



## 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:	
<b>HOAMCO / Accounting &amp; Staff</b>		Three new job positions have been posted 1. Maintenance worker and 2. Facility attendant. 3. Project Management Coordinator.	
<b>Bank Signature card update</b>		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.	
<b>2019 R&amp;R Projects</b>		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.	

<b>POOL PRO</b>	We are waiting for pool materials (motors) to arrive.
<b>EAWS</b>	Getting excavation proposals and projects scheduled.
<b>Prairie Dog Removal</b>	Prairie dog removal took place in baseball field and dog park
<b>Gopher Removal</b>	Gopher removal took place in baseball field and dog park
<b>Maintenance Update</b>	<p>Dog Park Gate repair &amp; 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 &amp; Around CC property</p> <p>Water Tanks @ Barn (Met with Juan from Heads up) Water Meter &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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

Association Projects:		Status:
<ul style="list-style-type: none"> <li>• Water Meter Excavation</li> <li>• AC Vendors</li> <li>• CC Breezeway</li> <li>• Baseball Field</li> <li>• RPF Hike and Bike Trails</li> <li>• Hike and Bike Trails</li> </ul>		<p>Scheduled for week of August 27<sup>th</sup></p> <p>Met with two vendors awaiting Proposals</p> <p>TBD on weather- has all materials needed for project</p> <p>Netting quote will be sent to Nolan for approval</p> <p>Julie has Submitted Bids on Project (Roadrunner asphalt, AFJ)</p> <p>Weed control with weather permitting by Next Week</p>
Committee	Update:	
Election Committee	<p>Board member Claudia Almstrom resigned effective the July 26th regular meeting. The Board pushed back the submission date for resumes for potential appointees to the Board to Aug 31 for both positions. It is expected to seat both appointees at the regular September meeting. The public may view via video feed the interview process but not participate. The interviews might be the week of September 10th. Resumes were received prior to the second resignation and none since. The Bylaws require that the same questions be asked of all candidates.</p> <p>Charters (4) were up for presentation but were tabled. Jody said there was a Board email vote for 4 charters which will be confirmed at next meeting. David wanted signature lines for the Board president and committee chair included for this document. Butch provided the signature page as directed.</p> <p>The next regularly scheduled meeting will be on Wednesday, September 12, 2018, 2:00 P.M. at the ECIA Conference Room. We will address the 2019 Nomination Petition.</p>	
F&G Committee	<ul style="list-style-type: none"> <li>• Elizabeth McClaren gives Yoga classes at the ECIA Community Center in the Classroom. She requested that when the Classroom flooring is updated, if bamboo or hardwood flooring could be considered to help with cleanliness. Nolan mentioned the Depot flooring is being redone to polished concrete and that might be good flooring for Yoga mats.</li> <li>• Jean Crawford asked if Badger water meters have been ordered for the ECIA Community Center, and if it can include replacing the Stable's meter as well. Jean asks if the empty bird nests could be removed from the portal rafters. Maintenance will remove the empty nests after nesting season in the fall, as the bird season is still in effect.</li> <li>• Joe Loewy, chair of Eldorado Neighborhood Watch, expressed concern about the non-functioning security camera at Compadres Park and the issue at the park a few weeks ago. This should be a priority not an agenda item. Isabel said they noticed a problem with the camera last year and believe a lighting strike cooked the camera. Isabel confirmed that the Compadres camera, two pool cameras, and one at the barn are not operational. Camera issue was not brought before the ECIA Board. Currently 8 cameras are live and 4 non-functioning. Committee requested the cameras be examined in a timely schedule and repaired if non-functioning. Committee also suggested that the latest tech be investigated and determine where there are holes in the security coverage, if any. <b>Motion: Establish a committee member or task force to review and ensure the existing security camera system is operational.</b></li> </ul>	

	<p><b>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.</b></p>
<b>Dog Park Ad-Hoc Committee</b>	<p><b>Dog Park:</b> 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>
<b>Pool Ad-Hoc Committee</b>	<p><b>Pool:</b> 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>
<b>Finance Committee</b>	No Update.
<b>Stable Committee</b>	<ul style="list-style-type: none"> <li>• I updated the committee on where the office is at on billings. (Bills should go out this week and are with Emily in Albuquerque)</li> <li>• Members are getting quotes for two electronic gates, there is \$25,000 budgeted currently for this purpose</li> </ul>
<b>Info Committee</b>	No Update.
<b>Conservation Committee</b>	No Update.
<b>Road Committee</b>	No Update.
<b>After Hours Emergency Calls:</b>	

	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