

2019 Annual Meeting Minutes

SHHA 2019 ANNUAL MEETING MINUTES Saturday, February 9, 2019 9:00 a.m. Church of the Good Shepherd

1. **CALL TO ORDER:** The 2019 Annual Meeting of the Sandia Heights Homeowners Association (SHHA) was called to order by President Elwood “Woody” Farber at 9:05 am at the Church of the Good Shepherd. The Vice President, Secretary, and Treasurer, as well as 11 of 12 Directors of the Board, were present and a quorum of both the Board and members was declared.
2. **WELCOME:** The President welcomed everyone and thanked them for attending. He outlined the Agenda for the Annual Meeting (Business Session).
3. **ANNUAL MEETING PROCEDURES OF CONDUCT:**
President Woody Farber explained the Annual Meeting Procedures of Conduct:
 1. Please silence all cell phones during the meeting.
 2. Questions of the Officers or on Committee reports will be written, handed in to the Secretary, and each addressed according to the Agenda.
 3. Before speaking, a member must be recognized by the Presiding Officer; please present yourself at a microphone to be recognized and state your name.

The members were asked to submit their question forms to Walter Forman, Secretary, or office staff Jessica Seeley or Betsy Rodriguez at the back table.

4. **CONTENTS OF THE ANNUAL MEETING PACKET:**
Each attending household received the following items in the Annual Meeting packet:
 1. The Agenda
 2. The Reports of Officers and Committees
 3. Officer and Committee Report Question Forms
 4. 2018 Budget vs. Actual and Balance Sheet
5. **INTRODUCTION OF BOARD/GUESTS/OFFICE STAFF:**
President Woody Farber introduced the 2018 Board Officers, Directors of the Board, guests and SHHA office staff.

2018 Board Officers: Woody Farber, President, Hugh Prather, Vice President and Nominating Committee Chair, Cheryl Iverson, Treasurer and Finance Committee Chair, and Walter Forman, Secretary.

2018 Board Directors: Carnie Abajian, Stephen Baca, Bob Bower, George Chen, David Crossley, Judy Durzo, Martin Kirk, Susan McCasland, Craig Newbill, Travis Rich, Emily Rudin, Bob Thomas. Marion Simon and Phil Krehbiel resigned from the Board. Carnie Abajian and Hugh Prather’s terms expire at the end of this Annual Meeting. With these four Board members no longer on the Board, the 2019 Board will be down to fourteen members.

Each committee was announced, and its members were asked to stand and be recognized. They were thanked for their hard work and hours of service.

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Also introduced were John Chavez, Sandia Heights Services President, Diana Justice, Sandia Heights Services Manager, Captain Broderick Sharp-, BCSO Area Commander, Tom Sullivan, Facilitator for the Plenary and Breakout Sessions, Jessica Seeley and Betsy Rodriguez, SHHA office staff.

6. **REPORT OF THE 2018 MINUTES:** The minutes of the 2018 Annual Meeting were reviewed by the Board of Directors at its March 14, 2018 meeting and were found to be correct. Those minutes are on file in the Official Record Book (ORB) in the office and on the SHHA website.
7. **REPORT OF THE 2019 MINUTES:** The SHHA Board will review and approve the minutes of the 2019 Annual Meeting at the next regular Board meeting on March 13, 2019. The approved minutes will be on file in the ORB in the office and posted on the SHHA website.
8. **ANNOUNCEMENT OF 2019 OFFICERS:**
The 2019 Board Officers were announced: Woody Farber, President, Emily Rudin, Vice President, Cheryl Iverson, Treasurer, and Walter Forman, Secretary.
9. **REPORTS OF OFFICERS:** Below are the reports covering January to December 2018.
 - a. **President (Elwood “Woody” Farber):**
 - o Completed SHHA Office security upgrades which included entry door security, window bar exits and computer security.
 - o Developed a written procedure for submission and review of GRIT articles.
 - o Revised the SHHA Policies and Guidelines for Board and Committee Members and SHHA Rules and Regulations for the Association for Board review and adoption.
 - o Managed the office staff in their day-to-day activities.

