	551.00
Copier	1,037.48	791.80
Electricity & Gas	623.26	760.14
Insurance D&O Liability	3,601.00	0.00
Office Lease	5,293.32	5,189.52
Office Staff	24,560.69	22,878.12
Office Supplies	501.29	750.09
Other	56.64	5.71
Postage	381.13	373.81
Sandia Heights Services	9,411.17	6,099.40
Security	72.68	70.44

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Cash Basis

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

	<u>Jan - Apr 16</u>	<u>Jan - Apr 15</u>
Telephone	570.30	586.90
Office Expense - Other	0.00	-2.00
Total Office Expense	<u>48,187.65</u>	<u>38,769.07</u>
Total Expense	<u>62,585.91</u>	<u>57,225.41</u>
Net Ordinary Income	-5,793.32	-8,348.44
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	-7,360.00	0.00
NM State Corp Tax	-550.00	0.00
Tax Preparation	1,581.02	0.00
Depreciation Expense	169.15	0.00
Total Income Tax	<u>-6,159.83</u>	<u>0.00</u>
Total Other Expense	<u>-6,159.83</u>	<u>0.00</u>
Net Other Income	<u>6,159.83</u>	<u>0.00</u>
Net Income	<u><u>366.51</u></u>	<u><u>-8,348.44</u></u>

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Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through April 2016

	Jan - Apr 16	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	7.70		
Safety Vests Sold	20.00		
Directories Sold	25.00		
Tram Pass Tickets Sold	3,805.00	3,400.00	405.00
Membership Dues SHS	52,816.69	67,180.00	-14,363.31
Membership Dues Direct	0.00	96.00	-96.00
CD Interest	118.20	88.00	30.20
Total Income	<u>56,792.59</u>	<u>70,764.00</u>	<u>-13,971.41</u>
Gross Profit	56,792.59	70,764.00	-13,971.41
Expense			
ACC			
Legal ACC	694.04	588.00	106.04
ACC Operating Expenses	0.00	116.00	-116.00
Total ACC	<u>694.04</u>	<u>704.00</u>	<u>-9.96</u>
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	1,098.48	1,200.00	-101.52
Total Bulk Postage	<u>1,098.48</u>	<u>1,200.00</u>	<u>-101.52</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	595.99	800.00	-204.01
Printing	3,058.83	2,800.00	258.83
Total GRIT	<u>3,654.82</u>	<u>3,600.00</u>	<u>54.82</u>
Website	107.19	600.00	-492.81
Total Comm & Publications	<u>4,860.49</u>	<u>6,300.00</u>	<u>-1,439.51</u>
CSC			
Legal CSC	1,269.09	4,000.00	-2,730.91
Operating Expenses	0.00	249.00	-249.00
Total CSC	<u>1,269.09</u>	<u>4,249.00</u>	<u>-2,979.91</u>
Parks & Safety			
P&S Operating expenses	171.53	132.00	39.53
Total Parks & Safety	<u>171.53</u>	<u>132.00</u>	<u>39.53</u>
Executive Committee			
Annual Meeting Expenses	453.59	3,000.00	-2,546.41
Gift Certificates	475.00	500.00	-25.00
EC Other	0.00	100.00	-100.00
Legal EC Research	6,474.52	4,100.00	2,374.52
Total Executive Committee	<u>7,403.11</u>	<u>7,700.00</u>	<u>-296.89</u>
Office Expense			
Comcast	400.96	400.00	0.96
Computer Supplies	-5.51	200.00	-205.51
Computer Ugrades & maintena...	1,683.24	750.00	933.24
Copier	1,037.48	900.00	137.48
Electricity & Gas	623.26	600.00	23.26
Insurance D&O Liability	3,601.00		
Office Lease	5,293.32	5,292.00	1.32
Office Staff	24,560.69	27,224.00	-2,663.31
Office Supplies	501.29	600.00	-98.71
Other	56.64	68.00	-11.36
Postage	381.13	900.00	-518.87
Sandia Heights Services	9,411.17	7,292.00	2,119.17
Security	72.68	72.00	0.68
Telephone	570.30	560.00	10.30
Total Office Expense	<u>48,187.65</u>	<u>44,858.00</u>	<u>3,329.65</u>
Total Expense	<u>62,585.91</u>	<u>63,943.00</u>	<u>-1,357.09</u>
Net Ordinary Income	-5,793.32	6,821.00	-12,614.32

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Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through April 2016

	<u>Jan - Apr 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Other Income/Expense			
Other Expense			
Income Tax			
IRS Federal Income Tax	-7,360.00		
NM State Corp Tax	-550.00		
Tax Preparation	1,581.02		
Depreciation Expense	169.15		
Total Income Tax	<u>-6,159.83</u>		
Total Other Expense	<u>-6,159.83</u>		
Net Other Income	<u>6,159.83</u>	<u>0.00</u>	<u>6,159.83</u>
Net Income	<u><u>366.51</u></u>	<u><u>6,821.00</u></u>	<u><u>-6,454.49</u></u>

Sandia Heights Homeowners Association
Balance Sheet
 As of April 30, 2016

	Apr 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Checking	17,943.34
Business Investor Fund	39,009.42
Petty Cash	157.48
CD #5	106,190.02
Total Checking/Savings	163,300.26
Total Current Assets	163,300.26
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	-35,202.59
Total Fixed Assets	1,225.92
TOTAL ASSETS	164,526.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Postage Meter	-977.99
Total Other Current Liabilities	-977.99
Total Current Liabilities	-977.99
Total Liabilities	-977.99
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	45,137.66
Net Income	366.51
Total Equity	165,504.17
TOTAL LIABILITIES & EQUITY	164,526.18