

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting May 10, 2017 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			Bob Thomas	X		
Vice President – Emily Rudin	X			Kyran “Kim” Mish	X			Dick Wavrik	X		
Secretary – Bob Bower	X			Dave Mottle			X	Bill Wiley			X
Treasurer – Woody Farber	X			Hugh Prather			X				
Carnie Abajian	X			Marion Simon			X				

3. **APRIL MEETING MINUTES APPROVAL:** Minutes were distributed via email on April 20, 2017. Motion to approve. Approved.
4. **OFFICER REPORTS**
 - a. **President (Joe Pappé):**
 - (1) Cindy Mottle has resigned from the Board.
 - (2) A volunteer from the Board is needed to chair the Communications & Publications (C&P) Committee.
 - (3) The Executive Committee approved “Things You Need to Know about Your Covenants”, a summary of SHHA covenants and Bernalillo County Ordinances. The summary will be published in the GRIT, on the SHHA website and included in the new member packets.
 - (4) The Executive Committee approved a Joint SHHA/SHS Statement on Outdoor Lighting to be published in the GRIT and on the SHHA website.
 - (5) The 2017 Volunteer Appreciation Luncheon will be held in mid-to-late October. Location to be determined.
 - b. **Vice-President (Emily Rudin):** No report.
 - (1) May GRIT article: A Note from the Vice President to lend support to the Covenant Support Committee (CSC), Architectural Control Committee (ACC) and honor service members in recognition of Memorial Day.
 - c. **Secretary (Bob Bower):**
 - (1) Minutes of the April Board meeting were distributed via email April 20, 2017.
 - d. **Treasurer (Woody Farber):**
 - (1) April 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 as distributed.

Approved

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- (2) A report on the review of the SHHA contracts will be sent to the Board.
- (3) The annual review of SHHA contracts was preformed and it was determined that the SHHA legal contract will be updated as well as the SHHA lease agreement.
- (4) The internal financial review process has begun and is scheduled to be completed the end of June.

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Kim Mish):
 - (1) Minutes of the April 5 meeting were emailed to the Board April 19.
 - (2) ACC Application Approvals for April 2017: 30
 - (3) Committee Membership: Stable at 8 members
 - (4) Requests for EC or Board Action: None
- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) Minutes of the May 2 meeting were emailed to the Board May 8.
 - (2) 6 violations open.
 - (3) 563 Black Bear Rd update. A motion was made to proceed with the June 5, 2017 hearing.

MOTION: To proceed with the June 5, 2017 hearing for 563 Black Bear Road.

Approved

2017-5-10-2 CSC

- (4) May GRIT articles:
 - a. Light Pollution
 - b. BernCo Can Help with Light Pollution
 - c. CSC Needs Volunteers
- (5) Committee Membership: 7 members
- c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.
- d. Communications & Publications (C&P):
 - (1) May GRIT articles:
 - a. Parliamentary Pointers for Effective Meetings by Janice Strand
- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) Security Signs available for inspection and will be installed at BernCo's convenience.
 - (2) May GRIT articles:
 - a. Meet and Greet Reminder
 - b. Ten Tips for Walking in Sandia Heights
 - c. Pack Rats: Our Sandia Heights Residents [Part 2]
 - (3) May's Meet and Greet was not well attended by residents nor was a representative from Bernalillo County Sheriff's Office present. Future Meet and Greets will be postponed until further notice.

f. Nominating Committee (NC) (Emily Rudin): No report.

6. UNFINISHED BUSINESS, Action Items from last Board Meeting:

- a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
- b. **P&S:** Submit locations of security signs to Bernalillo County Traffic Department for approval. **ONGOING**

7. NEW BUSINESS: ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **OFFICE:** Scout restaurants for the Volunteer Luncheon.

