

## **9.16.19**

### **Board Working Session Meeting Minutes**

Monday, September 16, 2019

Open Meeting / 6:00 pm

Community Center Classroom Building

#### **Call to Order**

The meeting was called to order at 6:00 pm

#### **Attendance**

In attendance:

President David McDonald, Secretary Beranardo Monserrat, Director Nancy Sulzberg and Director Todd Handy

Excused Absence: Director David Sorkin

Staff in attendance:

Executive Director of Management Services Nigel Burgess, Regional Director Michael Smith, Executive Assistant Anna Hansen, Office Assistant Rachel Turnbough, and Architecture & Covenant Compliance Coordinator Mark Young

#### **Announcements – Recording, No Open Forum**

#### **Approval of Agenda**

Correction to Compadres Park Lighting – CC lighting and cameras

#### **Variance Requests – Monserrat**

- One variance request, 5 Conchas Court, will be on consent agenda

#### **Consent Agenda Items**

- Review of August 19, 2019 Board Working Session Meeting Notes and August 22, 2019 Board Meeting Minutes
  - Have addendum/appendix for open forum issues – various board members can respond through website and have in italics. Make link for people to click and see transcript
  - During open forum have disclaimer and let people have the option to respond to the comments/questions made.
  - Adding variance requests to board meeting minutes.
- Review of August Covenant Compliance Report
- Review of August/September General Manager's Report
  - All items moved to the consent agenda

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

- Website Update/Presentation Dates – Sulzberg
  - No decision about vendor has been made. Raise studio fee for 2020.
  - Money available in 2019 budget for new website.
  - Discussed hiring someone part-time to solely focus on website and keep updated and transfer all data from old website to new website.

- First step – schedule time with Information Committee and vendor, Garrett, to discuss and view new website proposal.
- Committee Roles and Responsibilities – McDonald
  - David Sorkin and Sal Monaco – have model Charter and will figure out what needs to be put in the Appendix to new Charter
  - Nancy – would like more board members at this meeting
  - Define what a committee is; what a liaison is; roles of committee chair
- HOAMCO Update – Nigel Burgess
  - Have Burgess, Smith and Franciosi attend a committee meeting to see how things work.
  - Julie Navarro & Michael Rogers are on vacation
  - Introduced Nigel Burgess & Michael Smith from HOAMCO
- Infrastructure/Pool Update – McDonald
  - Phase I almost done and working on scope/plans for Phase II
  - Phase II will include permanent shade structures, stucco, lockers, outside shower, drinking fountain, mechanic room and family changing room.
- Welcome Packet – Sulzberg
  - Have smaller Welcome Packet
  - Previously discussed tri-fold packet- static information will not change for next year
  - Complete Welcome Packet online and print out the minimal information
  - Handy to Burgess – Send what is included in Disclosure Statement
- Stable Water System Replacement – McDonald
  - Finished work Monday, September 17, 2019, and water will pump Tuesday, September 17, 2019
  - Schematic done for water and power lines
- Accessory Dwelling Structure Task Force/Legal & County Opinion – McDonald
  - Missing the page in book defining this
  - Ad Hoc Committee to see how to proceed because Eldorado was platted before 1981 when the County started classifying different sizes of subdivisions.
  - Might need to add a covenant because they are currently too ambiguous.
  - Ad Hoc currently has no committee members – a few people have volunteered; Bette Knight, Bernardo Monserrat, Mark Young, Katherine Mortimer.
  - Board will have to decide and vote to see how to proceed.
- Compadres Park Lighting – McDonald/Zisman/Raznick
  - Community center lighting to be more specific
  - ECIA sent out 3 invitations to get bids from 3 companies to do lighting and cameras – only one company showed up and completed a bid.
- Rap Survey – McDonald
  - Still planning to do this – pool took all resources.
  - There have been big changes at the County –people coming and leaving
  - Rap roads have been identified and will be putting out the survey.

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

- Finance Report – Handy
  - Budget calendar if completed in 2-3 days will go in October Vistas issue.
  - Will need to provide Information Committee with a previous budget calendar for layout/spacing purposes
  - Dates to go over on Thursday
- Young People's Forum – McDonald
  - Elizabeth Maclaren is working on this
  - Working with parents and teenagers to run this meetings
- Pinon Trees – Request for Pesticide – Handy

