

APPROVED MEETING MINUTES
SHHA Monthly BOD Meeting, August 11, 2010, 7 p.m.

Prepared by Betsy Rodriguez

1. **CALL TO ORDER:** The monthly SHHA Board meeting will be called to order by the President at 7:00 p.m. at the Sandia Heights Homeowners Association Office 2-B San Rafael NE, Albuquerque, NM. The secretary was present and a quorum was declared.
2. **ROLL CALL:** (P- Present; A-Absent)

	P	A	E		P	A	E		P	A	E
President – Phyllis Moore	X			Bob Bower	X			Joe Pappe			
VP– Kate Fry	X			Sandra Brown	X			Michael Pierce	X		
Secretary – Michele Munson	X			Jon Cashwell	X			Sarah Pirkl			X
Treasurer - Ed Tull		X		Bruce Childs		X		Dick Wavrik	X		
Phil Abshere	X			George Connor	X			Mike Winokur	X		
Ana Acosta			X	Pete Heinsteint			X				
Andy Anderson	X			Burt O’Neil			X				

Guests: None

3. **MINUTES** from the BOD meeting, July 14: Distributed via email on July 16. Approved
4. **REPORTS OF OFFICERS**
 - a. **PRESIDENT** (Phyllis Moore):
 - (1) Met with the SHHA attorney on July 21 to discuss the content for the workshop scheduled for July 27 for the ACC and CSC.
 - (2) Ed Tull, Kate Fry and Phyllis Moore attended a meeting on July 22 with Sandia Heights Services.
 - (3) On July 25 a meeting was held with a prospective board member.
 - (4) A workshop was conducted by the SHHA attorney for the ACC & CSC on July 27.
 - (5) Kate Fry and Phyllis Moore met with Dave Mitchell of the Bernalillo County Operations & Maintenance Department on August 5. Topics of discussion were: road repair and trees in easements.
 - (6) Capital Improvement Projects (CIP) are submitted every two years. George reported that twenty road projects and a median landscaping request have been submitted.
 - b. **VICE-PRESIDENT** (Kate Fry):
 - (1) At the meeting with Sandia Heights Services (SHS) topics of discussion included water, trash, recycling, and security.
 - SHS is researching the feasibility of weekly recycling and green waste recycling.
 - The possibility of having a green waste cleanup day in both the spring and the fall was discussed.

- Only 60% of Sandia Heights residents are Sandia Heights Security customers.
- (2) Dave Mitchell from the Bernalillo County Operations & Maintenance Department requested that SHHA provide a priority list of road repairs. It was also discussed that the County will remove elm saplings along Tramway Road and in the right of way at the homeowner's request.
- (3) An article for the September GRIT was written regarding County assistance to remove elms.
- (4) Each committee is requested to review their committee charter at their next meeting.

c. SECRETARY (Michele Munson):

- (1) Propose Bylaw change:

To Bylaws Section 7.1.3 change the first sentence, which currently reads:

7.1.3 Directors' Participation on Committees: All Directors except for the President shall serve on at two (2) Standing Committees.

be changed to read: All Directors except for the President shall serve on at least one Standing Committee.

MOTION: Bylaws Section 7.1.3 To change the first sentence of Bylaws Section 7.1.3 to read:
All Directors except for the President shall serve on at least one Standing Committee.

APPROVED

2010-08-11-1 GEN

- (2) Propose Bylaw change:

To Bylaws Section 7.2.4, 7.2.5 and 7.2.7 which currently read:

7.2.4 Covenant Support Committee. The Covenant Support Committee (CSC) - **shall consist of a minimum of five (5) Board members**, excluding ex officio members. For each Unit in Sandia Heights for which CSC has responsibility, the Board authorizes it to take necessary and appropriate actions to enforce the Unit covenants as set forth in its charter, as well as other functions as may be set forth in its charter.

7.2.5 Community Service and Membership Committee. The Community Service and Membership Committee **shall consist of a minimum of three (3) Board members** excluding ex officio members. It shall be responsible for activities which enhance a sense of community and perform such other duties and functions as set forth in its charter.

7.2.7 Parks and Safety Committee. The Parks and Safety Committee **shall consist of a minimum of three (3) Board members** excluding ex officio members and shall be responsible for overseeing park issues, working with Bernalillo County on traffic, road and safety related matters such as proper visibility along roadways, making recommendations to the Board and appropriate legislators, and such other duties and functions as are set forth in its charter. Change the first sentence of each to read: "shall consist of a minimum of two (2) Board members."

MOTION: To change the first sentence in Bylaws Sections 7.2.4, 7.2.5 and 7.2.7, to read: "shall consist of a minimum of two (2) Board members."

APPROVED

2010-08-11-2 GEN

- d. TREASURER / FINANCE (Ed Tull – Absent, report by Kate Fry):
 - (1) July meeting minutes, treasurer report and budget report were emailed on August 5.
 - (2) The 2011 GRIT advertising rates were discussed and it was agreed that there would be no changes to the ad rates.
 - (3) The renewal of the Services Agreement with Sandia Heights Services (SHS) was reviewed and the agreement was signed.
 - (4) The office will purchase ten stackable office chairs.
 - (5) Additional board members are needed on this committee. Andy Anderson has agreed to serve on the committee.

