

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting June 8, 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.
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			Meeko Oishi	X		
Vice President – Josephine Porter	X			Bob Bower	X			Michael Pierce	X		
Secretary – George Connor			X	Anne Manning	X			Emily Rudin	X		
Treasurer – Woody Farber			X	Cindy Mottle	X			Marion Simon	X		
Carnie Abajian	X			Dave Mottle	X			Bill Wiley	X		

Guests: Robert Thomas

3. **MAY MEETING MINUTES APPROVAL:** Minutes distributed via email May 16, 2016. Motion to approve. Approved.

4. **OFFICER REPORTS**

a. President (Joe Pappé):

- (1) The May 12 Bernalillo County Sheriff’s Office (BCSO) Meet and Greet was well attended. Residents suggested that more meetings be held. The Executive Committee decided that SHHA will continue to have “meet and greets” with BCSO on a bi-annual basis. The Parks & Safety Committee will take the lead on these events.
- (2) A motion was made to amend item 2 of the Special Standing Rules.

MOTION: To amend Special Standing Rule #2: Checks written for more than \$1500, except for checks for staff costs (Excel Staffing) which shall have a \$2000 limit, shall require two officer signatures.

APPROVED 2016-06-08-1 GEN

- (3) A motion was made to amend item 5 of the Special Standing Rules.

MOTION: To amend Special Standing Rule #5: The copier is for use by the board and committee members for official business. For unofficial use, Association members are limited to an amount not to exceed 20 pages per calendar month. The cost for additional copies is determined by paper costs and machine maintenance based on previous year’s copier cost.

APPROVED 2016-06-08-2 GEN

- (4) The GRIT article review process has remained the same: It begins with the Communications and Publications Committee and then a final review by the Executive Committee.
- (5) It is up to each Committee Chair to fact check any articles past or present submitted for the GRIT. Articles not fact checked by the Committee Chairs will not be printed until the article's stated facts are confirmed as accurate.
- (6) A request of the Board was made for a volunteer to fill the Vice President position. The position must be filled by July 2016. Bob Bower volunteered to fill that position until February 2017.
- (7) State Representative Bill Rehm will be present at the July Board meeting to discuss the Capital Outlay process.

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

c. Secretary (George Connor):

- (1) Minutes of May distributed via email May 16, 2016.

d. Treasurer (Woody Farber):

- (1) May financial reports were emailed to the Board for review and acceptance. Bob Bower made motion to accept the financial reports as distributed.

<p>MOTION: To approve the financial reports as distributed.</p>

<p>APPROVED</p>

<p>2016-06-08-3 FIN</p>

5. COMMITTEE REPORTS

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

- (1) Minutes of 04 May 2016 Forwarded to Board
- (2) ACC Applications Approved for May 2016: 39
- (3) Article for June 2016: Tips for Your Home Remodeling Projects
- (4) Committee Membership: Stable at 7 members.
- (5) Requests for Board Action: None

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

- (1) May 3 meeting minutes were emailed to the Board May 10.
- (2) May 31 meeting minutes were emailed to the Board June 6.
- (3) 9 violations open, 5 closed.
- (4) June GRIT articles:
 - a. Barking Dogs- CSC or BernCo?
 - b. You, the SHHA, Covenant Enforcement, and Anonymous Complaints
 - c. CSC Needs Volunteers
- (5) Committee Membership: now have 10 members.

c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.

- d. Communications & Publications (C&P) (Cindy Mottle):
 - (1) The C&P decided not to publish a monthly full page article in the Sandia and High Desert Magazine due to the lack of current committee resources.
 - (2) The headline “New and Updated” on the main page of the SHHA website has been changed to “Important Links for SHHA Residents”.
 - (3) June GRIT articles:
 - a. Recently Completed Dirt Trail from Tramway Blvd. to Jackson Park
 - b. SHHA Wants Your Thoughts on GRIT Online vs. Printed
 - c. BernCo’s “Movies in the Park” Summer Series
 - d. Volunteers Needed

- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) Coffee with the Commissioner -Lonnie Talbert was held May 23 at Flying Star on Paseo and Wyoming. Dave Mottle was unable to locate the Commissioner or known staff. Confirmation was made that the event was indeed held.
 - (2) The next Public Safety Meet and Greet will be at the Church of the Good Shepherd on October 13 at 6:30pm.
 - (3) June GRIT articles: Don’t Squash This Bug.

- f. Nomination Committee (NC) (Josephine Porter):
 - a. **Moving into Executive Session** to vote Dick Wavrik to the Board.

