

BOARD MEETING MINUTES
SHHA Monthly BOD Meeting August 10, 2016 at 7 p.m.

Prepared by Amanda Allen

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. A quorum was declared.

2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

	P	A	E		P	A	E		P	A	E
President – Joe Pappé	X			Don Aunapu			X	Michael Pierce	X		
Vice President – Bob Bower	X			Anne Manning	X			Emily Rudin	X		
Secretary – George Connor			X	Cindy Mottle	X			Marion Simon			X
Treasurer – Woody Farber	X			Dave Mottle	X			Bill Wiley			X
Carnie Abajian			X	Meeko Oishi		X		Dick Wavrik	X		

Guests: None.

3. **JULY MEETING MINUTES APPROVAL:** Minutes distributed via email July 19, 2016. Motion to approve. APPROVED.

4. **OFFICER REPORTS**

- a. **President (Joe Pappé):**

- (1) The Board was informed that the EC approved court action against 674 Blackhawk Drive which was determined necessary to enforce the Covenant Restrictions.
- (2) The Board was reminded to inform the office if they will not be able to attend a Board Meeting.
- (3) The EC has approved a new GRIT Logo submitted by the Communications and Publications Committee (C&P). The new Logo is limited to the GRIT and will begin with the September edition.
- (4) The C&P is working on a proposal to convert the PDF version of the online GRIT to an HTML format to make accessing the GRIT more user friendly for smaller devices. More will be discussed at the September Board Meeting.
- (5) A discussion was held about offering gift cards in lieu of a Christmas dinner. The majority of the Board was in support of having a recognition luncheon or dinner for all SHHA volunteers and officials. The office will work with Joe to gather information/quotes/dates and times for a SHHA volunteer recognition luncheon or dinner and report their findings at the September Board Meeting.

- b. **Vice-President (Bob Bower):** No Report.

- c. **Secretary (George Connor):**

- (1) Minutes of July were distributed via email July 19, 2016.

- d. Treasurer (Woody Farber):
 - (1) July financial reports were emailed to the Board for review and acceptance. A motion was made to accept the financial reports as distributed.

MOTION: To approve the financial reports as distributed.

APPROVED

2016-08-10-1 FIN

5. COMMITTEE REPORTS

- a. Architectural Control Committee (ACC) (Bob Bower):
 - (1) Minutes of 06 July 2016 Forwarded to Board
 - (2) ACC Applications Approved for July 2016: 22
 - (3) GRIT Article for August 2016: Emergency and Non-emergency Upgrades to your Residence
 - (4) Committee Membership: Stable at 7 members.
 - (5) Requests for EC or Board Action: None
- b. Covenant Support Committee (CSC) (Dick Wavrik):
 - (1) August 2 meeting minutes were emailed to the Board August 3, 2016.
 - (2) 6 violations open, 8 closed.
 - (3) August GRIT article: Light Pollution.
 - (4) Committee Membership: 9 members.
- c. Community Service & Membership (CS&M) (Executive Committee): No Meeting.
- d. Communications & Publications (C&P) (Cindy Mottle):
 - (1) The main topics of the C&P Meeting were discussed during the Presidents report.
 - (2) Sandia Heights Services (SHS) requested that any SHHA publications pertaining to SHS services be submitted for their review and approval.
- e. Parks & Safety (P&S) (Dave Mottle):
 - (1) August GRIT articles:
 - a. Bernalillo County Sheriff's Office Reporting Scams
 - b. Home Security When Traveling
 - c. Parks and Safety Committee- Flood Insurance
 - d. Snakes and You
- f. Nominating Committee (NC) (Bob Bower):
 - (1) Robert "Bob" Thomas would like to serve on the Board. Bob currently volunteers on the CSC. A motion was made to move into Executive Session.

MOTION: To move into Executive Session.

APPROVED

2016-08-10-2 NC

Executive Session was started at 8:00 pm
Executive Session ended at 8:02 pm

(2) A motion was made to elect Bob Thomas to the Board.

MOTION: To elect Bob Thomas to the Board effective immediately.

APPROVED

2016-08-10-3 NC

6. UNFINISHED BUSINESS, Action Items from last Board Meeting:
 - a. **BOD:** Inform the Nominating Committee of potential members and committee volunteers. **ONGOING**
7. NEW BUSINESS: ACTION ITEMS RESULTING THIS MEETING:
 - a. **OFFICE:** The office will work with Joe to gather information/quotes/dates and times for a SHHA volunteer recognition luncheon or dinner.
8. ANNOUNCEMENTS: None
9. NEXT MEETING: September 14, 2016.
10. ADJOURNMENT: 8:04 pm