5. REPORTS OF STANDING COMMITTEES:

- a. Architectural Control Committee (Bob Bower):
 - (1) Minutes of 07 and 21 July meetings were emailed to the Board.
 - (2) The committee is now fully staffed with the addition of two new members, Ed Stretanski and Joe Pappé.
 - (3) A briefing was hosted on July 21 on photovoltaic systems by CleanSwitch, Inc.
 - (4) The SHHA attorney has initiated court action against a resident for a white garage door.
 - (5) In July the ACC processed 34 applications.
 - (6) Requests for Board action: None
- b. Covenant Support Committee (Dick Wavrik):
 - (1) A meeting was held on August 10.
 - (2) There are ten items in the August CSC Log.
 - a. Three covenant violations have been closed out.
 - b. One covenant violation will require a letter by the SHHA Attorney.
 - c. Two covenant violations were turned over to the ACC (one of which is both ACC & CSC).
 - d. Six covenant violations are pending either a revisit or initial letter.
 - (3) The committee is receiving re-opened complaints. These are complaints that have been resolved and closed, and then the violation re-emerges. After reopening a complaint the process will continue where it was left off.
 - (4) A seminar is being held by AAM LLC on Saturday, August 14, at 10:30a.m. at the Courtyard Marriott. One of the topics for discussion will be on covenants and controls. Jon Cashwell will be attending this seminar and he will request that SHHA be put on their mailing list for literature.
- c. Community Service and Membership (Mike Winokur) :
 - (1) Meeting minutes were distributed via email on August 5.
 - (2) Two volunteers have left the committee.
 - (3) The next Coffeehouse concert series is scheduled for September 18 at 7:30pm.
 - (4) The next Meet n Greet is scheduled for September 25. Special guest speaker George Schroeder, from the Bernalillo County Office of Environmental Health, will be speaking about the new County septic system regulations.
 - (5) Dan Harmon has agreed to take the position of Video Director for the preparation of promotional videos for the SHHA.
 - (6) The committee proposes to continue the tree lottery program and requests that the Board approve the funding.
 - The Tree Lottery Program will run from June 12, 2010 (this year's SHHA Annual Meeting) to the SHHA 2011 Annual Meeting.

- Request increase of funding from \$5,000 to \$7,500.
- The eligibility, entry, & lottery rules will remain the same as they were for the 2010 lottery.
- The committee would like to immediately promote this new lottery in the GRIT, and on the SHHA website.

MOTION: Move that the Community Service and Membership Committee be authorized to proceed with the announcement and production of the SHHA 2011 Tree Lottery with a total cash payout of \$7,500 and to be included in the committee's 2011 budget.

Approved

2010-08-11-3 CS&M

- d. Communications and Publications (Burt O'Neil): No report
- e. Parks and Safety (Report by George Connor):
- (1) The State is resurfacing the trail along Tramway.
 - (2) George Connor and Joe Pappé will prepare a BC Public Works request to cut selected chamisa and trim Juniper trees in front of and blocking the views of wrought iron art along the Tramway Trail between Cedar Hill and Live Oak Rd.
 - (3) The next meeting date is Thursday, September 9 at 7pm in the office.
- f. Nomination Committee (Kate Fry):
- (1) Potential board members who are energetic and willing to do committee work are needed.
 - (2) Board members were requested to inform the Nominations Committee if they know of anyone who may be interested in being a committee volunteer.
6. UNFINISHED BUSINESS:
- Action Items from last board meeting:
- a. CS&M Chair: will notify SHHA office of Pool Party details for article in the August GRIT before 4pm on Thursday. This was cancelled. **CLOSED**
 - b. C&P: will write an article letting residents know that they can be taken off the mailing list for the GRIT. **OPEN**
 - c. EC: will set up a workshop with the SHHA attorney and the ACC and CSC committee members. A meeting was held on Tuesday, July 27. **CLOSED**
 - d. Sheraz and George: will search for article that speaks to the issue raised by Bob Williams at the Town Hall Meeting regarding who to call at the County regarding vendors on Tramway and a similar article will be put in the September GRIT. **CLOSED**
7. NEW BUSINESS:
- a. The EC discussed the option of digital archiving because office space is limited. The office is tasked with researching this and reporting back to the EC.
 - b. Kate Fry and Phyllis Moore will be looking into real property management.
 - c. George Connor will research National Assn. of Homeowners Associations as they may have information/cost about HOA record keeping and record retention schedules.
 - d. Jon Cashwell will contact the UNM business department to investigate the possibility of getting support.
8. ACTION ITEMS RESULTING FROM AUGUST MEETING:
- a. EC: will research security membership status with the intent to increase membership.

- b. Jon Cashwell: will attend the AAM LLC seminar on August 14 and add SHHA to their mailing list.
 - c. George Connor and Joe Pappé: prepare a BC Public Works request for trimming.
 - d. Office: research digital archiving possibilities and report back to the EC.
 - e. Kate & Phyllis: research real property management.
 - f. George Connor: research NAHA record keeping and retention schedules.
 - g. Jon Cashwell: Contact UNM business department.
9. ANNOUNCEMENTS: Bruce Childs, who has resigned from the Board, was acknowledged for his participation on the board, and the CS&M and C&P committees.
10. NEXT MEETING: September 8, 2010
11. ADJOURNMENT: 8:23 pm

Phyllis Moore, President

Date

Michele Munson, Secretary

Date