

BOARD MEETING MINUTES
SHHA Monthly Board Meeting November 10, 2021, at 6:30 PM

Prepared by Betsy Rodriguez

1. CALL TO ORDER: The monthly SHHA Board Meeting was called to order by the President at 6:30 PM via Zoom meeting. A quorum was present.
2. ROLL CALL: (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Roger Hagengruber	X			David Crossley	X			Hugh Prather			X
Vice President – Susan McCasland	X			Elizabeth Edgren	X			Bob Thomas	X		
Secretary – Martin Kirk	X			Tracey Goodrich	X						
Treasurer – Randy Tripp	X			Robert Hare	X						
Dale Arendt	X			Fenton McCarthy	X						
Joe Boyce	X			Mike Pierce	X						

Guest(s): Marlene Flor

3. OCTOBER MEETING MINUTES APPROVAL: The October 13, 2021, Board Meeting Minutes were emailed to the Board on October 25, 2021. A motion was made and seconded to approve the minutes.

Motion: To approve the October 13, 2021, Board Meeting Minutes.
 Approved - Unanimous

2021-11-10-1 GEN

4. OFFICER REPORTS:

a. **President (Roger Hagengruber):**

- (1) Annual Meeting date: It was proposed and agreed to by the Board that the Annual Meeting is scheduled for Saturday, February 19, 2022. This meeting will be a hybrid meeting (in-person and Zoom). The SHHA Officers and possibly some of the committee chairs will be in attendance in the SHHA conference room. The conference room will be arranged so that they can all be seen and heard via Zoom Meeting. The Board members and SHHA membership will be in attendance via Zoom Meeting.
- (2) Office holiday closure: The Executive Committee has agreed to close the office for the holidays from December 24, 2021, through January 2, 2022. The office will reopen Monday, January 3, 2022.
- (3) Candidates for officer positions: Per the Bylaws, Section 4.2 the election of Officers-elect shall be conducted at the December meeting by a majority vote of a quorum of the Board. The Officers-elect shall take office immediately following the end of the February Annual Meeting. If there are members of the Board interested in an officer position, you may notify Roger or Susan. A slate of officers will be presented at the December Board meeting.
- (4) Guest procedures for board and committee meetings: The process/procedure was emailed to the Board and summarized at the Board meeting.

b. **Vice President (Susan McCasland):**

(1) Virtual, in-person and hybrid meetings: Discussion was held, and it was agreed that we will continue to do Zoom meetings for board and committee meetings and use the processes we now have in place. We will continue to monitor and adjust accordingly.

c. **Secretary (Martin Kirk):**

(1) The October 13, 2021, Board Meeting Minutes were distributed via email on October 25, 2021.

(2) The November GRIT was approved on October 17, 2021.

d. **Treasurer (Randy Tripp):**

(1) The October financial reports were emailed to the Board for review on November 5, 2021. A motion was made and seconded to accept the October financial reports as distributed.

Motion: To accept the October financial reports as distributed.

Approved - Unanimous

2021-11-10-2 FC

(2) 2022 Budget: A motion was made to move into Executive Session.

Motion: To move into Executive Session.

Approved - Unanimous

2021-11-10-3 FC

Executive Session began: 7:01 pm

Executive Session ended: 7:04 pm

(3) A motion was made and seconded to approve the 2022 SHHA Budget as submitted.

Motion: To approve the 2022 SHHA Budget as submitted which is inclusive of the adjustments to the Tram tickets and the SHHA membership dues. The adjustments to be effective January 1, 2022.

Approved - Unanimous

2021-11-10-4 FC

5. COMMITTEE REPORTS:

a. **Architectural Control Committee (ACC) (David Crossley):**

(1) The October 20 and November 3 minutes were emailed to the Board.

(2) ACC application approvals for October: 27

(3) GRIT article for the November issue: NOTICE

(4) Committee Membership: 7 members.

(5) Request for EC/Board Action: None.

