

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting September 14, 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			Anne Manning	X			Marion Simon	X		
Vice President – Bob Bower	X			Cindy Mottle	X			Bob Thomas	X		
Secretary – George Connor	X			Dave Mottle	X			Bill Wiley			X
Treasurer – Woody Farber	X			Meeko Oishi	X			Dick Wavrik	X		
Carnie Abajian	X			Michael Pierce	X						
Don Aunapu	X			Emily Rudin	X						

Guests: None.

3. **AUGUST MEETING MINUTES APPROVAL:** Minutes were distributed via email on August 11, 2016. Motion to approve. Approved.
4. **OFFICER REPORTS**

a. **President (Joe Pappé):**

- (1) The Board and Office was tasked to perform an annual review of the SHHA Rules and Regulations for the Association and Policies and Guidelines for Board and Committee Members. Any revisions need to be sent to the Communications and Publications (C&P) Chair by Wednesday, October 12, 2016. [Addendum: Joe has requested that Board Members copy him when they send their changes to the C&P Chair.]
- (2) Thank you to the Finance Committee and Office for their work on the SHHA Financial Procedures.
- (3) It was announced that Meeko has resigned from the Board and Finance Committee. She was thanked for her time and service.
- (4) The Executive Committee (EC) has approved court action and all related expenses against 563 Black Bear Loop. A motion was made to ratify the EC's decision.

MOTION: To ratify the EC decision to file court action against 563 Black Bear Loop.

Approved

2016-9-16-1 GEN

- (5) A discussion was held and a decision was made to have an SHHA Volunteer Appreciation Luncheon on Saturday, October 22, 2016 at Sandiango's from 12:00 p.m.

-2:00 p.m. Committee Chairs were tasked to obtain and submit RSVP's to the Office by Friday, October 7, 2016. Spouses/Partners are welcome to attend.

(6) The Board was reminded of the Officer Positions that need to be filled for the 2017 Slate of Officers.

b. Vice-President (Bob Bower): No Report

c. Secretary (George Connor):

(1) Minutes of the August Board Meeting were distributed via email August 11, 2016.

d. Treasurer (Woody Farber):

(1) August 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

2016-09-14-2 FIN

(2) Based on the estimated 2016 revenue/expense results, SHHA should break even at year-end.

(3) Updates to the SHHA Financial Procedures have been finalized and approved by the Finance Committee.

a. A discussion was held and a motion was made to increase unbudgeted expenditures from \$750.00 to \$1,000.00 for the Executive Committee and Board.

MOTION: To amend parts D and E of Standing Motion 2006-04-12-1 FIN to read:

1. Budgeted items: Annual budget items are not subject to the spending limits if the expenditures do not exceed the budgeted amount.
2. Unbudgeted items: (A) Committee chairs have a \$250 spending limit per incident, event, or project. Unbudgeted spending cannot exceed \$500 per budget year for all items not in the approved budget. (B) All unbudgeted expenditures must be presented to the Board at the first meeting following the expenditure. (C) Committees can shift funds between line items within their budget, but are required to gain BOD approval of an overall budget increase before the sum of all commitments will exceed the current annual budget. (D) The Executive Committee may approve expenditures of up to \$1,000 by a majority vote of the Executive Committee. (E) The Board must approve expenditures over \$1,000 receipts/bills: (A) Receipts or bills for all expenditures must be approved by the committee chair, and turned in to the office or treasurer for reimbursement or payment within 30 days of commitment. (B) Receipts or bills older than 30 days must be presented to the Board for approval for payment.

Approved

2016-09-14-3 FIN

(4) The 2017 GRIT and Directory ad rates were reviewed and discussed by the Finance Committee and it was agreed to increase the rates by 5%.

(5) 2017 budget process will begin. Chairs need to look at their current budget and expenditures and estimate their needs for 2017. Please email any changes to the Treasurer by Friday, October 7, 2016.

