



Monthly Management Report for Eldorado

October 16, 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). Secretary: Emily McCormick (5/4/2021) Treasurer: Joseph Gutierrez (3/15/17-5/6/19) Director: Steven Rudnick (9/27/18- 5/6/21) Director: Bernardo Monseratt (9/27/18-5/6/20) Director: Elizabeth Maclaren (9/27/18-5/6/19)	\$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 hired. Official start date is November 7 th . Maintenance position has been reposted Facility Attendants – has been selected; new hire paperwork has begun
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 has been finalized.

POOL PRO	Pool study scheduled to be completed first week of November
EAWS	Pool water issue has been resolved, September pool water bill was \$228.33
Prairie Dog Removal	This has been completed and vendor secured for 2019
Gopher Removal	Last gopher removal of the year has taken place
Maintenance Update	<ul style="list-style-type: none"> • Depot cleanup from floor demo • Signage for hike/bike trails • Lighting on flagpole • Proposal for lighting in the breezeway and conference room • Work order placed by Mark for the stable cameras • Meeting with Julie, David McDonald, Joseph for HVAC Installation • Backflow preventer • Marquee signage's • Work orders for the Agora and Community Center marquee signs • Met with Pool Pro and electrical engineer for pool study • Breaker tripped in the kitchen, library and restrooms. • Set up classroom for art studio sessions, BOD set up, • Josh from Pool Pro for evaluation pool study • Drained the kiddie pool • Meeting with Julie and AFJ • Installing new soap dispensers and paper towel dispensers • Demoing of depot floor before Illmatic construction came • Meeting for evaluation of fence repair at the mountain trail and was completed. • Weed control at dog park • Started pipe drain at the pool • Projector screens needed to be hung in the classroom and depot • Ping pong table was placed in the bath house • Weed control around hike/ bike trails • Flooding around cisterns, had to drain water from around the cisterns for 2 days • Assembled pickleball shed • Completed problem ticket reports. • Changed Lightbulbs to LED

OFFICE STAFF REPORT**Anna & Julie**

- Obtained 2 Proposals for new HVAC Units. Secured one and installation will begin October 22, 2018.
- Contacted CPA companies for 2019 audit/ tax services.
- Obtained proposals for Playground Mulch project. Secured one and will be scheduling start date.
- Obtained 2 proposals for backflow valve. Secured one and will be scheduling start date.
- Stable Water Billing
- Worked on second draft for budget 2019, and submitted to finance committee for review.
- Interviewed candidates for Maintenance Position
- Met with new landscape companies
- Met with cleaning vendors for community center
- Scheduled Internet Speed increase with century link.
- Met with Avaya for new phones installation. Installation happened on October 2, 2018.
- Met with 2 companies for water line tracing.
- Ordered new basketball nets for courts.
- Planning of 2018 Halloween Party for committee volunteers/BOD/Staff.
- Ordered new Soap dispensers and paper towel dispensers for Community Center bathrooms.
- Contacted electrician for electricity at the stables.
- Contacted electrician for electricity at the community center.
- Worked on 2018 motions book.
- Called to schedule date for new stable gate installation.
- Ordered new pool light fixture

Courteney:

- Went to the Facilities and Grounds committee to answer questions, continued as the staff liaison for the Information Committee.
- Met with the Neighbor to Neighbor Food Depot group in Santa Fe to discuss the food drive here in Eldorado.
- 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.
- Called Brooks Grocery, to have a food drop. Two food drop off stations will be here at ECIA December 1, 2.
- Worked with Katrina to redesign the Rental Application form.
- Worked on rewriting the Rental Application form and Rental policy from 2012.

