

**Approved SHHA Monthly BOD Meeting Minutes
October 14, 2009, 7 p.m.**

1. CALL TO ORDER: The monthly SHHA Board meeting was 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 – Andy Anderson	X			Bruce Childs	X			Burt O'Neil 7:06	X		
VP– Phyllis Moore	X			Larry Desonier	X			Mona Lee Schilling			X
Secretary – Frances Desonier	X			Kate Fry	X			Marsha Thole	X		
Treasurer - Ed Tull	X			Pete Heinstei	X			Dick Wavrik	X		
Phil Abshere	X			Jim Irving gone from Oct 8-21 st to California			X	Mike Winokur	X		
Bob Bower	X			Michelle Munson	X						

Guests: Melissa Puckett, SHHA member and potential new board member. She wants to serve on the CSC and CS&M Committees.

MOTION: to accept Melissa Puckett as a board member. APPROVED	2009-10-14-1 GEN
--	------------------

George Connor, SHHA member

- a. CVS: all requests submitted by CVS for variances were turned down by the County. George is working with the CVS home office to comply with the county light ordinance. SH residents are encouraged to call into the County to complain about the existing lighting violation.
- b. OPEN SPACE: progress was reported.

3. MINUTES from the BOD meeting, 9 September 2009: Distributed via email on September 11. APPROVED

4. REPORTS OF OFFICERS

- a. PRESIDENT (Andy Anderson):

- (1) Board meeting format – LCD: A new LCD television has been purchased for use at the board meetings and the ACC/CSC committee meetings. The committee chairs already email the committee meeting reports to the board so for the board meetings committee chairs are asked to come up with one

- line bullets that **need** to be discussed by the board. This format will be used to help the board meetings to stay on task and move along efficiently.
- (2) Committee List: The bylaws committee needs another member because Duane Henden has left the committee. Melissa Puckett will be added to the CSC and CS&M committees. The CRC committee will be changed to Strategy and Planning.
 - (3) Restructure CRC: A Strategy and Planning Committee will replace the CRC. This committee will provide long-range and short-range objectives for SHHA, review the board/committee structure and make recommendations to the EC/Board. The committee makeup will include Larry Desonier, Bob Bower, Phil Abshere, Michele Munson, and Kate Fry. The committee will come back with a mission statement and a charter. The bylaws will have to be amended.

MOTION: The CRC committee will now become known as the Strategy and Planning Committee. APPROVED	2009-10-14-2 GEN
---	------------------

- b. VICE-PRESIDENT (Phyllis Moore):
 - (1) Dave Mitchell: A meeting was held with Ed Whitten, Gene Church, Andy Anderson, Phyllis Moore and Dave Mitchell. Dave applauded SHHA for being proactive.
 - (2) Roads, CIP and Capital Outlays: Capital outlay projects and Capital improvements projects are currently being headed up by Ed Whitten and Gene Church. We are looking for augmentation to support Ed and Gene in their activities and eventually take over.
- c. SECRETARY (Frances Desonier):
 - (1) Policies and Procedures manual: Sheraz and Frances recently went through the last version of the Policies & Procedures Manual and updated it. Every board member will be given a copy to put in their board handbooks. A change was made to the Sexual Harassment section. The Vice-President will be named as the Monitor, unless the President needs to be notified instead.
 - (2) Data back up: The question was raised that we should have an archival company back up the data for SHHA. The secretary has decided that the current back up program is working well enough.
- d. TREASURER / FINANCE (Ed Tull):
 - (1) There was no meeting in September. October meeting minutes emailed on October 13.
 - (2) The September Budget and Treasurer Report were distributed via email October 12.
 - (3) A renewal agreement was signed with the Church of the Good Shepherd for availability of six events at their facility for 2010.
 - (4) The Internal Financial committee has started their work. The finance committee decided that an independent review will be a biennial event and has been budgeted for in 2010.

- (5) Advertising Rates have been publicized, the slight increase is due to the increase in the NMGRT.
- (6) 2010 Budget input required from each committee chair by October 15. The 2010 budget will be voted on at the November board meeting.

