

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting July 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 Vice 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 Pappe			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	Dick Wavrik	X		
Treasurer – Woody Farber	X			Dave Mottle			X	Bill Wiley			X
Carnie Abajian			X	Meeko Oishi		X					
Don Aunapu	X			Michael Pierce	X						

Guests: State Representative Bill Rehm

3. MAY MEETING MINUTES APPROVAL: Minutes distributed via email June 13, 2016. Motion to approve. Approved.
4. OFFICER REPORTS
 - a. President (Joe Pappe):
 - (1) Meeting was conducted by Josephine Porter, Vice President.
 - (2) State Representative Bill Rehm was in attendance to discuss the Capital Outlay process and the impact on the Sandia Heights area. Representative Rehm recommend that the Board discuss potential future projects that would benefit Sandia Heights. He also suggested that he meet with the Board once a year. The Board extended an invitation for Representative Rehm to submit articles through SHHA publication to help keep the members informed.
 - b. Vice-President (Josephine Porter):
 - (1) Josephine announced that this was her last Board meeting. She is moving to Colorado.
 - c. Secretary (George Connor):
 - (1) Minutes of June distributed via email June 13, 2016.
 - d. Treasurer (Woody Farber):
 - (1) June 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

2016-07-13-1 FIN

- (2) The annual financial report was emailed to the Board for review and accepted by the President. The report of the seven major financial procedures indicate that staff is conforming to the SHHA Financial Procedures. The Finance Committee had several comments and suggestions which they will address over the next year.

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) Minutes of 01 and 15 June 2016 forwarded to Board
 - (2) ACC Applications Approved for June 2016: 29
 - (3) Article for July 2016: None (Space used for ACC Log entries)
 - (4) Committee Membership: Stable at 7 members
 - (5) Requests for EC or Board Action: None

- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) The July 5 meeting minutes was emailed to the Board July 7.
 - (2) 4 violations open, 11 closed.
 - (3) August GRIT article: Light Pollution.
 - (4) Committee Membership: 8 members.
 - (5) Review of recent court decision on covenant enforcement.

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

- d. Communications & Publications (C&P) (Cindy Mottle):
 - (1) July GRIT articles:
 - a. BernCo Commission Adopts Peak Dining and Sandia Peak Ski Company Industrial Revenue Bonds.
 - b. Walking and Cycling on the Tramway Blvd. Bike Path by Anne Manning.
 - c. What's Cool in July.

- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) July GRIT articles:
 - a. Meet and Greet With Bernalillo County Sheriff Dunlap A Success.
 - b. Bernalillo County (BernCo) Road Maintenance Services.
 - c. Storm Drains on County Easements and Roads.

- f. Nominating Committee (NC) (Josephine Porter):
 - (1) A motion was made to elect Bob Bower as Vice President until the Annual Meeting of February 2017.

MOTION: To elect Bob Bower as Vice President until the Annual Meeting of February 2017.

Approved

2016-07-13-2 NC

- (2) As Vice President, Bob Bower is now the Chair of the 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. **BOD:** New Board members and Officers are needed. Each Board member was asked to try to recruit at least one new member.

8. ANNOUNCEMENTS:
 - a. Josephine Porter announced this will be her last Board meeting. Josephine was thanked for serving both as an Officer and a Director of the Board.
 - b. Dick Wavrik was thanked for joining the Board and taking over the CSC.

9. NEXT MEETING: August 10, 2016.

10. ADJOURNMENT: 8:20 pm

Joe Pappe, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

Sandia Heights Homeowners Association

Profit & Loss Compare

January through June 2016

	Jan - Jun 16	Jan - Jun 15
Ordinary Income/Expense		
Income		
Copies Sold	7.70	0.00
Safety Vests Sold	32.00	0.00
Directories Sold	35.00	0.00
Tram Pass Tickets Sold	6,405.00	6,405.00
Membership Dues SHS	81,064.43	87,532.60
Membership Dues Direct	96.00	-58.00
ACC Income	75.00	350.00
GRIT Advertising	0.00	137.56
CD Interest	121.45	144.30
Total Income	87,836.58	94,511.46
Gross Profit	87,836.58	94,511.46
Expense		
ACC		
Legal ACC	694.04	0.00
ACC Operating Expenses	0.00	169.97
Total ACC	694.04	169.97
Comm & Publications		
Bulk Postage		
GRIT Bulk Postage	1,920.90	1,711.11
Total Bulk Postage	1,920.90	1,711.11
GRIT		
Mail Service	1,042.90	916.89
Printing	5,042.08	4,463.22
Total GRIT	6,084.98	5,380.11
Website	543.27	269.94
Total Comm & Publications	8,549.15	7,361.16
CSC		
Legal CSC	1,963.77	9,924.99
Total CSC	1,963.77	9,924.99
Parks & Safety		
P&S Operating expenses	221.53	345.34
Total Parks & Safety	221.53	345.34
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	546.90	3,622.50
Total Executive Committee	1,475.49	5,058.48
Office Expense		
Comcast	602.50	720.76
Computer Supplies	-5.51	370.14
Computer Upgrades & maintenance	1,683.24	551.00
Copier	1,446.08	1,187.70
Electricity & Gas	771.96	949.92
Insurance D&O Liability	3,601.00	0.00
Insurance Employee Thefts	257.00	0.00
Office Lease	7,939.98	7,784.28
Office Staff	39,673.53	34,558.04
Office Supplies	897.25	770.40
Other	93.90	13.77
Postage	641.96	647.21
Sandia Heights Services	13,429.02	11,345.20
Security	287.34	70.44