	<ul style="list-style-type: none"> • Will be attending the Board Working Session to discuss the Rental Application form and 2012 policy. • Worked with Julie, Anna, and Katrina to plan the Halloween Volunteer appreciation for staff, Board members, and committees. • 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, Kabbalah, Technology classes, etc. • Coordinated how the first ECIA Orientation will function here in November 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. • Trained Katrina on how to upload information regarding residents who wish to have electronic/mailed copies of the Vistas. • Scanned architectural plans and filed them. • Helped the Information Committee • Began planning with Karen Murry the Winter Art Festival that will take place December 1, 2 here at ECIA and the Agora. <p>Katrina</p> <ul style="list-style-type: none"> • Added documents to the folder of originals. So, that we always have a copy • Put agendas and minutes into binders for all committees and for the board. • Made 3 new board books. • Updated board books for Joseph and David • Currently updating managers book • Currently updating managers board book • Updated digital board book • Looked up prices for different pool supplies <ul style="list-style-type: none"> ○ Tarp ○ Lifeguard chairs ○ Deck chairs ○ Ladders ○ Lane line reel • Worked on scanning and putting together a 4th of July book
Association Projects:	Status:
<ul style="list-style-type: none"> - Water Meter Excavation - AC Vendors - Depot Floor - Hike & Bike Trails - Cisterns 	<p>Complete. Issue has been identified Installation is set to being October 22, 2018 Project complete Oct. 5th Will be completed Oct. 21st Project completed Oct. 9th</p>
Committee	Update:

Election Committee

Bette: The ECIA is hosting a volunteer potluck on 31st, 3:00-6:00 p.m. Please reply to Courteney if you are able to attend or not.

The Eldorado Classes and Lectures is sponsoring a Volunteer Fair on November 7th, 1:00-6:00 p.m. Think about if we would be interested in setting up a table with Election Committee information.

Three new Directors were appointed and seated at the September meeting. They are Steven Rudnick, Elizabeth Maclaren and Bernardo Monserrat.

The Working Session is October 18th, 4:00 p.m. and the regular meeting is the 24th at 7:00 p.m.

Mary told Jody they did a good job with the Civil Conduct Policy.

It was expressed to Jody that the Committee requests he remain our Liaison to the Board. Jody thanked us and said he would like to remain as our Liaison.

Election Procedures Update - final draft

Liaison Jody Price will provide the Board members with the final proposal now for their review before presentation at the November meeting. If the Board has questions, give them to the Election Committee Chair for our discussion at our November 14th meeting.

Butch moved to accept the Election Procedures as reviewed today with the exception of any pagination errors that need to be resolved and rebuilding the Table of Contents. Kathie seconded the motion. The motion carried 3-0.

F&G Committee

- Open Problem Tickets – All but 8 of 61 problem tickets open during 2018 to date have been closed. 56% were closed within 60 days but only 38% within 30 days. Going forward target will be to have 90% or more of tickets closed within 30 days. None of the 8 open tickets are considered “critical”.
- Pool Water Meter and Cistern Issues – Backflow valve ordered to keep ECIA water from replacing well water; this will be needed until the lines are separated. It was suggested that staff prepare a binder of Standard Operating Procedures for controlling all critical components of our utilities. Apparently, prior maintenance personnel knew to turn off the EAWSD water when the pool was being filled with well water, but that procedure was never documented or passed on, such that, because of higher pressure, EAWSD water was being used to fill the pool for the past few years, in all probability. The August EAWSD bill was back to reasonable numbers and their bills will continue to be monitored and documented. EAWSD will complete the installation of the Badger Beacon meters at their 3 well locations so staff will be able to get alerts on leaks and excessive usage. Russell reminded Julie and Joseph that a documentation of the history of the high EAWSD bills and research into causes and remedies will be important. Cisterns have been reinstalled and plumbed. They should be tested with well water at the end of this week.
- New Depot Floor - - work completed last week in September. Art objects will be sent to cleaners and rehung.

