

2011 Annual Meeting Minutes

Board Approved July 13, 2011
SHHA 2011 ANNUAL MEETING MINUTES
Saturday, June 11, 2011
10:00 a.m. Church of the Good Shepherd

1. **CALL TO ORDER:** The 2011 Annual Meeting of the Sandia Heights Homeowners Association was called to order by President Kate Fry at 10:00 a.m. at the Church of the Good Shepherd. The secretary pro tem was present and a quorum was declared.
2. **WELCOME:** The President welcomed everyone, stating that it was a 2-part meeting, with the annual business portion first, and then a town hall meeting following that.
3. **VOTING PROCEDURES:** The Secretary explained the voting procedures. In order to move the voting along in a timely manner, and to ensure that an accurate vote is taken, each household was given a yellow card to be used for the voting on the bylaw amendments. When the vote is called for, the card should be held up while the tellers count them. The card must be turned in if a member should have to leave before voting takes place. Each member household is allowed one vote, regardless of how many people reside in the household or are in attendance, and all cards must be returned at the end of the meeting. The following board members were appointed to be tellers for this meeting: Ana Acosta, Robert Bower, Joe Pappé, and Michael Pierce. The secretary was the overseer of the voting.
4. **INTRODUCTION OF BOARD/COMMITTEE CHAIRS/OFFICE STAFF:** The President introduced the board members in attendance and stated the committee each served on: Ana Acosta, Andy Anderson, Robert Bower, George Connor, and Burt O'Neil. Also serving on the board are: Joe Pappé, Michael Pierce, and Sarah Pirkl.
Absent Board members: Phil Abshere, Sandra Brown, Pete Heinstejn, Michele Munson, Ed Tull, and Dick Wavrik.

Also noted were non-board members holding special positions: Bob Francis; guests attending: Ms. Shannon Parden, the Association attorney, and Mr. Lenton Malry, Neighborhood Program Coordinator with Bernalillo County, Bill Rehm, State Representative; and office staff: Sheraz Saint-Lôt and Betsy Rodriguez (present).
5. **REPORT OF THE 2010 MINUTES REVIEW COMMITTEE:** The minutes of the 2010 Annual Meeting which were reviewed by the Board of Directors at its July 2010 meeting and found to be correct. Those minutes are on file in the official record book in the office.
6. **APPOINTMENT OF THE MINUTES APPROVAL COMMITTEE:** The President appointed the SHHA BOD to serve as a committee to approve the minutes of this annual meeting. The approved minutes will be on file in the official record book in the office.
7. **REPORTS OF OFFICERS:** These are the summary reports covering June 2010-May 2011. Complete reports are on file in the Official Record Book for SHHA 2010-2011.
 - a. **PRESIDENT (Kate Fry):**

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She served as Vice President this past year and stepped in as President after Phyllis Moore resigned in March.

The Board, committees, and volunteers have remained busy providing services to our SHHA members, since the last Annual Meeting.

- As is stated in the GRIT, the SHHA organization continues to do more with less.
- The association is as a bare-bones level with regard to volunteers for the Board and committees.
- At only \$8 per month dues and low volunteer support, the association may be forced to cut back on services.
- New board members and volunteers are welcome to join to enable SHHA to keep providing the services and benefits members have come to enjoy and expect.

The first and foremost duty that SHHA has to the community is enforcement of the covenants.

- This is a two-edged sword because some members want covenants enforced, but we still encounter violations of the covenants that must be dealt with. It is the responsibility of the Sandia Heights residents to file a covenant violation form at the office.
- Covenant enforcement and reconciliation are the job of the Covenant Support Committee (CSC) and the Architectural Control Committee (ACC).

SHHA also advocates infrastructure improvements to our community and provides support and benefits to our members.

- SHHA has an active relationship with County and State officials to keep them apprised of our desires and needs, especially for improvement of our roads. This year SHHA was involved with:
 - Resurfacing of Tramway Road
 - Removal of elm trees in County rights-of-way
 - Involvement in changes to County noise ordinance and wastewater treatment regulations
- Some of the benefits to SHHA members are: Free tram passes, pool and tennis passes, and SHHA member discounts at local restaurants and merchants.
- On a quarterly basis the association holds a Meet & Greet and presents Coffeehouse Concerts. Other events include “Pictures with Santa” and an Easter Egg Hunt. More events will be announced.

