

**Attachment A**  
**2023 Annual Meeting Minutes**  
**Approved March 8, 2023**

**SHHA**  
**Annual Meeting**  
**2023**



**SANDIA HEIGHTS HOMEOWNERS ASSOCIATION**  
**Annual Meeting**  
**Saturday, 25 February 2023**

# **Sandia Heights Homeowners Association (SHHA) Annual Meeting**

Church of the Good Shepherd, 7834 Tennyson Street NE

Saturday, February 25, 2023

9:00 AM – 10:30 AM

## **Agenda for 2023 Annual Meeting**

### **Business Meeting**

- I. Call to order and establishment of a quorum
- II. Approval of the Agenda
- III. Approval of the Minutes of the 2022 Annual Meeting
- IV. Introduction of invited guests
- V. Introduction of the 2022 Board of Directors and SHHA Standing Committee Chairs
- VI. Election by membership of two new Directors to the Board (their biographies were in the December 2022 GRIT)
- VII. Announcement of 2023 Officers and Board of Directors
- VIII. Reports for 2022 to the membership by the Officers and Standing Committee Chairpersons'-written reports (Questions from the members must be submitted in written form and will be answered, if possible, in the Question and Answer Session)
- IX. Business meeting adjourned

Break

### **Question and Answer Session**

- I. Answers to written questions by appropriate Officer/Committee Chair
- II. Wrap-up
- III. Question and Answer Session Ended

## **2023 SHHA Annual Meeting Procedures of Conduct**

- Please silence all cell phones during meeting.
- Questions of the Officers or on Committee reports will be written, handed in to the Secretary, and each addressed according to the agenda.
- Before speaking, a member must be recognized by the Presiding Officer; please present yourself at a microphone to be recognized and state your name.
- Speakers will be limited to three minutes.

# 2022 Annual Meeting Reports of Officers

## President: Roger Hagengruber

I was elected president of the Sandia Heights Homeowners Association at the December 9, 2020, Board meeting and took office after the 2021 Annual Meeting. It has been an honor to serve for the past two years. The Board has asked me to continue to serve as President for an additional year and I agreed, so it will be my honor to serve you for another and final year.

SHHA has some 1800 members and comprises over 2400 properties. There are 39 units in Sandia Heights, each with separate covenants, and that number will change from time to time as new developments seek to join SHHA as a unit. We have two full time employees that staff our offices at San Rafael and Tramway.

Our Board of Directors meets monthly, and the various committees meet separately approximately monthly as well. Two of our committees (Covenant Support Committee (CSC) and the Architectural Control Committee (ACC)) are especially busy approving plans submitted by owners (ACC) and enforcing the covenants (CSC). It is difficult to give proper appreciation to the chairs and members of all our committees. This is especially true for the ACC and CSC where so many volunteers give so much of their time. We all owe them our gratitude.

The SHHA Board is anxious to add new members, so if you have an interest in joining the Board, please let a member or the office know. We will be asking the membership of SHHA to approve some new members at this 2023 annual meeting.

### Yearly notes:

- We are in good shape financially with all bills paid on time, adequate insurance, and banking arrangements. Unfortunately, our costs have continued to rise to the point where we could not continue with our current dues without running a significant deficit, which is not allowed. So, this January we increased our dues to \$15.00 monthly with the expectation that this increase will see us through the next several years. Our Tram tickets also increased to \$10.00, which remains a bargain compared to prices at the Tram.
- In the past year, we lost two employees to personal illness. We were fortunate to hire a new administrator, Angela Moreno who lives in our area and comes to us with considerable administrative experience. She joined Betsy Rodriguez in our office. For Betsy and I the past two years of turnover and turmoil has been a challenge and a difficult workload for Betsy. We are all grateful to Betsy for seeing our office through these difficult transitions.
- Our committees handled hundreds of approvals for property modifications and many covenant issues, some involving our SHHA attorney. This represents a large workload and is a notable accomplishment.
- Our attorney retired from practice at the end of last year, so we engaged the services of Scott Turner who has very extensive experience with homeowners' associations.