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Cash Basis

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

	<u>Jan - Jun 16</u>	<u>Jan - Jun 15</u>
Telephone	839.94	850.18
Office Expense - Other	0.00	-2.00
Total Office Expense	<u>72,159.19</u>	<u>59,817.04</u>
Total Expense	<u>85,063.17</u>	<u>82,676.98</u>
Net Ordinary Income	2,773.41	11,834.48
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	253.73	0.00
Total Income Tax	<u>-6,075.25</u>	<u>0.00</u>
Total Other Expense	<u>-6,075.25</u>	<u>0.00</u>
Net Other Income	<u>6,075.25</u>	<u>0.00</u>
Net Income	<u><u>8,848.66</u></u>	<u><u>11,834.48</u></u>

Sandia Heights Homeowners Association

Budget vs. Actual

January through June 2016

	<u>Jan - Jun 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Ordinary Income/Expense			
Income			
Copies Sold	7.70		
Safety Vests Sold	32.00		
Directories Sold	35.00		
Tram Pass Tickets Sold	6,405.00	5,320.00	1,085.00
Membership Dues SHS	81,064.43	94,620.00	-13,555.57
Membership Dues Direct	96.00	96.00	0.00
ACC Income	75.00		
CD Interest	121.45	132.00	-10.55
Total Income	<u>87,836.58</u>	<u>100,168.00</u>	<u>-12,331.42</u>
Gross Profit	87,836.58	100,168.00	-12,331.42
Expense			
ACC			
Legal ACC	694.04	882.00	-187.96
ACC Operating Expenses	0.00	174.00	-174.00
Total ACC	<u>694.04</u>	<u>1,056.00</u>	<u>-361.96</u>
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	1,920.90	1,800.00	120.90
Total Bulk Postage	<u>1,920.90</u>	<u>1,800.00</u>	<u>120.90</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	1,042.90	1,200.00	-157.10
Printing	5,042.08	4,200.00	842.08
Total GRIT	<u>6,084.98</u>	<u>5,400.00</u>	<u>684.98</u>
Operating Expense	0.00	200.00	-200.00
Website	543.27	600.00	-56.73
Total Comm & Publications	<u>8,549.15</u>	<u>8,900.00</u>	<u>-350.85</u>
CSC			
Legal CSC	1,963.77	6,000.00	-4,036.23
Operating Expenses	0.00	373.00	-373.00
Total CSC	<u>1,963.77</u>	<u>6,373.00</u>	<u>-4,409.23</u>
Parks & Safety			
P&S Operating expenses	221.53	198.00	23.53
Total Parks & Safety	<u>221.53</u>	<u>198.00</u>	<u>23.53</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	546.90	6,150.00	-5,603.10
Total Executive Committee	<u>1,475.49</u>	<u>9,600.00</u>	<u>-8,124.51</u>
Office Expense			
Comcast	602.50	600.00	2.50
Computer Supplies	-5.51	400.00	-405.51
Computer Upgrades & maintena...	1,683.24	1,500.00	183.24
Copier	1,446.08	1,350.00	96.08
Electricity & Gas	771.96	900.00	-128.04
Ind. Financial Review	0.00	1,200.00	-1,200.00
Insurance D&O Liability	3,601.00		
Insurance Employee Thefts	257.00	300.00	-43.00
Office Lease	7,939.98	7,938.00	1.98
Office Staff	39,673.53	40,836.00	-1,162.47
Office Supplies	897.25	900.00	-2.75
Other	93.90	102.00	-8.10
Postage	641.96	1,350.00	-708.04
Sandia Heights Services	13,429.02	10,938.00	2,491.02

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Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through June 2016

	<u>Jan - Jun 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Security	287.34	108.00	179.34
Telephone	839.94	840.00	-0.06
Total Office Expense	<u>72,159.19</u>	<u>69,262.00</u>	<u>2,897.19</u>
Total Expense	<u>85,063.17</u>	<u>95,389.00</u>	<u>-10,325.83</u>
Net Ordinary Income	2,773.41	4,779.00	-2,005.59
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	253.73		
Total Income Tax	<u>-6,075.25</u>		
Total Other Expense	<u>-6,075.25</u>		
Net Other Income	<u>6,075.25</u>	<u>0.00</u>	<u>6,075.25</u>
Net Income	<u><u>8,848.66</u></u>	<u><u>4,779.00</u></u>	<u><u>4,069.66</u></u>

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

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	20,313.16
Business Investor Fund	39,012.67
Petty Cash	111.97
CD #5	106,190.02
Total Checking/Savings	<u>165,627.82</u>
Total Current Assets	165,627.82
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	-35,287.17
Total Fixed Assets	<u>1,141.34</u>
TOTAL ASSETS	<u>166,769.16</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Postage Meter	-717.16
Total Other Current Liabilities	<u>-717.16</u>
Total Current Liabilities	<u>-717.16</u>
Total Liabilities	-717.16
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	8,848.66
Total Equity	<u>167,486.32</u>
TOTAL LIABILITIES & EQUITY	<u>166,769.16</u>