The President thanked the audience for the opportunity to serve as President for the past three months, and also for the coming year.

Thanks was also given to Phyllis Moore for her service to the Board for the past three years and as President for most of the past year.

Special thanks to the Board and volunteers who have demonstrated incredible support and dedication to the good of the community over the past year. Without their help, the association would not be able to support the needs of our members.

b. VICE PRESIDENT (Vacant):

No Report

c. SECRETARY PRO TEM: (Sarah Pirkle):

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The Secretary has overseen the production of the board minutes, certified the presence of a quorum for the conduct of business, ensured the published notification of the annual meeting and script, maintained the annual reports from officers and committee chairs, and ensured the preparation and filing of the Association's annual report for non-profit corporations to the State. I am responsible for the Official Record Book.

- d. **TREASURER** (Andy Anderson, committee member, gave the report):
A copy of the 2010 Treasurer's report and the 2011 Year-to-Date Treasurer's Report through May 31 was included in the packet received at the sign-in table. The Association is financially sound.

8. STANDING COMMITTEE REPORTS

- a. **FINANCE COMMITTEE MEMBER** (Andy Anderson, committee member, will give the report):

In accordance with Article V, Section 5.2.2 of the Bylaws and in compliance with the State Statutes the Finance Committee arranged for the annual internal financial review. The review was performed by Mr. Bob Francis, chairman, Mrs. Cheryl Iverson, and Mr. Darby Brockette. All three are well qualified individuals. They were thanked for their time and effort in doing this very important annual task. Their report found the association's financial records and accounting procedures to be in accordance with generally accepted accounting practices and procedures.

In August 2008, the Board authorized the Finance Committee to contract with the John H. Altman and Associates Bookkeeping and Tax Service to (1) prepare the association's annual taxes and (2) provide a biennial independent review of our books. The next independent biennial review has been scheduled for 2011.

- b. **ARCHITECTURAL CONTROL COMMITTEE CHAIR** (Robert Bower):

The ACC is chartered by the Covenants for all SHHA units.

The ACC manages the architectural control process for SHHA which includes approvals of changes to external appearance (e.g., new construction, additions, remodels, and landscaping.)

These approvals are based on spirit and intent of Covenants:

- Follow property setback requirements
- Make sure native vegetation is undisturbed or restored
- Limit building heights and two-story construction
- Minimize areas enclosed by walls and fences
- Ensure design styles are in harmony with surroundings

The ACC conducts a ten-day neighborhood review if needed and strives to make decisions within 30 days of receipt of the application. We monitor projects from start to finish and publish Guidelines to help residents with the design process which include:

- Setback and limited building area lots
- Building height and two-story restrictions
- Walls and fences
- Roofing

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- Landscaping
- Detached buildings
- Solar collectors
- Setback variances

The ACC processes and manages 300-400 projects annually. In 2010 they approved 365 projects, as compared with 262 in 2009. So far in 2011 the ACC has approved 109 projects. To expedite response times the ACC meets on the 1st and 3rd Wednesdays. The ACC also maintains a Project Log on the SHHA website which displays all current and on going projects. The GRIT publication lists the projects approved for the month. The ACC also publishes helpful monthly articles in the GRIT.

c. COVENANT SUPPORT COMMITTEE CHAIR (Andy Anderson):

The Covenant Support Committee is responsible for investigating covenant complaints filed by members of SHHA. More volunteers are needed because many of the CSC members work full time. The committee attempts to resolve these issues by interfacing with the complainant as well as the alleged violator to determine whether there is a violation. The committee bases its decision on the specific covenant of the many different Units within Sandia Heights and the relationship between the violator and complainant's Unit. The CSC does not police the Sandia Heights area but relies on members of the Association to file violation complaints. The County Line complaints will be handled by George Connor, on the special task force.

