



Monthly Management Report for Eldorado

December 20, 2018

Annual Meeting/Election:		Insurance Renewal:	
May 2019		April 2019 – Daniels Insurance	
Board Terms: One Year		Assessments	
President: David McDonald (5/5/17-5/4/20) Vice President: Libby Maclaren (5/5/17-5/3/2021) Secretary: Bernardo Monseratt (5/5/17-5/3/2021) Treasurer: Joseph Gutierrez (3/15/16 - 5/6/19) Director: Jody Price (5/1/17-5/4/20) Director Open position (5/6/17- 5/2/2020) Director: Open position (5/6/19 - 5/2/2022)		\$525 annually	
Investment Renewals:		Bank Signature Card, Board Member:	
ALLIANCE RES CD-501 – 2/27/21 CAB RES CD-901 – 3/7/21 NYCB RES CD-187 – 2/27/20 BBVA RES CD-894 – 2/28/19		Joseph Gutierrez- Board Treasurer	
Current Association Projects:		Status:	
HOAMCO / Accounting & Staff		Mike Bullock is our new Project Manager and is now taking charge of projects throughout community. Maintenance New employee will start on Dec. 17 th 2018 New maintenance position currently available	
Bank Signature card update		Board President and Vice President have begun paperwork for Sunflower First National Bank to update the bank signature card. Board Treasurer Mr. Gutierrez is already on the bank's signature card.	
2019 R&R Projects		R&R Projects have been identified and listed on 2019 budget draft has been finalized.	
EAWSO		Leak was detected at the Stables, TLC Plumbing came out and repaired one cracked valve. Two more leaks were detected a couple days later on another valve and near barn #36. New Image Construction was able to repair both of those leaks.	

<p>Prairie Dog Removal</p>	<p>This has been completed and vendor secured for 2019</p>
<p>Gopher Removal</p>	<p>Gopher Patrol continues to find and trap gophers.</p>
<p>Maintenance Update</p>	<ul style="list-style-type: none"> • Windscreens have been removed • Flag pole lights has been repaired • New TV has been installed in Classroom • Mold mediation at pool house • Stable water meter readings • Assisted with Winterfest Event • Replaced some of the electric outlets in CC • Clean roof and gutters • Trimmed trees around CC building • Fertilized Piñons • Reviewed preventive maintenance schedule with PM • Assisted with removing existing shade structures • Picked up new materials for office
<p>OFFICE STAFF REPORT</p>	<ul style="list-style-type: none"> • Sent out letters to homeowner with outstanding account balances • Filed Liens • Released Liens • AR Accounts • Ordered equipment for Eldorado Volunteer Tree Trimming • Ordered equipment and supplies for CC • Assisted with Winterfest arts and crafts • Ordered VOIP line for CC • Updated registration for ECIA vehicle • Ordered new dog waste station • Ordered new TV for meeting in the classroom • Ordered new projector • Prepared for budget presentation <p>Courteney:</p> <ul style="list-style-type: none"> • Met with the Neighbor to Neighbor group to discuss planning, placement, enactment. • Signs, posters, marquees, web postings, an article in the Vistas and an eblast were sent out asking for ECIA residents to donate food for the food drive. • A log was kept for future improvements for next year's event. • Set up meetings to coordinate with the depot to promote a healthy and sustainable food drive November 15-December 3rd. This was promoted in the Eldorado Arts & Crafts Association's article on the Winter Festival and Art show on December 1, 2. • Worked with ECIA residents to man tables, promote the food drive, and to involve the community.

- The food drive was a huge success.
- Researched for board motions, policies and official paperwork and began organizing the files. Worked with Katrina to start compiling the policies and motions into one file and to upload them to the server.
- Worked on the Rental Application form which will be implemented starting 2019.
- Continued planning the 4th of July with staff.
- Worked with Julie, Anna, and Katrina to plan the Winterfest for staff, Board members, the community.
- Spoke with the El Dorado school to have a children's art shown, David Yard to play at the event, LovedeDoo the Clown, the Library, the Senior Center, Adam and Kim Trees, Make Time, El Dorado Fire and Rescue, and local artists, a Santa, etc.
- Worked with the Eldorado Classes and Lectures to help them coordinate their ECIA sponsored events.
- Held a monthly meeting to discuss a business fair, midsummer night's music festival, a garden fair, and an earth day event with 285 recycles, yoga classes, tennis classes, Kabbalah, Technology classes, etc.
- Helped to setup events for EC&L such as a meditation class, Kabbalah, a documentary, the Winter Solstice, etc.
- Worked on a future SOP stating where the water, gas, electricity lines will be created in the future. The SOP book will be updated in the future for staff.
- A Bi-weekly meeting was scheduled with the EACA group and staff to continue planning, implementing, and enacting this event.
- The event was a huge success and will be pursued again next year.
- Met with a member from the Information Committee to design a new version of the Vistas calendar.
- Still working on updating the website with a Wix/Wordpress model and with a new template for the Vistas. More information to come in the following months.
- Worked with members of the Facilities and Grounds Committee and Project Manager, Mike Bullock to plan the future placement of cameras at the Community Center, Barn, Stables, and pool.
- Worked with Bette Knight, Election chair on dates and schedule for the Annual mailing and candidate forums.
- Covered for Mark's position by doing reports, inspections, and approvals for architecture and covenant compliance.
- Other duties assigned by GM.

