



Monthly Management Report for Eldorado

August 20, 2018

Annual Meeting/Election:	Insurance Renewal:
May 2019	April 2019 – Daniels Insurance
Board Terms: One Year	Assessments
President: David McDonald (5/5/17-5/6/19) Treasurer: Joseph Gutierrez (3/15/17-5/6/19) Secretary: Jody Price (5/5/17-5/6/19) Director: Emily McCormick (5/4/2021) Director: Pam Henline (5/4/2020)	\$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	Three new job positions have been posted 1. Maintenance worker and 2. Facility attendant. 3. Project Management Coordinator.
Bank Signature card update	Julie (Interim GM) will follow up with Board President and Vice President to coordinate a visit to 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	Julie (Interim GM) and Robert (Maintenance Supervisor) will meet in September to start planning for projects to be done in-house or outsource for 2019.

POOL PRO	We are waiting for pool materials (motors) to arrive.
EAWS	Getting excavation proposals and projects scheduled.
Prairie Dog Removal	Prairie dog removal took place in baseball field and dog park
Gopher Removal	Gopher removal took place in baseball field and dog park
Maintenance Update	<p>Dog Park Gate repair & East side Dog Park Entrance project complete</p> <p>Debris cleanup @ Stables</p> <p>W/O Tree Sap Prevention Back of CC/Front of Annex- Attempted Sap cleanup</p> <p>(2)- Tennis court tarp repair. Different Days</p> <p>2-different days Baseball field Weed Control & Around CC property</p> <p>Water Tanks @ Barn (Met with Juan from Heads up) Water Meter & Meeting w the Arborist for trees around CC</p> <p>Clean Filters ICE machine W.O. of janitorial cleaning of kitchen</p> <p>Burlap sack to Pine trees and cut branches Around CC Court</p> <p>Yard clean up on Tables</p> <p>Repaired Gates (2) east side entrances of stables</p> <p>Pool- Men's & woman's shower heads replaced</p> <p>Installed repaired circulation motor- Pool Pump room and Contactor</p> <p>2-Drained, Disinfected, cleaned, filled up kiddie pool- Due to lack of chemicals</p> <p>Inspection of bath house plumbing, power wash on both Men's & Woman's restrooms</p> <p>Marquees W.O.-Multiple</p> <p>Lower office door repair</p> <p>Electrical W/O for living room outlets</p> <p>Meeting with Jean Crawford about Pool AD HOC</p> <p>W/O Setup Classroom</p> <p>2-Water Meter Leak Detection Contractor Meeting setup & Excavation</p> <p>Multiple Meetings with Steve King Director of Eldorado Water CO- Calibration Meter</p> <p>2-day water meter recalibration</p> <p>Man hole dug out by Pool</p> <p>Gutter cleanup-CC and reserve water tank filter clean out</p> <p>Janitorial Duties-Deep Clean Every Monday Wednesday, Friday-CC</p> <p>Dog Stations- every Monday, Wednesday, Fridays</p> <p>Security Alarm- Repair and Smoke detector replacement</p> <p>Neighborhood watch sign installation</p> <p>Tractor servicing -PM</p> <p>Adult pool closed- repaired circulation pump & chlorinator</p>

OFFICE STAFF REPORT

repair
Adult pool Rope Buoy repair
Replaced flow Meter Adult Pool
Stable meter readings- Twice-different days
Stable Harrowing every Wednesday
Power outage at Eldorado-restart and Test Equipment on property
2-3 times week Pool Backwashing Adult and kiddie

Anna & Julie

- Filed And Sent Out 56 Liens
- Released Liens
- Sent Out RFP's For CPA Audit & Tax Prep
- Sent Out RFP's For Hike/Bike Trails
- Sent Out RFP's To Excavation Companies
- Called For Estimates On Heating/Cooling In CC
- Sent Out Water Meter Readings For Billing
- Sent Out Fly Predator Billing
- Ordered Pickle ball Equipment
- Sent Out Refunds For Account Credit Balances
- Began Budget for 2019
- Updated/Sent Out Checklist To All Stable Owners So They Know What Information We Need From Them
- Met with Amelia Adair To Discuss Stables
- Worked on Welcome Packet with Courteney

Courteney is working on these other activities:

- Worked on the Marquees, did eblasts, web postings of minutes agendas, notices from the GM and committee chairs.
- Worked on the Welcome packet with Anna.
- Worked on the Board minutes with Anna.
- Met with the Kiwanis group in Santa Fe to discuss opening a charter out here in Eldorado to benefit the community.
- Looked for board motions, policies and official paperwork and began organizing the papers.
- Worked with the Eldorado Classes and Lectures to help them coordinate their ECIA sponsored events.
- Held a monthly meeting to discuss a Halloween Open Mic, yoga classes, tennis classes, etc.
- Trained Anna on the Board packet.
- Filled in as Facility Attendant.
- Notarized documents for residents.
- Helped with dog tags, cataloging them, formatting the new minutes and agenda book-2018, helped order pool pass supplies.
- Organized the Stable files with Anna.