QUESTIONS:

Verbal/Written question(s) about the President’s report.

Written question 1 by Marlene Flor: How much does the Board communicate with our County Representative?

Woody Farber referred the question to Hugh Prather.

Response by Hugh Prather: We are in progress, with the representation from BCSO here today, that’s an example of working with and reaching out to the county officials that are available to provide county services. We are also at the same time looking at any other ways in working in a coordinated way with Bernalillo County (BC) Planning and Zoning. The Architectural Control Committee does that regularly. The Parks & Safety folks coordinate with the Parks Department, so there is coordination with Bernalillo County.

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Verbal question 1 by Marlene Flor: I know two or three years ago at a Board meeting I sat in, our County Representative Mr. Rehm, I'm not sure if I'm pronouncing his name correctly, he was invited and so I just wonder what kind of ongoing communication the Board has with Mr. Rehm and/or his staff?

Response by Hugh Prather: Bill Rehm is the State Representative. Lonnie Talbert is the County Commissioner for this area.

Response by Marlene Flor: That's who I meant.

Response by Woody Farber: We have contact with his staff on an ongoing basis. We haven't had him to a Board meeting in quite some time these past few years, I will admit. Communication with the staff is the level where that happens.

Written question 2 by Marlene Flor: Has/will the Board petition the BCSO for more visibility on Sandia Heights roads?

Response by BCSO Captain Sharp: I live up here. I live on Lowell and Royal Oak. The deputies know where I live. Be assured that they are in and out of the neighborhoods. I live here and every Friday morning I drive through Sandia Heights. It gives me the opportunity to stop and speak with citizens. If you would like to see a deputy every day, you send me an email and I will send one to speak with you every day.

Request by Marlene Flor: For those questions that can't/won't be answered during the Annual Meeting, please put the answers on the Sandia Heights website and/or in the GRIT.

Written question 3 by Marlene Flor: Are homeowners prohibited from attending committee meetings? Do SHHA regulations/covenants specifically prohibit this? (refer to April 2018 Board Minutes)

Response by Woody Farber: Yes, that is possible, they can be excluded. They are asked to call the committee chairs if they want to go to one of those meetings, and they can go but our Rules and Regulations and our Bylaws both allow chairs of those committees to include or exclude members from those meetings.

Verbal question 2 by Marlene Flor: The Bylaws, do they state that specifically?

Response by Woody Farber: They do not state that specifically, they allow for that in the Rules and Regulations to leave it up to the chairs to decide and we have run that by our legal counsel, and she said they have the ability to do that.

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Written question 1 by Dick Wavrik: Are we spending SHHA money to clear private property?

Written question 2 by Dick Wavrik: Was one of the benefiting homeowners on the Board?

Written question 3 by Dick Wavrik: Since only branches/grasses eaten they will come back. What is the criteria for “success”?

Written question 4 by Dick Wavrik: Will this be extended throughout Sandia Heights?

Response by Woody Farber: We had a test project to do that. That has happened. The test project has been completed and at this point in time each homeowner will have to make his own decision whether they want to use the goats or not or use some other method to clear their property.

b. Vice President (Hugh Prather):

- Served as Vice-President for duration of the one-year term.
- Presented an ongoing rationale at Board meetings for a strategic planning process for the SHHA.
- Drafted, presented and had approved a SHHA Resolution to conduct a strategic planning process.
- In conjunction with the Executive Committee developed a Board meeting self-assessment process.

Served as Nominating Committee Chair

Members:

Hugh Prather, Chair
Bob Bower
Emily Rudin

- Met as needed to interview and screen new applicants who had submitted a Statement of Interest to the Board.

