

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting November 13, 2019 at 7 PM**  
*Prepared by Betsy Rodriguez*

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:00 PM at the Sandia Heights Homeowners Association Office, 2-B San Rafael NE, Albuquerque, NM. A quorum was present.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Woody Farber	X			George Chen			X	Mike Pierce			X
Vice President – Emily Rudin	X			David Crossley	X			Travis Rich			X
Secretary – Susan McCasland	X			Roger Hagenruber	X			Bob Thomas	X		
Treasurer – Cheryl Iverson	X			Martin Kirk	X			Randy Tripp	X		
Stephen Baca	X			Fenton McCarthy			X				
Bob Bower	X			Craig Newbill		X					

Guest(s): Joe Boyce, Stan Davis, and Robert Hare

3. **OCTOBER MEETING MINUTES APPROVAL:** The October Board Meeting minutes were distributed via email on October 11, 2019. A motion was made to approve the minutes.  
Approved – Unanimous
4. **OFFICER REPORTS:**
  - a. **President (Woody Farber):**
    - (1) Update on Annual Meeting planning: Bob Bower gave a progress report on the planning of the 2020 Annual Meeting. The business portion of the meeting has been completed. The details on the open session portion are still in progress.
    - (2) Annual Meeting Officer and Committee Chair Reports: The office staff will email the individual reports from the 2019 Annual Meeting to the Officers and Committee Chairs to be used as a template for the 2020 Annual Meeting reports. The deadline to submit the reports to the office is January 7, 2020.
    - (3) Annual Review: SHHA Policies & Guidelines for Board and Committee Members (Internal) and Rules and Regulations for the Association (External). The office staff will email the Board both documents. The documents are to be reviewed and revised as necessary. The deadline to submit the revisions to Woody is December 31.
    - (4) Bonuses: The Board confirmed the bonuses that were approved in the 2020 Budget for the office staff.
    - (5) Christmas Holiday: The office will be closed December 23 through December 27 for the Christmas Holidays. The office will re-open for business December 30.

(6) Political Candidate for State Senate: SHHA received a request from a Senate candidate to attend a Board Meeting to discuss issues/concerns of the Sandia Heights Community. In accordance with SHHA's political neutrality policy and with the regulations applicable to 501(c)3 tax exempt organizations, the request was denied.

b. Vice President (Emily Rudin):

(1) Refer to agenda item 5. f. (1) [Nominating Committee].

c. Secretary (Susan McCasland):

(1) The October Board Meeting minutes were distributed via email on October 11, 2019.

(2) The November GRIT was approved by the EC representative on October 17, 2019.

d. Treasurer (Cheryl Iverson):

(1) The October financial reports were emailed to the Board on November 7, 2019 for review. A motion was made to accept the October financial reports as distributed.

Motion: To accept the October financial reports as distributed.

Accepted - Unanimous

2019-11-13-1 FC

## 5. COMMITTEE REPORTS:

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

(1) The minutes of the October 30 meeting were emailed to the Board.

(2) ACC application approvals for October: 41

(3) GRIT articles for the November issue:

a. Changes Coming to the Quail Run Center

b. Don't Let Your Water Pipes Freeze

(4) Committee Membership: 6 members

(5) Changes to ACC Procedures: Steps were taken to protect the proprietary nature of neighborhood review documents.

(6) Requests for EC/Board Action: None

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

(1) The minutes for the November 5 meeting 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 November issue: Light Pollution (Excerpted from Nov. 2013 GRIT at request of Bob Thomas, CSC Chair)

(5) We have moved forward with court action on a continuously parked RV violation.

(6) Committee Membership: 6 members

(7) Requests for EC/Board Action: None

c. Community Service & Membership (CS&M) (Stephen Baca):

(1) The minutes of the November 4 meeting were emailed to the Board.

(2) GRIT article for the November issue: None

- (3) GRIT article for the December issue: Sandia Heights New Neighbor Welcoming Initiative
- (4) SHHA Business Partnership Policy and SHHA Business Partnership Procedure Approval.

Motion: A friendly amendment to the motion to adopt the latest version of the SHHA Business Partnership Policy and the SHHA Business Partnership Procedure was made and accepted.

