

Sandia Heights Homeowners Association Governance Transparency: Board of Director Meetings

Approved Board of Directors Meeting 4/9/2025

The Board of Directors of the Sandia Heights Homeowners Association (the Association) is committed to making informed decisions that are transparent and inclusive of feedback from homeowners (includes landowners henceforth). This ensures that the Board's decision-making process is open, thoughtful, and responsive to the needs and concerns of the community.

To foster a strong sense of trust and cooperation, the Association commits to regular and open communication with homeowners and Association members. Much of this communication is made publicly available on the Sandia Heights Homeowners Association website, <https://sandiahomeowners.org/>, ensuring that all homeowners have easy access to essential information. Occasionally, the Board will broadcast emails with updates to all homeowners whose emails are on record with the Association.

Board Meetings: Key Forums for Business of the Association

Board Meetings and the Annual Meeting serve as the primary forums for conducting the business of the Association. These meetings are essential for discussing important issues, making decisions, and ensuring that the Association operates efficiently and in the best interests of the community.

- Board Meetings are where the Board of Directors conducts its official business, including making decisions on policies, financial matters, and strategic initiatives.
- Annual Meetings provide a platform for all members to engage directly with the Board, discuss important topics, vote on key issues, and participate in the overall governance of the Association.

This document focuses specifically on **Board Meetings** and how they are conducted. These meetings are the cornerstone of the Association's governance structure and ensure that all members have a voice in the decisions that shape the future of their community. Through transparent communication and inclusive decision-making, the Board of Directors strives to build trust, facilitate active participation, and operate in the best interest of all homeowners.

Communication Requirements for Board Meetings

1. Board Meeting Agendas
 - a. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. No business may be acted on or discussed which is not on the agenda, except when one or more of the following conditions apply:
 - i. A majority of the Board decides there is an "emergency situation."
 - ii. Two thirds of the Board members present determine a need for immediate actions and the need to act came to the attention of the Board after the agenda being posted.

- iii. An item appeared on a prior agenda and is being continued from that meeting to the current meeting.
 - b. An Association member may ask the Board to consider new agenda items pertinent to its subject matter jurisdiction by submitting a written summary of the item to the Association President two weeks before the meeting. The initiator shall sign the written summary. The items requested by members must include the name, email address, and phone number of the initiator.
 - c. Agendas shall be posted early, at least one week, to obtain feedback before Board actions. In some cases, feedback may require that agenda items be moved to the following month to understand better or incorporate the feedback, or if written documentation is required for evaluation and was not available when the agenda was posted.
 - d. The Board may choose to change the order of business from that stated on the agenda.
 - e. If requested, any homeowner may request a hard copy of the agenda.
2. Special Board Meeting Agendas
- a. Special Meetings of the Board may be called at any time by the President or at the request of no less than one-fifth (1/5) twenty (20) percent of other Directors. The purpose(s) of such Special Meeting shall be stated; no other business except that stated shall be conducted at such Special Meeting. (Bylaws Section 6.8)
3. Minutes
- a. The Board will post meeting minutes at the subsequent Board Meeting after being corrected and approved. The minutes should include information on all discussions including at least a summary of opposing viewpoints.

Communication Rights for Homeowners

The Board of Directors of the Association welcomes input and feedback from homeowners. Homeowners may send input and feedback to the Board of Directors in one of the following ways.

1. Send an email to the front office, to an officer of the Board of Directors, or to a specific Board Director. See the website for email addresses.
 - a. Emails sent in by homeowners may be shared at Board meetings when the content of their email may require action by the Board, or a topic is of general interest to Association membership.
2. Request to speak at a board meeting ([form](#))
 - a. Homeowners may request to speak at Board Meetings to present input or feedback. Homeowners will be allowed to speak on two topics:
 - i. Specific items already included in the posted agenda for that meeting, and
 - ii. Matters of interest to the homeowners within the jurisdiction of the Board.

- b. Homeowners wishing to speak must submit a request to address the Board by noon, the day of the meeting. The request shall include the person's name, email address, and a statement noting the agenda item or topic to be addressed.
- c. Oral presentations on the agenda items, including those on the consent agenda, will be heard before a vote is called on the item.
- d. Speakers addressing matters not on the agenda will do so during the designated member comment period at the meeting.

Speaker guidelines to ensure order and fairness.

- 1. No person may speak without being recognized by the President of the Board.
- 2. Each speaker will be allowed a maximum of three (3) minutes per topic. Fifteen (15) minutes shall be the maximum time allotment for homeowners on any one subject regardless of the number of speakers.
- 3. Support/Opposition. Speakers must identify if they are commenting in support or opposition of an agenda item or topic. If there are more than five (5) speakers, the requests will be separated into groups of support and opposition and the order will be drawn randomly at the start of the comment section for that item. Individuals requesting to speak will be notified, and speakers' order will alternate between comments in support and opposition until the time limit expires. If requested by a speaker, and with a successful motion by the Board, these time limits may be extended.
- 4. The President of the Board may rule speakers out of order if their remarks do not pertain to the agenda item or subject matter within jurisdiction of the Board, or if their comments are excessively repetitive.
- 5. Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates were submitted in the original request.