We have begun another review of our bylaws at the suggestion of several Board and SHHA members. When this review is completed and approved by the Executive Committee and the Board, we plan to hold a special meeting of the SHHA membership to seek approval.

At this meeting, we are pleased to welcome John Chavez from Sandia Heights Services and Bernalillo Commissioner Walt Benson to present upcoming changes in the Sandia Heights water system. Your Board members attended a meeting to hear about these changes and asked for this presentation at our annual meeting since we were sure that everyone would have an interest.

## **Vice President: Dale Arendt (thru November 2022), Hugh Prather (after November)**

The Vice President's role is primarily a supporting role for the Executive Committee and the Board of Directors. The VP oversees coordination of the monthly Executive Committee meeting and leads monthly meetings when the President is not available.

The Vice President also chairs the Nominating Committee. This past year we initiated the concept of having Board and Committee recruitment as a year-long initiative and not just a year-end strategy. We continue to recruit excellent people to serve on our committees and Board. But we have many competitors for these excellent volunteers and our pool of available personnel is sometimes thin.

In 2023, we will continue to explore new ways to keep recruiting quality volunteers. Our desire is to have more waiting in the wings to serve on our Board while having our committees adequately staffed with exemplary volunteers.

The other major initiative we introduced this year was a Consent Agenda in an attempt to streamline our Board meetings and provide optimal time to focus on our most urgent and upcoming initiatives. In essence, a Consent Agenda is one motion that approves all electronic meeting reports that the Board has received and reviewed since the last board meeting. This Consent Agenda eliminates the need to have numerous time-depleting oral reports that are looking backwards on activities over the past month and allows the Board to have more time for conversations pertaining to futuristic priorities.

## **Secretary: Martin Kirk**

I was elected Secretary of the Sandia Heights Homeowners Association at the December 9, 2020, Board meeting and took office after the 2021 Annual Meeting. It has been an honor to serve this past year and to be voted by the SHHA Board to serve one additional year.

- As Secretary, I serve on the Executive Committee, which meets on the 1<sup>st</sup> Wednesday of every month.
- As Secretary, I work with the Communications (Grit) Committee to approve Grit content.
- I performed the following functions in accordance with the By-Laws.
  - Oversaw the preparation and approval of the Board meeting minutes.
  - Certified the presence of a quorum necessary for the proper conduct of business at each Board meeting.
  - Ensured the preparation and publication of the notification for the Annual Meeting.
  - Ensured that SHHA's Official Records Book is properly maintained and is on file at the SHHA office.
  - Reviewed and approved the format and printing of the monthly GRIT
- Performed additional duties as needed by the Executive Committee and the Board in general
- Researched and presented as a member of the E&S committee on Zoom my findings about safety, crime, and ingress/egress traffic issues in Sandia Heights

## **Treasurer: Randy Tripp**

Finance Committee Members:

Randy Tripp, Chair

Carnie Abajian

Tracey Goodrich

Fenton McCarthy

Jim Stewart

## **2022 Budget Results**

The estimated Gross Income was \$250,828.96, expenses were \$243,138.30, resulting in a Net income of \$5,425.35.

## **2023 Budget**

Each year the Finance Committee reviews income and expenses to facilitate making recommendations to the Board for their decision. Projections do change during the course of the year; current details may be found on the SHHA website under the Finance tab in the Board section.

The budget was reviewed and approved by the Board at the October 12th meeting. The budget was developed based on the current and projected reserves and the revenues required to cover the services needed by SHHA property owners.

2023 projected income is \$393,160.31, projected expenses are \$339,537.00, allowing a projected target Net Reserve of \$53,623.31.

## **Internal Reviews**

Major financial procedures are reviewed annually to ensure compliance. Categories are payroll, QuickBooks, dues, petty cash, advertising tram passes, health insurance, and security. There were no aberrant findings. Recommendations where warranted were made.



