

BOARD MEETING MINUTES
SHHA Monthly Board Meeting June 14, 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			Carnie Abajian	X			Marion Simon	X		
Vice President – Emily Rudin			X	Don Aunapu	X			Bob Thomas	X		
Secretary – Bob Bower	X			Dave Mottle	X			Dick Wavrik	X		
Treasurer – Woody Farber	X			Hugh Prather	X			Bill Wiley	X		

Guests: None

3. **MAY MEETING MINUTES APPROVAL:** The May Board Meeting minutes were distributed via email on May 15, 2017. Motion to approve. Approved.
4. **OFFICER REPORTS**
 - a. **President (Joe Pappé):**
 - (1) SHHA’s legal contract has been updated and will be reviewed again during the 2018 contract review.
 - (2) New Board members are needed. The Board was reminded that the 2018-2019 Officer positions need to be filled. Committee chairs and Board members were encouraged to ask committee and association members to join the Board.
 - (3) Kim Mish has resigned from the Board and from the Architectural Control Committee (ACC).
 - (4) A chair is needed for the Communications & Publications Committee (C&P).
 - b. **Vice-President (Emily Rudin):** No report.
 - (1) May GRIT article: Help Us Help You.
 - c. **Secretary (Bob Bower):**
 - (1) Minutes of the May Board Meeting were distributed via email May 15, 2017.
 - (2) SHHA’s annual filing for Neighborhood Association Recognition has been approved by the County.
 - d. **Treasurer (Woody Farber):**
 - (1) May 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	2017-6-14-1 FC
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5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC):
 - (1) Minutes of the April 19 meeting were emailed to the Board June 7.
 - (2) ACC Application Approvals for May 2017: 26
 - (3) June GRIT article: Portable Storage Containers by Bob Bower
 - (4) Committee Membership: 7 members
 - (5) Requests for EC and Board Action: None
 - (6) ACC chairperson is needed.

- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) June 6 meeting has been rescheduled for June 27.
 - (2) 4 violations open.
 - (3) The hearing on 563 Black Bear Rd was June 5th during which the court ordered the homeowner to keep his exterior lights off until appropriate fixtures are installed and to submit an ACC application to recoat the white roof and complete that project by July 6.
 - (4) June GRIT articles:
 - a. Things to Know About Your Covenants
 - b. Smoke Alarms and Carbon Monoxide Detectors
 - c. CSC Needs Volunteers
 - d. Room Rental
 - e. Summer is here so are RVs, Boats and Campers
 - (5) Committee Membership: 7 members

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

- d. Communications & Publications (C&P):
 - (1) June GRIT articles:
 - a. How to Increase Security in your Unit by Hugh Prather
 - b. Movie Reviews by the SHHA Couch Potato

- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) The County will be installing the new security signs; date to be determined.
 - (2) There have been several bear sightings recently. A reminder will be placed on the SHHA website and in the GRIT to place trash cans out on the day of pick up.

- f. Nominating Committee (NC) (Emily Rudin):
 - (1) A motion was made to approve a second three year term for Director Don Aunapu.

MOTION: To approve a second three year term for Don Aunapu as Director. Term effective from June 14, 2017 to June 14, 2020.

Approved

2017-6-14-2 NC

6. UNFINISHED BUSINESS, Action Items from last Board Meeting:
 - a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
 - b. **P&S:** Bernalillo County Traffic Department to install security signs. **ONGOING**
 - c. **OFFICE:** Obtain availability and pricing for the Volunteer Luncheon in October. **ONGOING**

