

BOARD MEETING MINUTES
SHHA Monthly Board Meeting May 14, 2025, at 6:00 PM
SHHA OFFICE IN-PERSON MEETING AND VIA TEAMS

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Meeting ID: 286 252 418 451

Passcode: RZ2Gy9ti

Prepared by Trish Lovato

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 6:02 PM.
2. **ROLL CALL:** A quorum was present. **P: Present; E: Excused; A: Absent**

Officers		Members		Members	
President – Jim Stewart	X	Heidi Komkov	X	Terry Walker	X
Vice President – Kathleen McCaughey	X	Martin Kirk	X	Cathy Yandell	X
Secretary – Larry Dragan	X	Larry Layne	X	Paul Baumgartner	E
Treasurer – Charles Ewing	X	Claudia Mitchell	X		
ACC Chair- Phil Krehbiel	E	Art Romero	X		
CSC Chair- Stan Davis	X	Randy Tripp	X		

Staff:

Trish Lovato Present

Guest(s) introduction and comments (3 minutes):

Mary Moya Present

3. **APPROVAL OF May 14, 2025 Board meeting Agenda**
 - a. Motion to approve meeting agenda (Art/Randy approved 12 yes)
4. **CONSENT AGENDA APPROVAL: (Claudia/Art approved 12 yes)**
 - a. Architectural Control Committee (ACC)
 - (1) April 16, 2025
 - (2) May 7, 2025
 - b. Communication & Publications Committee (C&P)
 - (1) May 6, 2025
 - c. Community Service & Membership (CS&M)
 - (1) April 24, 2025
 - d. Covenant Support Committee (CSC)
 - (1) April 8, 2025
 - (2) May 6, 2025

- e. Environment & Safety Committee (E&S) N/A
- f. Information Technology Committee (ITC) N/A
- g. Finance Committee (FC) N/A
- h. Governance Committee (GC)
 - (1) April 28, 2025
 - (2) May 9, 2025
- i. Any changes to the April Board minutes as posted? **Accepted**, or Accepted with Changes

5. OFFICER REPORTS

- a. **President (Jim Stewart): N/A**
- b. **Vice President (Kathleen McCaughey)**
 - (1) See Governance and Nominating Committee reports.
- c. **Treasurer/Finance (Charles Ewing):**
 - (1) New process Board members checks issued must be in the Agenda/minutes with the \$ amt, date, reason
 - (2) Refund from IRS \$11,000 will be coming in the near future
- d. **Secretary (Larry Dragan): N/A**

6. COMMITTEE REPORTS:

- a. **Architectural Control Committee (Phil Krehbiel, Chair)**
 - (1) **Highlights of activity since the last Board meeting: N/A**
 - (2) **Requests for Board Action: N/A**
- b. **Covenant Support Committee (Stan Davis, Chair)**
 - (1) **Highlights of activity since the last Board meeting:**
 - a) April complaint statistics, Received 4, Closed 4, Open 13
 - b) Submitted article to THE GRIT for June: "Online Resident Guide: Covenant Complaint and Violation Resolution Process"
 - c) New items available on website:
 - CSC Charter
 - Resident Guide
 - d) Initiated dialog with P&VP re/Professional Mediation and Binding Arbitration process
 - Cathy has a contact that does Mediation, Jim will contact.
 - (2) **Requests for Board Action: N/A**
- c. **Community Service & Membership Committee (Cathy Yandell, Chair)**
 - (1) **Highlights of activity since the last Board meeting:**
 - a) Easter Egg Hunt-Great Success, thank you to all that attended and helped
 - b) Shredding event-Great Success, 77 homes stopped by. Vendor started at 9am, additional cost.
 - c) Discussion of Town Hall meeting-
 - Board contact information is more visible on the website
 - Should there be a protocol for such a meeting? There is not a protocol for Special meetings
 - (2) **Requests for Board Action:**
 - a) Update Welcome letter to new residents/tenants
- d. **Communications & Publications Committee (Claudia Mitchell, Chair)**

(1) Highlights of activity since the last Board meeting:

- a) Resident Guide and Directory went into production at printers May 6, 2025
- b) Real Estate info card email went out for the second time April 21, will email this out quarterly.
 - We did have one realtor come into the office for cards.
- c) Website monitoring:
 - Found 17 inoperable links, 2 fixed, report on remaining 15 to Heidi
 - Created a "contact" tab on website homepage to make it easier for residents to find (was hidden under "info" tab)
 - With June issue will be able to monitor accurately the opening rate of the link to the GRIT embedded in the monthly email announcing availability of new issue
 - Reviewed our advertising policy and will now have signed agreement for new advertisers