**Sandia Heights Homeowners Association**  
**Actual vs Budget**  
**January through December 2022**

	Jan - Dec 22	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Contributed Revenue	3,000.00	
Photocopies Sold	0.00	12.00
Safety Vests Sold	67.55	30.00
Directories Sold	0.00	10.00
Tram Pass Tickets Sold	13,878.00	20,580.00
Membership Dues	198,576.35	199,902.00
ACC Income	425.00	350.00
GRIT Advertising	28,104.71	28,150.00
Directory Advertising	6,727.95	7,100.00
CD Interest	49.40	636.72
<b>Total Income</b>	<u>250,828.96</u>	<u>256,770.72</u>
<b>Gross Profit</b>	250,828.96	256,770.72
<b>Expense</b>		
Environment & Safety	125.37	5,604.00
ACC	555.95	552.00
C S & Membership	18,817.17	19,796.00
Comm & Publications	18,313.64	30,815.40
CSC	450.00	480.00
Executive Committee	19,779.25	6,400.00
Operating Expense	145,959.01	136,978.00
Insurance Expense	15,936.00	21,279.00
SHHA Expense	23,201.91	23,040.00
<b>Total Expense</b>	<u>243,138.30</u>	<u>244,944.40</u>
<b>Net Ordinary Income</b>	7,690.66	11,826.32
<b>Other Income/Expense</b>		
Other Expense		
Income Tax	2,265.31	1,214.00
<b>Total Other Expense</b>	<u>2,265.31</u>	<u>1,214.00</u>
<b>Net Other Income</b>	<u>-2,265.31</u>	<u>-1,214.00</u>
<b>Net Income</b>	<u><u>5,425.35</u></u>	<u><u>10,612.32</u></u>

**Sandia Heights Homeowners Association**  
**Balance Sheet**  
As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	37,053.67
Business Investor Fund	28,279.94
Petty Cash	121.89
CD #5	112,360.34
<b>Total Checking/Savings</b>	177,815.84
<b>Other Current Assets</b>	
Contractor-Employee Advance	500.00
Claim of Lien	10,669.11
Claim of Lien - reserve	-10,669.11
Prepaid Postage Meter	70.12
<b>Total Other Current Assets</b>	570.12
<b>Total Current Assets</b>	178,385.96
<b>Fixed Assets</b>	
Office Improvements	3,563.96
Computer Equipment	6,163.63
Office Equipment	8,525.40
Office Furniture	14,372.59
Software	4,302.84
Accumulated Depreciation	-36,428.51
<b>Total Fixed Assets</b>	499.91
<b>Other Assets</b>	
Prepays	1,365.32
<b>Total Other Assets</b>	1,365.32
<b>TOTAL ASSETS</b>	<b>180,251.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-207.36
<b>Total Accounts Payable</b>	-207.36
<b>Other Current Liabilities</b>	
Sales Tax Payable	85.34
<b>Total Other Current Liabilities</b>	85.34
<b>Total Current Liabilities</b>	-122.02
<b>Total Liabilities</b>	-122.02
<b>Equity</b>	
Reserves.	120,500.18
Retained Earnings	54,447.68
Net Income	5,425.35
<b>Total Equity</b>	180,373.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>180,251.19</b>

# 2022 Annual Meeting Reports of Standing Committees

## Architectural Control Committee (ACC)

### Members:

David Crossley, Chair

Robert Bower

Richard Brackett

Robert Hare

Jim Stewart

Hugh Prather

Gerard Del Monte - Consultant

### Functions:

- Chartered by covenants for all SHHA Units
- Manages the architectural control process for SHHA by approving changes to the external appearance of properties.
- Conducts neighborhood reviews, if needed
- Strives to make decisions within 30 days of receipt of completed applications.
- Processes and manages about 300 projects annually.
- Meets monthly on 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays to expedite response times.
- Administratively approves projects where review by entire ACC is deemed unnecessary by the Chairman.
- Publishes guidelines to assist residents with the design process.
- Maintains a log of active projects on the SHHA website and in the GRIT newsletter.
- Periodically publishes articles in the GRIT newsletter.

