

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting October 12, 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			Emily Rudin	X		
Vice President – Bob Bower	X			Kyran “Kim” Mish	X			Marion Simon	X		
Secretary – George Connor	X			Cindy Mottle	X			Bob Thomas	X		
Treasurer – Woody Farber	X			Dave Mottle	X			Bill Wiley			X
Carnie Abajian			X	Michael Pierce			X	Dick Wavrik	X		
Don Aunapu	X			Hugh Prather	X						

Guests: None.

3. **SEPTEMBER MEETING MINUTES APPROVAL:** Minutes were distributed via email on September 16, 2016. Motion to approve. Approved.
4. **OFFICER REPORTS**
 - a. **President (Joe Pappé):**
 - (1) New Board Members Kim Mish and Hugh Prather were welcomed and thanked for volunteering their time.
 - (2) Revised copies of the SHHA Rules and Regulation and Policies and Guidelines for Board and Committee Members will be emailed to the Board and voted on at the November Board Meeting.
 - (3) The 2017 Resident Guide has been emailed to the Board for their comments. Please submit your changes via email to the office no later than Friday, November 4, 2016.
 - (4) Annual Meeting date is Saturday, February 4, 2017 at the Church of the Good Shepherd.
 - (5) Three Officer Positions need to be filled for the 2017 Slate of Officers and voted on at the December Board Meeting per the Bylaws. Board members are welcome to discuss any questions with Joe Pappé.
 - b. **Vice-President (Bob Bower):** No Report
 - c. **Secretary (George Connor):**
 - (1) Minutes of the September Board Meeting were distributed via email on September 16, 2016.

- (2) George Connor and Dave Mottle performed a review of the Amendment to Bernalillo County Ordinance Code Chapter 18, Article II, Flood Damage Prevention Section 101 and determined there is no SHHA action required.

d. Treasurer (Woody Farber):

- (1) September 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

2016-10-12-1 FIN

- (2) The Finance Committee will meet October 14 to prepare a draft of the 2017 budget.

5. COMMITTEE REPORTS

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

- (1) Minutes of 14 September 2016: Forwarded to Board.
- (2) ACC Applications Approved for September 2016: 37
- (3) GRIT Article for October 2016: Don't Let Your Pipes Freeze
- (4) Committee Membership: Stable at 8 members.
- (5) Requests for EC or Board Action: None

b. Covenant Support Committee (CSC) (Dick Wavrik):

- (1) October 4 Meeting Minutes were emailed to the Board October 7.
- (2) 5 violations open, 5 closed.
- (3) October GRIT articles: Covenant Support Committee
- (4) Committee Membership: 8 members.
- (5) The CSC will only enforce Unit Covenants for which SHHA has been assigned. Enclaves with their own covenants and Board will be responsible for their covenant enforcement.

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

d. Communications & Publications (C&P) (Cindy Mottle):

- (1) The C&P is need of volunteers and new content for the GRIT. GRIT articles have been published requesting volunteers with no response. Board Members Anne Manning, Kim Mish, and Marion Simon have volunteered to submit articles and help with editing.
- (2) October GRIT articles:
 - a. 2017 SHHA Resident Directory Deadline
 - b. Fourth of July Canyon Visit
 - c. Volunteers Needed

e. Parks & Safety (P&S) (Dave Mottle):

- (1) The Board was reminded of the Meet and Greet with Bernalillo County Thursday, October 13, 6:30pm at the Church of the Good Shepherd.
- (2) October GRIT articles:
 - a. Meet and Greet with Bernalillo County Sheriff's Office

- b. Fall Bear Alert
- c. Street Right of Way Maintenance
- d. Halloween Trick or Treat Reminder

f. Nominating Committee (NC) (Bob Bower): No Report.

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 2017 Resident Guide and submit any revisions to the office by Friday, November 4, 2016.

8. ANNOUNCEMENTS:

- a. The 2017 Annual Meeting will be held on Saturday, February 4, 2017 at the Church of the Good Shepherd.

