



## Monthly Management Report for Eldorado

November 20, 2018

<b>Annual Meeting/Election:</b>		<b>Insurance Renewal:</b>	
May 2019		April 2019 – Daniels Insurance	
<b>Board Terms: One Year</b>		<b>Assessments</b>	
President: David McDonald (5/5/17-5/6/20) Vice President: Jody Price (5/5/17-5/6/20). Secretary: Emily McCormick (5/4/2021) Treasurer: Joseph Gutierrez (3/15/17-5/6/19) Director: Bernardo Monseratt (9/27/18-5/6/20) Director: Elizabeth Maclaren (9/27/18-5/6/19) Director: Open position - 5/6/21)		\$525 annually	
<b>Investment Renewals:</b>		<b>Bank Signature Card, Board Member:</b>	
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	
<b>Current Association Projects:</b>		<b>Status:</b>	
<b>HOAMCO / Accounting &amp; Staff</b>		Mike Bullock is our new Project Manager and is now taking charge of projects throughout community.  We have extended an offer to a candidate to fill the third Maintenance position. Start date is currently set to Dec. 17 <sup>th</sup>  New Facility attendant Geran Landen started working with us October 31 <sup>st</sup> .	
<b>Bank Signature card update</b>		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.	
<b>2019 R&amp;R Projects</b>		R&R Projects have been identified and listed on 2019 budget draft has been finalized.	
<b>POOL PRO</b>		Pool study has been completed. Rusty from Pool Pro will be presenting the report at the Board Working Session Nov. 26 <sup>th</sup>	
<b>EAWS</b>		Leak was detected at the Stables, TLC Plumbing came out and	

**Prairie Dog Removal**

**Gopher Removal**

**Maintenance Update**

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.

This has been completed and vendor secured for 2019

Last gopher removal of the year has taken place

- Windscreens at Tennis Courts & Snow Removal
- Inventory of all pool equipment
- Place new signage at Dog Park
- Placed trash can at Dog Park
- Turn on and off main water at stables
- Meeting with staff for 4<sup>th</sup> of July event
- Work order- coat rack needed at CC
- Clean out drainage at Depot
- Snake removal on common areas at CC
- Fence repair at stables
- Water leak at barn by barn 36 stables
- Meeting with Amelia and Kenny about stable roads
- Took culvert out of stables
- Search and rescue work order- lighting
- Door repair next to barn
- Trail head 1 fencing repair
- Install new signage at island
- Repaired heater at Annex
- Common area CC tree trimming
- Roof repair at CC and Depot
- Stored flower pots for Winter
- Replaced door handle at CC
- Placed Annex directions signs throughout CC
- Store away AC units for Winter
- Drained part of adult pool for pool study
- Monthly stable water meter and well readings
- Marquee signs
- Yoga cabinet lock replacement
- Courteney computer set up
- Put up shelves in annex
- Installed new paper towel and soap dispensers at CC and Annex
- Weed control at hike/bike trails
- Installed crossing signage's for trails
- Entry light at stables- fixed
- Kitchen sink faucet replacement
- Dog bag dispenser repair
- Met with structural engineer for pool
- Electrical engineer evaluation for pool
- AFJ signage and caution cones – hike/bike trails
- Irrigation line repair

## OFFICE STAFF REPORT

### Anna & Julie

- Met with stable owners to discuss previous and current billing
- Helped with Volunteer fair
- Scheduled painting of Railroad Building
- Scheduled Excerplay for replacement of playground parts
- Scheduled alarm monitoring companies to give quotes
- Planning winter fest with Courteney
- Renewed lease with Pitney Bowes which includes upgraded machine
- Scheduled Pitney Bowes installation
- Scheduled well evaluation
- Met with bathhouse project vendors;
  - Poulin Design
  - Casa de Suenos
  - Edy Design
  - New Image Construction
- Met with Santa Fe Search and Rescue to develop agreement for equipment storage
- Ordered windscreen for tennis court
- Ordered new and updated signs for dog park rules
- Purchased new frames for original Eldorado Pictures
- Set up eye on water beacon
- Ordered recycle bins for all common areas
- Met with PoolPro in regards to pool study report
- Held meeting with pool users to obtain feedback on bathhouse remodel
- Coordinated with 2 different vendors to repair 3 leaks identified at the stables
- Contacted EAWSD for leak adjustment
- Working with Ron Tucker on Collections accounts

### Courteney:

- 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 November 15-December 3rd. This will also be 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.
- Researched for board motions, policies and official paperwork and began organizing the files. Worked with Katrina & Anna to start compiling the policies and motions into one file and to upload them to the

server.