Approved – Unanimous

2019-11-13-2 CS&M

- (5) Committee Membership: 4
  - (6) Requests for EC/Board Action: None
- d. Communications & Publications (C&P) (Susan McCasland):
- (1) The layout for the December GRIT is in process.
  - (2) The C&P committee meeting scheduled for October 15 was moved to November 19.
  - (3) GRIT article for the November issue: Thank You to Trash Pick-up Volunteers
  - (4) 2020 Resident Guide: Susan will email the Resident Guide to the Board for review/revisions as necessary. Revisions should be emailed to Susan by Friday, November 22.
  - (5) Committee Membership: 5 members
  - (6) Request for EC/Board Action: None
- e. Parks & Safety (P&S) (Travis Rich): Report given by
- (1) P&S Committee did not have an official meeting this month. However, the committee was active. The scheduled “Crime Risk Management Seminar” has come together. Bernalillo County Sheriff’s Office and Sandia Heights Security have confirmed their participation. Saturday, March 14, 2020 from 9:00 AM - 11:00 AM has been confirmed with Church of the Good Shepherd. So, date, time, place, and theme of the seminar is set. Promotion of the event has been set into motion and will be forthcoming in the December, January, February, and March issues of the GRIT. In addition to appearing on the SHHA website, there will be an email blast made to the membership during the March 4-6 window; and there will be mention of the event during the SHHA Annual Meeting. P&S Committee will continue defining and refining the actual verbal presentations as specific speakers fall into place. This part of the program will not be complete until at least January 2020.
  - (2) GRIT article for the November issue: Bagworms
  - (3) Committee Membership: 9 members
  - (4) Requests for EC/Board Action: None
- f. Nominating Committee (NC) (Emily Rudin):
- (1) Prospective Board candidates Joe Boyce and Matt Pedigo have submitted their Statements of Interest and have been interviewed by the Nominating Committee. Joe Boyce gave a brief summary of his qualifications. Matt Pedigo was not present. A motion was made to move to into Executive Session.

Motion: To move into Executive Session.

Approved - Unanimous

2019-11-13-3 NC

Executive Session began: 7:21 pm  
Executive Session ended: 7:25 pm

A ballot vote was conducted. The ballots were handed out to each Board member present, then collected by Emily Rudin and Cheryl Iverson. The resulting vote was to accept Joe Boyce and Matt Pedigo for membership on the Board effective November 14, 2019.

(2) Proposed Slate of Officers for 2020: President – Woody Farber, Vice President – Susan McCasland, Treasurer – Cheryl Iverson, Secretary – Travis Rich. The proposed Slate of Officers will be voted on at the December Board Meeting. Any Board member interested in an Officer position should notify Emily Rudin by December 10.

6. UNFINISHED BUSINESS: Action Items from last Board Meeting:

- a. **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. Documents were approved at the November Board Meeting. **CLOSED**
- b. **Woody:** will develop an orientation/training for new Board members. **ONGOING**
- c. **Board:** review the Cork and Fork Organizer Duties and submit any comments/revisions to Stephen Baca by September 24. The Board has determined that this is not a Board activity. **CLOSED**

7. NEW BUSINESS: None

8. ACTION ITEMS RESULTING FROM THIS MEETING:

- a. **Office:** office staff will email the individual reports from the 2019 Annual Meeting to the Officers and Committee Chairs for the 2020 Annual Meeting.
- b. **Officers and Committee Chairs:** deadline to submit Officer and Committee Chair reports to the office is January 7, 2020.
- c. **Office:** office staff will email the Policies and Guidelines and Rules and Regulations to the Board for review.
- d. **Board:** review Policies and Guidelines and Rules and Regulations and submit any revisions to Woody by December 31.
- e. **Susan McCasland:** will email the Resident Guide to the Board.
- f. **Board:** revisions to the Resident Guide should be submitted to Susan McCasland by November 22, 2019.

9. ANNOUNCEMENTS: None

10. NEXT MEETING: The next Board Meeting is scheduled for December 11, 2019.

11. ADJOURNMENT: 8:29 pm

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Woody Farber, President

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Date

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Susan McCasland, Secretary

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Date

*Signatures on file in the SHHA Office*