

BOARD MEETING MINUTES
SHHA Monthly Board Meeting November 8, 2017 at 7 p.m.

Prepared by Jess Seeley

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 present.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Joe Pappé	X			George Chen	X			Hugh Prather	X		
Vice President – Emily Rudin	X			Judy Durzo	X			Marion Simon	X		
Secretary – Bob Bower	X			Cheryl Iverson			X	Bob Thomas			X
Treasurer – Woody Farber			X	Martin Kirk	X			Dick Wavrik			X
Carnie Abajian	X			Phil Krehbiel	X			Bill Wiley	X		

Guests: Pamela Johnson-Lane and Walter Forman

3. **OCTOBER MEETING MINUTES APPROVAL:** The October Board Meeting minutes were distributed via email on October 16, 2017. A motion was made to approve. Approved.
4. **OFFICER REPORTS:**
 - a. **President (Joe Pappé):**
 - (1) Bob Thomas was welcomed as the new CSC Chairperson and a member of the Executive Committee. Dick Wavrik has resigned from the Board effective November 8.
 - (2) The new Directors were welcomed and thanked for joining the Board.
 - (3) The SHHA office renewal contract is awaiting the building owner’s signature.
 - (4) The office security upgrade has been approved and will be done by the end of the year. The security upgrades will be presented to the Board as soon as there is a final description of the upgrades.
 - (5) The Bylaws no longer need to be amended due to the increase in volunteers who have joined the BOD.
 - b. **Vice President (Emily Rudin):**
 - (1) 2018 Annual Meeting Planning Report
 - a. The Annual Meeting will be held Saturday, February 17, 2018, beginning at 9 am. The format and overall goals will be new, but the meeting will fulfill the requirements set forth in the Bylaws. It will include an introduction of the new officers and presentation of reports for the past year (together with handouts), but will be predominantly comprised of interactive discussions about the desired future of SHHA among all of the members and associated stakeholders in attendance.

- b. On November 6, the Annual Meeting planning subcommittee met with a facilitator who will be working with us now through the meeting, at the Church of the Good Shepherd. The subcommittee and facilitator reviewed logistics and discussed the meeting agenda and processes.
 - c. Board member responsibilities for the Annual Meeting will be finalized in the coming weeks and announced at the January Board Meeting.
- (2) GRIT article and photo for the November issue:
- a. New Security Signs Posted in Sandia Heights: Photo and article about 8 new security signs and their locations , acknowledging help from SHS and Bernalillo County.
- (3) There will be an article in the December GRIT welcoming all new Board members.
- (4) There will be a photo and caption in the December GRIT about the October 21 Annual Volunteer Appreciation Luncheon.
- c. Secretary (Bob Bower):
- (1) The minutes of the October Board Meeting were distributed via email October 16, 2017.
 - (2) November GRIT article:
 - a. We Want to Hear from You!
- d. Treasurer (Bob Bower for Woody Farber):
- (1) The October Financial Reports and the corrected September Financial Reports were emailed to the Board on November 6 for review and acceptance. A motion was made to accept the financial reports as distributed.

Motion: To accept the September (corrected) and the October Financial Reports as distributed.

Approved.

2017-11-8-1 FC

- (2) Woody is overseeing the updates to the 2018 SHHA Resident Guide and Directory
- (3) The 2018 budget process is continuing. The final budget will be presented at the December 13 Board Meeting.

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) The minutes for the November 1 meeting were emailed to the Board.
 - (2) ACC Application Approvals for October 2017: 22
 - (3) GRIT Articles for the November issue:
 - a. A Review of How the ACC Works
 - b. Don't Let Your Water Pipes FREEZE!
 - (4) Committee Membership: 6 members following the resignation of Don Aunapu.
 - (5) Requests for EC and Board Action: None
- b. Covenant Support Committee (CSC) (Bob Bower for Dick Wavrik):