Since the 2010 annual meeting the CSC has received 51 complaints. 49 of the complaints were judged by the committee to be actual covenant violations. The majority of these complaints were resolved within a few weeks through the cooperation of all parties. The committee very much appreciates this cooperation. Four complaints were resolved after action by the SHHA attorney which cost the association membership \$1660.53. Four complaints were turned over to the ACC as they were architectural violations and six complaints are still being worked. There are six complaints still in process.

The successful resolution of the above complaints would not be possible without the many hours of work on behalf of SHHA by the dedicated, committed and hard-working members of the CSC committee.

c. COMMUNITY SERVICES & MEMBERSHIP COMMITTEE CHAIR (Ana Acosta):

The Committee presented the following events and benefits for Association members: Two Meet n Greets were held this year, one in September 2010 with guest speaker George Schroeder speaking about the County wastewater ordinance and one in May with guest speaker Dan Caudillo speaking about landscaping in Sandia Heights. Anyone who has a suggestion for a speaker can contact the office.

Two new events were introduced this year.

- 1) Photos with Santa: was a huge success and approximately 200 people attended. This event will be held again this year at the Church of the Good Shepherd.
- 2) The Easter Egg Hunt was held at Jackson Park and about 160-170 people attended, including 80 children.

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With these new events the committee is trying to reach different demographics in the Sandia Heights area.

It was announced that an outdoor movie event is planned for July at the Jackson park. The committee is also planning an event for adults in the fall, to be announced.

Other events and benefits sponsored and provided by the committee were:

1. Sponsored three Sandia Heights Coffeehouse Concerts (Coffeehouse Concerts were nearly sold-out shows; sometimes we have also had Sandia Heights artists display their work.)
2. The highly popular Tram Pass program with six daily passes.
3. Four Swim & Tennis passes to the Four Seasons Swim and Tennis Club pool each day. This will be the last year for this program as the Four Seasons Club is closing.
4. SHHA Merchant Benefits Program has 15 merchants signed up. Community members were encouraged to let the committee know if they have a business in mind that might want to join the Merchant Benefits Program. The merchants and their discounts are displayed on the website at www.sandiahomeowners.org.
5. Tree Lottery – 20 applications have been approved and one application was denied. The drawing was done at the end of the Town Hall Meeting.

The Association continues to hold an annual **Volunteers' Luncheon** to recognize the contributions of its volunteers. The outstanding work of four volunteers was recognized this year. For Outstanding Achievement: **Gene Church** and **George Connor, Alyson Clark** for Recent Service and **Don Aunapu** for Years of Service.

Association Membership: Total membership in SHHA continues to increase slowly. We started the year with 1659 members, and ended with 1670, for a gain of 11. As of June 3, we have 1670 members. Total membership stands at 79% percent of 2115 households.

Conclusions: The Association continues to need additional volunteers on the Board of Directors and on the various committees. The CS&M Committee appreciates the support of the Board of Directors for its initiatives and will continue to expand its efforts to serve the Community and encourage voluntarism next year.

e. **COMMUNICATIONS & PUBLICATIONS COMMITTEE CHAIR (Burt O'Neil):**

This committee has three main areas of responsibility:

1. Publishing our newsletter, the GRIT, a printed copy of which is mailed out to all Sandia Heights residents. It is also published on the website in color in pdf format,
2. Publishing the Resident Directory, and
3. Managing the website.

The GRIT is published on a monthly basis. The URL address of our web site is sandiahomeowners.org. The Covenants for each unit are listed on the website as well as forms and guidelines for the Architectural Control Committee. Security and safety alerts are posted on the website.

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This year two videos were put on the web site. One was of George Schroeder speaking on the topic of the County wastewater ordinance and the other is a video of the Coffeehouse Concert featuring The Chapmans.

Volunteers are needed for this committee to do more and keep the website updated and modern.

f. **PARKS & SAFETY COMMITTEE MEMBER (George Connor):**

Larry and Frances Desonier were thanked for their help in the past on this committee. This year the committee worked on the following:

- 1) Jackson & Little Cloud Parks in SHHA area: The parks' conditions were monitored and needed maintenance was requested. Also coordinated neighbor input to the Little Cloud play area improvement last summer.
- 2) As part of the repaving of the bicycle/pedestrian path along Tramway Blvd between Simms Park Road and Tramway Road, the County inadvertently used downtown city curbing configuration at the intersections and this created serious safety issues for bikers and runners. After working with the County and State the curbs were rebuilt with the proper configuration for bicycle use..