Joe Pappe, President

Date

George Connor, Secretary

Date

Signatures on file in the SHHA office

Sandia Heights Homeowners Association

Profit & Loss Compare

January through July 2016

	Jan - Jul 16	Jan - Jul 15
Ordinary Income/Expense		
Income		
Copies Sold	7.70	0.00
Safety Vests Sold	38.00	0.00
Directories Sold	35.00	0.00
Tram Pass Tickets Sold	7,630.00	7,745.00
Membership Dues SHS	95,402.87	101,833.74
Membership Dues Direct	96.00	-58.00
ACC Income	75.00	350.00
GRIT Advertising	0.00	161.09
CD Interest	189.11	212.44
	103,473.68	110,244.27
Total Income		
	103,473.68	110,244.27
Gross Profit		
	103,473.68	110,244.27
Expense		
ACC		
Legal ACC	694.04	633.44
ACC Operating Expenses	0.00	219.97
	694.04	853.41
Total ACC		
	694.04	853.41
Comm & Publications		
Bulk Postage		
GRIT Bulk Postage	2,184.21	2,047.81
	2,184.21	2,047.81
Total Bulk Postage		
	2,184.21	2,047.81
GRIT		
Mail Service	1,042.90	1,057.14
Printing	5,829.32	5,102.82
	6,872.22	6,159.96
Total GRIT		
	6,872.22	6,159.96
Website	567.27	293.94
	567.27	293.94
Total Comm & Publications		
	9,623.70	8,501.71
CSC		
Legal CSC	2,696.22	9,924.99
Operating Expenses	54.28	52.12
	2,750.50	9,977.11
Total CSC		
	2,750.50	9,977.11
Parks & Safety		
P&S Operating expenses	221.53	343.34
	221.53	343.34
Total Parks & Safety		
	221.53	343.34
Executive Committee		
Annual Meeting Expenses	453.59	437.89
Gift Certificates	556.39	550.00
COGS	0.00	305.00
EC Other	0.00	155.04
Legal EC Research	565.40	3,622.50
	1,575.38	5,070.43
Total Executive Committee		
	1,575.38	5,070.43
Office Expense		
Comcast	703.27	819.23
Computer Supplies	-5.51	445.16
Computer Ugrades & maintenance	1,699.00	652.83
Copier	1,658.70	1,584.29
Electricity & Gas	858.80	1,058.87
Insurance D&O Liability	3,601.00	0.00
Insurance Employee Thefts	257.00	257.00
Office Lease	9,263.31	9,081.66
Office Staff	45,694.84	39,890.02
Office Supplies	938.86	950.78
Other	93.90	17.80
Postage	726.26	809.85
Sandia Heights Services	15,174.74	13,090.92
Security	305.51	88.05

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08/02/16
Cash Basis

Sandia Heights Homeowners Association
Profit & Loss Compare
January through July 2016

	<u>Jan - Jul 16</u>	<u>Jan - Jul 15</u>
Telephone	1,015.28	982.00
Office Expense - Other	30.00	-2.00
Total Office Expense	<u>82,014.96</u>	<u>69,726.46</u>
Total Expense	<u>96,880.11</u>	<u>94,472.46</u>
Net Ordinary Income	6,593.57	15,771.81
Other Income/Expense		
Other Expense		
Income Tax		
IRS Federal Income Tax	-7,360.00	0.00
NM State Corp Tax	-550.00	0.00
Tax Preparation	1,581.02	0.00
Depreciation Expense	296.02	0.00
Total Income Tax	<u>-6,032.96</u>	<u>0.00</u>
Total Other Expense	<u>-6,032.96</u>	<u>0.00</u>
Net Other Income	<u>6,032.96</u>	<u>0.00</u>
Net Income	<u><u>12,626.53</u></u>	<u><u>15,771.81</u></u>