MOTION: To move into Executive Session.

APPROVED 2016-06-08-4 NC

Executive Session was started at 7:38
 Executive Session ended at 7:44

- b. A motion was made to elect Dick Wavrik to the Board.

MOTION: To elect Dick Wavrik to the Board effective immediately.

APPROVED 2016-06-08-5 NC

- c. A motion was made to extend the term of Director, Michael Pierce until the Annual Meeting of February 2017.

MOTION: To extend the term of Director, Michael Pierce until the Annual Meeting of February 2017.

APPROVED 2016-06-08-6 NC

- 6. UNFINISHED BUSINESS, Action Items from last board meeting:
 - a. **BOD:** inform the Nominating Committee of potential members and committee volunteers. **ONGOING**

b. **OFFICE:** Place an article in the July GRIT regarding Bernalillo County Road Maintenance. **CLOSED**

7. NEW BUSINESS: ACTION ITEMS RESULTING THIS MEETING:

8. ANNOUNCEMENTS: It was announced that Dick Wavrik is the new Chair of CSC effective immediately.

9. NEXT MEETING: July 13, 2016.

10. ADJOURNMENT: 7:51pm

Joe Pappé, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

1:44 PM
 06/03/16
 Cash Basis

Sandia Heights Homeowners Association

Profit & Loss Compare

January through May 2016

	Jan - May 16	Jan - May 15
Ordinary Income/Expense		
Income		
Copies Sold	7.70	0.00
Safety Vests Sold	22.00	0.00
Directories Sold	25.00	0.00
Tram Pass Tickets Sold	5,005.00	5,050.00
Membership Dues SHS	67,492.72	74,240.75
Membership Dues Direct	96.00	-58.00
ACC Income	75.00	250.00
GRIT Advertising	0.00	137.56
CD Interest	119.85	142.25
Total Income	72,843.27	79,762.56
Gross Profit	72,843.27	79,762.56
Expense		
ACC		
Legal ACC	694.04	0.00
ACC Operating Expenses	0.00	157.98
Total ACC	694.04	157.98
Comm & Publications		
Bulk Postage		
GRIT Bulk Postage	1,383.55	1,429.00
Total Bulk Postage	1,383.55	1,429.00
GRIT		
Mail Service	736.16	765.76
Printing	3,725.71	3,778.85
Total GRIT	4,461.87	4,544.61
Website	377.13	269.94
Total Comm & Publications	6,222.55	6,243.55
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	347.34
Total Parks & Safety	171.53	347.34
Executive Committee		
Annual Meeting Expenses	453.59	437.89
Gift Certificates	475.00	550.00
COGS	0.00	305.00
EC Other	0.00	143.09
Legal EC Research	351.28	2,494.18
Total Executive Committee	1,279.87	3,930.16
Office Expense		
Comcast	501.73	627.59
Computer Supplies	-5.51	179.72
Computer Ugrades & maintenance	1,683.24	551.00
Copier	1,247.78	1,187.70
Electricity & Gas	702.47	866.92
Insurance D&O Liability	3,601.00	0.00
Insurance Employee Thefts	257.00	0.00
Office Lease	5,293.32	6,486.90
Office Staff	32,161.08	28,276.96
Office Supplies	812.82	755.92
Other	69.06	9.74
Postage	480.97	473.20
Sandia Heights Services	11,683.30	9,590.95
Security	90.85	70.44

1:44 PM
06/03/16
Cash Basis

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

	<u>Jan - May 16</u>	<u>Jan - May 15</u>
Telephone	705.64	718.72
Office Expense - Other	0.00	-2.00
Total Office Expense	<u>59,284.75</u>	<u>49,793.76</u>
Total Expense	<u>68,921.83</u>	<u>70,397.78</u>
Net Ordinary Income	3,921.44	9,364.78
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	211.44	0.00
Total Income Tax	<u>-6,117.54</u>	<u>0.00</u>
Total Other Expense	<u>-6,117.54</u>	<u>0.00</u>
Net Other Income	<u>6,117.54</u>	<u>0.00</u>
Net Income	<u><u>10,038.98</u></u>	<u><u>9,364.78</u></u>

