

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting November 9, 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 Pappe	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: Cheryl and Fred Wieker

3. **OCTOBER MEETING MINUTES APPROVAL:** Minutes were distributed via email on October 18, 2016. Motion to approve. Approved.
4. **OFFICER REPORTS**
 - a. President (Joe Pappe):
 - (1) An annual review has been completed and a motion was made to approve revisions made to the SHHA Rules and Regulation and Policies and Guidelines for Board and Committee Members

MOTION: To approve revisions made to the SHHA Rules and Regulation and Policies and Guidelines for Board and Committee Members
 Approved 2016-11-9-1 GEN

- (2) The Volunteer Luncheon was a success and will be reconsidered in 2017.
- (3) Annual Meeting Presentations from Officers and Committee Chairs are due by November 30, 2016.
- (4) SHHA member Cal Jaeger suggested using security signs and video surveillance cameras which will be discussed at the next Parks and Safety (P&S) Meeting. The P&S Committee will view the Bylaws and Covenants to determine what may be necessary to implement signs and/or surveillance cameras and will present their findings to the Executive Committee in December.
- (5) The Board was reminded that they are responsible for filling the Officer positions needed for the 2017 Slate of Officers.

- b. Vice-President (Bob Bower): No Report
- c. Secretary (George Connor):
 - (1) Minutes of the October Board Meeting were distributed via email on October 18, 2016.
- d. Treasurer (Woody Farber):
 - (1) October financial reports were emailed to the Board for review and acceptance. A motion was made to accept the financial reports as distributed.

MOTION: To accept the financial reports for October as distributed.
 Approved 2016-11-9- 2 FC

- (2) A discussion was held about the cost increase of the Sandia Peak Corporate Tram Pass. The Finance Committee agreed to increase Tram passes from \$5.00 to \$6.00. A motion was made to approve Tram pass tickets to be sold to SHHA Members for \$6.00 effective January 1, 2017.

MOTION: SHHA Members be charged \$6.00 per Tram pass beginning January 1, 2017.
 Approved 2016-11-9-3 FC

- (3) A motion was made to approve the 2017 Budget.

MOTION: To approve the 2017 proposed Budget.
 Approved 2016-11-9-4 FC

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) Minutes of 5 October 2016 Forwarded to Board.
 - (2) ACC Applications Approved for October 2016: 19
 - (3) GRIT Article for November 2016: Special Use Permits and the ACC Approval Process
 - (4) Committee Membership: Stable at 8 members.
 - (5) Requests for EC or Board Action: None
- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) November 1 meeting minutes were emailed to the Board November 3, 2016.
 - (2) 5 violations open, 4 closed.
 - (3) November GRIT articles:
 - a. Balloon Fiesta is Gone, the Pretty Leaves Are Gone and the RV's Should Be Gone
 - b. CSC Needs Volunteers
 - c. A Tale of Two Covenants
 - d. If You Are a Responsible Homeowner Do Not Read
 - (4) Committee Membership: 8 members.
 - (5) Papers served on 563 Black Bear for white roof and lights.

(6) An Attorney letter will be sent to a repeat violator for brush piles and garage door painting. Court action may be required.

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

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

- (1) November GRIT articles:
 - a. 2017 SHHA Resident Directory Deadline
 - b. Welcome New Board Members
 - c. Volunteers Needed

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

- (1) P&S Meeting scheduled for Tuesday, November 29, time to be determined.
- (2) November GRIT articles:
 - a. Heat Pump Tips
 - b. Roadside Mowing-Before Winter
 - c. Bernalillo County Ordinance Regarding Animals

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

- (1) A discussion was held about the positions that need to be filled for the 2017 Slate of Officers. It was determined that Joe Pappe and Bob Bower will need to have their terms extended for another year as President and Secretary. Emily Rudin has volunteered to be Vice President and Woody Farber will remain Treasurer. The 2017 Slate of Officers will be voted on at the December Board Meeting.