(2) Requests for Board Action: N/A

e. Environment and Safety Committee (Kathleen McCaughey, Chair)

(1) Highlights of activity since the last Board meeting:

- a) Approx. 140 attendees at Wildfire Seminar
- b) Presentations/Information now on Website
- c) Trash pickup was successful
 - Larry D. received many thanks from neighbors
 - There were many residents that helped out

(2) Requests for Board Action: N/A

f. Executive Committee

(1) Highlights of activity since the last Board meeting:

- a) Discussed process for Bylaws revisions
 - a) Talked about what to bring to the whole Board regarding Bylaws
 - b) Ex. What do you think should be in the Bylaws that is currently not in the Bylaws?
 - c) Proposed Bylaws changes be talked about in the monthly Board meetings, without a motion. Discussed sharing changes monthly with the residents and not presenting at the next Annual meeting.
 - d) We will not be presenting Bylaws changes at the Annual Meeting. We will have a Special meeting.
 - e) Piece meal discussion regarding Bylaws changes.

(2) Request for Board Action: N/A

g. Finance Committee (Charles Ewing, Chair)

(1) Highlights of activity since the last Board meeting:

- a) Two checks were issued to Board members
 - Jim Stewart (reimbursement for microphone stands and batteries), \$77.72, dated 5/2/25
 - Kathleen McCaughey (reimbursement for Wildfire seminar items), \$365.60, dated 4/28/25

(2) Request for Board Action: N/A

- h. **IT Committee** (Heidi Komkov, Chair)
 - (1) **Highlights of activity since the last Board meeting:**
 - a) Keep passwords secure and be mindful of phishing emails
 - (2) **Request for Board Action:** N/A
- i. **Governance Committee** (Kathleen McCaughey, Chair)
 - (1) **Highlights of activity since the last Board meeting:**
 - a) Member Definition poll
 - a) Homeowner/Landowner, which to use?
 - b) Voting member definition
 - c) How does the Board feel about every HO having voting rights?
 - d) Everyone that pays dues has voting rights, 1 per household
 - e) Non profit corporation Act says.....it is for everyone not just dues paying members
 - f) Majority vote to leave it the current way
 - g) Voting rights, membership benefits discussed
 - b) Rewrite of Charter
 - (2) **Requests for Board Action:**
 - a) Motion: Adopt the new modified Governance Committee Charter.
 - b) Self-Assessments discussion and assign due date
- j. **Nominating Committee** (Kathleen McCaughey, Chair)
 - (1) **Highlights of activity since the last Board meeting:**
 - a) Onboarded Paul Baumgartner
 - b) Rewrite of Charter
 - (2) **Requests for Board Action:**
 - a) Motion: Adopt the new Nominating Committee Charter.

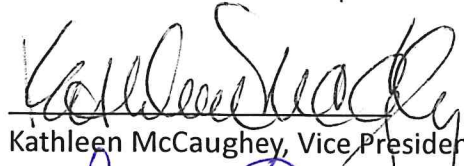
7. EXECUTIVE SESSION: N/A

8. UNFINISHED BUSINESS: N/A

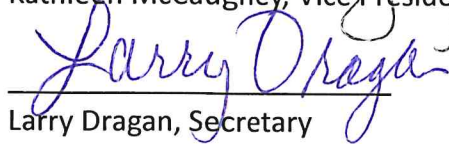
9. NEW BUSINESS:

- a) Motion: Adopt the new modified Governance Committee Charter. Seconded by Claudia
Approved 13/0
 - o Chair does not have to be the VP
- b) Motion: Adopt the new modified Nominating Committee Charter. Seconded by Art
Approved 13/0
 - o Only voting for the Charter as is
 - o Does the NC present the slate of officers?
Bylaws need to be amended, it is in the Charter. Kind of voting that occurs, needs amending.
 - o Withdrawal of vote. To achieve unanimous voting, the word "officer" was added.
 - o Vote with correction as amended
- Motion: Adopt Welcome Letter
 - o Update the document. Motion passed unanimously.
- Jim asks about an Ezee fiber news release-are you ok with supporting the news release. Many Board members expressed disapproval. Not sent.
- Coffee with the Office – new activity by Jim.
- Self-Assessment form, please turn into Trish in 2 weeks, 5/28.

10. **ANNOUNCEMENTS:** This has been a great meeting. Much appreciated by Jim Stewart.
11. **NEXT MEETING:** The next Board meeting is scheduled for June 11, 2025. Jim will be absent.
12. **ADJOURNMENT:** 7:50 pm


Kathleen McCaughey, Vice President

6/10/25
Date


Larry Dragan, Secretary

6-10-25
Date