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) Minutes of 17 August 2016 Forwarded to Board.
 - (2) ACC Applications Approved for August 2016: 39
 - (3) GRIT Article for September 2016:
 - a. Update on PNM's Rate Hike Request
 - b. Use of White Materials for Emergency Roof Repairs
 - (4) Committee Membership: Stable at 8 members.
 - a. After a Short Absence, Emily Rudin Rejoined the Committee
 - (5) Requests for EC or Board Action: None

- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) September 6 meeting minutes were emailed to the Board September 9, 2016.
 - (2) 6 violations open, 4 closed.
 - (3) Difficulty in getting compliance of members to fill out ACC applications has increased the need (cost) of attorney intervention.
 - (4) September GRIT articles:
 - a. The Empty Nest – Rooms for Rent
 - b. Why Doesn't the Covenant Support Committee (CSC) Do Anything With My Complaint?
 - c. A Little Goes a Long Way
 - (5) Committee Membership: 8 members.

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

- d. Communications & Publications (C&P) (Cindy Mottle):
 - (1) The EC has approved the Online GRIT Display proposal. The Display has now been converted to an HTML format which makes viewing easier on smaller devices.
 - (2) 2017 Directory Status: Cindy commended Burt and George for checking every link and phone number, and Anne for her time spent editing the 2016 Resident Guide.
 - (3) September GRIT articles:
 - a. SHHA Sewers – 4 Things Not to Put Down the Drain
 - b. Pranks Reported in Unit 6
 - c. Day Tour – Tijeras Pueblo and Turquoise Trail

- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) The Board was reminded of the Meet and Greet with Bernalillo County Sheriff's Office on Thursday October 13, 6:30 p.m. at the Church of the Good Shepherd.
 - (2) September GRIT articles:
 - a. Dead Trees
 - b. Walking Dogs along the Domingo Baca Arroyo
 - c. Back to School Safety Checklist
 - d. SHHA Security Alert

f. Nominating Committee (NC) (Bob Bower):

- (1) Kyran “Kim” Mish and Hugh Prather would like to serve on the Board. Both Kim and Hugh currently volunteer on the ACC. A motion was made to move into Executive Session.

MOTION: To move into Executive Session.

Approved

2016-09-14-4 NC

Executive Session was started at 8:21 p.m.
Executive Session ended at 8:24 p.m.

- (2) A motion was made to elect both Kim Mish and Hugh Prather to the Board effective immediately.

MOTION: To elect Kyran “Kim” Mish and Hugh Prather to the Board effective immediately.

Approved

2016-09-14-5 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:** Review the Rules and Regulations for the Association and Policies and Guidelines for Board and Committee Members and submit any changes to the C&P Chair and copy Joe by **Wednesday, October 12, 2016.**
- b. **OFFICE:** Review office topics of the Rules and Regulations for the Association and Policies and Guidelines for Board and Committee Members and submit any changes to the C&P Chair and copy Joe by **Wednesday, October 12, 2016.**
- c. **CHAIRS:** Review your current budget and expenditures and email estimated needs for 2017 to the Treasurer by **Friday, October 7, 2016.**
- d. **CHAIRS:** Submit RSVP’s for the SHHA Volunteer Appreciation Luncheon to the Office by **Friday, October 7, 2016.**