- Began planning for the Neighbor to Neighbor Food drive that will take place September 7-15.
- Met with the Neighbor to Neighbor group to discuss planning, placement, enactment.
- Began planning with Karen Murry the Winter Art Festival that will take place December 1,2 here at ECIA and the Agora.
- Marquees, eblasts, and notice in the Vistas will be sent out.
- Helped the Vista Grande Public Library with the Ice Cream Social.
- Helped with a Snake relocation class.
- Met with Konica Minolta with Mark to discuss a new printer in the Annex as the old one is dying.
- Updated staff, board, and committee info on the website.
- Worked with Stacy Maule on the Lifestyle Survey results.
- Helped the community with rentals of the facility.
- Covered for Mark's position by doing reports, inspections, and approvals for architecture and covenant compliance.

Katrina

- Organized new documents such as:
 - Dog park registration forms,
 - Pool forms, committee forms, dog forms, etc. in alphabetical order,
- Set codes
- Help with set up of meetings
 - Coffee
 - Copies
- Helped staff with any problems/ concerns/ questions
- Daily perimeter checks
- Filled out work orders for tennis courts, dog station
- Added documents to the folder of originals. So, that we always have a copy
- Putting in agenda and minutes into binders for all committees and for the board
- Looked for an owner of a non compliant dog. Have not found the owner yet.
- Started adding pictures to the excel dog park registration
- Started going through boxes from the basement
- Facility attendant jobs:
 - Making sure facility is left clean after each group
 - Barn has been locked
- Updated Avaya on status of phone contract being signed

	<p>Project to look at tech to make informed recommendations for locations of cameras and any need for additional cameras (enhance and replace). Lee Onstott will head the Security camera task force with Todd Handy's participation. Motion unanimously approved.</p>
Dog Park Ad-Hoc Committee	<p>Dog Park: Cars entering the ECIA lot do not always observe the one-way lines at the entry point. This increases the risk of an accident. A new larger "One Way" sign will be ordered and installed. The Dog Park Committee submitted plans and location for a new small dog park annex and shade structures. Marie asked to check the new dog park entrance gate as it is slightly dragging.</p>
Pool Ad-Hoc Committee	<p>Pool: Staff, with the assistance of water utility and water consultants, is still trying to identify the root cause of the high utility bills in April, May and June. It was determined that, for some yet unexplained reason, when the water pump is turned on, the EAWSD meter also runs. Detail usage data is being analyzed and efforts are being made to identify the location of all the water lines served by the well and EAWSD meters between the pool and the dog park/landscape infield, and to correct these problems as quickly as possible. Pool consulting contract was signed by the ECIA Board and Pool Pro at the July 26 2018 meeting. Work will begin October 1st. Thanks to Russell for getting it signed. The operation (or lack there of) of the backwash system is still a mystery but steps are being taken to get that analyzed and a correction plan developed. Unfortunately, new trees are growing out of the roots of the two removed elm trees. No corrective action has yet been identified.</p>
Finance Committee	<p>No Update.</p>
Stable Committee	<ul style="list-style-type: none"> • I updated the committee on where the office is at on billings. (Bills should go out this week and are with Emily in Albuquerque) • Members are getting quotes for two electronic gates, there is \$25,000 budgeted currently for this purpose
Info Committee	<p>No Update.</p>
Conservation Committee	<p>No Update.</p>
Road Committee	<p>No Update.</p>
After Hours Emergency Calls:	

	None in the last 30 days
Financial Reporting:	Status:
August 2018 Financials July 2018 Financials June 2018 Financials	Will Be Emailed to BOD w/packet on 9/17/18 Emailed to BOD w/packet on 8/10/18 Emailed to BOD w/packet on 7/11/18
Balances (as of 7/31/18)	Operating Accounts: \$863,759.83 Reserve Account: \$1,207,392.73
Reserve Contributions	TBD December 2018

Notable Variances:

Account #	Description	Budgeted	Actual	Variance	Comments
GL-5500	Legal Fees Admin	\$2,083.33	\$5,269.14	(\$3,185.81)	Board Member Consultations
GL-6465	Pool Water	\$350.00	\$21,511.60	(\$21,161.60)	Ongoing water issue
GL-9113	Pool Repairs & Master Study Plan	\$00.00	\$11,333.20	(\$11,333.20)	Reel Tarp

Vendor Contract Expirations:

Vendor	Services	Expiration Date
Heads Up Landscape	Landscaping	12/31/2018
Pool Pro	Pool maintenance	12/31/2018

Respectfully Submitted by:
Julie Navarro | Interim General Manager