9. NEXT MEETING: November 9, 2016.

10. ADJOURNMENT: 7:37 pm

Joe Pappé, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

10:33 AM
 10/03/16
 Cash Basis

Sandia Heights Homeowners Association

Profit & Loss Compare

January through September 2016

	Jan - Sep 16	Jan - Sep 15
Ordinary Income/Expense		
Income		
Copies Sold	8.30	0.00
Safety Vests Sold	42.00	0.00
Directories Sold	35.00	0.00
Tram Pass Tickets Sold	9,645.00	9,730.00
Membership Dues SHS	123,144.98	127,448.53
Membership Dues Direct	96.00	-90.00
ACC Income	75.00	350.00
GRIT Advertising	10,329.98	7,677.66
Directory Advertising	4,639.40	4,082.54
CD Interest	192.36	216.61
Total Income	148,208.02	149,415.34
Gross Profit	148,208.02	149,415.34
Expense		
ACC		
Legal ACC	890.57	1,128.60
ACC Operating Expenses	0.00	219.97
Total ACC	890.57	1,348.57
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	2,447.29	2,621.56
Total Bulk Postage	2,447.29	2,621.56
Directory		
Printing	0.00	0.00
Total Directory	0.00	0.00
GRIT		
Mail Service	1,844.31	1,354.98
Printing	5,815.39	6,461.20
Total GRIT	7,659.70	7,816.18
Website	567.27	563.88
Total Comm & Publications	10,674.26	11,001.62
CSC		
Legal CSC	6,899.48	11,310.64
Operating Expenses	54.28	52.12
Total CSC	6,953.76	11,362.76
Parks & Safety		
P&S Operating expenses	269.66	398.35
Total Parks & Safety	269.66	398.35
Executive Committee		
Annual Meeting Expenses	453.59	437.89
Gift Certificates	611.69	550.00
COGS	0.00	305.00
EC Other	445.00	155.04
Legal EC Research	1,255.45	4,677.23
Total Executive Committee	2,765.73	6,125.16

10:33 AM
10/03/16
Cash Basis

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

	<u>Jan - Sep 16</u>	<u>Jan - Sep 15</u>
Office Expense		
Comcast	904.81	1,016.53
Computer Supplies	-5.51	475.55
Computer Ugrades & maintenance	1,832.47	652.83
Copier	2,167.84	1,980.88
Electricity & Gas	1,061.44	1,300.69
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	11,909.97	12,973.80
Office Staff	57,676.23	53,396.88
Office Staff Bonus	0.00	1,000.00
Office Supplies	1,416.46	1,517.99
Other	203.32	21.83
Postage	961.78	1,074.03
Sandia Heights Services	18,688.43	16,600.00
Security	735.32	498.70
Telephone	1,289.98	1,266.88
Office Expense - Other	0.00	-2.00
Total Office Expense	<u>108,344.54</u>	<u>99,675.59</u>
Total Expense	<u>129,898.52</u>	<u>129,992.05</u>
Net Ordinary Income	18,309.50	19,423.29
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	-7,360.00	-452.00
NM State Corp Tax	-550.00	-395.00
Tax Preparation	1,581.02	857.50
Depreciation Expense	380.60	0.00
Total Income Tax	<u>-5,948.38</u>	<u>10.50</u>
Total Other Expense	<u>-5,948.38</u>	<u>10.50</u>
Net Other Income	<u>5,948.38</u>	<u>-10.50</u>
Net Income	<u><u>24,257.88</u></u>	<u><u>19,412.79</u></u>

