

Approved SHHA Monthly BOD Meeting November 10, 2009, 7 p.m.

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.

2. ROLL CALL: (P- Present; A-Absent)

	P	A	E		P	A	E		P	A	E
President – Andy Anderson	x			Bruce Childs (out of town)			x	Burt O'Neil (7:15p)	x		
VP– Phyllis Moore	x			Larry Desonier	x			Melissa Puckett	x		
Secretary – Frances Desonier	x			Kate Fry	x			Mona Lee Schilling			x
Treasurer - Ed Tull			x	Pete Heinstei	x			Marsha Thole (out of town)			x
Phil Abshere	x			Jim Irving	x			Dick Wavrik	x		
Bob Bower	x			Michelle Munson	x			Mike Winokur	x		

3. MINUTES from the BOD meeting, 14 October 2009: Distributed via email on October 15. Approved.

4. REPORTS OF OFFICERS

a. PRESIDENT (Andy Anderson):

- (1) Committee List: We will also include the Committee List in our power point presentation.
- (2) Residential Break-ins: Sergeant Ray Chavez was at our Meet N Greet on Saturday, November 7. He discussed safety issues and gave us the number to call for non-emergency calls. A note, if the call is to 911 (emergency) from a cell phone your call will be answered by the Albuquerque Police Dept., you must let the dispatcher know to transfer your call to the Bernalillo County Sheriff's Dept. If they call the non-emergency number from a cell phone it does go directly to the Sheriff's Dept. Sergeant Chavez also gave us his direct office line and email address.
- (3) Office Alarm: The procedure for arming and disarming the alarm system was discussed.
- (4) Thanks was given to the CS&MC for the great work done in putting together the Volunteer Appreciation Lunch as well as the Meet & Greet.

b. VICE-PRESIDENT (Phyllis Moore):

- (1) October 21 – Attended the Neighborhood Coalition Meeting at Civic Plaza. The purpose of the meeting was to bring individual neighborhoods together. Twelve associations were invited, seven attended. There was a request to share our Newsletter (Grit) with other associations; however concern was expressed about the fact that our budget information is printed in it and on our website. Financial information should be accessible only to members.

MOTION: To keep the finances of the SHHA on file in the office and not publish the report on the Grit or the website. APPROVED

2009-11-10-1 GEN

(2) A meeting with our local representatives, Kathy McCoy, Bill Rehm and Kent Cravens is scheduled for November 17. If any committee chairs have items for discussion get them to Phyllis prior to that date.

c. SECRETARY (Frances Desonier): Nothing to report at this time.

d. TREASURER / FINANCE (Ed Tull):

(1) October Budget and Treasurer Report distributed via email October 27, 2009.

(2) 2010 Proposed Budget distributed – recommend approval. APPROVED as presented.

(3) November minutes distributed via email November 10, 2009.

(4) Update liability accounts – Proposed motion

MOTION: Move that the Liability Accounts reserve be reallocated as follows:

Liability Accounts	Current	Proposed
Community Improvements reserve	\$ 15,000.00	\$ 21,156.00
CS&M Tram Passes	\$ 1,450.00	\$ 1,450.00
Legal Reserve	\$ 45,000.00	\$ 50,000.00
Office Operation Reserve (See Note)	\$ 20,000.00	\$ 25,000.00
Office Rental Reserve	\$ 66,592.00	\$ 50,436.00
TOTAL Liability Accounts	\$148,042.00	\$148,042.00

Note: Office Operation Reserve includes PTO Liability.

The funds so reserved will be only used for the purposes outlined in this motion and only if annual income from dues to the association fall below levels sufficient to support the above listed expenses. Both of these criteria must be met prior to access to reserved funds. These reserved funds may not be reallocated or otherwise redistributed or used without approval of a least a majority of the duly elected board members.

APPROVED

2009-11-10-2 FIN

5. REPORTS OF STANDING COMMITTEES:

a. Architectural Control Committee (Pete Heinstein):

(1) Report distributed via email October 22.

(2) ACC submitted 4 files to SHHA Attorney Shannon Parden. 2 were resolved, 2 court orders have been filed, 1 was dismissed because the homeowner complied with the ACC instructions.

b. Covenant Support Committee (Dick Wavrik):

(1) Reports distributed via email November 6.