8. ANNOUNCEMENTS: It was announced that this was Meeko Oishi’s last Board Meeting.

9. NEXT MEETING: October 12, 2016.

10. ADJOURNMENT: 8:25 p.m.

Joe Pappé, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

1:47 PM
 09/02/16
 Cash Basis

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

	Jan - Aug 16	Jan - Aug 15
Ordinary Income/Expense		
Income		
Copies Sold	7.70	0.00
Safety Vests Sold	38.00	0.00
Directories Sold	35.00	0.00
Tram Pass Tickets Sold	8,720.00	8,945.00
Membership Dues SHS	109,207.51	113,781.35
Membership Dues Direct	96.00	-58.00
ACC Income	75.00	350.00
GRIT Advertising	0.00	161.09
CD Interest	190.76	214.56
Total Income	118,369.97	123,394.00
Gross Profit	118,369.97	123,394.00
Expense		
ACC		
Legal ACC	694.04	969.96
ACC Operating Expenses	0.00	219.97
Total ACC	694.04	1,189.93
C S & Membership		
Membership Benefits		
Tram Pass	0.00	80.00
Total Membership Benefits	0.00	80.00
Total C S & Membership	0.00	80.00
Comm & Publications		
Bulk Postage		
GRIT Bulk Postage	2,184.21	2,339.82
Total Bulk Postage	2,184.21	2,339.82
Directory		
Printing	0.00	0.00
Total Directory	0.00	0.00
GRIT		
Mail Service	1,193.15	1,206.53
Printing	5,679.07	5,777.84
Total GRIT	6,872.22	6,984.37
Website	567.27	293.94
Total Comm & Publications	9,623.70	9,618.13
CSC		
Legal CSC	3,210.85	11,310.64
Operating Expenses	54.28	52.12
Total CSC	3,265.13	11,362.76
Parks & Safety		
P&S Operating expenses	221.53	341.34
Total Parks & Safety	221.53	341.34
Executive Committee		
Annual Meeting Expenses	453.59	437.89
Gift Certificates	556.39	550.00
COGS	0.00	305.00
EC Other	0.00	155.04
Legal EC Research	730.62	3,665.92
Total Executive Committee	1,740.60	5,113.85

1:47 PM
 09/02/16
 Cash Basis

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

	Jan - Aug 16	Jan - Aug 15
Office Expense		
Comcast	804.04	917.88
Computer Supplies	-5.51	444.08
Computer Ugrades & maintenance	1,714.76	652.83
Copier	1,969.54	1,584.29
Electricity & Gas	963.22	1,177.03
Insurance D&O Liability	3,601.00	0.00
Insurance Employee Thefts	257.00	257.00
Insurance General Liability	1,644.00	1,644.00
Insurance Property Liability	250.00	250.00
Insurance Umbrella Liability	3,750.00	3,750.00
Office Lease	10,586.64	11,676.42
Office Staff	50,201.67	45,627.35
Office Staff Bonus	0.00	1,000.00
Office Supplies	977.83	1,065.79
Other	106.32	21.83
Postage	849.55	809.85
Sandia Heights Services	16,920.46	14,836.64
Security	717.15	498.70
Telephone	1,151.68	1,132.21
Office Expense - Other	0.00	-2.00
Total Office Expense	96,459.35	87,343.90
Total Expense	112,004.35	115,049.91
Net Ordinary Income	6,365.62	8,344.09
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	-7,360.00	0.00
NM State Corp Tax	-550.00	-395.00
Tax Preparation	1,581.02	857.50
Depreciation Expense	338.31	0.00
Total Income Tax	-5,990.67	462.50
Total Other Expense	-5,990.67	462.50
Net Other Income	5,990.67	-462.50
Net Income	12,356.29	7,881.59