8. ANNOUNCEMENTS:

9. NEXT MEETING: June 14, 2017.

10. ADJOURNMENT: 7:41 pm

Joe Pappé, President

Date

Bob Bower, Secretary

Date

Signatures on file in the SHHA office

Sandia Heights Homeowners Association

Profit & Loss Compare

January through April 2017

	Jan - Apr 17	Jan - Apr 16
Ordinary Income/Expense		
Income		
Copies Sold	0.00	7.70
Safety Vests Sold	6.00	20.00
Directories Sold	0.00	25.00
Tram Pass Tickets Sold	3,831.00	3,805.00
Membership Dues SHS	56,350.51	52,816.69
CD Interest	138.84	118.20
Total Income	60,326.35	56,792.59
Gross Profit	60,326.35	56,792.59
Expense		
ACC		
Legal ACC	0.00	694.04
Total ACC	0.00	694.04
Comm & Publications		
Directory		
Mail Service	77.94	0.00
Printing	200.00	0.00
Total Directory	277.94	0.00
GRIT		
GRIT Bulk Postage	979.62	1,098.48
Mail Service	566.34	595.99
Printing	2,388.03	3,058.83
Total GRIT	3,933.99	4,753.30
Operating Expense	16.93	0.00
Website	0.00	107.19
Total Comm & Publications	4,228.86	4,860.49
CSC		
Legal CSC	4,127.56	1,269.09
Total CSC	4,127.56	1,269.09
Parks & Safety		
P&S Operating expenses	360.03	171.53
Total Parks & Safety	360.03	171.53
Executive Committee		
Annual Meeting Expenses	1,380.50	453.59
Gift Certificates	250.00	475.00
EC Other	32.27	0.00
Legal EC Research	198.53	6,474.52
Total Executive Committee	1,861.30	7,403.11
Operating Expense		
Comcast	445.60	400.96
Computer Supplies	0.00	-5.51
Computer Ugrades & maintenance	220.73	1,683.24
Copier	937.66	1,037.48
Electricity & Gas	584.00	623.26
Office Lease	5,399.16	5,293.32
Office Staff	25,144.72	24,560.69
Office Supplies	794.14	501.29
Other	57.60	56.64
Postage Expense	1,092.89	381.13
Security	75.41	72.68
Telephone	635.69	570.30
Total Operating Expense	35,387.60	35,175.48

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Cash Basis

Sandia Heights Homeowners Association
Profit & Loss Compare
January through April 2017

	<u>Jan - Apr 17</u>	<u>Jan - Apr 16</u>
Insurance Expense		
Insurance Premium	2,400.00	0.00
Insurance D&O Liability	0.00	3,601.00
Total Insurance Expense	<u>2,400.00</u>	<u>3,601.00</u>
SHHA Expense		
Sandia Heights Services	7,073.27	9,411.17
Total SHHA Expense	<u>7,073.27</u>	<u>9,411.17</u>
Total Expense	<u>55,438.62</u>	<u>62,585.91</u>
Net Ordinary Income	4,887.73	-5,793.32
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	0.00	-7,360.00
NM State Corp Tax	50.00	-550.00
Tax Preparation	1,395.06	1,581.02
Depreciation Expense	169.00	169.15
Total Income Tax	<u>1,614.06</u>	<u>-6,159.83</u>
Total Other Expense	<u>1,614.06</u>	<u>-6,159.83</u>
Net Other Income	<u>-1,614.06</u>	<u>6,159.83</u>
Net Income	<u><u>3,273.67</u></u>	<u><u>366.51</u></u>