### Summary of Activities for 2022:

A total of 306 applications were approved in 2022. The ACC has completed assumption of architectural control responsibility for North tramway Estates (NTE) and has continued its involvement with Hawks Landing, and the Las Pradas Subdivision in Unit 16.

### Major Accomplishments for 2022:

- Further improved and standardized the ACC approval process to expedite simple projects and formalized the project decision tree for major projects.
- Initiated legal proceedings against certain residents found in violation of the ACC Guidelines, documents which now have the same legal standing as the covenants.

## Communications and Publications (C&P)

### Members:

Susan McCasland, Chair  
Stephen Baca (through November)  
Judy Durzo  
Elizabeth Edgren  
Claudia Mitchell (starting November)  
Burt O'Neil

### Summary of Activities for 2022:

- Edited and laid out the monthly GRIT newsletter, adding content in each 2022 issue.
  - Jan: Honoring Dr. Martin Luther King Jr., Monthly Fun Fact, SH Tips & Hacks, History of New Year's Celebrations
  - Feb: SHHA Annual Meeting; Have You Seen the New Wildfire Signs?; Tramway, Circa 1969; Are You Signed Up for Email Alerts?; Our Backyard Antenna Farm; Bears in the Sandia Mountains; Some Factoids About Valentine's Day; Monthly Fun Facts
  - Mar: Annual Meeting officer and committee reports
  - Apr: A Farewell & A Welcome; Neighborhood Birds; SH Tips & Hacks; Monthly Fun Fact; Happy Easter!/Chag Pesach Samech!/Ramadan Mubarak!; Pets & Covid; Proper Septic System Care Makes Environmental and Economic Sense (Historical article)
  - May: Ranger Finds Poop Bag Every 466 Feet (or 2.5 Minutes of Hiking) on Colorado Trail + A Poop Bag Tip, Gestures of Support for Ukraine, A Fond Farewell
  - Jun: Primary Election Day, June 7; Monthly Fun Fact; SH Tips & Hacks: Home Recipes for Weed Killer, Garden Insecticide, Insect Repellent; Smokey Sandias photo
  - Jul: Unprecedented Fire Season—Please Be Careful!; Dogs, Dogs, Dogs...; Monthly Fun Fact; SH Tips & Hacks: Keeping Your House Cool This Summer, A Few of Last Year's Submissions for the Directory Photo Contest; Photo Contest announcement
  - Aug: Images of Summer, Monthly Fun Fact on chiles, School Starts August 10
  - Sep: Hummingbirds, Xeriscape for a Desert-Friendly Yard, Monthly Fun Fact, Please Do Not Feed Wildlife, Keep Sandia Heights Looking Good, Some Submissions to the 2022 Directory Photo Contest, Photo Contest
  - Oct: New GRIT Editor; The Shadow Knows; Thank You, Neighbor; Monthly fun Fact; Photo Contest
  - Nov: Is Your Electricity Out?, The Piñon Pine, Monthly Fun Fact—KiMo Theater, Our Beautiful Sandia Mountains, Photo Contest
  - Dec: 2023 Annual Meeting, Biographies of Director Candidates, Monthly Fun Fact, The View from Jackrabbit Hill—A Second Look (historical article), Holiday Season best wishes
- Solicited proposal for upgrading the resident database and the SHHA webpage. Upgrades will begin in January 2023.

- Proposed to Board that non-member residents should receive a notice and link to on-line GRIT along with members.
- Oversaw and assisted office with publication of the 2023 *Residents Guide and Directory*.
- Instigated and oversaw updates to the SHHA webpage.
- Designed SHS utility bill inserts as needed for SHHA business.
- Reviewed committee charter and Association bylaws.
- Responded promptly to member requests, comments, and complaints.