Thanks was given to Joe Pappé for his help in coordinating removal of brush in front of the arroyo artwork along the north part of the path.

g. **NOMINATING COMMITTEE CHAIR (Kate Fry):**

The members are Robert Bower, Michele Munson and Kate Fry. The Nominating Committee's primary job is to recruit candidates for the board, in the form of officers and directors. In addition, when vacancies occur during the year, this Committee also submits nominations to the Board. This year, the President, and Treasurer are vacating their positions, and the board is, at this time, near the minimum for board constitution. New board members have just been found but there was not enough time to publish them in the GRIT in time for the annual meeting so they will be voted onto the board at the regular meeting in July.

h. **SPECIAL TASK FORCE (George Connor):**

It was a surprise last fall when the noise ordinance amendment was put on the September County agenda. George Connor was asked to work with the County and report back to the board, the EC and the CSC. Notices and updates were posted on the web, sent via email, and a meeting was hosted in January for County personnel to get feedback from our community regarding the noise ordinance and problems encountered with outdoor concerts last year. George Connor was assigned to this project in November 2010 and was authorized to engage the services of an attorney to support him in this work. George has led this activity since and has:

1. Listened to many SHHA residents' concerns about this issue,
2. Coordinated communication about the proposed Noise Ordinance between BC and many Unit 7 residents and other unit residents,

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3. Worked hard to get an agreement between SHHA and the County Line restaurant that would achieve a significant reduction in nuisance and annoyance cited in these complaints, and
4. Will continue this Special Task Force work in 2011

At the last concerts parking has changed, trash pick-up has improved, and the fences around it have been changed. The last few concerts have been over the county noise limit which is the noise limit specified in the current ordinance. The County Commission has postponed indefinitely a vote on the proposed amended noise ordinance. George Schroeder, Bernalillo County Environment Department, filed a noise violation against County Line and sent it to the County Line 3-4 days ago. SHHA's position at this point in time is stay in the loop and make sure it is taken care of. We will update the website periodically with information as we receive it.

i. **WASTE WATER/SEPTIC SYSTEM COMMITTEE (Bob Francis):**

The County is voting on removing the 2015 date from the ordinance at its next meeting. We have been assured by Commissioner Weiner that he has the votes and the 2015 date will go away. This would mean that as long as a system does not fail it does not have to be upgraded. But if the lot is smaller than $\frac{3}{4}$ acre and the system fails it will be subject to the upgrade portions of that ordinance. Information is on the website regarding this County meeting and people were encouraged to attend to reinforce their position.

9. **ELECTIONS:**

- a. Officers of the Board are elected by the Board members themselves. Other members of the board, who are called directors, are elected by the general membership, and serve a 3-year term. While we hope for representation from as many units as possible, we will not exclude volunteers who may come from the same unit. Volunteers, besides serving on the board as a director, are also asked to serve on two committees. Anyone who has served on the Board will tell you that it does take a lot of work and commitment.
- b. **NOMINATING COMMITTEE (Robert Bower, Committee Member):**
The Sandia Heights Homeowners Association Board elects its officers in April, and the homeowners at the Association's annual meeting elect new board members. Any positions on the board that became vacant during the year are filled by a vote of the board members at regular Board of Directors meetings.

This year the positions of president, vice-president, and treasurer, needed to be filled. The Officers for the 2011-2010 Association year were presented:

Kate Fry elected president.

Andy Anderson elected vice-president.

Michele Munson elected secretary.

Dick Wavrik elected treasurer.

MOTION: It was moved by acclamation that the officer slate be accepted.

Passed.

2011-06-12-1 GEN-ANN. MTG

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One candidate for a second term director position was announced. His bio was published in the Grit and on the website as well as in the annual meeting packet:

(1) Nominees for a second term – Phil Abshere
He was thanked for volunteering for the board.

