

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting November 12, 2020 at 7:00 PM**  
*Prepared by Jennifer Craft*

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 7:00 PM via zoom video meeting. A quorum was present.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Elwood “Woody” Farber	X			Bob Bower	X			Martin Kirk	X		
Vice President – Susan McCasland	X			Joe Boyce	X			Fenton McCarthy	X		
Secretary – Travis Rich	X			David Crossley	X			Matt Pedigo	X		
Treasurer – Cheryl Iverson	X			Elizabeth Edgren	X			Mike Pierce	X		
Dale Arendt	X			Roger Hagenruber		X		Bob Thomas	X		
Stephen Baca	X			Robert Hare	X			Randy Tripp	X		

Guest(s): None

3. **OCTOBER MEETING MINUTES APPROVAL:** The October 14, 2020 Board Meeting Minutes were emailed to the Board on October 15, 2020. A motion was made and seconded to approve the minutes.

Motion: To approve the October 14, 2020 Board Meeting Minutes. Approved - Unanimous
--

2020-11-12-1 GEN

4. **OFFICER REPORTS:**

a. **President (Woody Farber):**

- (1) **2021 Annual Meeting:** Review draft agenda, with proposed date and procedures.

Discussion was held. Two motions were made and seconded the first motion was to approve the 2021 Annual Meeting Agenda as reviewed at the November 12, 2020 Board Meeting, and the second was to approve the 2021 Annual Meeting Procedures of Conduct as reviewed at the November 12, 2020 Board Meeting. Woody will email the Board an outline for the Annual Meeting Procedures of Conduct. He will also contact Diana Justice, with Sandia Heights Services, and BCSO regarding an invitation to our Annual meeting.

Motion: To approve the 2021 Annual Meeting Agenda as reviewed at the November 12, 2020 Board Meeting.

Approved - Unanimous

2020-11-12-2 GEN

Motion: To approve the 2021 Annual Meeting Procedures of Conduct as reviewed at the November 12, 2020 Board Meeting.

Approved - Unanimous

2020-11-12-3 GEN

- (2) Holiday office schedule: The office will be closed December 23, 2020 and reopening January 4, 2021 for the holidays.
- (3) Policies and Guidelines for Board and Committee Members, and Rules and Regulations for the Association Update: Both documents will be finalized and ready for review and approval at the December Board meeting.

b. Vice President (Susan McCasland): No Report

c. Secretary (Travis Rich):

- (1) The October 14, 2020 Board Meeting Minutes were distributed via email on October 15, 2020.
- (2) The November GRIT was approved on October 15, 2020.

d. Treasurer (Cheryl Iverson):

- (1) The October financial reports were emailed to the Board for review on November 9. A motion was made and seconded to accept the financial reports as distributed.

Motion: To accept the October financial reports as distributed.

Accepted - Unanimous

2020-11-12-4 FC

- (2) Our CPA is in the process of doing the SHHA audit, per the HOA Act. The audit is expected to be completed by the end of November.

## 5. COMMITTEE REPORTS:

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

- (1) The October 22 and November 4 minutes were emailed to the Board.
- (2) ACC application approvals for October 2020: 35
- (3) GRIT article for the November issue: Don't Let Your Water Pipes Freeze
- (4) Committee Membership: 6 members
- (5) Requests for EC/Board Action: None

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

- (1) There was a meeting held on November 10 via zoom.
- (2) There are currently 15 violations open.
- (3) We closed 8 violations between October 7 and November 9.
- (4) GRIT article for the November issue: Invasive Trees and the CSC by Bob Thomas, CSC Chair, and Kate Fry