## Community Service and Membership (CS&M)

### Members:

Elizabeth Edgren, Chair  
Vicki Criel  
Rick Thomson

### Functions:

Works to strengthen member benefits and to support and encourage social events that will build a sense of community in the SHHA.

### Summary of Activities for 2022:

- New Committee charter approved by Board.
- Obtained free resources to include in new neighbor welcome bags.
- Resumed in-person welcoming of new neighbors, per plan originated in 2019.
- Organized and hosted Membership Appreciation event in the Sandia Heights Village parking lot on June 5<sup>th</sup>, featuring live music, food truck, giveaways, face painting, local businesses information.
- Published articles in *The GRIT*: Little Neighborhood Libraries (Jan & Feb); Appeal for Community Involvement (Feb); NMSU Online Learning Events, and Springtime Landscape Thoughts (Apr); Thank you, Members! Join Us, Non-Members!; What's that Plant? and Further your Naturalist Education with These Other Resources (Jun); photos from the Membership Appreciation event; BernCo Open Space Division Community Events (Jul); Intro to North Domingo Baca Multigenerational Center; Summertime, and the Swimming Pools Are Open! (Aug); Finding Like-Minded Folks (Sep); Roadrunner ... Curling? (Oct); Join the Welcome Wagon (Dec).

### Statistics for 2022:

- On Jan 1, 2022 - 1779 member households
- On Dec 31, 2022 - 1856 member households
- 76% of 2441 households in Sandia Heights are members.
- Tram Passes: Out of 2208 available, 1857 were used and 351 were not used. This = 84% usage rate.

## Covenant Support Committee (CSC)

### Members:

Bob Thomas, Chair	Stan Davis
Jim Stewart, ACC liaison	Joyce Harkwell
Stephen Baca	Vicki Meredith
Judy Chreist	Kathleen McCaughey
Randy Tripp, Past ACC liaison through November	

### Functions:

Sandia Heights has Use Restrictions (Covenants) governed by over 38 sets of Covenants, each applying to a designated Unit within the community. The CSC works with property owners to enforce these legally binding documents. CSC provides covenant enforcement through a formalized process.

Formal complaints are submitted to the SHHA office by a Covenant Complaint Form found on the SHHA website or at the SHHA office. The identities of the complainant, the alleged violator, the address, and the nature of the complaint are considered confidential and available only to CSC members.

Many of the covenants were written in the 1960–1970 timeframes and do not specifically address some of the key issues we face today. For some complaints, the unit covenants do not cover or address the alleged violation and there is nothing the CSC can do to help. We are bound by what your covenants permit. Only the homeowners in a specific unit can change their covenants. The SHHA webpage offers guidance on how to change your unit covenants.

In some situations, the Bernalillo County zoning Codes and Ordinances are more restrictive than the SHHA covenants, such as for outdoor lighting, barking dogs, and yard trash. In these instances, we encourage the homeowner to file a complaint with the County. The SHHA office staff can offer guidance on contacting the County.

The CSC meets the first Tuesday of every month at 6:00 PM in the office conference room. In the later part of 2022, we moved past the COVID-19 restrictions with the Zoom meetings and held in-person meetings in the SHHA conference room. If you plan to attend a meeting, we request that you notify the office 24 hrs. ahead of time and give your subject matter. Homeowners with questions or a statement to make to the Committee are allotted five minutes at the beginning of each meeting. Then the meeting goes into Executive Session to maintain the confidentiality of CSC business. With a Zoom meeting, the homeowner will be signed out of the meeting before going into Executive Session. The CSC Agenda and Minutes are for internal distribution only.

## Summary of Activities for 2022:

There were forty-three complaints handled by the CSC in 2022, including ten carried over from 2021. This compares to fifty-two over the previous year. All were investigated by CSC members and recommendations were made as to the validity of the complaints and actions to take for resolution if necessary. Of these, thirty-eight were closed in 2022. Several complaints in 2022 required legal actions by the SHHA attorney.