(6) **David Crossley:** An additional article will be submitted detailing the legal status of the ACC Guidelines. In the November GRIT. **Action Item Closed.**

(7) **David Crossley:** Will submit a GRIT article on sheds. **Action Item Open.**

(8) ACC Guidelines: We are in the process of revising the guidelines to bring them up to current standards in various areas.

(9) **David Crossley:** Will submit a GRIT article that will summarize some of the actions dealing with the most egregious violations. **Action Item Open.**

- b. Covenant Support Committee (CSC) (Bob Thomas):**
 - (1) A meeting was held on November 2.
 - (2) As of November 3, there are currently 11 complaint files open.
 - (3) As of November 1, 5 files have been closed.
 - a. 3 – RVs, Camper trailer removed
 - b. 1 – Trash on property
 - c. 1 – Trash/recycle bins in view
 - (4) GRIT article for the November issue: Invasive Tree in Sandia Heights; The CSC Protects Homeowner Information
 - (5) Strategic Planning: Updated Charter is in draft form; we plan to submit the final form to the EC and the Board in December.
 - (6) Committee Membership: 7 members.
 - (7) Request for EC/Board Action: None.

- c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):**
 - (1) October 21st was the first community-building webinar, hosted by Hugh Prather, on the topic of building a neighborhood google group. It was attended by half a dozen or so residents.
 - (2) Two members of the Committee met October 27th.
 - (3) GRIT article for November issue: None
 - (4) Committee Membership: 5 members; would still like a few more to enable coordination of community activities.
 - (5) Strategic Plan: Will have a draft revision of the Committee charter ready for submission to the Board by the end of 2021.

- d. Communications & Publications Committee (C&P) (Susan McCasland):**
 - (1) The layout for the December 2021 GRIT is in progress.
 - (2) GRIT articles for the November issue: GRIT articles for the November issue: We'd Like Your Thoughts on the Website; Historical Article from April 1985 GRIT; History of Veterans Day; Monthly Fun Fact; Last Chance!! Send in Your Photos Now!; Last Chance for 2022 Directory Changes, too; SH Tips & Hacks.
 - (3) Committee Membership: 5 members.
 - (4) There was no committee meeting in October.
 - (5) Request for EC/Board Action: Send in your December GRIT submissions within the next day.

- e. Parks & Safety Committee (P&S) (Joe Boyce)**
 - (1) The October 26 minutes were emailed to the Board on November 2.
 - (2) GRIT article for the November issue: None
 - (3) Cleanup by Bernalillo County: The County has been cleaning up the sides of the streets within the Sandia Heights area. They are cutting tree branches from trees that are hanging into the street. They will be mowing as well.
 - (4) Trash cleanup on Tramway Blvd: The P&S trash cleanup was held Saturday, November 6. Thank you to all the volunteers that helped with this event.
 - (5) Bollards on Tramway Blvd: Concerned residents have called Joe asking about the bollards as you enter Tramway Blvd. from Paseo Del Norte. Discussion was held, and a motion was made and seconded that the Parks & Safety Committee draft a letter on behalf of the membership of the Sandia Heights Homeowners Association.

Motion: That the Parks & Safety Committee draft a letter to our State Representative, State Senator, and our District 4 County Commissioner on behalf of the membership of the Sandia Heights Homeowners Association (SHHA) asking that the decision to put up the barriers be reversed because it is the belief of the SHHA that this has endangered drivers and has produced no significant safety results for bicycle riders. The letter will be signed by Joe Boyce, P&S Chairman and Roger Hagengruber, SHHA President. The letter will also be published in the GRIT Newsletter.

Approved - Unanimous

2021-11-10-5 P&S

- (6) **Joe Boyce:** Will submit a few articles regarding fire prevention/fire danger signage, ways to help the community clean up some of the yards and bigger brush, right of way, and easement responsibilities. **Action Item Open.**
- (7) Committee Membership: 6 members.
- (8) Request for EC/Board Action: Clear roadsides; discussion was held, and a motion was made and seconded to hire individuals/company to clear roadsides up to three feet from edge with SHHA area. The effort will improve safety and fire risk. This will be a pilot project.