MOTION: At this time, since we do not have more candidates than we do vacant positions, hearing no objection, I declare this nominee elected by acclamation.
Passed. 2011-06-12-2 GEN-ANN. MTG

10. GENERAL ORDER:

a. Ratification vote on bylaw amendments

PRESIDENT: The next item of business was ratification of four bylaw amendments. In accordance with the bylaws, the Board voted on and approved the amendments in August 2010. Previous notice was provided to the membership via the association newsletter and the SHHA website. Because of the notification requirements no bylaw amendments can be accepted from the floor.

SECRETARY (Sarah Pirk): The first vote is add the wording “Article #VII” to each of the proposed amendments as they now appear on the SHHA website.

Motion: To add the wording “Article #VII” to each of the proposed amendments as they now appear on the SHHA website.
ADOPTED 2011-06-12-3 GEN-ANN. MTG

The second vote is to format the original proposed amendments into 3 columns and to break Amendment #2 into 3 amendments, to conform procedurally with RONR and to preclude any clarity problems.

Motion: To format the original proposed amendments into 3 columns and to break Amendment #2 into 3 amendments.
ADOPTED 2011-06-12-4 GEN-ANN. MTG

The third vote is to change the first sentence in Bylaws Article VII, Sections 7.1.3 Directors’ Participation on Committees to read: “All Directors except for the President shall serve on at least one committee.”

Motion: To change Bylaws: Article VII. Section 7.1.3. Committees. Directors’ Participation on Committees to read: All Directors except for the President shall serve on at least one committee.
ADOPTED 2011-06-12-5 GEN-ANN. MTG

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The fourth vote is to change the first sentence in Bylaws Article VII, Section 7.2.4 Committees, Covenant Support Committee: The Covenant Support Committee (CSC) shall consist of five (5) Board members, excluding ex officio members by striking out “shall consist of five (5) Board members” and inserting “shall consist of two (2) Board members”.

Motion: to change Bylaws: Article VII. Section 7.2.4. Committees. Covenant Support Committee to read: The Covenant Support Committee (CSC) shall consist of two (2) Board members, excluding ex officio members.
ADOPTED 2011-06-12-6 GEN-ANN. MTG

The fifth vote is to change the first sentence in Bylaws Article VII, Sections 7.2.5 Committees, Community Service & Membership Committee: The Community Service and Membership Committee shall consist of three (3) Board members, excluding ex officio members by striking out “shall consist of three (3) Board members.” and inserting “shall consist of two (2) Board members.”

Motion: to change Bylaws: Article VII. Section 7.2.5. Committees. Community Service and Membership: The Community Service and Membership Committee shall consist of two (2) Board members, excluding ex officio members.
ADOPTED 2011-06-12-7 GEN-ANN. MTG

The sixth vote is to change the first sentence in Bylaws Article VII, Sections 7.2.7 Committees, Parks and Safety Committee: The Parks and Safety Committee shall consist of a minimum of three (3) Board members, excluding ex officio members by striking out “shall consist of three (3) Board members” and inserting “shall consist of a minimum of two (2) Board members”

Motion: to amend the Bylaws. Article VII. Section 7.2.7. Committees. Parks and Safety Committee. The Parks and Safety Committee shall consist of a minimum of two (2) Board members.
ADOPTED 2011-06-12-8 GEN-ANN. MTG

11. NEW BUSINESS:

There was no new business.

12. ANNOUNCEMENTS:

- a. Recognition of Departing Directors.

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The following people were thanked for their service on the Board the past year for their years of service, dedication and hard work on the board: Jon Cashwell, Bruce Childs, Phyllis Moore and Ed Tull. Special recognition was given to Mike Winokur who passed away in December 2010 for his immeasurable contribution to the board.

b. Town Hall Meeting Procedures

The procedures for the Town Hall Meeting were announced. Members wishing to speak were directed to sign up on the list at the sign-in table and fill out a Town Hall Session Form.

13. DOORPRIZES: It was announced that the member must be present to win. There were three doorprizes from Whole Foods and Trader Joes. The winning numbers were called out.

14. ADJOURNMENT: The annual meeting adjourned at 11:20 a.m.

Submitted by:

Kate Fry, President

Date

Sarah Pirkl, Secretary Pro Tem

Date

Note: Signatures on file in the SHHA Office