

BOARD MEETING MINUTES
SHHA Monthly Board Meeting October 9, 2019 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 7:03 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 – Woody Farber	X			Bob Bower	X			Fenton McCarthy	X		
Vice President – Emily Rudin	X			George Chen	X			Craig Newbill	X		
Secretary – Susan McCasland	X			David Crossley	X			Mike Pierce	X		
Treasurer – Cheryl Iverson	X			Roger Hagenruber	X			Travis Rich	X		
Stephen Baca			X	Martin Kirk	X			Bob Thomas	X		

Guest(s): Stan Davis, Joe Boyce, and Randall Tripp

3. **SEPTEMBER MEETING MINUTES APPROVAL:** The September Board Meeting minutes were distributed via email on September 17, 2019. A motion was made to approve the minutes. Approved – Unanimous
4. **OFFICER REPORTS:**
 - a. **President (Woody Farber):**
 - (1) Thanksgiving Office hours – the SHHA Office will be closed on Thursday, November 28 and Friday, November 29.
 - (2) Process for responding to e-mails received from SHHA Members – emails addressed to specific committees will be forwarded by the staff to the committee specified. Emails without a specified addressee will be sent to Woody for distribution.
 - (3) Update on Annual Meeting planning – Craig Newbill updated the Board that the 2020 Annual Meeting planning is going well. The special committee plans to structure the Annual Meeting for better efficiency. Their next meeting will be October 21.
 - b. **Vice President (Emily Rudin):**
 - (1) Update on the Strategic Planning project – strategic planning is underway. We have an excellent committee. We are taking a long view from top to bottom. We are making excellent progress and a final product will be proposed to the Board in late Spring 2020.
 - (2) Refer to agenda item 5. f. (1) [Nominating Committee].
 - c. **Secretary (Susan McCasland):**
 - (1) The September Board Meeting minutes were distributed via email on September 17, 2019.

(2) The October GRIT was approved by the EC representative on September 16, 2019.

d. Treasurer (Cheryl Iverson):

(1) The September financial reports were emailed to the Board on September 6, 2019 for review. A motion was made to accept the September financial reports as distributed.

Motion: To accept the September financial reports as distributed.

Accepted – Unanimous

2019-10-9-1 FC

(2) GRIT articles for the October issue:

- a. Your Dues Are How Much?
- b. Tram Price Increase

5. COMMITTEE REPORTS:

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

- (1) The minutes of the September 18 and October 2 meetings were emailed to the Board.
- (2) ACC application approvals for September: 25
- (3) GRIT article for the October issue: Responding to Home Emergency Situations
- (4) Committee Membership: 6 members
- (5) Requests for EC/Board Action: None

b. Covenant Support Committee (CSC) (Bob Thomas):

- (1) The minutes of the September 10 and October 1 meetings were emailed to the Board.
- (2) There are 5 violations open.
- (3) 2 violations were closed since the last CSC meeting.
- (4) GRIT article for the October issue: Covenant Support Committee (CSC) Needs Volunteers
- (5) Assignment of Rights and Obligations for Covenant Administration and Enforcement for Hawks Landing has been taken on by SHHA.
- (6) Court action will be taken on a continuously parked RV violation.
- (7) Committee Membership: 6 members
- (8) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Stephen Baca) Report given by George Chen:

- (1) The minutes of the October 7 meeting were emailed to the Board October 9.
- (2) GRIT article for the October issue: Community Survey 2019 is Again Very Positive!!
- (3) SHHA Business Partnership Policy and Procedure: A motion to approve this document had been tabled until the October Board meeting. A discussion was held, and a suggestion was made for the committee to revise this document into two documents. Will be tabled again until the November meeting.
- (4) The CS&M Committee is planning to take over the administrative operation of Cork and Fork. A copy of the Cork and Fork Organizer Duties was distributed to all Board members at the September Board meeting. The Board suggested the committee develop a procedure to ensure that Cork and Fork would continue if the CS&M Committee were to be placed on a hold status under the EC, as it has been in the past.