QUESTIONS:

Verbal/Written question(s) about the Vice President and Nominating Committee report. No questions were asked or submitted.

c. Secretary (Walter Forman):

- Performed the following functions in accordance with the Bylaws:
 - Participated in the SHHA survey, which was answered by over 700 members
 - Continued the activity of overseeing and finalizing the monthly Board agenda.
 - Oversaw the preparation and approval of the monthly Board meeting minutes.

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- 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 the preparation and filing of SHHA's annual report for nonprofit corporations to the State of New Mexico.
- Ensured that SHHA's Official Records Book is properly maintained and is on file at the SHHA Office
- Researched and presented as a member of the CS&M committee on GoToMeetings my findings about the pool area
- Performed additional duties as needed by the Executive Committee and the Board in general

QUESTIONS:

Verbal/Written question(s) about the Secretary's report. No questions were asked or submitted.

d. Treasurer (Cheryl Iverson):

Finance Committee Members:

Cheryl Iverson, Chair
Carnie Abajian
Bob Bower
Woody Farber
Walter Forman

2018 Budget Results

- The Board approved 2018 Budget estimated Gross Income of \$203,896.48, Expenses of \$199,893.61 and Other Expenses of \$3,512.00, resulting in a Net Income of \$890.87.
- As stated at the time the 2018 Budget was approved, these are projections which may change during the year, and have changed. The final financial reports show Gross Income of \$210,846.45, Expenses of \$203,767.13 and Other Expenses of \$1,776.87, resulting in a Net Income of \$5,302.45. The major differences between budgeted and actual amounts were in additional revenues from GRIT and Directory advertising, but in addition all Committee Chairs managed their budgets, which resulted in cost savings.

2019 Budget

- After reviewing the proposed 2019 budget at its November 14, 2018 meeting, the Board approved the budget as proposed by the Finance Committee.
- The Finance Committee developed the budget based on the current and projected reserves and the revenues needed to cover the services needed by the property owners.
- This allows for a reasonable targeted Net Income of approximately \$915.07. Each year the income and expenses will be reviewed to establish the best courses of action for the following years.
- Budgets are projections which may change as the year progresses, so please go to the Finance tab on the Board section of the SHHA website for current details.

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Internal Review

- Each year members of the Finance Committee review the major financial procedures to ensure they are being followed.
- This past year members reviewed payroll, QuickBooks, dues, petty cash, advertising, tram passes, health insurance and security.
- While there were no major issues noted, several improvements were identified, especially in the area of security.
- Based on the reviews, the required annual report was prepared and submitted to the Executive Committee for review and acceptance by the President.

QUESTIONS:

Verbal/Written question(s) about the Treasurer's report. No questions were asked or submitted.

10. STANDING COMMITTEE REPORTS

a. Finance Committee (FC) – the report was presented as part of the Treasurer's report.

b. Architectural Control Committee (ACC):

Members:

Bob Bower, Chair
Dorian Atwater
David Crossley (joined 19 Sep)
Cheryl Iverson
Craig Newbill (joined 21 March)
Michael Pierce
Hugh Prather
Emily Rudin

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 1st and 3rd 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
- Publishes articles in the GRIT newsletter

Summary of Activities for 2018:

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A total of 301 applications were approved in 2018. The ACC continued to work with the County on new community developments including North Tramway Estates (NTE), Hawks Landing, and the Las Pradas Subdivision in Unit 16. The ACC also attended meetings of the County Zoning Administrator, Planning Commission, and Board of County Commissioners on requests for zoning changes and other issues that could impact residential properties in Sandia Heights.

QUESTIONS:

Verbal/Written question(s) about the Architectural Control Committee report.

Question by Mary Adkins: Hawks Landing is a public nuisance, safety hazard, and pollution hazard, blocks traffic, and disrupts access for safety equipment, fire rescue, and ambulance. What can be done?