Sandia Heights Homeowners Association

Budget vs. Actual

January through May 2016

	<u>Jan - May 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Ordinary Income/Expense			
Income			
Copies Sold	7.70		
Safety Vests Sold	22.00		
Directories Sold	25.00		
Tram Pass Tickets Sold	5,005.00	4,360.00	645.00
Membership Dues SHS	67,492.72	80,900.00	-13,407.28
Membership Dues Direct	96.00	96.00	0.00
ACC Income	75.00		
CD Interest	119.85	110.00	9.85
Total Income	<u>72,843.27</u>	<u>85,466.00</u>	<u>-12,622.73</u>
Gross Profit	72,843.27	85,466.00	-12,622.73
Expense			
ACC			
Legal ACC	694.04	735.00	-40.96
ACC Operating Expenses	0.00	145.00	-145.00
Total ACC	<u>694.04</u>	<u>880.00</u>	<u>-185.96</u>
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	1,383.55	1,500.00	-116.45
Total Bulk Postage	<u>1,383.55</u>	<u>1,500.00</u>	<u>-116.45</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	736.16	1,000.00	-263.84
Printing	3,725.71	3,500.00	225.71
Total GRIT	<u>4,461.87</u>	<u>4,500.00</u>	<u>-38.13</u>
Operating Expense	0.00	200.00	-200.00
Website	377.13	600.00	-222.87
Total Comm & Publications	<u>6,222.55</u>	<u>7,700.00</u>	<u>-1,477.45</u>
CSC			
Legal CSC	1,269.09	5,000.00	-3,730.91
Operating Expenses	0.00	311.00	-311.00
Total CSC	<u>1,269.09</u>	<u>5,311.00</u>	<u>-4,041.91</u>
Parks & Safety			
P&S Operating expenses	171.53	165.00	6.53
Total Parks & Safety	<u>171.53</u>	<u>165.00</u>	<u>6.53</u>
Executive Committee			
Annual Meeting Expenses	453.59	2,800.00	-2,346.41
Gift Certificates	475.00	500.00	-25.00
EC Other	0.00	150.00	-150.00
Legal EC Research	351.28	5,125.00	-4,773.72
Total Executive Committee	<u>1,279.87</u>	<u>8,575.00</u>	<u>-7,295.13</u>
Office Expense			
Comcast	501.73	500.00	1.73
Computer Supplies	-5.51	400.00	-405.51
Computer Ugrades & maintena...	1,683.24	1,500.00	183.24
Copier	1,247.78	1,350.00	-102.22
Electricity & Gas	702.47	750.00	-47.53
Insurance D&O Liability	3,601.00		
Insurance Employee Thefts	257.00		
Office Lease	5,293.32	6,615.00	-1,321.68
Office Staff	32,161.08	34,030.00	-1,868.92
Office Supplies	812.82	750.00	62.82
Other	69.06	85.00	-15.94
Postage	480.97	1,125.00	-644.03
Sandia Heights Services	11,683.30	9,115.00	2,568.30
Security	90.85	90.00	0.85
Telephone	705.64	700.00	5.64
Total Office Expense	<u>59,284.75</u>	<u>57,010.00</u>	<u>2,274.75</u>
Total Expense	<u>68,921.83</u>	<u>79,641.00</u>	<u>-10,719.17</u>
Net Ordinary Income	3,921.44	5,825.00	-1,903.56

1:43 PM
06/03/16
Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through May 2016

	<u>Jan - May 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	211.44		
Total Income Tax	<u>-6,117.54</u>		
Total Other Expense	<u>-6,117.54</u>		
Net Other Income	<u>6,117.54</u>	<u>0.00</u>	<u>6,117.54</u>
Net Income	<u>10,038.98</u>	<u>5,825.00</u>	<u>4,213.98</u>

1:45 PM
06/03/16
Cash Basis

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

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	21,256.38
Business Investor Fund	39,011.07
Petty Cash	157.39
CD #5	106,190.02
Total Checking/Savings	<u>166,614.86</u>
Total Current Assets	166,614.86
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	-35,244.88
Total Fixed Assets	<u>1,183.63</u>
TOTAL ASSETS	<u>167,798.49</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Postage Meter	-878.15
Total Other Current Liabilities	<u>-878.15</u>
Total Current Liabilities	<u>-878.15</u>
Total Liabilities	-878.15
Equity	
Reserves.	
Office Rental Reserve	15,000.00
Legal Reserve	47,500.00
Office Operation Reserve	30,000.00
Sign Refurbishment Reserve	15,000.00
Community Improvements Reserve	6,000.00
Total Reserves.	<u>113,500.00</u>
Retained Earnings	45,137.66
Net Income	10,038.98
Total Equity	<u>168,676.64</u>
TOTAL LIABILITIES & EQUITY	<u>167,798.49</u>