Sandia Heights Homeowners Association

Budget vs. Actual

January through August 2016

	Jan - Aug 16	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	7.70		
Safety Vests Sold	38.00		
Directories Sold	35.00		
Tram Pass Tickets Sold	8,720.00	7,240.00	1,480.00
Membership Dues SHS	109,207.51	122,060.00	-12,852.49
Membership Dues Direct	96.00	96.00	0.00
ACC Income	75.00		
CD Interest	190.76	176.00	14.76
Total Income	<u>118,369.97</u>	<u>129,572.00</u>	<u>-11,202.03</u>
Gross Profit	118,369.97	129,572.00	-11,202.03
Expense			
ACC			
Legal ACC	694.04	1,176.00	-481.96
ACC Operating Expenses	0.00	232.00	-232.00
Total ACC	<u>694.04</u>	<u>1,408.00</u>	<u>-713.96</u>
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	2,184.21	2,400.00	-215.79
Total Bulk Postage	<u>2,184.21</u>	<u>2,400.00</u>	<u>-215.79</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	1,193.15	1,600.00	-406.85
Printing	5,679.07	5,600.00	79.07
Total GRIT	<u>6,872.22</u>	<u>7,200.00</u>	<u>-327.78</u>
Operating Expense	0.00	200.00	-200.00
Website	567.27	600.00	-32.73
Total Comm & Publications	<u>9,623.70</u>	<u>11,300.00</u>	<u>-1,676.30</u>
CSC			
Legal CSC	3,210.85	8,000.00	-4,789.15
Operating Expenses	54.28	498.00	-443.72
Total CSC	<u>3,265.13</u>	<u>8,498.00</u>	<u>-5,232.87</u>
Parks & Safety			
P&S Operating expenses	221.53	264.00	-42.47
Total Parks & Safety	<u>221.53</u>	<u>264.00</u>	<u>-42.47</u>
Executive Committee			
Annual Meeting Expenses	453.59	2,800.00	-2,346.41
Gift Certificates	556.39	500.00	56.39
EC Other	0.00	200.00	-200.00
Legal EC Research	730.62	8,200.00	-7,469.38
Total Executive Committee	<u>1,740.60</u>	<u>11,700.00</u>	<u>-9,959.40</u>
Office Expense			
Comcast	804.04	800.00	4.04
Computer Supplies	-5.51	600.00	-605.51
Computer Upgrades & maintena...	1,714.76	2,250.00	-535.24
Copier	1,969.54	1,800.00	169.54
Electricity & Gas	963.22	1,200.00	-236.78
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
Insurance General Liability	1,644.00	1,694.00	-50.00
Insurance Property Liability	250.00	258.00	-8.00
Insurance Umbrella Liability	3,750.00	3,863.00	-113.00
Office Lease	10,586.64	10,584.00	2.64
Office Staff	50,201.67	54,579.00	-4,377.33
Office Supplies	977.83	1,200.00	-222.17
Other	106.32	136.00	-29.68
Postage	849.55	1,800.00	-950.45
Sandia Heights Services	16,920.46	14,712.00	2,208.46

1:46 PM
09/02/16
Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through August 2016

	<u>Jan - Aug 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Security	717.15	526.00	191.15
Telephone	1,151.68	1,120.00	31.68
Total Office Expense	<u>96,459.35</u>	<u>98,622.00</u>	<u>-2,162.65</u>
Total Expense	<u>112,004.35</u>	<u>131,792.00</u>	<u>-19,787.65</u>
Net Ordinary Income	6,365.62	-2,220.00	8,585.62
Other Income/Expense			
Other Expense			
Income Tax			
IRS Federal Income Tax	-7,360.00	-4,000.00	-3,360.00
NM State Corp Tax	-550.00		
Tax Preparation	1,581.02	860.00	721.02
Depreciation Expense	338.31		
Total Income Tax	<u>-5,990.67</u>	<u>-3,140.00</u>	<u>-2,850.67</u>
Total Other Expense	<u>-5,990.67</u>	<u>-3,140.00</u>	<u>-2,850.67</u>
Net Other Income	5,990.67	3,140.00	2,850.67
Net Income	<u><u>12,356.29</u></u>	<u><u>920.00</u></u>	<u><u>11,436.29</u></u>

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

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Checking	23,721.75
Business Investor Fund	39,015.97
Petty Cash	167.97
CD #5	106,256.03
Total Checking/Savings	169,161.72
Total Current Assets	169,161.72
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	-35,371.75
Total Fixed Assets	1,056.76
TOTAL ASSETS	170,218.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Postage Meter	-775.47
Total Other Current Liabilities	-775.47
Total Current Liabilities	-775.47
Total Liabilities	-775.47
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.	113,500.00
Retained Earnings	45,137.66
Net Income	12,356.29
Total Equity	170,993.95
TOTAL LIABILITIES & EQUITY	170,218.48