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

8. ANNOUNCEMENTS:
 - a. It was announced that Kim Mish has resigned from the Board and the ACC.

9. NEXT MEETING: July 12, 2017.

10. ADJOURNMENT: 7:38pm

 Joe Pappé, President

 Date

 Bob Bower, Secretary

 Date

Signatures on file in the SHHA office

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

	Jan - Jun 17	Jan - Jun 16
Ordinary Income/Expense		
Income		
Copies Sold	0.00	7.70
Safety Vests Sold	26.00	32.00
Directories Sold	0.00	35.00
Tram Pass Tickets Sold	6,843.00	6,405.00
Membership Dues SHS	84,807.92	81,064.43
Membership Dues Direct	0.00	96.00
ACC Income	0.00	75.00
CD Interest	142.10	121.45
Total Income	<u>91,819.02</u>	<u>87,836.58</u>
Gross Profit	91,819.02	87,836.58
Expense		
ACC		
Legal ACC	0.00	694.04
ACC Operating Expenses	13.68	0.00
Total ACC	<u>13.68</u>	<u>694.04</u>
Comm & Publications		
Directory		
Mail Service	77.94	0.00
Printing	200.00	0.00
Total Directory	<u>277.94</u>	<u>0.00</u>
GRIT		
GRIT Bulk Postage	1,462.83	1,920.90
Mail Service	832.09	1,042.90
Printing	3,585.23	5,042.08
Total GRIT	<u>5,880.15</u>	<u>8,005.88</u>
Operating Expense	16.93	0.00
Website	269.94	543.27
Total Comm & Publications	<u>6,444.96</u>	<u>8,549.15</u>
CSC		
Legal CSC	4,655.00	1,963.77
Operating Expenses	41.98	0.00
Total CSC	<u>4,696.98</u>	<u>1,963.77</u>
Parks & Safety		
P&S Operating expenses	360.03	171.53
Total Parks & Safety	<u>360.03</u>	<u>171.53</u>
Executive Committee		
Annual Meeting Expenses	1,380.50	453.59
Gift Certificates	308.70	475.00
EC Other	32.27	0.00
Legal EC Research	198.53	546.90
Total Executive Committee	<u>1,920.00</u>	<u>1,475.49</u>
Operating Expense		
Comcast	668.40	602.50
Computer Supplies	0.00	-5.51
Computer Upgrades & maintenance	252.25	1,683.24
Copier	1,377.55	1,446.08
Electricity & Gas	756.96	771.96
Office Lease	8,098.74	7,939.98
Office Staff	37,564.44	39,673.53
Office Supplies	1,046.86	897.25
Other	76.87	93.90
Postage Expense	1,551.96	641.96
Security	94.49	287.34
Telephone	909.13	839.94
Total Operating Expense	<u>52,397.65</u>	<u>54,872.17</u>

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Cash Basis

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

	<u>Jan - Jun 17</u>	<u>Jan - Jun 16</u>
Insurance Expense		
Insurance Premium	3,600.00	0.00
Insurance Employee Thefts	257.00	257.00
Insurance D&O Liability	0.00	3,601.00
Total Insurance Expense	<u>3,857.00</u>	<u>3,858.00</u>
SHHA Expense		
Sandia Heights Services	10,611.99	13,429.02
Total SHHA Expense	<u>10,611.99</u>	<u>13,429.02</u>
Total Expense	<u>80,302.29</u>	<u>85,013.17</u>
Net Ordinary Income	11,516.73	2,823.41
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	253.50	253.73
Total Income Tax	<u>1,698.56</u>	<u>-6,075.25</u>
Total Other Expense	<u>1,698.56</u>	<u>-6,075.25</u>
Net Other Income	<u>-1,698.56</u>	<u>6,075.25</u>
Net Income	<u><u>9,818.17</u></u>	<u><u>8,898.66</u></u>

