



## Monthly Management Report for Eldorado

June 10, 2020

Annual Meeting/Election:	Insurance Renewal:
June 2020	April 2021 – Daniels Insurance
Board Terms: One Year	Assessments
<p><b>President: Nancy Sulzberg (Expires - 5/2/2022)</b></p> <p><b>Vice President: Melicent D'Amore (Expires - 5/2/2021)</b></p> <p><b>Treasurer: Salvatore Monaco (Expires - 5/3/2021)</b></p> <p><b>Secretary: Carol Sanguinetti (Expires - 5/3/2022)</b></p> <p><b>Director: David Sorkin (Expires - 5/1/2023)</b></p> <p><b>Open Term (Expires - 5/1/2023)</b></p> <p><b>Open Term (Expires 5/1/2023)</b></p>	\$550 annually
Investment Renewals:	Bank Signature Card, Board Member:
<p>ALLIANCE RES CD-501 – 2/27/21</p> <p>CAB RES CD-901 – 3/7/21</p> <p>NYCB RES CD-187 – 2/27/20</p> <p>BBVA RES CD-894 – 3/12/20</p>	<p>Salvatore Monaco</p> <p>Nancy Sulzberg</p> <p>Melicent D'Amore</p>
Current Association Projects:	Status:
<b>HOAMCO Staff</b>	<p><u>General Manager</u> - Julie Navarro</p> <p><u>Operations Manager</u> - Mike Rogers</p> <p><u>Executive Assistant</u> - Rachel Turnbough</p> <p><u>Pool Manager</u> - Jessica Collins</p> <p><u>Office Assistant</u> – Sarah Skagen</p> <p><u>Maintenance</u></p> <p>Leonard Prada</p> <p>Lawrence Sanchez</p> <p>Joe Everts</p> <p>Angelo (part time)</p>

## Maintenance Update

- Set mouse traps and catching
- Weekly harrowing of all arenas
- Monthly dog park maintenance
- Cleared debris from all courts
- Changed marquees
- Painted dog park and sporting court benches
- Mowing at stables
- Installed COVID-19 regulation signs
- Repair work at hike and bike trails
- Gating at dog park annex
- Installed mulch at new annex
- Completed remediation work in bathhouse
- Cleaned up damaged fence at compadres park
- Removed debris from tree trimming
- Dug French drain to leach field
- Back filled hole at backflow preventer
- Installed drinking fountain at pool
- Removed and dumped couch from 300 trail head

## OFFICE STAFF REPORT

- **GM has completed CAI Community Management Training**
- **Mike Rogers taking Facilities Management training through CAI**
- Filed 57 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
- Set up payment plans for homeowners
- Account Reconciliations
- Received Waste Management Agreement
- Completed repair on entrance monument
- Set up all Zoom meetings
- Set up new stable owners in Caliber
- Signs for amenities guidelines
- Distributed and collected liability waivers
- Training for returning staff
- Installed eyewash station in the mechanical room
- Mowed baseball field
- Posted no parking signs at the entry to old windmill

Association Projects:	Status:
<ul style="list-style-type: none"> <li>• <b>Community Center Flooring</b></li> <li>• <b>Community Center Lighting</b></li> <li>• <b>Stable Water System</b></li> <li>• <b>Security Cameras</b></li> <li>• <b>Parking Lot Lighting</b></li> <li>• <b>Mechanical Room</b></li> <li>• <b>Pool Shade Structures</b></li> <li>• <b>Additional Playground Equipment</b></li> <li>• <b>Dog Park Annex</b></li> <li>• <b>New F-150 Truck</b></li> <li>• <b>Resurface of basketball courts</b></li> <li>• <b>Parking Lot drainage improvement</b></li> </ul>	<ul style="list-style-type: none"> <li>○ CC Tile flooring has been completed</li> <li>○ CC lighting, new ceiling fans have arrived for Classroom, RR building and conference room</li> <li>○ Stable water system is now complete, leaks have been repaired</li> <li>○ Security Cameras – Project Complete. Currently working with Richard’s Electric for a quote on additional cameras.</li> <li>○ Parking lot lighting parts have been ordered through Dahl. This project should begin mid June.</li> <li>○ Room has new floor and walls have been painted, equipment has been installed. All electrical has been upgraded.</li> <li>○ Pool shade structures have been delivered, we are waiting for a County permit to begin installation</li> <li>○ Delivered 5.13.20</li> <li>○ Dog Park Annex is built, waiting for mulch.</li> <li>○ New truck has been purchased, old Ford truck was sold to Tree Trimming Volunteers for \$1.00</li> <li>○ DML has been awarded the contract. Work is scheduled to begin June 6<sup>th</sup></li> <li>○ AFJ has been awarded the contract. Project complete.</li> </ul>
Committee	Update:
Committee Meetings	All meetings are being held using Zoom.
After Hours Emergency Calls:	
	None in the last 30 days
Financial Reporting:	Status:
January 2020 Financials February 2020 Financials March 2020 Financials April 2020 Financials May 2020 Financials	Emailed to BOD w/packet on 2/07/2020 Emailed to BOD w/packet on 3/05/2020 Emailed to BOD w/packet on 4/08/2020 Emailed to BOD w/packet on 5/07/2020 Emailed to BOD w/packet on 6/04/2020
<b>Balances</b> (as of 05/31/2020)	Operating Accounts: \$1,256,183.56 Reserve Account: \$ 573,794.09
<b>Reserve Contributions</b>	

### Notable Variances:

Account #	Description	Budgeted	Actual	Variance	Comments
GL-6000	Payroll -Admin	\$16,568.58	\$19,538.47	\$2,969.89	Office Assistant is now being coded under Admin Payroll
GL-5425	Repairs & Maintenance Insurance	\$00.00	\$10,771.42	\$10,771.42	This was the insurance reimbursement for the damaged entrance monument

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