

Board Meetings

Board Approved September 9, 2026

Purpose

The Board of Directors meets regularly to conduct Association business, receive reports, discuss issues affecting the community, and make decisions on behalf of the Association. Board meetings are generally open to all lot owners and provide an opportunity to observe Board discussions and provide input on matters affecting the community.

Meeting Schedule

The Board typically meets monthly, usually on the second Wednesday of each month at 6:00 PM.

The annual schedule of regular Board meetings is published each December for the following year and posted on the Association website.

Special Board meetings may be called when necessary to address specific business between regular meetings.

Attending a Board Meeting

The Board welcomes all lot owner input and feedback while ensuring meetings remain orderly and focused on Association business.

Board meetings may be attended in person or electronically, subject to available space and technology.

Those planning to attend or speak in person should submit a [Request to Attend/Speak](#) form to the Association office by noon on the day of the meeting. This helps the Association plan inasmuch as there is limited seating.

Advance notice is not required to attend; however, priority will be given to those who submitted the form in advance.

Portions of a meeting may be conducted in Executive Session when confidentiality is required.

Requesting Board Consideration of a Matter

Lot owners may request that a matter within the Board's authority be considered by the Board. Requests should be submitted to the Association office at least two weeks before the meeting and should include sufficient information for the Board to understand the matter.

The Board will review all requests for possible inclusion on a future agenda, and the requester will be notified of outcome.

Member and Resident Participation

Members and residents may provide comments at the meeting on:

- Items included on the meeting agenda; or
- Matters of general interest to the Sandia Heights community.

Comments on an agenda item are heard before the Board votes on that item.

Speakers are generally allowed up to three (3) minutes per topic. The presiding officer may allow additional time when the meeting schedule permits or when appropriate to facilitate discussion on a specific agenda item.

Meeting decorum is governed by the Bylaws and the Association's Code of Conduct for Residents, with meetings conducted in accordance with *Robert's Rules of Order Newly Revised*.

Agendas and Minutes

Meeting agendas are posted on the Association website at least three (3) business days before the meeting.

Approved Board meeting minutes are maintained as part of the Association's official records and posted on the Association website.

Executive Sessions

Portions of a Board meeting may be conducted in Executive Session for matters requiring confidentiality, including personnel issues, covenant enforcement, and litigation.

Executive Sessions are conducted in accordance with Bylaws Section 7.10.1.

If the Board anticipates making a decision that directly affects a lot owner, the lot owner is notified and given an opportunity to be heard before the Executive Session.

Governing Authority

- [Bylaws Sections 7.10–7.13](#)
- [Code of Conduct for Residents](#)