Sandia Heights Homeowners Association Budget vs. Actual

January through June 2017

	Jan - Jun 17	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	0.00	20.00	-20.00
Safety Vests Sold	26.00	50.00	-24.00
Directories Sold	0.00	50.00	-50.00
Tram Pass Tickets Sold	6,843.00	6,664.00	179.00
Membership Dues SHS	84,807.92	83,040.00	1,767.92
CD Interest	142.10	144.30	-2.20
Total Income	<u>91,819.02</u>	<u>89,968.30</u>	<u>1,850.72</u>
Gross Profit	91,819.02	89,968.30	1,850.72
Expense			
ACC			
Legal ACC	0.00	498.00	-498.00
ACC Operating Expenses	13.68	300.00	-286.32
Total ACC	<u>13.68</u>	<u>798.00</u>	<u>-784.32</u>
Comm & Publications			
Directory			
Mail Service	77.94		
Printing	200.00		
Total Directory	<u>277.94</u>		
GRIT			
GRIT Bulk Postage	1,462.83	1,698.00	-235.17
Mail Service	832.09	1,050.00	-217.91
Printing	3,585.23	3,900.00	-314.77
Total GRIT	<u>5,880.15</u>	<u>6,648.00</u>	<u>-767.85</u>
Operating Expense	16.93	200.00	-183.07
Website	269.94	375.00	-105.06
Total Comm & Publications	<u>6,444.96</u>	<u>7,223.00</u>	<u>-778.04</u>
CSC			
Legal CSC	4,655.00	1,800.00	2,855.00
Operating Expenses	41.98	375.00	-333.02
Total CSC	<u>4,696.98</u>	<u>2,175.00</u>	<u>2,521.98</u>
Parks & Safety			
P&S Operating expenses	360.03	198.00	162.03
Total Parks & Safety	<u>360.03</u>	<u>198.00</u>	<u>162.03</u>
Executive Committee			
Annual Meeting Expenses	1,380.50	1,600.00	-219.50
Gift Certificates	308.70	500.00	-191.30
EC Other	32.27	150.00	-117.73
Legal EC Research	198.53	3,750.00	-3,551.47
Total Executive Committee	<u>1,920.00</u>	<u>6,000.00</u>	<u>-4,080.00</u>
Operating Expense			
Comcast	668.40	612.00	56.40
Computer Supplies	0.00	400.00	-400.00
Computer Ugrades & maintena...	252.25	1,500.00	-1,247.75
Copier	1,377.55	1,602.00	-224.45
Electricity & Gas	756.96	792.00	-35.04
Office Lease	8,098.74	8,100.00	-1.26
Office Staff	37,564.44	36,618.00	946.44
Office Supplies	1,046.86	900.00	146.86
Other	76.87	102.00	-25.13
Postage Expense	1,551.96	900.00	651.96
Security	94.49	114.00	-19.51
Telephone	909.13	858.00	51.13
Total Operating Expense	<u>52,397.65</u>	<u>52,498.00</u>	<u>-100.35</u>
Insurance Expense			
Insurance Premium	3,600.00	3,600.00	0.00
Insurance Employee Thefts	257.00		
Total Insurance Expense	<u>3,857.00</u>	<u>3,600.00</u>	<u>257.00</u>

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Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through June 2017

	<u>Jan - Jun 17</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
SHHA Expense			
Sandia Heights Services	10,611.99	10,608.00	3.99
Total SHHA Expense	<u>10,611.99</u>	<u>10,608.00</u>	<u>3.99</u>
Total Expense	<u>80,302.29</u>	<u>83,100.00</u>	<u>-2,797.71</u>
Net Ordinary Income	11,516.73	6,868.30	4,648.43
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	253.50	252.00	1.50
Total Income Tax	<u>1,698.56</u>	<u>1,852.00</u>	<u>-153.44</u>
Total Other Expense	<u>1,698.56</u>	<u>1,852.00</u>	<u>-153.44</u>
Net Other Income	<u>-1,698.56</u>	<u>-1,852.00</u>	<u>153.44</u>
Net Income	<u><u>9,818.17</u></u>	<u><u>5,016.30</u></u>	<u><u>4,801.87</u></u>

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

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	23,971.75
Business Investor Fund	39,032.15
Petty Cash	202.90
CD #5	106,455.22
Total Checking/Savings	<u>169,662.02</u>
Other Current Assets	
Prepaid Postage Meter	203.72
Total Other Current Assets	<u>203.72</u>
Total Current Assets	169,865.74
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	-35,794.41
Total Fixed Assets	<u>634.10</u>
TOTAL ASSETS	<u>170,499.84</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	9,818.17
Total Equity	<u>170,499.84</u>
TOTAL LIABILITIES & EQUITY	<u>170,499.84</u>