- (5) Committee Membership: 4
- (6) Requests for EC/Board Action: None

d. Communications & Publications (C&P) (Susan McCasland):

- (1) The layout for the November GRIT is in draft.
- (2) There was no committee meeting in September (bi-monthly).
- (3) GRIT articles for the October issue: None
- (4) Committee Membership: 5 members
- (5) Request for EC/Board Action: None
- (6) The bi-monthly committee meeting is moving from the Wednesday evening one week after the Board meeting (every other month) to the Tuesday morning. The next meeting and the first on the new schedule, will be October 15.

e. Parks & Safety (P&S) (Travis Rich):

- (1) There is no meeting scheduled for November.
- (2) Tramway Blvd. trash pick-up was held on October 5 with 10 volunteers in attendance. The next one will be in March of 2020.
- (3) A 2-hour educational seminar will be held on a Saturday in March of 2020.
- (4) GRIT article for the October issue: None
- (5) Committee Membership: 9 members. Roger Hagengruber has joined the P&S Committee.
- (6) Requests for EC/Board Action: None

f. Nominating Committee (NC) (Emily Rudin):

- (1) Prospective Board candidate Randall Tripp submitted his Statement of Interest and has been interviewed by the Nominating Committee. Randall gave a brief summary of his qualifications. A motion was made to move to into Executive Session.

Motion: To move into Executive Session.

Approved – Unanimous

2019-10-9-2 NC

Executive Session began at 7:15pm
Executive Session ended at 7:19pm

A ballot vote was conducted. The ballots were handed out to each Board member present, then collected by Emily Rudin and Susan McCasland. The resulting vote was to accept Randall Tripp for membership on the Board effective October 10, 2019.

- (2) Status of efforts to bring new members to the Board – Articles in the GRIT newsletter calling for Board members have produced an outstanding number of Statement of Interest submissions. The NC is continuing to interview SHHA homeowner members who have submitted a Statement of Interest. There have been no referrals of Board candidates by current Board members.
- (3) Update on the officer slate for 2020 – The September 1 deadline has come and gone. Several expressions of interest have since been expressed in the officer slate; however, we welcome more. If any Board member is interested in serving as an officer, please contact Emily as soon as possible. Candidates will be announced in November and the slate will be voted on in December.

(4) GRIT article for the October issue: Thank You, SHHA Members

6. UNFINISHED BUSINESS: Action Items from last Board Meeting:
 - a. **Board:** inform the Nominating Committee of potential Board members. **CLOSED**
 - b. **Board:** internal survey is on hold until further notice. The internal survey will no longer be done electronically on SurveyMonkey. It will be done on paper on a random basis beginning after the first of the year. **CLOSED**
 - c. **CS&M Chair:** will revise the draft policy on how to coordinate community events and business involvement. The Draft SHHA Business Partnership Policy and Procedure was brought back to the Board. A discussion was held, and a suggestion was made for the committee to revise this document into two documents. Will be tabled again until the November meeting. **ONGOING**
 - d. **Board:** submit any comments/revisions regarding the Draft SHHA Business Partnership Policy and Procedure to Stephen Baca by September 24. Comments and revisions were submitted to Stephen. The draft will be taken back to the CS&M Committee. **CLOSED**
 - e. **Board:** review the Cork and Fork Organizer Duties and submit any comments/revisions to Stephen Baca by September 24. The Board suggested the committee develop a procedure to ensure that Cork and Fork would continue if the CS&M Committee were to be placed on a hold status under the EC, as has happened in the past. **CLOSED**
7. NEW BUSINESS:
 - a. Orientation/Training for new Board members will be developed by Woody to assist new Directors in understanding processes during their service on the Board of SHHA.
8. ACTION ITEMS RESULTING FROM THIS MEETING:
 - a. **Woody:** will develop an orientation/training for the new Board members.
9. ANNOUNCEMENTS:
 - a. Quail Run Shopping Center has been sold to a new owner and renovations will be done in the coming months. They will be working with members of the ACC to ensure they are within the Unit South 16 covenants.
 - b. At the September Board meeting, Roger Hagenruber suggested that the names and contact information of committee chairs be available on the website. Information regarding how to contact Board members and committee chairs has been added to the Board and Committee tabs, as well as, a new Contact Us tab in the top right corner of the homepage.
 - c. Sunday, October 13, 2019: New Mexico Ice Wolves hockey game at 3:00pm.
10. NEXT MEETING: The next Board Meeting is scheduled for November 13, 2019.
11. ADJOURNMENT: 8:25pm

Woody Farber, President

Date

Susan McCasland, Secretary

Date

Signatures on file in the SHHA Office