- (1) Dick Wavrik has resigned from the Board and as Chair of the CSC effective November 8, 2017. Robert Thomas has volunteered to chair the CSC effective immediately.
 - (2) The minutes of the November 7 meeting were emailed to the Board on November 8.
 - (3) There is one current violation open.
 - (4) 563 Black Bear Road - A hearing was held October 12, 2017. The Judge presiding granted SHHA's motion for Declaratory Judgment, Summary Judgment and Injunctive Relief, as well as SHHA's Motion for Attorney Fees. This file has been closed. The SHHA attorney will file a lien on the property for the attorney fees.
 - (5) 867-G Tramway Lane Court – The SHHA attorney mailed the homeowner a letter requesting concurrence on the Motion to deem the Requests for Admission admitted; the SHHA attorney will file the Motion this week.
 - (6) GRIT Articles for the November issue:
 - a. Don't Be a Turkey
 - b. Weeds and Landscaping
 - (7) Committee Membership: 9 members following the resignation of Dick Wavrik.
- c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.
- d. Communications & Publications (C&P) (Executive Committee): No Meeting.
- e. Parks & Safety (P&S) (Bill Wiley):
- (1) Meeting on November 7, 2017.
 - a. Discussed the doggie bag station on Tennyson and San Francisco to clarify who will refill the bags.
 - b. Bill spoke with the Fire Station about the safety of the SHHA office. The Fire Marshall will need to inspect the facility.
 - c. P&S will call the County about placing portable speed radar detectors at various locations in Sandia Heights.
 - d. P&S will start looking for volunteers to adopt sections of Tramway Blvd. to pick up trash.
 - e. Request was made to the Board for additional funds to purchase more doggie bags. No objections were made.
 - f. The P&S Committee wants to look into getting a National Wildlife Federation designation for Sandia Heights to become wildlife and environmentally friendly.
 - (2) Committee membership: 4 members
- f. Nominating Committee (NC) (Emily Rudin):
- (1) The development of 2018 Slate of Officers is still in process. Emily has set an objective of making the choice of officers on the Slate as robust as possible. The 2018 Slate of Officers will be announced to the Board within the next two weeks and voted upon at the December 13 Board meeting.
 - (2) Committee chairs are requested to reach out to all volunteers for committees (as listed on handout) before November 22 and to report results in writing at the December 13 BOD meeting.
 - a. Ensure that each interested member receives a direct response and is given an opportunity to join a committee.
 - b. Bill Wiley will contact volunteers who are interested in the C&P Committee.

- c. Carnie Abajian will contact volunteers who are interested in the CS&M Committee.
 - d. Both Bill and Carnie will contact volunteers who either did not specify a committee of interest or who specified several committees on which they would be interesting in serving.
- (3) Prospective Board candidates Travis Rich, Stephen Baca, Walter Forman, and Craig Newbill have submitted their Statements of Interest and have been interviewed by the Nominating Committee. A motion was made to move into Executive Session.

Motion: To move into Executive Session.

Approved. 2017-11-8-2 NC

Executive Session started at 8:14 pm
 Executive Session ended at 8:24 pm

A ballot vote was conducted for each Board candidate. The ballots were handed out to each Board member present, then collected and counted by the Secretary. The vote was unanimous to accept all candidates for membership on the Board effective November 9, 2017.

- (4) Bob Bower has agreed to stay on the Board another year, and to continue to chair the ACC until a qualified candidate volunteers to chair the committee. A motion was made to extend his term of service as a Director.

Motion: To extend the term of Bob Bower as Director until the Annual Meeting of February 2019.

Approved. 2017-11-8-3 NC

- (5) Bill Wiley has agreed to served a second three-year term. A motion was made.

Motion: To approve a second three-year term for Bill Wiley as Director. Term effective from February 7, 2018 to February 2021 Annual Meeting.

Approved. 2017-11-8-4 NC

- 6. UNFINISHED BUSINESS, Action Items from last Board Meeting:
 - a. **BOD:** Inform the Nominating Committee of potential Board members. **ONGOING**
 - b. **P&S:** Bill Wiley will continue to look into safety upgrades for the office. **ONGOING**
 - c. **EC:** Bob Bower has looked into security upgrades for the office. **ONGOING**
 - d. **Board and Committee Chairs:** Review the SHHA Rules and Regulations for the Association and the Policies and Guidelines for Board and Committee Members. Revisions were due to the office by November 5. **CLOSED**

- 7. NEW BUSINESS: Action Items Resulting from this Meeting:

- a. **P&S:** Status report on office safety upgrades.
- b. **P&S:** Will call the County about portable speed radar detectors for placement at various locations in Sandia Heights.
- c. **All committee chairs and Board members Carnie Abajian and Bill Wiley:** Will contact, by November 22, all SHHA members listed in handout who have stated their interest in serving on one or more committees, and will submit written reports on the results at the December 13 Board Meeting.

8. ANNOUNCEMENTS:

9. NEXT MEETING: December 13, 2017.

10. ADJOURNMENT: 8:39pm

Joe Pappé, President

Date

Bob Bower, Secretary

Date

Signatures on file in the SHHA Office