



## Monthly Management Report for Eldorado

February 14<sup>th</sup> 2019

<b>Annual Meeting/Election:</b>		<b>Insurance Renewal:</b>	
May 2019		April 2019 – Daniels Insurance	
<b>Board Terms: One Year</b>		<b>Assessments</b>	
<b>President: David McDonald (Expires 5/4/20)</b>		\$525 annually	
<b>Vice President: Libby Maclaren Expires - 5/3/2021)</b>			
<b>Secretary: Bernardo Monserrat (Expires - 5/3/2021)</b>			
<b>Treasurer: Joseph Gutierrez (Expires - 5/6/19)</b>			
<b>Director: Todd handy (Expires - 5/4/20)</b>			
<b>Director Open position (Expires - 5/6/2019)</b>			
<b>Director: Open position (Expires - 5/4/2020)</b>			
<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		David McDonald – President Elizabeth Maclaren – Vice President Joseph Gutierrez- Board Treasurer	
<b>Current Association Projects:</b>		<b>Status:</b>	
<b>HOAMCO / Accounting &amp; Staff</b>		Mike Bullock / Project Manager and is now taking charge of all projects throughout community, including pool house renovation, leaks at stables, well study, backwash study.  <u>Maintenance</u> New employee Leonard Prada will begin working with us on Monday February 18 <sup>th</sup> all three maintenance positions have been filled.	

<p><b>Bank Signature card update</b></p>	<p>Board President, Vice President and Treasurer have completed paperwork for Sunflower First National Bank to update the bank signature card.</p>
<p><b>2019 R&amp;R Projects</b></p>	<ul style="list-style-type: none"> <li>• Dog shade structures are now stained. New bench for dog park has been ordered and delivered.</li> <li>• Bids for pool house and all associated projects have been received.</li> <li>• New wood flooring has been installed in Classroom</li> <li>• Lighting through CC is being upgraded to LED</li> </ul>
<p><b>EAWSO</b></p>	<p>We are still struggling with leaks at the stables. Since water system was installed as an irrigation system it is now failing. Water system needs to be replaced with proper water lines.</p>
<p><b>Prairie Dog Removal</b></p>	<p>Eco-Solutions will begin Prairie Dog Removal in late March / early April.</p>
<p><b>Gopher Removal</b></p>	<p>Gopher Patrol continues to find and trap gophers.</p>
<p><b>Maintenance Update</b></p>	<ul style="list-style-type: none"> <li>• Replaced flooring in Classroom <ul style="list-style-type: none"> <li>○ Removed old carper</li> <li>○ Leveled out sub-flooring</li> <li>○ Installed new wood floor</li> </ul> </li> <li>• Shoveled snow around CC and salted walkways</li> <li>• Worked on electric in main building</li> <li>• Transferred all Christmas trees to recycle center</li> <li>• Cleaned out pool area of all trash and stored all furniture in storage</li> <li>• Inspected all smoke detectors</li> <li>• Stained dog shade structures</li> <li>• Cleaned out ice machine and replaced filters</li> <li>• Repaired door in lower office</li> <li>• Cleared snow from bike paths and by school</li> <li>• Monitored stable leaks</li> <li>• These items are all aside from regular maintenance at Stables , Dog Park and Hike &amp; Bikes</li> </ul>
<p><b>OFFICE STAFF REPORT</b></p>	<ul style="list-style-type: none"> <li>• Updated older liens</li> <li>• Released Liens</li> <li>• Managed AR Accounts</li> <li>• Ordered equipment and supplies for CC</li> <li>• Attending committee meeting as liaisons</li> <li>• Ordered uniforms for new maintenance positions</li> <li>• Reviewed and updated collections report</li> <li>• Developed temporary water billing system for stables</li> <li>• Worked with CPA for 2018 annual audit</li> <li>• Set up interviews for Pool Manager</li> <li>• Setting up the movie in RB</li> <li>• making flyers for sporting events and fairs</li> </ul>

- keeping the universal calendar up to date
- replenishing information holders
- helping Courteney with moving groups to a different room due to floor remodel in CR
- creating a notice for the floor remodel in CR and dog park
- creating invites for volunteer appreciation.