Response by Bob Bower: As far as I know all of this stuff went through the county. I went to a lot of those meetings. It's the cost of development. We spent a lot of time with John Lowe and Scott Patrick Schiabor, who were the developers of North Tramway Estates, and we looked at the site development plan as it went through the county. I don't know how to go up and say we need to have more street sweepers out there. I'm not in the business of telling John Lowe and Scott Patrick what to do, as long as they do it in a method that meets the criteria of the site development plan.

Response by Woody Farber: The agreement is between the developer and the county. Take it to the county and make the county accountable for holding the developer to the agreement. Sandia Heights cannot enforce an agreement they have with the county. The county is the only one that can enforce that.

Response by BCSO Area Commander, Captain Broderick Sharp: If you have an issue call our office and we will go up and document it right there and I will call Commissioner Talbert's office.

c. Communications & Publications Committee (C&P):

Members:

Susan McCasland, Chair
Stephen Baca
Anne Manning
Burt O'Neil
Tina Andrews
Carol Tucker Trelease

Accomplishments:

- Stood up revitalized C&P committee.
 - New chair, mostly new members.
- Continued the monthly *GRIT* publication, adding new content in every issue.
 - Began an occasional feature of articles reprinted from archival GRITs.

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- Standardized format with right and left justification for articles.
- Investigated utility to membership of having SHHA social media presence.
 - Requested input from entire membership via survey.
 - Based on survey results, determined not to move into social media at this time.
- Began investigating adding email addresses to Directory—ongoing.
- Ran source selection and selected a new publisher for the Directory.
- Responded promptly to member requests, comments, and complaints.

QUESTIONS:

Verbal/Written questions about the C&P report. No questions were asked or submitted.

d. Community Service and Membership (CS&M):

Members:

Hugh Prather, Chair
Stephen Baca
Paula Baxter
George Chen
Walter Foreman
Bill Koup
Tom Maclean

Functions: to strengthen member benefits and to present Association social events that will encourage membership in the SHHA.

Summary of Activities for 2018:

- Reconstituted the CS&M Committee after a two-year hiatus
- Recruited six committee members
- Facilitated the first Sandia Heights Annual Survey
- Analyzed the results of the survey
- Established a supportive liaison with the Sandia Heights Artists organization
- Established a supportive liaison with the Sandia Heights Cork and Fork dinner organization
- Recognized and honored volunteers at the Annual Luncheon
- Acquired GoToMeeting software for a one-year pilot of easier meeting venues
- Established a voter registration service at the SHHA office for all members
- Began 2018 with 1,764 members and ended with 1,774 members. The total membership stands at 81% of 2,187 households in Sandia Heights which is up from 80% in 2017
- In 2018, 2,110 tram passes were used and 594 were unused (a 78% usage rate).

QUESTIONS:

Verbal/Written question(s) about the Community Service & Membership Committee report.

Verbal question by Anne Manning: I've have been saving my membership directories for years

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because I will not put anything into the trash or even into the recyclables which has people's personal information on it. Can we bring them back to the office and can you get them shredded or do we have to get them shredded?

Response by Betsy Rodriguez: Teresa Cordova and Max Sanchez put something in the GRIT when they have their annual Sandia Heights shredding and recycling event.

Response by Jessica Seeley: The other thing we have in the office, I have information with UNICOR, they're down on Broadway. They do the first Monday of every month, there is no limit on what you can bring, they will shred anything for free. I have the information in the office. I can give it to you guys if you can call or email. The information has been in the GRIT.

e. Covenant Support Committee (CSC):

Members:

Bob Thomas, Chair
Bob Bower - ACC liaison
Judy Chreist
Joyce Harkwell
Susan Seligman
Marion Simon

Functions: The CSC meets the first Tuesday of every month at 7:00 PM. Homeowners with questions or statements to make to the Committee are allotted five minutes at the beginning of the meeting. Then the doors are closed to maintain the confidentiality of CSC business. Please notify the SHHA Office beforehand.