Association Projects:		Status:
<ul style="list-style-type: none"> - Well Evaluation - Stable water Leaks - Backwash - Back Flow - Bath House Remodel - Dog Park Mulch 		<p>Complete. Well in good shape. 10gl per minute</p> <p>Ongoing inspections</p> <p>AAA Allied is currently doing backwash study</p> <p>Anytime plumbing has replaced valve and brought up to code</p> <p>Contracting architect for design and permitting</p> <p>Mulch has been delivered and installed</p>
Committee	Update:	
Election Committee	No Update.	
F&G Committee	<p>GM/PM Update: (Julie Navarro and Mike Bullock)</p> <ul style="list-style-type: none"> • Status of Open Problem Tickets as of Nov 27. Down to 3 open tickets. WiFi extenders will be used to boost Community Center WiFi access, especially in RR building. • Staffing: One individual to start mid-December; currently interviewing for a third maintenance position. • Status of Plan for replacing Dog Park Shade Structures: Looking at designs and roof structure materials. • Status of Installation of CC Swing Set contained ground cover structure: Installed and spreading mulch at the three playground units; Exerplay has been out working on effecting recommended repairs to playground units. • Status of planning for managing maintenance requirements. Planning is delayed due to an unexpected loss of one maintenance position. Mike Bullock still familiarizing himself with ECIA assets. • Preferred provider list: Julie and Mike are reviewing. • Dog Park users have requested dog safe salt be available for icy conditions. • Vision/Scope statement for Pool rehabilitation. <ul style="list-style-type: none"> a. a) Bathhouse interior walls, ceiling and flooring removed to investigate the need for repairs, such as plumbing and roof leaks. Looking at design renovation ideas for new plumbing fixtures, units (toilets, showers) and the possibility of a changing room. Plumbing and electrical repairs needed to bring up to code. b. b) Pool decking needs sloping work to remedy ponding issues. Another deck core sampling will be conducted to check deck composition to see if areas need replacement. c. c) The pool is 40 years old, but the shell is still in good condition. d. d) ADA accessibility will be reviewed and designs submitted. e. e) A request was made to widen bathhouse entrance and bathroom spaces. Rethink on Lifeguard station placement as well. 	

Finance Committee	<ul style="list-style-type: none"> • Budget presentation on December 12th at 6:30pm
Stable Committee	<p>Water meters: the ESC had questions about ownership and replacement costs of individual barn water meters. Following discussion, the ESC agreed to remove mention of the water meters from the Revised Stable Funding Guidelines, pending further investigation. Joseph agreed to investigate how much a meter costs.</p> <p>• Vacant barns: The ESC has received feedback from several owners of vacant or shared barns (owners of Barn #s 2, 6, 13, 24 & 25) on the proposal to charge vacant barns for manure and fly predator as if they had a single horse. They don't want to pay for any per-equine costs (e.g., manure and fly predators) when they have no horses. However, many other barn owners have expressed concern that there are too many vacant barns, and appreciate the ESC's effort to encourage more use of those barns. Amelia has had 14 inquiries about barns for sale from potential buyers since December 2017. Limited feedback from potential buyers is that barns are too expensive.</p> <p>• Supporting Sales. The ESC and barn owners present at the meeting discussed several options for encouraging more use of the Stables and reducing the number of vacant barns. The Stable Rules currently require all barns to be occupied by at least one horse. Suggestions included improving marketing to realtors, charging a fee for vacant barns, collecting fees upon sale, and offering a grace period before such vacancy fees are collected.</p> <p>The ESC agreed to revise the policy and circulate another draft to the ESC then to barn owners for review. In addition, the ESC will draft an explanation of the policy proposal for barn-owners; seek to make the barn sales process very clear to prospective buyers by sending full information with the Barn For Sale List; and posting information at the Stables.</p>
Info Committee	No update.
Conservation Committee	No Update.
After Hours Emergency Calls:	
	None in the last 30 days
Financial Reporting:	Status:
November 2018 Financials	Emailed to BOD w/packet on 12/07/18
October 2018 Financials	Emailed to BOD w/packet on 11/20/18
September 2018 Financials	Emailed to BOD w/packet on 10/16/18
August 2018 Financials	Emailed to BOD w/packet on 9/17/18
July 2018 Financials	Emailed to BOD w/packet on 8/10/18

Balances (as of 11/31/2018)	Operating Accounts: \$534,903.90 Reserve Account: \$1,074,005.67
Reserve Contributions	TBD December 2018

Notable Variances:

Account #	Description	Budgeted	Actual	Variance	Comments
GL-6300	Landscape Maintenance	\$2,333.33	\$650.58	\$1,682.75	Switched Landscape Company

Vendor Contract Expirations:

Vendor	Services	Expiration Date
Pool Pro	Pool maintenance	12/31/2018

Respectfully Submitted by:
Julie Navarro | General Manager