

# 10.21.19

## Board Working Session Agenda

Monday, October 21, 2019

Open Meeting / 6:00 pm

Community Center Classroom Building

### Call to Order

- meeting called to order at 6:03 pm

### Attendance, Announcements – Recording

- In attendance: David McDonald, president; Bernardo Monserrat, secretary; Todd Handy, Director, David Sorkin, director; Nancy Sulzberg, director
- Staff: Julie Navarro, GM; Mike Rogers; Operations manager; Rachel Turnbough, Executive Assistant

### No Open Forum

### Approval of Agenda

All in approval of agenda

**Variance Requests** – Monserrat – 5 Avila Ct – existing water erosion wall to be kept

Todd move to accept, Sorkin to accept, Nancy to accept

### Consent Agenda Items

- Review of September 16, 2019 Board Working Session Meeting Notes and September 26, 2019 Board Meeting Minutes.
  - Nancy question about getting packet before the Friday before the meeting.
- Review of September Covenant Compliance Report
- Review of September/October General Manager's Report

### Action/Discussion Items – Old Business

- Website Update/Presentation Dates – Sulzberg
  - Committee wants Board to decide which vendor to use for website.
  - Would like to go with Array – more expensive but more benefits and better answers and ideas for data dump – also acknowledged that you get what you pay for.
  - Put something out to the community asking what their expectations are – Sandra had idea to put back/almost back page to in Vistas.
  - Leave place for comments so people can address any specific concerns.
  - Suggested to have one liaison between designer and board to get website done and design done.
  - “Should” questions changed to “Do you prefer”.
  - Put questionnaire in with their annual assessment because it goes to everybody in community.
  - Due date for questionnaire to be done by December 1, 2019.
  - Move existing website data to new website eta May – September.
  - Put a line in the budget to have a temp do the data dump.
  - Schedule a meeting with Array (Garrett), McDonald, Sulzberg and Henline – pay 50% up front to start website.
- Have something in Vistas about Christmas Tree and Wreath sales at La Tienda.
- Committee Roles and Responsibilities – McDonald
- Still working on setting a date with McDonald, Sorkin and Sal to go over charter and what is in it.
- HOAMCO Update – Navarro/Rogers

- Rachel new exec asst
- Joe is new maintenance guy
- Sunday – close community center on Sunday unless an event.
- Holiday schedule – skeleton crew for Monday; closed Tuesday and Wednesday --- VERY specific on e-blast about days closed and give dates (very nice) to information committee; i.e. Pam
- Welcome Packet – Sulzberg
  - On hold pending website development
  - Sandra to design? Keep everything linked together
  - Send RFP to community? Send e-blast?
  - Discuss logo with Garrett when meet about website.
- Accessory Dwelling Structure Task Force/Legal & County Opinion – McDonald
  - County does not know what category Eldorado falls into and if this should be grandfathered in.
  - Nothing has happened/nothing to tell.
- Community Center/Compadres Park Cameras – Rogers
  - Intraworks and TAS have come to give bids and presentations.
  - Presentation requirement checklist to see which vendor would be better.
  - Having trouble with Compadres Park cameras – get a better camera and microphone ourselves and maintain it in house.
  - Handy to get with Rogers to discuss piggybacking on existing infrastructure.
  - Move this to November working session.
- Rap Survey – McDonald
  - Will never happen!
  - County has decided RAP did not work.
  - Been put on delay until spring
  - Not supposed to leak this information out yet. Want to have a community forum
  - Can announce on Thursday at Board meeting and do e-blast and put on website.
- Young People's Forum – McDonald
  - October 27 from 12-3 pm here at community center.
  - Let the young people know!
- Boys & Girls Club – McDonald
  - View facilities here at community center and at the school to use both places.
  - Have to market/advertise because it is thought of as a program for people with limited resources.
  - Still need to work out legalities and logistics.
- Crossing Signals – School, Agora, Monte Alto Hike/Bike – Handy
  - Still in talks and works
  - Wants colored lights to walk across at the school but that requires electricity—currently have solar lights.
  - Need an over pass for Monte Alto. Problem is it is too close to the stoplight at 285 and Monte Alto.
- Town Hall Questions – Sulzberg
  - Are they being answered? Are they being worked on?
  - 6 questioners who put their questions on paper
- Vistas Procedure Guidelines – Sulzberg
  - By 10<sup>th</sup> of month the information chair will send the board an unedited version of the Vistas to review.
  - Only articles; no format
  - Board and staff will be responsible for 2 pages in Vistas – guidelines will say “reserved” not “available”

- Finance Procedure Review – Handy/Sorkin/McDonald
  - Office Procedure Review – now changed to.
  - Asked Amelia to be part of this
  - Have book/guidelines about what office staff does so if someone leaves and no immediate replacement is in place, the new hire knows what expectations are and what their job duties include.