	<ul style="list-style-type: none"> • 2018 Hike-Bike Path Maintenance - - Av Monte Alto and Av. Vista Grande (Monte Alto to Chusco Rd) have been seal coated. Work to start on crack repair on three segments week of Oct 8. Maintenance staff will apply Avenger organic herbicide to test section of Av. Vista Grande trail between Chusco and av. Buena Ventura. • Status of Pickleball Demonstration Project - - Tuff shed erected adjacent to basketball court to store pickleball equipment; players observed using the facility. • Dirt Road Apron Extensions – work has not yet begun. County can't commit to date yet. • Saving the Patio Pinons - - Have been getting some watering; awaiting David McDonald instructions on choice of approaches to be used to fertilize the trees. • Lighting Improvements in the CC buildings - - All fixtures in Foyer room now match. Replacement of lighting fixtures in Classroom in abeyance pending testing the moving of tables to in front of the windows and projecting images on the opposite wall. During the day, any necessary lighting to be furnished primarily by outside ambient lighting during daytime meetings and existing lights pointed in directions that do not blind people in meetings therein on darker days and in the evenings. • Acquisition of Air Conditioning Units for Downstairs Rooms and RR building - - equipment ordered; scheduled for Oct 22. • Securing New Hike-Bike Trail Signs - - crossing ahead signs ordered. Lee requested a group of stop signs for intersections where hike bike trails cross major roads. <p>Finance Committee</p> <p>Report on Status of R&R 2018 Projects—Julie and Nolan had details on which projects were complete. A Project Manager, with extensive experience, is expected to join the HOAMCO ECIA staff in a few weeks.</p> <p>Pool Update – More is still to be learned about water line connections, and an engineering study is ongoing. Pool spare parts on order and some delivered, should be charged to the Replacement Reserve as pre-paid replacements. Pool water charges for the season now exceed \$35,000. See Motion 1 (below). With the valve to the well shut off, the most recent monthly bill is now \$1,700, which appears much more reasonable.</p> <p>Hike/Bike Trail Maintenance—two segments scheduled for Oct. 1-2, third segment on Oct. 8.</p> <p>Capital spending for 2018 and 2019--Being refined.</p> <p>2019 Draft Budget—Good first draft with additions needed, reviewed extensively with many changes recommended. Needs 2018 projections to be added, better handling of Replacement Reserve contribution, and improved incorporation of arithmetic and comments.</p> <p>Status of Dictionary/Chart of Accounts—needs to be separate, more extensive than mere comments.</p> <p>State corporate filing can and should be handled by HOAMCO ABQ.</p> <p>Stable Committee</p> <p><i>Water bills:</i> New bills have been generated, but barn owners still have questions about amounts due. Following extensive discussion about the various issues</p>
--	---

	<p>concerning water meters and bills, Gretel proposed that ECIA use Amelia's calculated averages per barn/horse to re-do 2017 bills as a solution to establish a fair billing rate for those whose bills were clearly outside of historic averages. David, Amelia, and Mike will meet with GM Julie Navarro to look at the meter data, and talk about ways of making the bills more fair, and discuss calibration of water meters and other issues. The ESC also proposed creating a thorough factsheet about how the bills are calculated, how to test meters, etc. to restore trust.</p> <ul style="list-style-type: none"> • <i>Manure bills.</i> Amelia asked when bills for manure will be issued. • <i>Budget and Financial Issues.</i> Amelia shared the latest income and expense statement, highlighting the road repair line item and clarifying that we are not going to come close to the budgeted road & repair line item in 2018. • <i>Electronic gates:</i> The ESC evaluated the 3 bids received for the gates, and agreed to a revised features list. Amelia will send this to our top two vendors ASAP. Revised bids based on the revised list need to be provided to the Board by Monday if possible to be evaluated at the working board meeting. • <i>Funding Guidelines.</i> The ESC discussed a proposal for revising the Stable Funding Guidelines to be presented to the Board. Specifically, in the future, the ESC proposes that quarterly bills be issued to barn owners based on what is on ECIA records for equines in each barn (not a quarterly horse count—it is the responsibility for every owner to notify ECIA about new horses and the loss of a horse). One horse would be attributed to empty barns for manure & fly predator costs. Amelia will draft a simple, proposed revised Stable Funding Guideline which can be sent to barn owners for feedback prior our next meeting.
<p>Info Committee</p>	<p>Courteney Handy brought up 3 new message boards being put up in the ECIA offices and pool area with the goal of better organization of flyers and more professional look.</p> <p>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.</p> <p>Discussion of draft charter moved to next meeting.</p> <p>Reminder of Welcome Packet update meeting set for Monday, October 15 at 7 PM. Comments were made about adding information about restaurants, the Lentic, covenants (discussion for and against this)</p>
<p>Conservation Committee</p>	<p>Survey of the library trail.</p> <p>The issue of conflict of interest with any of the agenda listed surveyors and CC members was discussed and no one on our committee has a conflict. The CC charter says the committee cannot directly negotiate a contract with outside vendors, so we will make a recommendation to the Board and the GM.</p> <p>Jim Daniel and John Parker made a motion that this be a two-step process. First Paul Butt will write up a document to be sent to surveyors. This document will define the survey request/scope of work and include a contract. Additionally, the document will ask for bids. The CC as part of this motion will approve authorization for Tom Bredenberg to bring this document to the Board President and General Manager for implementation. This plan of action was approved</p>

