



Monthly Management Report for Eldorado

October, 17 2019

Annual Meeting/Election:	Insurance Renewal:
May 2019	April 2020 – Daniels Insurance
Board Terms: One Year	Assessments
President: David McDonald (Expires 5/4/20)	\$525 annually
Secretary: Bernardo Monserrat (Expires - 5/3/2021)	
Director: Todd Handy (Expires - 5/4/2020)	
Director: David Sorkin (Expires - 5/4/2020)	
Director: Nancy Sulzberg (Expires - 5/2/2022)	
Open Term (Expires - 5/2/2022)	
Open Term (Expires - 5/3/2021)	
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	David McDonald – President
Current Association Projects:	Status:
HOAMCO / Accounting & Staff	Mike Rogers (Operations Manager) and Julie Navarro (General Manager) continue overseeing all projects. <u>Maintenance</u> Joe Everts has been hired as our 3 rd Maintenance worker. <u>Facility Attendants</u> Angelo continues to work Monday – Friday. <u>Pool</u> Pool will close on October 31 st .

<p>Bank Signature card update</p>	<p>Board President, Vice President has completed paperwork for Sunflower First National Bank to update the bank signature card. We now need two more BOD members to get signed up for the signature cards.</p>
<p>2019 R&R Projects</p>	<ul style="list-style-type: none"> • Dog shade structures are now stained. • New benches for dog park have been installed. • Pool renovation continues to make progress • CC septic infrastructure is almost complete • New wood flooring has been installed in Classroom • Lighting through CC has been upgraded to LED • Portable pitchers mount has been ordered and delivered • Safety netting for baseball field has been ordered • Riding arena subsurface • Blink security cameras have been installed throughout CC • Bathhouse Remodel (phase 1) is complete • New Pool Deck • Pool and CC septic lifts stations have been installed • New water system at stables has been installed and project completed
<p>Gopher Removal</p>	<p>Maintenance crew has taken over gopher removal.</p>
<p>Maintenance Update</p>	<ul style="list-style-type: none"> • Watered island daily • Mowed baseball field • Mowed weeds at stables • Set gopher traps and catching • Set mouse traps and catching • Cleaned out Barn • Weekly harrowing of all arenas • Monthly dog park maintenance • Cleared debris from all courts • Changed marquees • Worked on problem tickets • Worked on heating systems and got pilot lights working • Cleaned vines off building and power washed building • Patched walls and repaired ceiling and did spot painting in CC • Fixed holes through out CC • Cleaned up after Community Stable Day

OFFICE STAFF REPORT	<ul style="list-style-type: none"> • Released liens • Developed maintenance schedule • Presented 2020 Budget • Sent out stable billing • Sent out stable late notices • Issued pool passes • Sent accounts for law suits • Sent accounts for collections • Managed AR Accounts • Responded to records request • Filed liens • Ordered equipment and supplies for CC • Attending committee meeting as liaisons • Reviewed and updated collections report • Notarized documents for homeowners
Association Projects:	Status:
<p>- Well Evaluation</p> <p>- Backwash</p> <p>- Bath House Remodel</p>	<p>New well is working perfectly fine, we have great water pressure.</p> <p>New backwash, septic & water systems have been installed and irrigation design is created to distribute effluent.</p> <p>Phase 1 of bath house remodel is complete. We are currently working on developing the scope of work for phase 2 of the remodel which includes a family changing room.</p>
Committee	Update:
Election Committee	<ol style="list-style-type: none"> 1. Open Forum - None 2. Board Liaison Report – Nancy discussed how to best share Election Committee information with the Board. It was decided that a general status report (documents in progress) should be given to the Board at Working Sessions. Additionally, finalized documents should be presented to the Board for approval. 3. Old Business – Finalize Nomination Petition Update. The committee reviewed and finalized the 2020 Nomination Petition, adding dates for Candidate Forums (Thursday March 12, 2020 and Monday April 6, 2020). A motion to present the 2020 Nomination Petition to the Board for approval at the 21 October Working Session was made by Mary and seconded by Butch. Motion passed 3-0 by voice vote. 4. New Business – <ol style="list-style-type: none"> a. One Drive Documents Review – It was agreed that Agendas, Minutes and Annual Reports documents be retained by the committee for 5 years. The Board has its own Retention Policy for these documents. It was also agreed that Miscellaneous draft documents should be deleted. The EC