Sandia Heights Homeowners Association

Budget vs. Actual

January through July 2016

	Jan - Jul 16	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Copies Sold	7.70		
Safety Vests Sold	38.00		
Directories Sold	35.00		
Tram Pass Tickets Sold	7,630.00	6,280.00	1,350.00
Membership Dues SHS	95,402.87	108,340.00	-12,937.13
Membership Dues Direct	96.00	96.00	0.00
ACC Income	75.00		
CD Interest	189.11	154.00	35.11
Total Income	<u>103,473.68</u>	<u>114,870.00</u>	<u>-11,396.32</u>
Gross Profit	103,473.68	114,870.00	-11,396.32
Expense			
ACC			
Legal ACC	694.04	1,029.00	-334.96
ACC Operating Expenses	0.00	203.00	-203.00
Total ACC	<u>694.04</u>	<u>1,232.00</u>	<u>-537.96</u>
Comm & Publications			
Bulk Postage			
GRIT Bulk Postage	2,184.21	2,100.00	84.21
Total Bulk Postage	<u>2,184.21</u>	<u>2,100.00</u>	<u>84.21</u>
Directory			
Envelopes	0.00	250.00	-250.00
Mail Service	0.00	650.00	-650.00
Total Directory	<u>0.00</u>	<u>900.00</u>	<u>-900.00</u>
GRIT			
Mail Service	1,042.90	1,400.00	-357.10
Printing	5,829.32	4,900.00	929.32
Total GRIT	<u>6,872.22</u>	<u>6,300.00</u>	<u>572.22</u>
Operating Expense	0.00	200.00	-200.00
Website	567.27	600.00	-32.73
Total Comm & Publications	<u>9,623.70</u>	<u>10,100.00</u>	<u>-476.30</u>
CSC			
Legal CSC	2,696.22	7,000.00	-4,303.78
Operating Expenses	54.28	435.00	-380.72
Total CSC	<u>2,750.50</u>	<u>7,435.00</u>	<u>-4,684.50</u>
Parks & Safety			
P&S Operating expenses	221.53	231.00	-9.47
Total Parks & Safety	<u>221.53</u>	<u>231.00</u>	<u>-9.47</u>
Executive Committee			
Annual Meeting Expenses	453.59	2,800.00	-2,346.41
Gift Certificates	556.39	500.00	56.39
EC Other	0.00	200.00	-200.00
Legal EC Research	565.40	7,175.00	-6,609.60
Total Executive Committee	<u>1,575.38</u>	<u>10,675.00</u>	<u>-9,099.62</u>
Office Expense			
Comcast	703.27	700.00	3.27
Computer Supplies	-5.51	600.00	-605.51
Computer Upgrades & maintena...	1,699.00	1,500.00	199.00
Copier	1,658.70	1,800.00	-141.30
Electricity & Gas	858.80	1,050.00	-191.20
Ind. Financial Review	0.00	1,200.00	-1,200.00
Insurance D&O Liability	3,601.00		
Insurance Employee Thefts	257.00	300.00	-43.00
Office Lease	9,263.31	9,261.00	2.31
Office Staff	45,694.84	47,642.00	-1,947.16
Office Supplies	938.86	1,050.00	-111.14
Other	93.90	119.00	-25.10
Postage	726.26	1,575.00	-848.74
Sandia Heights Services	15,174.74	12,825.00	2,349.74
Security	305.51	126.00	179.51

1:38 PM
08/02/16
Cash Basis

Sandia Heights Homeowners Association Budget vs. Actual

January through July 2016

	<u>Jan - Jul 16</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Telephone	1,015.28	980.00	35.28
Office Expense - Other	30.00		
Total Office Expense	<u>82,014.96</u>	<u>80,728.00</u>	<u>1,286.96</u>
Total Expense	<u>96,880.11</u>	<u>110,401.00</u>	<u>-13,520.89</u>
Net Ordinary Income	6,593.57	4,469.00	2,124.57
Other Income/Expense			
Other Expense			
Income Tax			
IRS Federal Income Tax	-7,360.00		
NM State Corp Tax	-550.00		
Tax Preparation	1,581.02	860.00	721.02
Depreciation Expense	296.02		
Total Income Tax	<u>-6,032.96</u>	<u>860.00</u>	<u>-6,892.96</u>
Total Other Expense	<u>-6,032.96</u>	<u>860.00</u>	<u>-6,892.96</u>
Net Other Income	<u>6,032.96</u>	<u>-860.00</u>	<u>6,892.96</u>
Net Income	<u><u>12,626.53</u></u>	<u><u>3,609.00</u></u>	<u><u>9,017.53</u></u>

Sandia Heights Homeowners Association
Balance Sheet
As of July 31, 2016

	<u>Jul 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	23,837.67
Business Investor Fund	39,014.32
Petty Cash	158.36
CD #5	106,256.03
Total Checking/Savings	<u>169,266.38</u>
Total Current Assets	169,266.38
Fixed Assets	
Office Improvements	3,563.96
Computer Equipment	6,163.63
Office Equipment	8,525.40
Office Furniture	13,872.68
Software	4,302.84
Accumulated Depreciation	-35,329.46
Total Fixed Assets	<u>1,099.05</u>
TOTAL ASSETS	<u>170,365.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Postage Meter	-898.76
Total Other Current Liabilities	<u>-898.76</u>
Total Current Liabilities	<u>-898.76</u>
Total Liabilities	-898.76
Equity	
Reserves.	
Office Rental Reserve	15,000.00
Legal Reserve	47,500.00
Office Operation Reserve	30,000.00
Sign Refurbishment Reserve	15,000.00
Community Improvements Reserve	6,000.00
Total Reserves.	<u>113,500.00</u>
Retained Earnings	45,137.66
Net Income	12,626.53
Total Equity	<u>171,264.19</u>
TOTAL LIABILITIES & EQUITY	<u>170,365.43</u>