



Monthly Management Report for Eldorado

September 20, 2018

Annual Meeting/Election:	Insurance Renewal:
May 2019	April 2019 – Daniels Insurance
Board Terms: One Year	Assessments
President: David McDonald (5/5/17-5/6/20) Vice President: Jody Price (5/5/17-5/6/20) Treasurer: Joseph Gutierrez (3/15/17-5/6/19) Secretary: Emily McCormick (5/4/2021)	\$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	Project Manager has been selected; new hire paperwork has started taking place. Maintenance worker has been selected; awaiting background check Facility Attendants – Have been scheduled for working interviews
Bank Signature card update	General Manager 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	R&R Projects have been identified and listed on 2019 budget draft.

<p>POOL PRO</p>	<p>Order has been placed for back up pool parts.</p>
<p>EAWS</p>	<p>Excavating has been completed, problem was identified</p>
<p>Prairie Dog Removal</p>	<p>Prairie dog removal took place in baseball field and dog park</p>
<p>Gopher Removal</p>	<p>Gopher removal has been taking place in baseball field and dog park and stables</p>
<p>Maintenance Update</p>	<ul style="list-style-type: none"> • Tennis court tarps repaired. • Hike and bike weed mowing • Water Tanks @ Barn (Met with Daniel from Eclipse) • Removed sap from all picnic tables • Removed existing depot flooring • Repaired barn fence • Brown paint on breeze way • Mowed weeds at stables • Installed all parking lot signs • Trimmed all low hanging branches around CC and hike and bike trails • Cleaned debris along corners in pool area • 2-Drained, Disinfected, cleaned, filled up kiddie pool- Due to lack of chemicals • Inspection of bath house plumbing, power wash on both Men's & Woman's restrooms • Marquees W.O.-Multiple • W/O Setup Classroom • 2-Water Meter Leak Detection Contractor Meeting setup & Excavation • Met with Steve King Director of Eldorado Water • Janitorial Duties-Deep Clean Every Monday Wednesday, Friday-CC • Dog Stations- every Monday, Wednesday, Fridays • Stable Harrowing every Wednesday • 2-3 times week Pool Backwashing Adult and kiddie • Met with Pool Pro for study • Received AC Proposals • Met with vendors for back flow valve replacement • Hand watering island • Removed Russian Olive branches from tennis courts • (2) Event set ups • Rerouted phone lines and setup at Annex office • Weed control inside dog park

OFFICE STAFF REPORT

Anna & Julie

- Received 2 Proposals for new phone contract, secured and signed one of the two.
- Contacted companies for excavating near pool meter and project was completed.
- Obtained 2 proposals for hike/bike trail maintenance (asphalt), secured and signed one of the two. Project is scheduled to begin October 1st, 2018.
- Obtained 3 proposals for cistern repairs, secured and signed one of the three. Project is currently taking place.
- Stable Water Billing
- Stable Manure Billing
- Stable Fly Predator Billing
- Worked on first draft for budget 2019, and submitted to finance committee for review.
- Received 2 proposals for back flow valve, pending approval for one.
- Contacted bank to update board members' signatures.
- Scheduled/Ordered Maintenance uniforms through Cintas
- Ordered signs for Neighborhood Watch
- Ordered signs for parking lot.
- Trained with onsite HOAMCO Team
- Interviewed candidates for Project Manager
- Contacted vendors for 2019 rate increases.
- Released 5 Liens

Courteney is working on these other activities:

- Was the Staff liaison for the Information committee?
- 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 with the Information Committee on beginning the redesign of the Welcome Packet.**
- Contacted writers of the current packet to clarify, rewrite, shorten, and remove/add old and inaccurate information.
- The Welcome Packet will be reviewed again by the Information committee at the October 2, meeting.
- Worked on the Board minutes with Anna.
- **Met with the Neighbor to Neighbor Food Depot group in Santa Fe to discuss the food drive here in Eldorado.**
- 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.
- Setup meetings to coordinate with the depot to promote a healthy and sustainable food drive September 7-15.
- Worked with ECIA residents to man tables, promote the food drive, and to involve the community.
- Called Brooks Grocery, La Tienda, the Vistas Grande Public Library, and Fire Station to have food drops. Two food drop off stations were here at ECIA.
- Looked for board motions, policies and official paperwork and began organizing the papers. Worked with Katrina to start compiling the policies and motions into one file and to upload them to the server.
- Worked with Katrina to redesign the Facility Attendant Event Checkoff list, handbook and forms.
- Worked with Katrina to redesign the following forms: Incident Report, Dog Park Application, Rental Application, Rental Checklist, Work Order, and 2019 Pool Waiver.
- Worked with Amelia Adair to promote the Stable Community Day on September 22.
- Ordered apples and cookies. Provided drinks for the event.
- Printed all requested supplies, provided ECIA caps, reflective jackets etc.
- Worked with the local Boy scouts to promote their annual Flea market at the ECIA.
- Promoted the event in an eblast, in the September Vistas, and posted the information on the website.
- **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.
- Helped to setup events for EC&L such as a photography class, a documentary, etc.
- Coordinated how the first ECIA Orientation will function here October 6th in the Classroom.
- Started planning a Volunteer fair for November 7th. ECIA staff will be involved with the fair promoting ECIA events, activities, staff involvement, and committees.
- An email was drafted to invite the committee chairs to come to the volunteer fair and promote their committee. The same email will go to the board. The message will be sent in the coming days.
- Worked with the Maintenance supervisor and GM to have a cubie installed in the Classroom closet for

residents to utilize while using the Classroom and for ECIA cables and equipment to be organized more efficiently.