(2) One resolving issue regarding a tree blocking a neighbor's view. The owner has agreed to top the tree within the next 10 days.

c. Community Service and Membership (Mona Lee Schilling): Frances is acting chair until Mona recuperates.

(1) Report was distributed via email November 5.

(2) The November 7th Meet N Greet was a success.

- (3) The next Coffeehouse concert is January 16, 2010. Syd Masters will be the featured performer (excellent, fun, cowboy band.)
- (4) Tree Lottery Implementation Plan consisting of Eligibility Requirements, Entry Requirements, and Lottery Rules, a Lottery Management Plan with a listing of tasks for the SHHA Office Staff and for the CS&MC Lottery Coordinators was proposed. An article will be in the December Grit to kick off the lottery and it will begin as of Jan 1, 2010. Directors need to get their own copy of each document needed for tree lottery program.
- (5) A letter was sent to CVS Pharmacy to carry the recycling bags. It would not only offer tremendous convenience to the Sandia Heights households interested in participating in the recycling effort, but it would also identify CVS Pharmacy as a cooperating partner, having a positive impact in our community by assisting in our recycling efforts.
- (6) The Holiday party is scheduled for December 9 at 7pm at the County Line Restaurant.

d. Communications and Publications (Burt O'Neil):

- (1) Burt O'Neil has the calendars for the entire year saved and needs to submit them to the SHHA Office.

e. Parks and Safety (Larry Desonier):

- (1) Meeting minutes were emailed to the board October 26.
- (2) Trimming needs
- (3) Radar Speed Signs – Would like to get the County or State to help pay for some of these signs.
- (4) Safety Study
- (5) Sign Study

f. Nomination Committee (Phyllis Moore): All directors need to be thinking about what their intentions are for next year regarding SHHA Board of Directors.

g. Bylaws Committee (Marsha Thole):

- (1) Meeting minutes were emailed to the board November 8.
- (2) Parliamentary Lesson (Jim Irving): Types of voting
 - a. Voice vote
 - b. I want a re-vote, if you had to leave the room and return
 - c. We want a ballot vote
 - d. Raise your hand
 - e. Stand up to indicate vote
- (3) Implications of Sarbanes-Oxley Act on non profits (Bob Bower)
The Policies and Procedures Manual needs to be updated to include the latest provision of the Sarbanes-Oxley Act as it applies to non-profit organizations such as SHHA. The two main areas of concern are making provisions for the protection of whistleblowers and preventing the unauthorized destruction or alteration of key documentation that could be used in litigation.

h. Strategy and Planning (Larry Desonier – Acting Chair):

- (1) Meeting minutes were emailed to the board on October 26.
- (2) Charter is in discussion stage.

6. UNFINISHED BUSINESS:

Action Items from last board meeting:

- a. CRC: Advise Commissioner Wiener of the motor cycle speedway on Tramway on the weekends. Closed
- b. CRC: CVS Zoning issues. Open
- c. C&P: distribute to the board the ground rules for the GRIT. Open
- d. Bob Bower: Utility work done on Tramway & Bobcat - he will follow up to see that the road is restored and clean up is done. Closed
- e. Office: The Policies and Procedures manual will be distributed to each board member. Closed
- f. S&P: The strategy and planning committee will present a mission statement and charter for the boards review. Open

7. OLD BUSINESS:

8. NEW BUSINESS:

9. ACTION ITEMS RESULTING FROM NOVEMBER MEETING:

- a. SHHA Office will call Sgt. Ray Chavez to see if he has an update on the break-ins.
- b. CS&MC will send a copy of the lottery implementation plan to board members.
- c. Parks & Safety Chair Larry Desonier will schedule to meet with Phyllis and Andy to review topics and the scope of information for these topics. The information compiled will be discussed with the county and or state.
- d. The Policies and Procedures Manual needs to be updated to include the latest provision of the Sarbanes-Oxley Act as it applies to non-profit organizations such as SHHA.

10. ANNOUNCEMENTS: Holiday Party scheduled for December 9.

11. NEXT MEETING: Wednesday, January 13, 2010

12. ADJOURNMENT: 8:08 pm

Andy Anderson, President

Date

Frances Desonier, Secretary

Date