Sandia Heights Homeowners Association Budget vs. Actual

January through April 2017

	Jan - Apr 17	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	0.00	20.00	-20.00
Safety Vests Sold	6.00	50.00	-44.00
Directories Sold	0.00	50.00	-50.00
Tram Pass Tickets Sold	3,831.00	4,248.00	-417.00
Membership Dues SHS	56,350.51	55,360.00	990.51
CD Interest	138.84	140.13	-1.29
Total Income	<u>60,326.35</u>	<u>59,868.13</u>	<u>458.22</u>
Gross Profit	60,326.35	59,868.13	458.22
Expense			
ACC			
Legal ACC	0.00	332.00	-332.00
ACC Operating Expenses	0.00	200.00	-200.00
Total ACC	0.00	532.00	-532.00
Comm & Publications			
Directory			
Mail Service	77.94		
Printing	200.00		
Total Directory	<u>277.94</u>		
GRIT			
GRIT Bulk Postage	979.62	1,132.00	-152.38
Mail Service	566.34	700.00	-133.66
Printing	2,388.03	2,600.00	-211.97
Total GRIT	<u>3,933.99</u>	<u>4,432.00</u>	<u>-498.01</u>
Operating Expense	16.93	200.00	-183.07
Website	0.00	250.00	-250.00
Total Comm & Publications	<u>4,228.86</u>	<u>4,882.00</u>	<u>-653.14</u>
CSC			
Legal CSC	4,127.56	1,200.00	2,927.56
Operating Expenses	0.00	250.00	-250.00
Total CSC	<u>4,127.56</u>	<u>1,450.00</u>	<u>2,677.56</u>
Parks & Safety			
P&S Operating expenses	360.03	132.00	228.03
Total Parks & Safety	<u>360.03</u>	<u>132.00</u>	<u>228.03</u>
Executive Committee			
Annual Meeting Expenses	1,380.50	1,600.00	-219.50
Gift Certificates	250.00	500.00	-250.00
EC Other	32.27	100.00	-67.73
Legal EC Research	198.53	2,500.00	-2,301.47
Total Executive Committee	<u>1,861.30</u>	<u>4,700.00</u>	<u>-2,838.70</u>
Operating Expense			
Comcast	445.60	408.00	37.60
Computer Supplies	0.00	200.00	-200.00
Computer Ugrades & maintena...	220.73	1,000.00	-779.27
Copier	937.66	1,068.00	-130.34
Electricity & Gas	584.00	528.00	56.00
Office Lease	5,399.16	5,400.00	-0.84
Office Staff	25,144.72	24,412.00	732.72
Office Supplies	794.14	600.00	194.14
Other	57.60	68.00	-10.40
Postage Expense	1,092.89	600.00	492.89
Security	75.41	76.00	-0.59
Telephone	635.69	572.00	63.69
Total Operating Expense	<u>35,387.60</u>	<u>34,932.00</u>	<u>455.60</u>
Insurance Expense			
Insurance Premium	2,400.00	2,400.00	0.00
Total Insurance Expense	<u>2,400.00</u>	<u>2,400.00</u>	<u>0.00</u>
SHHA Expense			
Sandia Heights Services	7,073.27	7,072.00	1.27
Total SHHA Expense	<u>7,073.27</u>	<u>7,072.00</u>	<u>1.27</u>
Total Expense	<u>55,438.62</u>	<u>56,100.00</u>	<u>-661.38</u>
Net Ordinary Income	4,887.73	3,768.13	1,119.60

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Cash Basis

Sandia Heights Homeowners Association

Budget vs. Actual

January through April 2017

	<u>Jan - Apr 17</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Other Income/Expense			
Other Expense			
Income Tax			
NM State Corp Tax	50.00		
Tax Preparation	1,395.06	1,600.00	-204.94
Depreciation Expense	169.00	168.00	1.00
Total Income Tax	<u>1,614.06</u>	<u>1,768.00</u>	<u>-153.94</u>
Total Other Expense	<u>1,614.06</u>	<u>1,768.00</u>	<u>-153.94</u>
Net Other Income	<u>-1,614.06</u>	<u>-1,768.00</u>	<u>153.94</u>
Net Income	<u><u>3,273.67</u></u>	<u><u>2,000.13</u></u>	<u><u>1,273.54</u></u>

Sandia Heights Homeowners Association
Balance Sheet
As of April 30, 2017

	<u>Apr 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	17,212.83
Business Investor Fund	39,028.89
Petty Cash	142.00
CD #5	106,455.22
Total Checking/Savings	<u>162,838.94</u>
Other Current Assets	
Prepaid Postage Meter	397.80
Total Other Current Assets	<u>397.80</u>
Total Current Assets	163,236.74
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	-35,709.91
Total Fixed Assets	<u>718.60</u>
TOTAL ASSETS	<u>163,955.34</u>
LIABILITIES & EQUITY	
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	47,181.67
Net Income	3,273.67
Total Equity	<u>163,955.34</u>
TOTAL LIABILITIES & EQUITY	<u>163,955.34</u>