#### **Action/Discussion Items – New Business**

- Finance Report – Handy
  - Discussion that budget was approved and things were changes.
  - Have a special budget meeting to make sure changes are all correct.
  - Concern that there is unspent funds – operating expenses are way down.
- EACA-ECIA Relationship/Date Conflicts – McDonald
  - December 7<sup>th</sup> from 10-4 for Winter Fest.
  - Budget presentation on December 14<sup>th</sup>
- Dark Skies – McDonald
  - Designation we can apply for and board needs to review before doing any legwork on.
  - Want to explore the covenants and see if they are specific enough to qualify for IDA (International Dark Sky Association).
  - Put together motion for Thursday to start doing research and explore this opportunity.
  - Might require some budget
- Gutierrez & Maclaren Resignations – McDonald
  - Need to accept on Thursday. Not been formally done yet.
  - Must be completed to appoint new board members.
- Elm Tree at Bath House – Monserrat
  - Roots are growing between sill and foundation.
  - Can keep tree – have to put barrier in front of sill so roots cannot grow up
  - In men's changing room the tree is blocking a lot of natural light from here making the room very dark.
  - Environmental committee is recommending getting rid of elm tree.
  - F&G and Environmental Committees will be making a recommendation about what to do with tree.
- Disposition of Unused Equipment in Storage – Moserrat
  - Donate to a worthy cause
  - If nobody is interested then offer to residents and staff
  - United Way website – a tab with information about donating these items.
  - Would prefer a local organization
- Road Repair at Stables – Handy/Navarro
  - Contacted 3 vendors for bids on this project; got one back.
  - Remaining operating budget to use for road improvement
  - Motion to transfer money from operating to reserves in budget – not to exceed \$12,000
  - Have marked where base course will be laid on Arroyo Rd
- Stable Water Meters – Navarro
  - Need a motion to clarify what, if any, cost stable owners are responsible for
  - 15 barn owners who paid for faulty system; 5 in question; 16 who inherited bad system
  - If board can absorb this cost then should do it.
  - Monserrat, Sorkin and Sulzberg vote no cost to barn owners; \$400 waived for all barn owners.
- 2020 Budget/Capital Projects – Sorkin/Zisman
  - Buy attachment for current tractor or wait a couple years and lease a new tractor?
  - The cost of a new attachment will equate the cost of having a contractor coming out.

- Revise budget to show what items are approved and which are not so a motion does not have to be done and each item voted on.
- Vote no on the jump board – McDonald, Monserrat, Sorkin and Sulzberg.
- Vote yes on elderly/disabled dog park
- Yes - Have landscaping done after phase II is complete.
- Phase II Pool Project – Rogers
  - Changing room has morphed into a second room because space is too limited in mechanical room
  - Remediation of phase I issues is part of phase II
- Dog Park Etiquette Class – Navarro
  - Vote no Sulzberg, Sorkin, Monserrat, McDonald
- Committee Chair Meeting – McDonald/Sulzberg
  - Any committee chair who has money budgeted needs to meet with Board 4 times a year to update Board on what money they are using and why.
  - Good idea need to work out logistics
- Sound System – Sulzberg
  - Purchase new camera and microphone to video record meetings.
  - Also need a new PA system
  - A whole technology package!
- Realtor Workshop – Sulzberg
  - Remind realtors we are a HOA and there are amenities and there are assessments
- Fire Prevention – Sulzberg
  - No money used for fire presentation
  - Budgeted for GOATS but did not
  - Get expert to see how prone we are to fire – go to November 13 meeting and get someone to come out and discuss
- NCRTD – (added)
  - Information on needs/needs survey about transportation.
  - Get in touch with the senior center because they have the most people who would use it.
  - Schedule a separate time to have them do presentation
  - Go to La Tienda because it's 285 not just Eldorado.
- Nomination Petition –
  - Require signature and legible name
  - Instruction page more clear
  - Changing a little bit of wording
  - Changed tentative dates of candidate submissions
  - No Saturday forum because conflicts with after school and family activities – Thursday and Monday
  - Venue to be determined based on number of candidates.
  - Petitions available online January 1, 2020.
  - All information has been sent to Pam for Vistas, e-blasts, etc.
  - Motion for this to pass – clean copy for Thursday
- Appointment of committee people

#### **Open Board Discussion**

- December Message from the Board – what can and can't the board do? – need clarification
- Committee Chair Report for Board Meeting – Monserrat invited Karen Murry and she agreed to come (Environmental Committee)

#### **Adjourn – motion by Sulzberg, second by Monserrat**

#### **Executive Session – Personnel issues and Legal issues**

**Next Scheduled Meeting:** ECIA Board of Directors Meeting -- Thursday, October 24, 2019 in the Classroom / 7:00PM: Open Meeting