

# Board Working Session Minutes 11.26.18

Monday, November 26, 2018

Open Meeting / 6:00 pm

Community Center Classroom Building

## Call to Order/Attendance

- Meeting was called to order at 6:04 P.M.
- In Attendance:
  - President David McDonald, Vice President Jody Price, Treasurer Joseph Gutierrez, Director Elizabeth Maclaren, and Director Bernardo Monserrat
- Excused Absense:
  - Secretary Emily McCormick

## Announcements

- Vice President Jody Price announced:
  - The meeting was being video taped and recorded

## Approval of Agenda

- Move by Elizabeth Maclaren, Second by Bernardo Monserrat, and passed unanimously.

## Variance Requests

- 5 Puerto Court: Requesting a variance to allow for a large accessory structure( garage) to be located more than 15 feet from the primary home at distance of 2 feet, due to the mature Pinon tree in the way and their desire to preserve the tree.
  - Moved to consent agenda for Board of Directors meeting
- 17 Verano Loop: Requesting 2 variances for his planned play structure. The 1<sup>st</sup> variance is required as the play structure is 10 feet larger in square fottage than allowed. The 2<sup>nd</sup> variance is required due to the fact the 7.3.2.6 of the guidelines requires that roofs or awnings of these structures shall match the color of the primary houses, or be earth toned.
  - Moved to consent agenda for Board of Directors meeting
- 19 Espira Court: Requesting a variance to allow for an existing hot tub, and its associated landscaping, to remain inside the 20 foot ECIA setback and 10 foot utility easement
  - Move to consent agenda for Board of Directors meeting

## Consent Agenda Items

- Review of October 18, 2018 Board Working Session Meeting Notes and October 24, 2018 Board Meeting Minutes.
- Review of October Covenant Compliance Report
- Review of October General Manager's Report
  - Moved by Bernardo Monserrat, Second by Elizabeth Maclaren, and passed unanimously.

## Action/Discussion Items – Old Business

- Committee Best Practices– Price/McCormick
  - Moved to December Board Working Session
- HOAMCO Update – McDonald/Gutierrez
  - HOAMCO came and gave a presentation of financial audit. HOAMCO developed new methods for internal controls and are already in place with the office staff. HOAMCO addressed all the findings of the financial audit and responded. In December, the board will adopt HOAMCO internal controls.
- Water Study – Navarro
  - Blue Prints have been created and will be digitalized

- Well update- waiting to get test back. The well evaluation company reported that we had a good well, it is not up to code because the well head needs to be above ground. The well can be used as a good irrigation system or to fill the pool once.
- Financial Forensic Audit Report – Navarro
  - Thad from Porch and Associates came and gave a presentation on the findings of the financial forensic audit. The finance committee was glad to see the new internal control system that HOAMCO came up with.

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

- Pool Study Presentation – F&G /Rusty / Gutierrez
  - Pool is in good condition. The electrical and plumbing for the pool needs a lot of work. Electrical will need to be fixed before the opening of the pool for the 2019 season. Decking and electrical are the biggest issues. Rusty from PoolPro recommends we replace the deck completely.
- Website Update – Price/Handy
  - Website is needing to be updated, Scope of work has been create and will be sent to the board for review.
- Facilities Rental Procedure – Handy
  - Facilities Rental Procedures form has been updated, there was a recycling policy that was added. Rental fee for 2019 has increased from \$13.75 to \$25.00 per hour. Will be moved to Consent agenda for Board of Directors meeting so that this can become effective January 1, 2019.
- Community Survey – Handy
  - After reviewing the community survey that was sent out by Carlos Sanchez, Director of Client & Lifestyle Services from HOAMCO, we have established that the community would rather have the amenities that we already have maintained rather than bringing in or creating new events and amenities. Facilities and Ground committee will be discussing this at their townhall meeting in January 10, 2019 at 7:30 P.M. in the railroad room at the community center.
- 2019 Board Meeting Schedule – McDonald
  - Board working session will happen each month on the Monday before the third Thursday at 6:00 P.M. and the Board of Directors meeting will happen every third Thursday at 7:00 P.M.
- Guidelines for Vistas Articles & Listings – McDonald/Price
  - Moved to December BWS
- Election Procedures – Price
  - Vice President Jody Price sent out the election procedures to the board, and heard positive feedback. The election committee has done great work on this. Moved to the consent agenda for the Board of Directors meeting.
- Drones Task Force – McDonald
  - Moved to December BWS, President David McDonald will be working with Mark Young on this.
- Board Trainings – McDonald
  - Finance training for the board will be happening on Saturday Decmeber 1<sup>st</sup>. The board will then determine when they will do a training for the facilities and grounds committee.
- EACA/ECIA Winter Festival – McDonald
  - Removed from agenda
- 2019 Budget Update – Guterrez
  - Budget review is scheduled on December 12<sup>th</sup>, at 6:30 P.M.
- HOAMCO Responses to Forensic Audit – Guterrez
  - Julie Navarro will forward HOAMCO's responses to the board.

- Update Servers – Price/McDonald
  - Servers are out of date, Julie Navarro will reach out to HOAMCO and schedule a date when IT can give us a better understanding of our servers and evaluate our system.
- Assessment Due Date – McDonald
  - Assessment due date will stay the same but will develop stronger wording on due date notice
- Committee FaceBook pages – McDonald
  - New update will allow committees to have individual pages for the committee.
- Ceding Time at Open Forums – McDonald
  - The board will put a set of rules for open forum on the sign up sheet so that residents can understand the rules before signing up for the open forum. The board will develop a policy for this.
- Ave. Amistad Entrance Walls – McDonald
  - Eldorado owns the entrance walls but not the land. We will be getting estimates to touch up paint and possibly add the other homeowners associations names on the wall.
- Surveillance Cameras– McDonald
  - Looking into adding more cameras that are motion sensed. They will have 1TB of storage. Staff and volunteers are still looking for different companies to get prices.
- Disposition of Recreational Equipment – McDonald
  - Former General Manager gave out old recreational equipment, the board will develop a policy so in the future there are guidelines to disposing the recreational equipment
- Weekend Hours for Community Center – McDonald
  - Will be put on facilities and ground town hall meeting agenda
- Eldorado Studio Tour (Sunday, May 19<sup>th</sup>)
  - Since we are opening the community center on a Sunday for this ECIA sponsored group they will be charged a fee to pay for the Facility attendant for that day.
- La Paz and Santa Fe Search & Rescue Storage – Navarro
  - Moved to consent agenda for Board of Director meeting
- 2019 Tax Audit Engagement Letter – Gutierrez
  - Moved to consent agenda for Board of Directors meeting

#### **Open Board Discussion**

- December Message from the Board – The Governing Structure of the ECIA

#### **Adjourn**

- Meeting was adjourned at 8:14 P.M.
- Moved by Jody Price, Second by Joseph Gutierrez, and passed unanimously.

#### **Executive Session – Legal/Personnel matters**

**Next Scheduled Meeting: ECIA Board of Directors Meeting -- Thursday, November 29, 2018 in the Railroad Building / 7:00PM: Open Meeting**