Joyce Harkwell joined the Committee. George Connor, Ruth Haas and Patty Piasecki resigned from the Committee.

Summary of Activities for 2018:

- There are many constraints as to what the CSC can do. Our Sandia Heights community has 37 separate Units, each with separate covenants. Many of the covenants were written in the 1960–1970 timeframes and do not specifically address some of the issues we face today. We are bound by what your covenants permit. Only the homeowners in a specific Unit can change their covenants.
- There were 21 complaints handled by the CSC in 2018, including one carried over from 2017. All were investigated by CSC members and recommendations were made as to the validity of the complaints with regard to the covenants relevant to their units. Of these, 18 were closed in 2018.

For some complaints, the specific unit covenants do not cover or address the alleged violation and there is nothing the CSC can do. The valid complaints are mostly resolved between SHHA and the homeowners. In very unusual situations the SHHA attorney is consulted.

Bob Thomas gave a big thank you to George Connor for all of his work on the CSC and with SHHA.

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QUESTIONS:

Verbal/Written question(s) about the Covenant Support Committee report.

A statement by Ernest Dorko: Mr. Dorko read a statement regarding trees.

Response by Bob Thomas: I'm familiar with the issues, Mr. Dorko. I'll be glad to take it up with you off line. I don't think it's appropriate at this time to discuss individual complaints. If there are any questions regarding covenants in general, I'll be glad to answer them, but we're not going to discuss individual complaints.

Response by Ernest Dorko: I'll be glad to discuss this with you.

f. Parks & Safety Committee:

Members:

Travis Rich, Chair
Barb Kelly
Martin Kirk
Burt O'Neil
Emily Rudin
Bill Wiley

Parks & Safety Annual Report:

- Acknowledge the resignation of Suzanne Schneider after five years of service to our committee. Suzanne will be difficult to replace.
- Organized two Tramway cleanup details in March and September from Simms Road to Paseo del Norte. Participation of Board members and volunteers has been excellent. Our next scheduled "Tramway Cleanup Detail" is March 23, 2019.
- There have been 10 articles published in the GRIT during 2018 that pertained to the challenges of our committee.
- Procured 15 A-frame signs for placement at various community entrances for purpose of alerting residents.

Special Parks & Safety Projects

- In March 2018, a special committee was formed for the specific purpose of developing a Wildfire Preparedness Plan. Bill Wiley and Keith Julian served as Co-Chairmen. Upon completion of their challenge, the Wildfire Preparedness Planning Committee (WPPC) provided the P&S Committee a document of 10 recommendations in September 2018. The special committee was dissolved. Action has been taken on the majority of the recommendations. One of the visible successes of the WPPC efforts was the highly attended seminars held July 24–26, 2018. A similar series of seminars will be held March 19–21, 2019.
- A pilot project was conducted to determine the effectiveness of grazing goats for the purpose of removing excessive flammable organic material located within the Sandia Heights community. At this point, the success and financial feasibility of such project

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remains under study. This subject is proposed to be a part of one of the scheduled sessions of wildfire risk seminar mentioned above.

QUESTIONS:

Verbal/Written question(s) about the Parks and Safety Committee report.

Verbal question by Summer Ferreira: Is there access to trails from arroyos in Sandia Heights?

Response by Travis Rich: Young lady, I'm going to try and help you on this. I don't know the answer to it. We are going to work on it, and we will try to get something in the GRIT; my guess is we're looking at a month or two months down the road in the GRIT.

The officer and committee reports were concluded. Woody reiterated that there are two Board members leaving which will take us down to fourteen Board members. Anyone interested in serving on the Board is asked to contact the office to get a Statement of Interest.

11. ADJOURNMENT: President Woody Farber adjourned the Annual Meeting (Business Session) at 10:24 am. He turned the floor to Hugh Prather to commence with the Plenary and Breakout Session.

Woody Farber, President

Date

Walter Forman, Secretary

Date

Note: Signatures on file in the SHHA Office