## 2022 Successes and Challenges:

The CSC authored many articles in the GRIT in 2022. These ranged from reminders about trash bins and outdoor lighting to details regarding Airbnb-like rentals, septic systems, and radon testing. A complete list of our 2022 articles is published in the February GRIT.

Complaints dealing with trash bins and outdoor lighting continue to be a large part of the CSC workload. Significantly, in 2022 the CSC confronted several covenant violations dealing with parked RV's, Airbnb-like rentals, and invasive elm trees. Many RV violations were successfully resolved and the RV's removed, although with some difficulty in a few cases, and several are on-going. Unfortunately, one Airbnb-like violation could not be successfully resolved by the CSC and is now with the SHHA attorney for filing legal action in District Court.

It appears that Airbnb-like and similar short-term rentals will be a growing problem in Sandia Heights. All covenants prohibit the renting of part of a house, such as a room, but do not prohibit the renting of the entire house. It is worthwhile noting that two units in Sandia Heights have recently amended their covenants to prohibit short-term rentals of any kind, one for a minimum of 30 days and another for a minimum of six months.

Invasive elm trees are an increasing threat to the community. These trees have matured to heights that are beginning to diminish homeowner views, which of course impacts property values. Additionally, these trees are producing new saplings at an alarming rate. The CSC has very limited authority to enforce removal of these invasive trees, and so it is asking for homeowner cooperation to remove the trees. For instances where covenant violations have been filed, the CSC has sent "Good Neighbor" letters asking for neighbors to work together to remove both the offending trees and new saplings.

The CSC will aggressively enforce covenant violations of RV parking, Airbnb-like rentals, and is asking for homeowner help to combat the invasive elm trees. It is important and necessary for both SHHA committees and the homeowners, together, to endorse the SHHA dual Mission Statements – preservation of property values, and maintenance of the environment and unique quality of living in the Sandia Heights community. The CSC fully supports these Mission Statements.



## Environment & Safety Committee (E&S)

### Members:

Kathleen McCaughey, Chair  
William Ingles                      Martin Kirk  
Julie Rochman                      Viki Teahan  
Ron Vigil                              Cheryl Wieker  
Joe Boyce, Past Chair, term ended November 2022

### Summary of Activities for 2022:

- Fire Protection
  - Brochures out in Sandia Heights Services bill
  - Understanding and communication of Emergency Notification Systems
  - Active role in the Bernalillo Count Community Wildfire Protection Plan released this year, providing comments and member updates
- Active role in Elena Gallegos Open Space (EGOS) feasibility study
  - Initiated survey of Sandia Heights residents to solicit/collate feedback
  - Sent letter to Mayor Tim Keller, Councilors, and Albuquerque Open space leadership stating opposition, 6/23/22
  - Meetings, site tour, member updates
- Cleanup of Tramway Blvd. Between Paseo Del Norte and Simms Park Road – April & October
- Communication with Bernalillo County to mow roadsides to reduce fire and safety risks
- Memo to Congressmen regarding dangerous intersection at Paseo del Norte and Tramway Blvd.
- Memo to Sheriff Manuel Gonzales asking him to address drag racing on Tramway Blvd. – 9/19/22
- Multiple GRIT articles on Fire Prevention, EGOS Updates, Street-side Cleanup & Mowing Responsibilities, Dangerous Intersection
- Three new member this year, new Chair

### Ongoing Projects:

- Community wildfire plan, Hardening Your Home Against Wildfires Seminar 3/2024
- EGOS involvement and member updates
- Adopt-A-Highway

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## 2023 SHHA Annual Meeting Question Form

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

Committee:

Executive Committee

Finance Committee

Architectural Control

Covenant Support

Communications & Pubs.

Environment & Safety

Community Service & Membership

Topic: \_\_\_\_\_

Summary: \_\_\_\_\_

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### **FOR SHHA USE**

Assigned to: \_\_\_\_\_

Disposition: \_\_\_\_\_

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\_\_\_\_\_