Motion: That the Board approve the Parks & Safety Committee Representative to hire individuals/company to clear roadsides up to three feet from edge withing SHHA area. \$5,000.00 to be used from the 2022 SHHA Budget.

Approved - Unanimous

2021-11-10-6 P&S

f. Nominating Committee (NC) (Susan McCasland):

- (1) GRIT article for the November issue: Now is the Time to Consider Serving
- (2) Board membership: We received a Statement of Interest from Kathleen McCaughey. The Nominating Committee interviewed her on November 9 and recommends unanimously bringing her nomination before the Board for approval. A motion was made and seconded that Kathleen McCaughey be nominated for a term of three years on the SHHA Board of Directors, to be voted on by the membership at the Annual Meeting in February 2022.

Motion: That Kathleen McCaughey be nominated for a term of three years on the SHHA Board of Directors, to be voted on by the membership at the Annual Meeting in February 2022.

Approved – Unanimous

2021-11-10-7 NC

- (3) Nominations for officer positions: Board members are asked to think about becoming a candidate for an officer position (president, vice president, secretary, treasurer)
Need to have a slate to present to the Board at the December meeting.

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

- a. **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**

- b. **Committee Chairs:**
 - 1.) Inventory boxes of hardcopy documents in the office storage room. **Update:** This task is in progress. **OPEN**
- c. **David Crossley:** Respond to questions:
 - 1.) I am seeing more sheds being placed in public view and not in the rear yards adjacent to the home. Why are they now being allowed in the front view and sides? **OPEN**
 - 2.) The SHHA website has additional documents that have been created beyond what is filed with Bernalillo County. These documents include the landscaping guidelines. While these documents may be informational, how can they be enforceable by the Covenant and Architectural Control Committees given that they are not part of the official covenants? **Update:** The guidelines were approved at the August Board meeting as a Community Document. David will send a response to the homeowner that asked this question. **OPEN**
- d. **Board:** Was asked to consider volunteering to review and revise the Bylaws. Anyone interested should contact Roger Hagengruber. **Update:** Roger is in the process of making updates to areas of the Bylaws. The proposed revisions will be sent to the Board. The review/revisions/comments are due by November 30. **OPEN**
- e. **Roger Hagengruber:** Respond to homeowner regarding homelessness in Sandia Heights. Contact Walt Benson, Bernalillo County Commissioner for District 4 on behalf of the Sandia Heights Community. **OPEN**
- f. **Roger Hagengruber:** Will draft a written policy to follow when guests attend a board meeting. This draft was sent to the Board for review. **Update:** The policy is completed and will be posted in the GRIT. **OPEN**
- g. **Bob Thomas:** Contact the Committee Chairs and arrange a meeting to discuss the strategic plan status. **OPEN**
- h. **Susan McCasland:** Will do a follow up to the ACC October GRIT article, Adding Some Clout to the Architectural Control Committee. Follow-up *Notice* in the November GRIT. **CLOSED.**

7. **NEW BUSINESS:** None.

8. **ACTION ITEMS RESULTING FROM THIS MEETING:**

- a. **P&S:** Draft a letter regarding the bollards on Tramway Blvd.; to be mailed to our State Representative, State Senator, and District 4 County Commissioner.
- b. **P&S:** Draft letter regarding the bollards to be published in the GRIT.

9. **ANNOUNCEMENTS:** None.

10. **NEXT MEETING:** The next Board meeting is scheduled for December 8, 2021, at 6:30 pm. via Zoom Meeting.

11. **ADJOURNMENT:** 8:15 pm.

Roger Hagengruber, President

Date

Martin Kirk, Secretary

Date

Signatures on file in the SHHA Office