- (5) Committee Membership: 9 members
  - (6) Request for EC/Board Action: None
- c. Community Service & Membership (CS&M) (Stephen Baca):
- (1) The Committee has not met since its last meeting on March 2.
  - (2) GRIT article for the November issue: No article submitted.
  - (3) Committee Membership: 9 members
  - (4) Requests for EC/Board Action: None
- d. Communications & Publications (C&P) (Susan McCasland):
- (1) The layout for the December GRIT is in progress.
  - (2) No C&P committee meeting is currently scheduled. No committee member has expressed a need.
  - (3) GRIT article for the November issue: Free Gardening Webinar Series by Elizabeth Edgren
  - (4) 2021 Resident Guide and Directory: Elizabeth Edgren continues to manage this.
  - (5) Committee Membership: 5 members
  - (6) Request for EC/Board Action: None
- e. Parks & Safety (P&S) (Travis Rich):
- (1) There was no meeting in October and no meeting was scheduled for November.
  - (2) GRIT articles for the November issue:
    - a) Security Camera Considerations by Joe Boyce, SHHA Board Member
    - b) Thank You, Tramway Adoptive Parents
    - c) Correction to September GRIT article “Bow is not a firearm; but bow hunting does follow the same regulations as a firearm.”
  - (3) Joe Boyce and Travis Rich met November 4 to commence the transition of committee chairmanship. Starting December, Joe Boyce will take over chairmanship of P&S. Travis will stay on the committee until the 2021 annual meeting.
  - (4) Committee Membership: 9 members
  - (5) Requests for EC/Board Action: None
- f. Nominating Committee (NC) (Susan McCasland):
- (1) GRIT article for the November issue: Now is the Time for All Good Folks to Come to the Aid of Their HOA
  - (2) The Executive Committee needs candidates for all positions in 2021: President, Vice President, Secretary, Treasurer. If you have any interest in any of these positions, please let Susan know before tomorrow noon. The Nominating Committee will be meeting tomorrow afternoon to select a slate to present to the Board at the December Board meeting. Susan will send the list of potential officers to the EC before the next EC meeting which is scheduled for December 2, 2020.
  - (3) Please help recruit new Board members. Ask your neighbors and friends who you think would make good Directors if they would be willing to serve.

6. EXECUTIVE SESSION – Legal Issues: A motion was made and seconded to move into Executive Session to discuss legal matters.

Motion: To move into Executive Session.

Approved - Unanimous

2020-11-12-5 GEN

Executive Session began: 7:53 pm

Executive Session ended: 8:06 pm

7. DATE MANAGEMENT – Storage and Retention (Robert Thomas): Elizabeth Edgren, Joe Boyce, and Bob Thomas reported on implementation of a modern Document Management System for SHHA. The applicable committee chairs are asked to:
- Inventory boxes of hardcopy documents in the office storage room
  - Review and update the current document Retention Schedule.
  - Bob Thomas will email the inventory list along with the Retention Schedule to the committee chairs.
  - Committee chairs should respond back before the EC meeting on December 2, 2020.
8. UNFINISHED BUSINESS: Action Items from last Board Meeting:
- Woody:** Will discuss the 2021 Annual Meeting in more detail. **OPEN**
  - Board:** Contact Susan if you are interested in an Officer position. Everyone is encouraged to consider one of these positions. **Update: As of 11-13-20 noon this item will be CLOSED.**
  - Woody:** Will check with landlord on the air flow/filtration system in our suite. **Update:** Woody is gathering information on portable airborne particle filter systems. When a decision is made, one will be purchased for the conference room. **OPEN**
  - Board:** Was asked to review the Annual Meeting agenda and submit their suggestions/questions to Woody by November 4<sup>th</sup>. **CLOSED**
  - Woody:** To discuss with the office staff how the Annual Meeting process for verifying HOA members via zoom is to be achieved. **Update:** Woody will get with the office staff the week of November 16, 2020 to finalize the HOA members verification process and plan a practice zoom training for staff and then members the week prior to annual meeting.
  - Board:** Was asked to reach out to their neighbors and encourage them to become involved in their community by joining the Board. Anyone interested should contact Susan. **OPEN**
9. NEW BUSINESS: None
10. ACTION ITEMS RESULTING FROM THIS MEETING:
- Woody:** Will email the Board an outline for the Annual Meeting planning process.
  - Woody:** Will contact Diana Justice, with Sandia Heights Services, regarding an invitation to our Annual meeting.
  - Woody:** Will contact BCSO regarding an invitation to our Annual meeting.
  - Committee chairs:**
    - Inventory boxes of hardcopy documents in the office storage room.
    - Review and update the current document Retention Schedule.
    - Respond back to Bob Thomas before the EC meeting on December 2, 2020.
  - Bob Thomas:** Email the inventory list along with the Retention Schedule to the committee chairs.

11. ANNOUNCEMENTS: None

12. NEXT MEETING: The next Board meeting is scheduled for December 9, 2020.

13. ADJOURNMENT: 8:48 pm

\_\_\_\_\_  
Woody Farber, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Travis Rich, Secretary

\_\_\_\_\_  
Date

*Signatures on file in the SHHA Office*