5. REPORTS OF STANDING COMMITTEES:

- a. Architectural Control Committee (Pete Heinstein):
 - (1) Reports distributed via email September 16.
- b. Covenant Support Committee (Dick Wavrik):
 - (1) The committee has only received 2 violations recently.
- c. Community Service and Membership (Mona Lee Schilling): Frances is acting chair until Mona recuperates.
 - (1) Report and proposed 2010 budget were distributed via email October 2.
 - (2) The tree removal incentive has been budgeted for by the committee. CSC & ACC should budget their own funds for tree removal if needed. It is noted that the County will remove trees from the utility easement if the neighbors are agreeable.
 - (3) The Tram passes have been increased to six passes per day as of November 14, 2009. These passes will expire on November 14, 2010.
 - (4) The next Meet n Greet will be Saturday, November 7, 11am to 2pm. Sergeant Ray Chavez of the Bernalillo County Sheriff's Dept has agreed to come and talk about safety issues from Noon to 1pm.
 - (5) The next Volunteer Luncheon is on Saturday, October 24 at Sandiago's starting at noon. Lunch will be served at 12:30.
- d. Communications and Publications (Burt O'Neil):
 - (1) Commissioner Wiener submitted an article for the November GRIT that the committee approved.
 - (2) If changes are made to articles that have been submitted, the person will be notified of the suggested changes for their approval.
- e. Parks and Safety (Larry Desonier):
 - (1) There was no meeting in September.
 - (2) An article will be put in the November GRIT asking the residents to report any Siberian elms.
 - (3) County signage has become a problem in some neighborhoods. The committee will be looking into this.
- f. Nomination Committee (Phyllis Moore): No report
- g. Bylaws Committee (Marsha Thole):
 - (1) Parliamentary Lesson: Adjournment and two other terms: the president can call "stand at ease" (even though you're seated) - a brief pause if he needs to confer with someone, and "recess" when there is a short intermission.

- (2) The committee needs another board member.
- (3) The committee was requested to report back to the board in terms of what the committee does. The Board needs to act in accordance with the state statutes, the articles of incorporation and the bylaws. The bylaws standing committee was created in 2006 to assist the board in keeping with all these areas. The current bylaws are not in order and are sometimes inconsistent. All amendments need to be cross referenced with the state statutes and articles of incorporation therefore you need to keep committee. As the board changes things, those changes have to be reflected either in the Bylaws, P&P or standing rules. The committee also presents the amendments and the rationale behind the changes at the annual meeting.

6. UNFINISHED BUSINESS:

Action Items from last board meeting:

- a. CRC: Advise Commissioner Wiener of the motor cycle speedway on Tramway on the weekends. OPEN
- b. CRC: CVS Zoning issues. OPEN
- c. C&P: distribute to the board the ground rules for the GRIT. OPEN
- d. Secretary: will call Mr. Mhoon regarding removal of the parking lot cement bumper. CLOSED
- e. EC: will discuss the name change for CRC and make up of board members and volunteers. CLOSED
- f. Bylaws committee: will review what changes need to be made and report back to the board in October. CLOSED
- g. CSC, ACC & CS&M: will meet to discuss options for tree removal/tree lottery. CLOSED
- h. Bob Bower: Utility work done on Tramway & Bobcat - he will follow up to see that the road is restored and clean up is done. OPEN

7. NEW BUSINESS: None

8. ACTION ITEMS RESULTING FROM OCTOBER MEETING:

- a. Office: The Policies and Procedures manual will be distributed to each board member.
- b. S&P: The strategy and planning committee will present a mission statement and charter for the boards review.

9. ANNOUNCEMENTS: Please be reminded to RSVP for the Volunteer Luncheon.

10. NEXT MEETING: TBA; Wednesday, November 12 is a holiday therefore we will email the board to see if the next meeting will be held on **TUESDAY, November 10, 2009** or **WEDNESDAY, November 18.**

11. ADJOURNMENT: 8:32 pm

Submitted by:

Andy Anderson, President

Date

Frances Desonier, Secretary

Date