- Environmental Committee has approved this request/procedure.
  - PUP provided by ECIA to Board
  - Will need motion on this for Thursday – Todd Handy will provide
- Boys & Girls Club – McDonald
  - Joseph Gutierrez to stay on this
  - \$800,000 a year funded by the County
  - Details still being worked out for summer of 2020
  - Need to figure out scope
- Pickleball Court – Handy/Zisman
  - Sent position statement on pickleball.
  - Dedicated place needs to be found – tennis courts or Compadres Park
  - Tennis court and/or basketball courts to be re-striped
  - Keep on agenda and move to old business for next month
- Election Committee Training – McDonald
  - No dates determined
  - Option given October 9, 2019 from 12:30-2 pm for training and regular meeting would follow from 2-4 pm
  - Could be conflict with F&G meeting also scheduled October 9, 2019 and could go as late as 12:30 pm
- Pool End of Season – McDonald
  - No dogs in the pool at the end of the season
- Parliamentarian/Moderator – McDonald
  - Hire professional facilitator instead of having a Sargent in Arms to attend meetings
  - Robert's Rules of Orders – must be followed and having a parliamentarian will bring people back to these rules
  - Must be announced before any meeting/town hall/etc., that these rules will be followed
- Crossing Signals – School, Agora, Monte Alto Hike/Bike – Hardy
  - Crossing signal at Monte Alto has to go to Board
  - Handy has spoken with County – paver is broken and that is the reason why Avenida Eldorado has not been completed yet; they are waiting for this to be fixed in order to finish.
  - RAP will not be used in this situation at all
- Riding Lessons at the Stables – Hardy/McDonald
  - Stables are looking for lesson horses and trainer that are safe for kids – kids would have to be an Eldorado resident or a guest of an Eldorado resident
  - Procedures in place that outside trainers could go to the stables and teach
  - What are criteria required with an agreement with trainer to share a barn with an Eldorado resident? – Subject to a contract.
  - Variance would solely be to stable rules; no money would be exchanged between ECIA and stable hands
  - Purpose is the lesson horse will stay at Eldorado stables/stable owner who is required to be an Eldorado resident
- Town Hall Questions – Sulzberg
  - Legitimate questions asked at the town hall meeting and need to have questions answered by next board meeting
  - Sulzberg has met with people privately and has addressed some of the questions
  - The board will be meeting at 2 pm on September 26, 2019 to discuss town hall questions
- Director's E&O Insurance – Sulzberg
  - Would like to know if we have it – yes
  - Renewal is April 15, 2020

- Missing Recordings – Sulzberg
  - Board to decide if meetings will be recorded and how minutes will be done
  - Board to decide if the meetings are recorded then how long or if the recordings will be kept
- Board Candidates – Interview Questions, Documents – Sulzberg
  - Change questions because some could be considered inappropriate
  - Discussed if should adopt more “psychological” questions
- Committee Chair Emails – Sulzberg
  - Have consistency with all chair email addresses, i.e. [architecturechair@eldoradosf.org](mailto:architecturechair@eldoradosf.org)
  - Need a motion to pass because this is a change in procedure/policy
  - Discussed having emails archived through website or get a gmail account and change admin when a chair resigns
  - Anna Hansen to write motion for Nancy Sulzberg
- Vistas Procedure Guidelines – Sulzberg
  - Vistas Guidelines was designed to make production more streamlined
  - Board has final say so on what goes in to the Vistas Newsletter
  - Agreement/compromise met that we will get the town hall recording transcribed and a special edition of the Vistas will go out
- Finance Procedure Review – Handy/Sorkin/McDonald
  - Date needs to be set
- Transformer Easement – McDonald
  - Transformer is not on ECIA property, it is on private property
  - PNM and property owner have to get an easement
- Aprons – Handy
  - Waiting for list from County stating which aprons are completed and which are not
  - Will compare County list to list Lee Onstatt is keeping
  - No motion required
- EACA – ECIA Relationship – McDonald
  - EACA wants to be listed under a Board sponsored event
  - ECIA no longer has staff to facilitate long or late meetings or events
  - Rules have changed and need to be communicated
  - Will speak with Julie Navarro when everyone is available
- Officers
  - Need to figure out Vice-President
  - Nancy Sulzberg will consider this position when new board members are appointed
- Road Committee
  - Temp appointment of committee chair
- Check signers
  - Motion needs to be created that lists new check signers as Todd Handy, David McDonald and David Sorkin

#### **Open Board Discussion**

- November Message from the Board – “What did I sign up for when moving into a community managed by the Home Owners Association covenants?”
  - Pam Henline gave plenty of suggestions
  - Discussed to give topic out one month ahead so there is time to prepare an article
  - “Everything you want to know about ECIA”
- October Board Meeting Dates
  - Make third Monday of the month for working session and the Board meeting the following Thursday (21<sup>st</sup> and 24<sup>th</sup>)
- Committee Chair Report for Board Meeting
  - Amelia from Stables Committee

**Adjourn**

**Executive Session** – Legal matters regarding compliance and attorney opinions

**Next Scheduled Meeting:** ECIA Board of Directors Meeting – Thursday, September 19, 2019  
in the Classroom / 7:00 pm: Open Meeting