- Worked on rewriting the Rental Application form.
- Will be attending the Board Working Session to discuss the Rental Application form.
- Began planning the 4<sup>th</sup> of July with staff.
- 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, etc.
- Printed all requested supplies.
- 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, etc.
- Coordinated how the first ECIA Orientation will function here in January in the Classroom.
- Held the Volunteer fair on November 7<sup>th</sup>. ECIA staff was involved with the fair by promoting ECIA events, HOAMCO, activities, staff involvement, and committees.
- Worked on a future SOP stating where the water, gas, electricity lines will be created with Maintenance supervisor in the future.
- Released liens.
- 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. A Home Page will be presented at the BWS. More information to come in the following months.
- Worked with Trond and Mark on getting new cameras for Compadres park, the Community Center, Barn, Stables, and pool. Suggestions of locations include: 2 Dog Park, 4 CC, 4 Barn, 2-4 Playground, 2 Tennis, 1 Basketball, 2 Pool (1 at Kiddie and 1 at Main), 4 Parking Lot. Total: 23 Cameras.
- Worked on the 2019 Budget for the events GL with GM.
- Worked with Bette Knight, Election chair on dates and schedule for the Annual mailing and candidate forums.
- Worked on the Lifestyle Survey results to make them readable. Will present the results to the board at the BWS.
- Covered for Mark's position by doing reports, inspections, and approvals for architecture and covenant compliance.
- Other duties assigned by GM.



<p><b>Finance Committee</b></p>	<ul style="list-style-type: none"> <li>• <b>Forensic Audit Report.</b> Auditor Thad Porch answered questions regarding his written report on the deliberate theft by a dishonest HOAMCO employee of over \$10K. <ul style="list-style-type: none"> <li>• Thad emphasized that regardless of who was hired as General Manager, or indeed whether or not the Association hired one, the Board is ultimately responsible for the Association's financial integrity</li> <li>• He emphasized that HOAMCO and the Board had missed obvious warning signs from the previous GM of overwork and lack of competence.</li> <li>• This led to failure of oversight of finances, particularly individual (not merely summary) credit card charges, which were blatantly false.</li> <li>• Controls must be consistently, not haphazardly, applied.</li> <li>• There must be two-person controls over opening mail, to assure that any incoming checks are not misappropriated.</li> <li>• All bank statements must be reconciled properly. Sunflower Bank statements had unreconciled items, pointing to sloppy oversight.</li> <li>• Thad also advised much stronger fraud warnings (signs and on invoices) to Association members to NEVER bring cash or checks to the office for assessment payments, and a camera covering the front reception desk to record any unauthorized payments or inappropriate conduct.</li> </ul> </li> </ul>
<p><b>Stable Committee</b></p>	<p><i>No current Stable update.</i></p>
<p><b>Info Committee</b></p>	<p>Regarding the IC's participation in assembling the newly revised Eldorado Welcome Packet, Pam Henline mentioned that her husband, who's knowledgeable in such things, offered his assistance to the IC several months ago and was never contacted.</p> <p>IC member Jon D'Amore stated that at the August IC meeting he suggested HOAMCO be asked to supply examples of Welcome Packets from HOA's they work for. This was met with approval from the Committee and Secondary Liaison David McDonald. At the October 4 meeting, the HOAMCO Liaison forgot to request them.</p> <p>Karen Logan reported that the Welcome Packet is being worked on but a few items still remain needed. General Manager Julie Navarro has completed her letter and has been edited by Karen. Mr. McDonald has finished his letter and Karen is editing it. She will bring both to the Working Meeting. A list of La Tienda and Agora businesses/phone numbers are being acquired.</p> <p>It was suggested the IC ask local real estate agents for marketing materials they may use regarding Eldorado.</p> <p>The Information Committee is requesting the charter passed by the Board on October 24 is not published or posted as being official due to concerns referencing Social Media. Mr. Price cordially explained the Board's position. Ms. Logan insisted this be an issue to be discussed during an Emergency Meeting of Mr. McDonald and the IC.</p>

<b>Conservation Committee</b>	Lee Chiacos referenced that there's a need for a feeling of unity in the community and the VISTAS is something that could bring the residents together.				
	<b>No update.</b>				
<b>After Hours Emergency Calls:</b>					
	None in the last 30 days				
<b>Financial Reporting:</b>		<b>Status:</b>			
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				
June 2018 Financials	Emailed to BOD w/packet on 7/11/18				
<b>Balances</b> (as of 10/31/2018)	Operating Accounts: \$599,304.24 Reserve Account: \$1,098,184.16				
<b>Reserve Contributions</b>	TBD December 2018				
<b>Notable Variances:</b>					
<b>Account #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Comments</b>
GL-6175	Hike and Bike Trail	\$0.00	\$44,985.00	-\$44,985	Projected was scheduled on different month
GL-5500	Legal Fees Admin	\$2,083.33	\$5,630.51	-\$3,547.18	Legal Issues
<b>Vendor Contract Expirations:</b>					
<b>Vendor</b>	<b>Services</b>			<b>Expiration Date</b>	
Pool Pro	Pool maintenance			12/31/2018	

Respectfully Submitted by:  
**Julie Navarro** | General Manager