



February 11, 2020

Annual Meeting/Election:	Insurance Renewal:
May 2020	April 2020 – Daniels Insurance
Board Terms: One Year	Assessments
President: Nancy Sulzberg (Expires - 5/2/2022) Vice President: Melicent D’Amore (Expires - 5/2/2021) Treasurer: Salvatore Monaco (Expires - 5/3/2021) Secretary: Carol Sanguinetti (Expires - 5/3/2022) Director: David Sorkin (Expires - 5/4/2020) Open Term (Expires - 5/4/2020) Open Term (Expires 5/4/2020)	\$550 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 – 3/12/20	N/A
Current Association Projects:	Status:
HOAMCO Staff	<u>General Manager</u> - Julie Navarro <u>Operations Manager</u> - Mike Rogers <u>Executive Assistant</u> - Rachel Turnbough <u>Community Relations</u> - Diana Oliver <u>Maintenance</u> Leonard Prada – Supervisor Lawrence Sanchez Joe Everts <u>Facility Attendants</u> Andrea Ortiz & Sandy Gonzalez <u>Pool Manager</u> -Jessica Collins
Bank Signature card update	President, Vice President and Treasurer have been added to signature cards.

R&R Projects

- 2019 R&R projects were all completed
- Mechanical Room contract has been signed along with Pool shade structures
- Mechanical room has new floor and walls have been painted
- Mechanical room equipment has been ordered

Maintenance Update

- Set gopher traps and catching
- Set mouse traps and catching
- Weekly harrowing of all arenas
- Monthly dog park maintenance
- Cleared debris from all courts
- Changed marquees
- Worked on problem tickets
- Snow Removal
- Ice removal from courts
- Snow removal from stables
- Maintained Compadres Park
- Installed solar lights at dog park
- Removed Elm Tree by pool
- Stable work with lights and meter tracking for leaks
- Began installing tile in office

OFFICE STAFF REPORT

- **GM is currently taking CAI Community Management Training**
- Released liens
- Sent out stable billing
- Managed AR Accounts
- Responded to records request
- Ordered equipment and supplies for CC
- Attending committee meeting as liaisons
- Reviewed and updated collections report
- Notarized documents for homeowners
- Set up payment plans for homeowners
- Account Reconciliations
- Updated homeowner mailing and contact information
- Prepared financials for audit
- Negotiated WM contract
- Zoom and GoToMeeting comparison Report
- Procurement files for all current projects
- Created Annual Calendar
- Sent our RFP for Annual Report Layout and print
- Ordered cordless microphones for BOD meetings
- Met with Stacy and HOAMCO Executives to

	<p>discuss expectations and procedures</p> <ul style="list-style-type: none"> • Replied to records requests
Association Projects:	Status:
Committee	Update:
F&G Committee	<p>GM/OM/PM Status Updates</p> <ul style="list-style-type: none"> • Disposition of Open Problem Tickets - two of three open items closed in December. One (ant hills on hike bike trails) still open; won't get addressed until weather warms up. • Maintenance Management Process Implementation Supported by "Caliber" Software Module - data base is loaded. Hoamco expert coming in next couple of weeks to help office staff set up task lists. • HOAMCO Staff Objectives/Goals for 2020- will work with Stacy Maule to establish and align with Board and Committee Goals and Objectives. • Other Items <ul style="list-style-type: none"> ○ Board President was contacted by tennis teacher about providing tennis lessons in 2020. Still may be a financial no-go. Nolan will send note to Dag Ryan soliciting resident who may be willing to offer lessons covering fundamentals of tennis. ○ Dan Drobnis mentioned CPR training (as lifeguards and Pool Mgr. Would already have that training). Committee thought it was good idea. Mike will explore options. Target audience would be staff and residents. <p>Old Business</p> <ul style="list-style-type: none"> • Pool Rehabilitation - Phase II - Contracts have been signed with Poolside for re-configuring the mechanical room and with Exerplay for the shade structures. Poolside began work on Dec 27 and has removed all old equipment being replaced, has poured a new concrete floor (which will be epoxied after the concrete has firmed up) and patched and painted walls and ceilings. Exerplay will begin work on Feb 10. Parking Lot Lighting - Mike has received bids from Dahl Electric. Phase I (install lights where there are existing dark areas) is estimated at \$3,872. Phase II (modify existing lights to comply with "night sky" standards) is estimated at \$6,776. It was suggested that it might be more practical to do both phases at the same time. As the current budget is \$7,200, Nolan will work with Mike to take a request for the additional funding to the Jan. Finance Committee meeting (providing documentation prior to the meeting). • Lighting the Tennis and Basketball Courts -Mike received estimates from Dahl. Lighting the tennis courts would run about \$60.2K and lighting the basketball courts \$21.1K. As these would be 2021 or later projects it was decided to survey the residents about the desirability to provide these amenities. Nolan will also work with Mike to explore other less costly options. • (ADDED) Activities during 2020 - It was suggested that an e-blast be circulated asking for residents to attend an evening meeting where they

