

## SHHA Monthly BOD Meeting Minutes September 10, 2008, 7 p.m.

1. **CALL TO ORDER:** The monthly SHHA Board meeting was called to order by the president at 7:09 p.m. at the Sandia Heights Homeowners Association Office 2-B San Rafael NE, Albuquerque, NM. A quorum was present.
2. **ROLL CALL:** (P- Present, A-Absent-no notice to office, E-Excused absence)

	P	A	E		P	A	E		P	A	E
President – Sy Caudill	P			Bruce Childs			E	Phyllis Moore	P		
VP– Andy Anderson			E	Alyson Clark	P			Burt O'Neil 7:14	P		
Secretary – Marsha Thole	P			Frances Desonier	P			Mona Lee Schilling		P	
Treasurer - Ed Tull	P			Pete Heinstein	P			Steven Walsh			E
Phil Abshere			E	Jim Irving	P			Mike Winokur	P		
Kerney Bolton	P			Suzanne Lowell Popejoy		A					

Others: Sheraz St. Lot (recorder)

Guests: George Connor, SHHA member.

George Connor reported that progress being made with the County to obtain 900 Tramway land as open space.

3. **MINUTES** from the BOD meeting, 13 August 2008: Distributed via email.  
The following corrections and amendments will be made to the minutes:

Page 2: Change the sentence from: “The board consensus is that committee meetings will be open” to: “A majority of the board agreed that committee meetings will be open.”

Page 2: Change the sentence from: “It was decided by board consensus to have the SHHA attorney review the code of ethics” to: “The majority of the board agreed to have the attorney review the code of ethics.”

MOTION: The Board approved restoring the secretary’s correction to the initial draft August minutes at the end of the paragraph under item (2) of the PRESIDENTS REPORT to reflect a minority position. The sentence will read: The Secretary objected, citing our parliamentary authority.”  
ADOPTED 2008-09-10-1 GEN

MOTION: To approve the minutes as corrected and amended.  
ADOPTED 2008-09-10-2 GEN

4. **REPORTS OF OFFICERS**
  - a. **PRESIDENT** (Sy Caudill):

- (1) Room capacity: The Zoning Dept states that the allocation of space is 7 sq. ft./pp, with furniture (filing cabinets, tables, etc.) The president calculated that 30 people is the occupancy capacity of the 382-sq. ft. conference room. The Sheriff's substation on Eubank has an occupancy rating of 92, and the Church of the Good Shepherd has an occupancy rating of 200 (chairs).
- (2) Code of ethics: The attorney reviewed it and found nothing wrong with the wording.

MOTION: To accept the code of ethics and that new directors as they are appointed and voted in be given a copy. No signature is required.

ADOPTED

2008-09-10-3 GEN

Disposition: to go into bylaws

- (3) Status of summons for a foreclosed property: The SHHA attorney is handling this matter and it should be cleared up in a week or so.
- (4) Status of new committee (liaison with elected government officials): The three members will meet to discuss a name for the committee. The committee will be incorporated into the bylaws.
- (5) Town Hall Meeting (County Engineers on the speed studies): This has been scheduled for 6:30 pm, Wednesday, September 17, at the Church of the Good Shepherd.
- (6) Recycling: Options are being explored.

MOTION: The board supports Alyson Clark's efforts to promote recycling within Sandia Heights.

ADOPTED

2008-09-10-04 GEN

- (7) State law and board members (regarding liability of directors and volunteers): The SHHA attorney reviewed the article and finds no concern.
- (8) Notes from the president's meeting with Sandia Heights Services: Several items were discussed at the annual meeting between the SHHA president and Sandia Heights Services, Mr. Abruzzo. The president has written an article for the October GRIT in support of the security service. SHS was thanked for working with the CS&M on the Pool Pass and Tram Passes arrangement. Future articles will be written in a 'Question and answer' format regarding the long-term water supply. These articles will be sent out to the board for review before publication. SHHA will continue to work on road paving with SHS and the County. Recycling was discussed. SHS suggested ski passes as an incentive for membership and that has been given to the CS&M to research.
- (9) GRIT online: The first online issue will be coming out in October.

b. VICE-PRESIDENT (Andy Anderson): No Report

- c. SECRETARY (Marsha Thole): The committees were thanked for their reports and chairs were reminded that the required information needed in the report is the date and time of the meeting, who was present, whether a quorum was present, general topics of discussion, and when it adjourned.
- d. TREASURER / FINANCE (Ed Tull):
  - (1) August Budget and Treasurer Reports distributed via email.
  - (2) Meeting minutes distributed via email. The P&SC has been given an additional \$2000 in their 2008 budget. Andy Anderson and Ed Tull met with John Altman Bookkeeping and Tax Service to discuss the possibility of having them file the 2008 taxes and also conduct an independent financial review for 2007. The office is gathering the information for the 2007 year that was requested by Mr. Altman.
  - (3) 2009 Budget input required from each committee chair by October 15.