	<p>will continue to review old documents for retention or deletion at the October meeting.</p> <p>b. Candidate Forum Dates – added during discussion of Old Business, Finalizing Nomination Petition for 2020.</p> <p>c. 2020 Election Checklist - The committee reviewed the checklist and added dates for the Candidate Forums.</p> <p>d. Publicity – Bette provided draft copy on the 2020 Election to be submitted to the Information Committee for inclusion in Vistas, News Briefs and the ECIA website and on the marquees. The committee reviewed and approved the material.</p> <p>e. Election Procedures Update- The committee reviewed and made minor grammatical changes to the Election Procedures. This draft version will be saved on One Drive in Committee Documents/Election Procedure/ Draft Revision as 053 Election Committee -Election Procedures (Draft).</p> <p>5. Adjournment – The meeting was adjourned at 3:50 P.M.</p>
<p>F&G Committee</p>	<p>GM/OM Status Updates:</p> <ul style="list-style-type: none"> • Disposition of Open Problem Tickets. 96% of all problem tickets submitted have been closed within 30 days of receipt. 3 of 5 closed as of end of September. Two remain open: a) Community Center WIFI signal remains weak in outer buildings when multiple users are on the network. b) Pulling away of post in dog park East shade structure. Year-to-date • Formalizing Maintenance Management. Staff has started loading data into The “Caliber” software maintenance module. Right now the various maintenance activities are being loaded. Scheduling and other activity definitions will be loaded thereafter. • ECIA New Website. The Board has taken this on and will advise when they have selected a vendor. • Action items from Onstott/Zisman Hike/Bike Inspection Report. Shrubbery, weeds have been cleared from all trail segments. Nothing has yet been done with sink holes, ant hills, and posting of stop signs. F&G recommends posting the already purchased stop signs and replacing them with standard red signs when needing replacement. Julie decided to use our staff to take care of the ant holes rather than have the 3rd party vendor do this work. • Water Lines Serving Pool and Bath House. There were two places where EAWSD and well water were being comingled. These have been separated so that the pool can be filled and showers taken at the same time without a drop in water pressure. • County Paving of Selected Road Aprons (Intersecting with Hike-Bike Trail). The remaining three intersections are being completed. A total of 20 will have been completed. There will be a need to sweep these aprons from time to time. Julie will investigate a sweeper attachment which can be used with one of our tractors. <p>Board Liaison Update: Todd and Julie</p> <ol style="list-style-type: none"> 1. Feedback from Sept. Board Meeting. Board considering creating a Parliamentary position. No decision on the jump board or building a dedicated pickleball facility at Compadres Park. Supporting a dedicated pickleball Facility at Compadres Park. No decision reached.

Finance Committee

2. **ECIA Board Direction on Pickleball Project.** No decision reached.
3. **VISTAS Article on Maintenance.** F&G is very disappointed that this article, which was submitted well ahead of deadline and contained information vital to helping the community understand how problems can be reported, did not appear in the October issue. Nolan will address this issue to the Board.
4. **General Manager's Report**
 - Report on Status of R&R 2019 Projects—A detailed list of pool phase I expenditures was distributed. Major expenditures for pool/water projects expected to total \$818K, and Stables water distribution \$128K (Barn meter costs to be recovered, see 7. below). Total \$963K for R&R expected for 2019.
 - Pool Update
 - Working on getting estimates for Phase 2 should be available next month.
 - Most mechanical/electrical equipment, such as pumps, heaters, valves, plumbing, phase converter, electrical panels being considered for replacement.
 - Existing vendor Poolside and another vendor providing evaluation.
 - Sand filters may be good beyond 2020. A consideration is using 3 small filters in series vs. one new large filter.
 - Final Mech/Elec space configuration will determine amount of potential space for Family Changing Room.
 - Hike/Bike Trail Maintenance—\$90K budgeted included apron work, will be used for about \$60K aprons, \$20K Ave. Eldorado near school repave, \$11K Seal Coat expected. \$10K for Greenbelt goats vegetation clearing will be diverted to Hike/Bike Trail maintenance.
 - Plans for Capital spending for 2019—completed, with most projects deferred to 2020.
 - 2020 Draft Budget distributed on paper. Electronic spreadsheet requested. Discussion to clarify that HOAMCO 3% override is applied only to direct salary costs, including taxes. Assumed 2020-21 assessment increase to \$575 leaves Reserve Transfer of \$331K. Reserve expense in 2020 projected at just short of \$500K, thus we will spend more than will be replaced in Reserves. This will further deplete reserve levels and delay reserve replenishment.
 - Status of Dictionary of Accounts—Kristen will review.
 - Association Reserves Study update—Update visit not yet scheduled, report availability by 2020 Budget recommendation unlikely?
 - Large Procurements (reviewed by committee after the meeting)—Major pool procurements, stable water and vendors were reviewed. Almost \$1M in procurements with no major problems observed, but some justifications and recommendations should be better documented. Documents provided to Finance Committee for review after procurements were already initiated (and mostly completed) was not in accordance with existing Procurement Policy.