<p>Stable Committee</p>	<p>could offer suggestions for activities/programs for the year. Diana would probably be the coordinator of this effort. It was also mentioned that some of these activities, if indoors, could possibly be offered at the Max Coll Center.</p> <p>New Business</p> <ul style="list-style-type: none"> Desired Start Dates for 2020 Capital and Replacement Reserve Projects - F&G developed recommended start or completion dates as input into the scheduling and development of GANTT charts for each project. These recommendations are included in the attached Appendix I. Develop Preliminary F&G Project Priority List for 2021 - As an update to the F&G 5-year plan developed in 2018-19, each item on the list was reviewed to determine what the committee thought the priorities should be. Those deemed High or Medium will be included in a survey of community members. The objectives of such a survey would be to get good demographic coverage both by respondent age and usage of amenities but also reaction to value/cost relationship. The updated F&G 2021-25 5-Year Plan is attached as Appendix II. Nolan will work with project task force members to help them get started defining requirements/project parameters, etc. <p><i>Communication protocol:</i></p> <ul style="list-style-type: none"> ESC will ask ECIA to add Stables issues to the existing Community Center Emergency Procedures. First point of contact will be an ESC member, who will have access to Maintenance leads, and the designated ECIA staff person who will handle Stable issues after hours and on weekends. We are investigating an automated "hotline" that would forward potential emergency requests to the entire ESC. ESC will be assigning "Leads" for various areas--e.g., maintenance (Gretel), roads (Amelia), arenas (Deena), new members (Karla), and communications (Mike). These positions don't necessarily have to be ESC members Concerns were expressed about recent maintenance work (water shutoffs, lights disconnected, etc.) conducted by the ECIA without any advance notice to the ESC. Amelia has discussed these issues with Operations Manager Mike Rogers, and has received assurances that communications will improve going forward. In fact, communication has been much better since Mike Rogers was assigned as the Stables point person. <p><i>Maintenance:</i></p> <ul style="list-style-type: none"> New Image (plumbing contractor) is still trying to locate remaining water line leak. Arroyo Road remains in poor shape. ESC asked ECIA/HOAMCO to determine what additional work New Image is responsible for and manage completion/warranty—despite having pre-paid the contractor to hit the 2019 FY budget. <p><i>Billing:</i></p> <ul style="list-style-type: none"> Water billing will not be based on metered use until all leaks are repaired. We will continue to use fixed-amount estimated billing. Rachel will be providing more data on per-barn usage after we start billing.
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	<ul style="list-style-type: none">• ESC Maintenance meter reading will be coordinated (as much as possible) to align with main meter reading by EAWSD.• Amelia will provide Rachel with new fly predator information for 2020.• Rachel reminded us that second copies of recent bills are for filing/reference only, not an additional bill. <p><u>Maintenance & Repair Issues:</u></p> <p><i>Lighting:</i> All Stables common area lights have been replaced with solar motion lights. This has reduced our lighting impact on the community—and even attracted a great horned owl!</p> <p>Electrical outlets should still be on at most lights, other than those with wiring issues.</p> <p><i>Sign plan:</i> Signage proposal to upgrade front gate area presented at the November meeting has been further researched, and is ready to be submitted as a capital project request. Mike will send the proposal to any barn owner upon request. Amelia will submit the proposal to the Board and the Finance Committee.</p> <p><i>Arena maintenance:</i> Deena has asked Leonard to harrow the arenas after snowfall to clear the snow faster. Arena contractor Triple T is coming back to educate Maintenance crew (and ESC members) on best practices after the large tractor is repaired, which should be done in the next couple weeks. Deena is working on an “arena handbook” to ensure proper maintenance, drainage, etc.</p>				
After Hours Emergency Calls:					
	None in the last 30 days				
Financial Reporting:	Status:				
January 2020 Financials	Emailed to BOD w/packet on 2/07/2020				
Balances (as of 01/31/2020)	Operating Accounts: \$694,080.89 Reserve Account: \$765,693.39				
Reserve Contributions					
Notable Variances:					
Account #	Description	Budgeted	Actual	Variance	Comments
GL-5806	Patio / Parking / Island	\$0.00	\$3,254.04	\$3,254.04	Island path lighting repairs
GL-6002	Maintenance Payroll	\$11,200.00	\$6,058.75	\$5,141.25	Categorizing Staff

Respectfully Submitted by:
Julie Navarro | General Manager