5. REPORTS OF STANDING COMMITTEES:

- a. Architectural Control Committee (Kerney Bolton):
  - (1) Reports distributed via email.
  - (2) ACC Charter.

MOTION to accept ACC revised charter.  
 ADOPTED 2008-09-10-5 ACC

- b. Covenant Support Committee (Pete Heinstein): Meeting minutes distributed via email.
  - (1) The CSC Log was distributed. Amendments to the log are in the meeting minutes of the committee.
- c. Community Service and Membership (Kerney Bolton – Acting Chair):
  - (1) Report distributed via email.
  - (2) Microsoft Professional 2007 software was purchased and installed on the office computers, a barcode reader was purchased and installed, a software designer has been hired to create a program to work with a barcode reader and membership cards. Other items being worked on are swim and tennis passes and ski passes.
  - (3) The Recognition Luncheon is scheduled for October. Invitations will be forthcoming. Committee Chairs will be contacted to submit candidates for recognition.
  - (4) The last Meet ‘n’ Greet was a success although attendance was lower. Board attendance is encouraged.
  - (5) Motion for mileage reimbursement presented by ACC chair.

MOTION: The CS&MC committee FY 2008 Budget funding in the amount of \$400.00 be released to the Committee for reimbursement of mileage incurred by SHHA Directors and Volunteers in the course of their duties. Procedures to be approved by the Finance Committee prior to implementation.  
 ADOPTED 2008-09-10-6 CS&M

(6) Motion for dues suspension.

MOTION: The Sandia Heights Homeowners Association shall provide free membership in the Association for all of its Directors, during the period of their service, beginning with the month of October 2008. Procedures to be developed.  
VOTE BY BALLOT, MOTION LOST  
SECOND VOTE BY BALLOT, MOTION LOST

- d. Communications and Publications (Burt O'Neil): No report
- e. Parks and Safety (Frances Desonier):
  - (1) Wednesday, September 17<sup>th</sup> Town Hall meeting at Church of the Good Shepherd at 6:30 pm.
  - (2) Safety vests are on sale in the office.
- f. Nomination Committee (Vacant): No report.
- g. Bylaws Committee (Marsha Thole):
  - (1) Bylaw changes for the annual meeting should be submitted to the board in a timely manner so that the board has enough time to review them before they are published in the GRIT.
  - (2) The chair asked whether the BOD wanted to consider a bylaw that states that a dispute between SHHA and a member (or non-member, in the case of an ACC issue) cannot be taken to court unless it has first passed through some sort of non-judicial attempt at resolution. Currently, the ACC and CSC follow a structured process to resolve issues.
  - (3) Parliamentary lesson: What is an Order of the Day? In the interest of saving time at the already-long meeting, the chair will email the lesson to the board.

6. REPORTS OF SPECIAL COMMITTEES:

George Connor: This report was given at the beginning of the meeting.

7. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS:

Action Items:

- a. BOD: Strategic planning of one or two goals for SHHA between now and the annual meeting. OPEN
- b. ED WHITTEN: To keep in contact with the State Department of Transportation regarding Tramway Blvd. OPEN
- c. CS&M: Will submit the budget for suspension of dues and mileage reimbursement before it is used. DONE
- d. The EC will discuss the change of date for the annual meeting. OPEN
- e. The president and treasurer will set up a meeting with the C&PC to discuss ad rates for 2009. DONE

- f. The secretary will investigate D&O indemnification under the SHHA articles of incorporation. DONE The articles of incorporation are silent on indemnification and may need to be amended. The BLC will continue to work on this. OPEN
- g. The SHHA attorney will review the Code of Ethics. DONE

8. ORDER OF THE DAY: None

9. NEW BUSINESS: None

10. ACTION ITEMS RESULTING FROM SEPTEMBER MEETING: None

- a. President: Article for the GRIT addressing security services in SH.
- b. Chairs: Submit your 2009 budget by October 15.
- c. Treasurer: Decision on contracting with a tax service company.
- d. CSC Chair: Bring information on publishing CSC complaints in the GRIT to EC.

11. ANNOUNCEMENTS: Coffeehouse volunteers are needed for this Saturday.

12. NEXT MEETING: October 8, 2008, 7 pm, SHHA office.

13. ADJOURNMENT: 9:52 pm

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Sy Caudill, President

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Date

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Marsha Thole, Secretary

\_\_\_\_\_  
Date