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:

8. ANNOUNCEMENTS:

9. NEXT MEETING: December 14, 2016.

10. ADJOURNMENT: 8:00 pm

Joe Pappe, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

10:41 AM
 12/06/16
 Cash Basis

Sandia Heights Homeowners Association

Profit & Loss Compare

January through November 2016

	Jan - Nov 16	Jan - Nov 15
Ordinary Income/Expense		
Income		
Copies Sold	9.30	0.00
Safety Vests Sold	58.00	0.00
Directories Sold	40.00	0.00
Tram Pass Tickets Sold	10,805.00	11,075.00
Membership Dues SHS	151,248.78	127,448.53
Membership Dues Direct	96.00	-90.00
ACC Income	225.00	525.00
GRIT Advertising	15,548.74	14,702.02
Directory Advertising	6,891.08	5,599.68
CD Interest	262.38	220.78
Total Income	185,184.28	159,481.01
Gross Profit	185,184.28	159,481.01
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		
Holiday Party	864.36	0.00
Membership Benefits		
Tram Pass	16,362.50	80.00
Total Membership Benefits	16,362.50	80.00
Total C S & Membership	17,226.86	80.00
Comm & Publications		
Directory		
Printing	0.00	0.00
Total Directory	0.00	0.00
GRIT		
GRIT Bulk Postage	2,968.98	3,177.03
Mail Service	1,627.92	1,683.94
Printing	7,598.88	7,800.29
Total GRIT	12,195.78	12,661.26
Operating Expense	32.52	0.00
Website	885.50	585.32
Total Comm & Publications	13,113.80	13,246.58
CSC		
Legal CSC	10,035.43	11,786.55
Operating Expenses	54.28	552.12
Total CSC	10,089.71	12,338.67
Parks & Safety		
P&S Operating expenses	375.27	677.20
Total Parks & Safety	375.27	677.20
Executive Committee		
Annual Meeting Expenses	503.59	1,509.77
Gift Certificates	611.69	550.00
COGS	0.00	305.00
EC Other	0.00	155.04
Legal EC Research	1,255.45	6,128.33
Total Executive Committee	2,370.73	8,648.14

10:41 AM
 12/06/16
 Cash Basis

Sandia Heights Homeowners Association

Profit & Loss Compare

January through November 2016

	Jan - Nov 16	Jan - Nov 15
Operating Expense		
Comcast	1,116.98	1,213.83
Computer Supplies	-5.51	475.55
Computer Ugrades & maintenance	1,863.99	899.35
Copier	2,604.73	2,377.47
Electricity & Gas	1,217.21	1,472.14
Office Lease	13,233.30	14,271.18
Office Staff	73,047.23	66,515.36
Office Staff Bonus	0.00	1,000.00
Office Supplies	1,455.60	2,774.77
Other	213.58	71.83
Postage	1,148.77	1,257.23
Security	771.66	498.70
Telephone	1,598.20	1,556.12
Operating Expense - Other	0.00	-2.00
Total Operating Expense	98,265.74	94,381.53
Insurance Expense		
Insurance Umbrella Liability	3,750.00	3,750.00
Insurance Property Liability	250.00	250.00
Insurance General Liability	1,644.00	1,644.00
Insurance Employee Thefts	257.00	257.00
Insurance D&O Liability	3,601.00	0.00
Total Insurance Expense	9,502.00	5,901.00
SHHA Expense		
Sandia Heights Services	22,224.37	16,635.28
Total SHHA Expense	22,224.37	16,635.28
Total Expense	174,059.05	153,256.97
Net Ordinary Income	11,125.23	6,224.04
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	465.18	0.00
Total Income Tax	-5,863.80	10.50
Total Other Expense	-5,863.80	10.50
Net Other Income	5,863.80	-10.50
Net Income	16,989.03	6,213.54