Information Committee

	<p>Welcome Packet-</p> <p>Board wants to make changes but who or what unclear. For now project on hold by IC. It is not clear what input the Board wants from IC.</p> <p>Vistas for Sept.-review -</p> <p>The deadline was Aug. 5 and the Vistas was laid out after that, Board president McDonald, starting on Aug 15, insisted that everything be redone, 3 different times for three different non-time sensitive articles. As a result, the design cost for this issue sky-rocketed to over \$1700.</p> <p>Printing & timing Vistas-</p> <p>IC feels all articles except for Board meeting actions should be due by fifth of previous month.</p> <p>Review articles received for Oct. Vistas-</p> <p>There were quite a few articles and announcements, all reviewed and there was discussion about which should be included in Oct. Vistas</p> <p>New Business</p> <p>The resignation DiAna Gutierrez was accepted. She is a valuable contributor and editor.</p> <p>Distribution and edits of first draft Vistas-</p> <p>IC feels that the first draft of Vistas should go to all contributors in order to facilitate early production and printing. After fifth of month, committee liaison can take any controversial or unusual article to the Board. A write-up with the timing information for production of Vistas will be presented to the Board.</p> <p>Discussion on reaching more residents-</p> <p>Web site, eblasts, farmers marker, library, marque</p> <p>Review Budget for 2020-</p> <p>This was provided to Julie, GM. It included the most expensive option for web design and a person to migrate data from old to new web. Also included a new logo for ECIA</p> <p>Articles received from non-residents-</p> <p>If these are relevant and important, then consider with all other articles.</p> <p>Review articles for November Vistas-no real action</p> <p>No update.</p>
<p>Bylaws Committee</p>	
<p>After Hours Emergency Calls:</p>	

	None in the last 30 days				
Financial Reporting:		Status:			
March 2019 Financials		Emailed to BOD w/packet on 4/07/19			
April 2019 Financials		Emailed to BOD w/packet on 5/10/19			
May 2019 Financials		Emailed to BOD w/packet on 6/05/19			
June 2019 Financials		Emailed to BOD w/packet on 7/06/19			
July 2019 Financials		Emailed to BOD w/packet on 8/07/19			
August 2019 Financials		Emailed to BOD w/packet on 9/05/19			
September 2019 Financials		Emailed to BOD w/packet on 10/04/19			
Balances (as of 9/30/2019)		Operating Accounts: \$788,422.93 Reserve Account: \$532,179.75			
Reserve Contributions					
Notable Variances:					
Account #	Description	Budgeted	Actual	Variance	Comments
GL-6000	Payroll -Admin	\$16,637.92	\$18,221.60	\$1,583.68	Overlap in Executive Assistant Position
GL-5885	Vistas Newsletter	\$2,500.00	\$5,021.98	\$2,521.98	Paid 2 months of layout
GL-6420	Pool Chemicals	\$0.00	\$13,034.41	\$13,034.41	This was only budgeted in the summer

Respectfully Submitted by:
Julie Navarro | General Manager