**Courteney:**

- Worked as a staff liaison for multiple committees
- 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 with the Environmental Ad Hoc to discuss options for a website plugin.
- Began planning and booking vendors for the 4th of July with staff.
- Started working on the Kid's Triathlon with Facilities & Grounds.
- 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 set up events for EC&L such as a meditation class, Kabbalah, a documentary, etc.
- Held Movie Night at ECIA. ECIA staff was involved with the movie nights and other planned events 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.
- Worked on planning future outside activities like water polo, a swim team, tennis tournaments, etc.
- Worked on advertisements for future events with Katrina.
- Worked with Mark to coordinate a hygiene and clothing drive
- Have worked with vendors to get a web designer.
- Helped set up for events for multiple committees
- Worked with the Conservation chair to start a kids' program called Kids' Explora.
- Completed the volunteer appreciation invites with Katrina and picked the gifts for the event



<p><b>Finance Committee</b></p>	<ul style="list-style-type: none"> <li>• One commenter, without much vocal support, suggested giving more pool users an opportunity to comment on the bath house floor plans before finalizing. Feels that the plans reflected thus far do not improve upon the existing plan;</li> <li>• The PoolPro report should be accessible to the membership at large;</li> <li>• Drainage on the deck is very problematic;</li> <li>• Outdoor shower a good idea but water should be warm enough so people don't tie up the indoor showers;</li> <li>• Must offer swimming lessons;</li> <li>• Would like to see a splash pad added somewhere in the pool area for the smaller children;</li> <li>• Include holders for soap and shampoo on the wall in each shower.</li> </ul> <p><b>1. Stable Committee Future R&amp;R Projections (Amelia Adair)</b> Amelia presented several requests and questions on behalf of the Stable Committee:</p> <ul style="list-style-type: none"> <li>• Thanks for the regular assessment increases necessary to keep services and amenities up with inflation.</li> <li>• Suggestions for dividing some Replacement Reserve items to better track different maintenance requirements and expected life.</li> <li>• Discussion of regular maintenance for stable roads vs. periodic major regrading and basecourse replacement.</li> <li>• Advisability of a Stables monthly report separate from regular monthly financial report.</li> <li>• Need Stable Committee help for 2020 in planning maintenance and replacement items.</li> <li>• Mike Bullock reported that the Stables water distribution system is currently leaking about 2K gallons per day, at a tiered rate of over \$60 per thousand, and the limit of patching has been reached—new system or major repairs needed at about \$50K from Replacement Reserve.</li> <li>• Water distribution system cost \$56K in 2011 with an estimated life of 25 years. Unfortunately, system was built with irrigation, not water distribution, materials and methods.</li> <li>• Better collection actions are needed for barn owners who are delinquent in paying their water, fly predator, and manure disposal bills. Stable Committee members are embarrassed to be associated with “deadbeats.”</li> </ul>
<p><b>Stable Committee</b></p>	<ul style="list-style-type: none"> <li>• Stable Committee has recommended temporary billing system for 2019 due to ongoing leak issues at Stables</li> </ul>
<p><b>Info Committee</b></p>	<p>No Update.</p>
<p><b>Conservation Committee</b></p>	<ul style="list-style-type: none"> <li>• <b>Ecotone Letter of Engagement:</b> Jan-Willem Jansens submitted a Draft Scope of Work (SOW) and Letter of Engagement on January 16, 2019. The SOW includes work on the Trail 401 headcut between trail junctions 4A and 4D, and planning and oversight of implementation of a trail entrance/alignment on Vaquero Rd.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consensus of the Committee members was that the 401 SOW (priority 1) is acceptable as written. The Vaquero Rd SOW is not acceptable. Pending review by the Committee members, a request for the following changes will be presented to Jan-Willem on 2/14/19:</li> <li>• Remove the Vaquero Rd SOW. It is to be replaced by the Priority 3 project, below.</li> </ul> <p>Add the following projects:</p> <ul style="list-style-type: none"> <li>• Priority 2: Site tour, planning and direction of work to create erosion control measures to stabilize active headcut and gully in the 404 trail "meadow" area (approx. 1 1/8 miles from TH400).</li> <li>• Priority 3: Site tour, planning and direction of work to address problems in the braided trail areas of Trail 101- East (east of trail junction 1C and south to trail junction 1G).</li> <li>• Priority 4: Additional site investigation, planning and direction of work on smaller projects as directed by the Conservation Committee.</li> <li>• Once the revised draft SOW/Letter of Engagement has been received from Jan-Willem, the CC chair will make a final review and submit it for approval to the ECIA Board through Elizabeth Maclaren, Board Liaison.</li> <li>• HOAMCO Project Manager Michael Bullock will be contacted for coordination and assistance when planning for implementation of project tasks includes HOAMCO maintenance crew time or will require outside contractors.</li> </ul>
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<b>After Hours Emergency Calls:</b>	
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	None in the last 30 days
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<b>Financial Reporting:</b>	<b>Status:</b>
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December 2018 Financials	Emailed to BOD w/packet on 1/09/19
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

<b>Balances</b> (as of 12/31/2018)	Operating Accounts: \$468,122.32 Reserve Account: \$1,063,340.55
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<b>Reserve Contributions</b>	
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<b>Notable Variances:</b>					
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Account #	Description	Budgeted	Actual	Variance	Comments
GL-6634	Stable Repairs & Maintenance	\$833.33	\$1,582.72	\$749.39	Continued leaks at stables
GL-5200	Allowence for Doubtful Accounts	\$1,500.00	\$7,311.93	\$5,811.93	Bankruptcies

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