Sandia Heights Homeowners Association Budget vs. Actual

January through September 2016

	Jan - Sep 16	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	8.30		
Safety Vests Sold	42.00		
Directories Sold	35.00		
Tram Pass Tickets Sold	9,645.00	8,200.00	1,445.00
Membership Dues SHS	123,144.98	135,780.00	-12,635.02
Membership Dues Direct	96.00	96.00	0.00
ACC Income	75.00		
GRIT Advertising	10,329.98		
Directory Advertising	4,639.40		
CD Interest	192.36	198.00	-5.64
Total Income	148,208.02	144,274.00	3,934.02
Gross Profit	148,208.02	144,274.00	3,934.02
Expense			
ACC			
Legal ACC	890.57	1,322.00	-431.43
ACC Operating Expenses	0.00	261.00	-261.00
Total ACC	890.57	1,583.00	-692.43
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	2,447.29	2,700.00	-252.71
Total Bulk Postage	2,447.29	2,700.00	-252.71
Directory			
Envelopes	0.00	250.00	-250.00
Mail Service	0.00	650.00	-650.00
Total Directory	0.00	900.00	-900.00
GRIT			
Mail Service	1,844.31	1,800.00	44.31
Printing	5,815.39	6,300.00	-484.61
Total GRIT	7,659.70	8,100.00	-440.30
Operating Expense	0.00	200.00	-200.00
Website	567.27	600.00	-32.73
Total Comm & Publications	10,674.26	12,500.00	-1,825.74
CSC			
Legal CSC	6,899.48	9,000.00	-2,100.52
Operating Expenses	54.28	561.00	-506.72
Total CSC	6,953.76	9,561.00	-2,607.24
Parks & Safety			
P&S Operating expenses	269.66	297.00	-27.34
Total Parks & Safety	269.66	297.00	-27.34
Executive Committee			
Annual Meeting Expenses	453.59	2,800.00	-2,346.41
Gift Certificates	611.69	500.00	111.69
EC Other	445.00	250.00	195.00
Legal EC Research	1,255.45	9,225.00	-7,969.55
Total Executive Committee	2,765.73	12,775.00	-10,009.27
Office Expense			
Comcast	904.81	900.00	4.81
Computer Supplies	-5.51	600.00	-605.51
Computer Ugrades & maintena...	1,832.47	2,250.00	-417.53
Copier	2,167.84	2,250.00	-82.16
Electricity & Gas	1,061.44	1,350.00	-288.56
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	11,909.97	11,908.00	1.97
Office Staff	57,676.23	61,516.00	-3,839.77
Office Supplies	1,416.46	1,350.00	66.46
Other	203.32	152.00	51.32
Postage	961.78	2,025.00	-1,063.22
Sandia Heights Services	18,688.43	16,599.00	2,089.43

10:33 AM
10/03/16
Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through September 2016

	<u>Jan - Sep 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Security	735.32	544.00	191.32
Telephone	1,289.98	1,260.00	29.98
Total Office Expense	<u>108,344.54</u>	<u>110,019.00</u>	<u>-1,674.46</u>
Total Expense	<u>129,898.52</u>	<u>146,735.00</u>	<u>-16,836.48</u>
Net Ordinary Income	18,309.50	-2,461.00	20,770.50
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	380.60		
Total Income Tax	<u>-5,948.38</u>	<u>-3,140.00</u>	<u>-2,808.38</u>
Total Other Expense	<u>-5,948.38</u>	<u>-3,140.00</u>	<u>-2,808.38</u>
Net Other Income	<u>5,948.38</u>	<u>3,140.00</u>	<u>2,808.38</u>
Net Income	<u><u>24,257.88</u></u>	<u><u>679.00</u></u>	<u><u>23,578.88</u></u>

10:32 AM
10/03/16
Cash Basis

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

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	36,591.22
Business Investor Fund	39,017.57
Petty Cash	122.12
CD #5	106,256.03
Total Checking/Savings	<u>181,986.94</u>
Total Current Assets	181,986.94
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	-35,414.04
Total Fixed Assets	<u>1,014.47</u>
TOTAL ASSETS	<u>183,001.41</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	935.58
Postage Meter	-829.71
Total Other Current Liabilities	<u>105.87</u>
Total Current Liabilities	<u>105.87</u>
Total Liabilities	105.87
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	24,257.88
Total Equity	<u>182,895.54</u>
TOTAL LIABILITIES & EQUITY	<u>183,001.41</u>