- Trained Anna on the Board packet.
- Trained Katrina on how to scan Architectural Plans and file them.
- Filled in as Facility Attendant.
- Notarized documents for residents.
- Trained Julie on Inova, and other duties.
- Helped with dog tags, cataloging them, formatting the new minutes and agenda book-2018.
- Helped the Information Committee be supplied with clipboards, pens, paper, tables, and Vistas copies every Friday for the Farmers' Market. Every week members from the Information committee setup a table at the Farmers' Market at La Tienda with hopes of people signing up for the Eblast/Vistas Email list.
- **Began planning with Karen Murry the Winter Art Festival that will take place December 1,2 here at ECIA and the Agora.**
- A Bi-weekly meeting is scheduled with the EACA group to continue planning, implementing, and enacting this event.
- Helped the Fire Department with their annual BBQ.
- Met with a member from the Information Committee to design a new version of the Vistas calendar.
- Still working with Trond on updating the website with a Wix model and with a new template for the Vistas. More information to come in the following months.
- Met with Konica Minolta with Mark to discuss a new printer in the Annex as the old one is dying.
- Worked with Trond and Mark on getting new cameras for Compadres Park, the Community Center, Barn, Stables, and pool.
- Suggested new supplies to be ordered: podium (old one is in poor shape) and bulletin boards (to help promote information better).
- Updated staff, board, and committee info on the website.
- Worked on the 2019 Budget for the Events GL with Julie.
- 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.
- Other duties assigned by GM.

Katrina

- Organized new documents such as:
 - Dog park registration forms,
 - Pool forms, committee forms, dog forms, etc. in alphabetical order
- Have redone forms.
 - Incident report
 - Application for use of CC
 - Form for cleanliness of CC for parties
 - Checked out equipment
 - Daily Received funds
 - Site visit form for Architecture committee
 - Dog park form
- Created a satellite view of where vendors can park during pool season and not pool season.
- 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. Did not find owner of the dog. Have started to look into what we would need to have a card reader at the Dog Park and pool.
- Facility attendant jobs:
 - Unlocking and locking doors
 - Making sure facility is left clean after each group
 - Barn has been locked
 - Checking truck doors have been locked at the end of the day
 - Answering questions
 - Taking messages for when office is open (ones that I cannot answer)
- Made calls to different vendors (staples, the tractor store) to get statements.

	<p>resident notification can be posted. It was also pointed out that the arrows AFJ painted when re-paving the parking lot and entryway have faded and need to be re-done with reflective paint. Staff will advise them.</p> <ul style="list-style-type: none"> • Storm-damaged ECIA Community Center Cisterns on August 23, 2018. ECIA Board collected two contractor bids for repair of the cistern system. ECIA Board will review recommended bid at September 5, 2018 meeting. New vendor contract is for a 35'x10' concrete slab with expansion joints and reinforced rebar. Empty tanks will be lifted, slabs will be poured, tanks will be reset and plumbing connected. Tanks may be relocated out away from the barn wall.
<p>Pool Ad-Hoc Committee</p>	<p>Pool was closed September 16th</p>
<p>Finance Committee</p>	<ul style="list-style-type: none"> • First draft of 2019 proposed budget was reviewed. Some adjustments will be made and resubmitted. • HOAMCO forensic audit will be ready Thursday, September 20th • Water bill for August was \$1700 this includes having the well valve turned off for the entire month of August • Avaya phone contract has been approved and scheduled for this month
<p>Stable Committee</p>	<p>Currently reviewing proposals for electric gates.</p>
<p>Info Committee</p>	<ul style="list-style-type: none"> • Discussion of changes to the Vistas calendar, i.e. list fewer repeating items in calendar. Discussion ranged but general agreement seemed to end with keeping items in. Offer of help in how to present the calendar by one of the visitors who has indicated interest in joining the committee. • Discussion of draft charter moved to next meeting. • Reminder of Welcome Packet update meeting set for Monday, October 15 at 7 PM. Comments were made about adding information about restaurants, the Lencic, covenants (discussion for and against this)
<p>Conservation Committee</p>	<ul style="list-style-type: none"> • John Reynolds resigned as chair and from the committee on 08-20-2018. Motion by John Parker, Second Jerry Gulseth for Rob Egemeier to act as chair for the purpose of this meeting following the agreed-on agenda submitted by Jim Daniel. • Tom Bredenberg volunteered to take minutes for this meeting. • August minutes approved on motion of Jim Daniel, Second Jerry Gulseth • Guests: Paul Fink and Betsy Walker • Report from the Board Liaison – Pam Henline resigned from the board leaving only 4 directors. Emily McCormick attended as Board Liaison, and reported the board will meet 09-05-2018. • Action Plan composed by Paul Butt as a result of special meeting 08-22-2018 is reflected in the agenda. That meeting was called to address committee goals and objectives in light of the abrupt changes in committee leadership.

Road Committee	No update.
After Hours Emergency Calls:	
	None in the last 30 days
Financial Reporting:	Status:
August 2018 Financials July 2018 Financials June 2018 Financials	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 8/31/18)	Operating Accounts: \$777,151.01 Reserve Account: \$1,195,993.53
Reserve Contributions	TBD December 2018

Notable Variances:

Account #	Description	Budgeted	Actual	Variance	Comments
GL-6595	Recreational Supplies	\$0.00	\$2,609.74	(\$2,609.74)	Pickleball Supplies
GL-6455	Pool Repairs	\$2,000.00	\$4,112.00	(\$2,112.00)	Pool lift was purchased
GL-6465	Pool Water	\$350.00	\$4,944.98	(\$4,594.98)	Ongoing water issues

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 | General Manager