Sandia Heights Homeowners Association Budget vs. Actual

January through November 2016

	Jan - Nov 16	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	9.30		
Safety Vests Sold	58.00		
Directories Sold	40.00		
Tram Pass Tickets Sold	10,805.00	9,680.00	1,125.00
Membership Dues SHS	151,248.78	163,220.00	-11,971.22
Membership Dues Direct	96.00	96.00	0.00
ACC Income	225.00		
GRIT Advertising	15,548.74	16,250.00	-701.26
Directory Advertising	6,891.08		
CD Interest	262.38	242.00	20.38
Total Income	185,184.28	189,488.00	-4,303.72
Gross Profit	185,184.28	189,488.00	-4,303.72
Expense			
ACC			
Legal ACC	890.57	1,614.00	-723.43
ACC Operating Expenses	0.00	320.00	-320.00
Total ACC	890.57	1,934.00	-1,043.43
C S & Membership			
Holiday Party	864.36		
Membership Benefits			
Tram Pass	16,362.50		
Total Membership Benefits	16,362.50		
Total C S & Membership	17,226.86		
Comm & Publications			
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			
GRIT Bulk Postage	2,968.98	3,300.00	-331.02
Mail Service	1,627.92	2,200.00	-572.08
Printing	7,598.88	7,700.00	-101.12
Total GRIT	12,195.78	13,200.00	-1,004.22
Operating Expense	32.52	200.00	-167.48
Website	885.50	600.00	285.50
Total Comm & Publications	13,113.80	14,900.00	-1,786.20
CSC			
Legal CSC	10,035.43	11,000.00	-964.57
Operating Expenses	54.28	687.00	-632.72
Total CSC	10,089.71	11,687.00	-1,597.29
Parks & Safety			
P&S Operating expenses	375.27	363.00	12.27
Total Parks & Safety	375.27	363.00	12.27
Executive Committee			
Annual Meeting Expenses	503.59	2,800.00	-2,296.41
Gift Certificates	611.69	500.00	111.69
EC Other	0.00	300.00	-300.00
Legal EC Research	1,255.45	11,275.00	-10,019.55
Total Executive Committee	2,370.73	14,875.00	-12,504.27
Operating Expense			
Comcast	1,116.98	1,100.00	16.98
Computer Supplies	-5.51	900.00	-905.51
Computer Ugrades & maintena...	1,863.99	3,000.00	-1,136.01
Copier	2,604.73	2,700.00	-95.27
Electricity & Gas	1,217.21	1,650.00	-432.79
Office Lease	13,233.30	14,556.00	-1,322.70
Office Staff	73,047.23	75,390.00	-2,342.77
Office Supplies	1,455.60	1,650.00	-194.40
Other	213.58	184.00	29.58
Postage	1,148.77	2,475.00	-1,326.23
Security	771.66	580.00	191.66
Telephone	1,598.20	1,540.00	58.20
Total Operating Expense	98,265.74	105,725.00	-7,459.26

10:42 AM
 12/06/16
 Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through November 2016

	Jan - Nov 16	Budget	\$ Over Bud...
Insurance Expense			
Insurance Umbrella Liability	3,750.00	3,863.00	-113.00
Insurance Property Liability	250.00	258.00	-8.00
Insurance General Liability	1,644.00	1,694.00	-50.00
Insurance Employee Thefts	257.00	300.00	-43.00
Insurance D&O Liability	3,601.00		
Ind. Financial Review	0.00	1,200.00	-1,200.00
Total Insurance Expense	9,502.00	7,315.00	2,187.00
SHHA Expense			
Sandia Heights Services	22,224.37	20,373.00	1,851.37
Total SHHA Expense	22,224.37	20,373.00	1,851.37
Total Expense	174,059.05	177,172.00	-3,112.95
Net Ordinary Income	11,125.23	12,316.00	-1,190.77
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	465.18		
Total Income Tax	-5,863.80	-3,140.00	-2,723.80
Total Other Expense	-5,863.80	-3,140.00	-2,723.80
Net Other Income	5,863.80	3,140.00	2,723.80
Net Income	16,989.03	15,456.00	1,533.03

10:45 AM
12/06/16
Cash Basis

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

	<u>Nov 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	29,966.94
Business Investor Fund	39,020.82
Petty Cash	146.00
CD #5	106,322.80
Total Checking/Savings	<u>175,456.56</u>
Total Current Assets	175,456.56
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	-35,498.62
Total Fixed Assets	<u>929.89</u>
TOTAL ASSETS	<u>176,386.45</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	1,402.48
Postage Meter	-642.72
Total Other Current Liabilities	<u>759.76</u>
Total Current Liabilities	<u>759.76</u>
Total Liabilities	759.76
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	16,989.03
Total Equity	<u>175,626.69</u>
TOTAL LIABILITIES & EQUITY	<u>176,386.45</u>