

Board of Directors Meeting 12.18.17

Eldorado Community Improvement Association, Inc.
Board of Directors Meeting
December 18th, 2017

TIME AND PLACE:

A regular meeting of the ECIA Board of Directors was held on Monday, December 18th, 2017 at the Community Center, Railroad room.

CALL TO ORDER:

President John Henriksen called the meeting to order at 7:07 PM.

DESIGNATION OF QUORUM:

The roll was called and the following members answered present: John Henriksen (President), Antone Forneris (Vice-President), Joseph Gutierrez (Treasurer), Jody Price (Director), and David McDonald (Director), & Pam Henline (Director).

STAFF MEMBERS PRESENT:

Isabel Ugarte-ECIA GM

ANNOUNCEMENTS

- General Manager Isabel Ugarte announced the ECIA Office Holiday Closure Monday, December 25th and Tuesday, December 26th. The office will reopen on Wednesday, December 27th in observance of the Christmas Holiday. The office will also be closed on Saturday, December 30th through Monday, January 1st in observance of the New Year's Holiday. The office will reopen on Tuesday, January 2nd.

AGENDA

No Changes were made to the agenda

Motion to approve agenda was made by Director David McDonald and seconded by President John Henriksen and passed unanimously.

OPEN FORUM

Commissioner Ed Moreno presented ECIA on behalf of Neighbor to Neighbor Food Drive with a Certificate of Recognition in Appreciation for contributing 2,354 lbs. of canned food.

CONSENT AGENDA:

12.14.01 Approval of November 15, 2017 Board meeting Notes & Minutes

12.04.02 Approval of November Covenant Compliance Report

12.14.03 Approval of November Financial Report

12.14.04 Approval of General Manager's Report

12.14.05 Approval of home business operation at 67 Camerada Loop

A motion to approve the Consent Agenda was made by Director Jody Price. Motion was seconded by Director David McDonald. Motion was passed unanimously.

Copies of these documents are available upon request at the ECIA offices.

NEW BUSINESS

12.18.01 Director David McDonald moved that the ECIA Board of Directors accept the attached Draft of the Fifth Amended and Restated Bylaws of Eldorado Community Improvement Association, Inc.", dated May 2018 prepared by the ECIA Election Committee, for presentation to the Membership at an Open Forum on January 16, 2018.

This motion was seconded by Director Jody Price and passed unanimously.

12.18.02 Director David McDonald moved that the ECIA Board of Directors adopt the attached Nomination Petition Package prepared by the ECIA Election Committee. It was agreed upon to upload it to the website on December 29, 2017 and rotate important items to keep on top of website page.

This motion was seconded by Vice President Antone Forneris and passed unanimously.

12.18.03 Vice President Antone Forneris moved that the ECIA Board of Directors approve the 2018 Heads Up Landscaping Contract effective as of January 1, 2018 through December 31, 2018; for an annual cost of \$24,300.00. To be paid in monthly installments as invoiced. It was agreed to have the Community Relations Coordinator take pictures of the work and highlight it on the website and the Vistas newsletter.

This motion was seconded by President John Henriksen and passed unanimously.

12.18.04 Vice President Antone Forneris moved that the ECIA Board of Directors direct the GM and Maintenance Supervisor to comply with the following guidelines for purchasing a new maintenance truck.

1. The price not to exceed the amount of \$25,000 as stipulated in the Replacement Reserves.
2. The dealership must provide the most recent copy of Carfax for the vehicle.
3. The vehicle will be subject to an inspection by an independent mechanic no more than 48 hours after purchase and subject to return if it does not pass inspection.

This motion was seconded by President John Henriksen and passed unanimously.

12.18.05 Vice President Antone Forneris moved that the ECIA Board of Directors appoint Peggy Cooke as a new member to the Environmental Ad Hoc Committee. Ms. Cooke meets all the requirements and is a member in good standing.

This motion was seconded by President John Henriksen and passed unanimously.

12.18.06 Treasurer Joseph Gutierrez moved that the ECIA Board of Directors adopt the 2018 budget as presented to the Community on 12/06/17 for recurring Operating Expenses of \$1,184,928, including a 2018 annual assessment of \$525, and the following additional items and transfers:

- a. Non-recurring Operating Project for an outside yearly update of Replacement Reserve items Not to Exceed (NTE) \$1600
- b. Non-recurring Operating Project for pavement of Hike/Bike driveway and road aprons NTE \$30,000
- c. Transfer to the Replacement Reserve Fund of \$229,927 to include funds for possible pool

major repairs or replacement

d. Adopt a Replacement Reserve 2018 expenditure budget not to exceed (NTE) \$302,462 in accordance with detail submitted to the Finance Committee on 12/13/17

e. Adopt a Capital Reserve Budget of \$65,000 for a total Operating & Reserve Transfer budget of \$1,511,455, balanced by anticipated revenues of \$1,511,455

This motion was seconded by Vice President Antone Forneris and passed unanimously.

12.18.07 Treasurer Joseph Gutierrez moved that the ECIA Board of Directors instruct the association's bookkeeper to transfer an amount from the Operating Budget to the Capital Reserve Fund at the end of 2017 sufficient to bring the Capital Reserve Fund to a 2017 year-end balance of \$30,000

This motion was seconded by Director David McDonald and passed unanimously.

12.18.08 Treasurer Joseph Gutierrez moved that the ECIA Board of Directors instruct the Association's Bookkeeper to use the amount transferred at the end of 2017 from the Operating Budget to the Replacement Reserve to adjust any remaining 2017 Operating Budget surplus or deficit to \$0

This motion was seconded by Director Jody Price and passed unanimously.

12.18.09 Treasurer Joseph Gutierrez moved that the ECIA Board of Directors appoint Fred Miller to the Finance Committee. Fred Miller has fulfilled the committee's requirement of attending 3 meetings, is MIGS and brings his expertise as a retired CPA.

This motion was seconded by Director David McDonald and passed unanimously.

12.18.10 Treasurer Joseph Gutierrez moved that the ECIA Board of Directors appoint Todd Handy to the Finance Committee. Todd Handy has fulfilled the committee's requirement of attending 3 meetings, is a MIGS and brings his experience as a previous ECIA Treasurer.

This motion was seconded by Director Pam Henline and passed unanimously.

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12.18.11 President John Henriksen moved that the ECIA Board of Directors accept the resignation of Mr. Michael McDowell as Board Member and Secretary of the Board, and the Board of Directors extends its gratitude to Mr. McDowell for his service to the community, dedication and diligence in his duties as an officer of the Board of Directors. The Board wishes Mr. McDowell much success in his future endeavors.

This motion was seconded by Treasurer Joseph Gutierrez and passed unanimously.

12.18.13 Director Jody Price moved that the ECIA Board of Directors recognize and extend their gratitude to Ms. Gloria Silva for her hard work, professionalism as an Administrative Assistant at ECIA. Ms. Silva started working with us in May 2015 as a Facility Attendant. Due to her determination and exceptional skills, she was promoted to the Administrative Assistant position. Since then, Ms. Silva has provided excellent customer service to the residents of this community as well as invaluable assistance to the Board and Committees of this Association. We wish her all the best as she embarks upon a new and exciting career.

This motion was seconded by President Henriksen and passed unanimously.

ADJOURNMENT OF MEETING

Motion to adjourn meeting was made by Director David McDonald and seconded by Director Jody Price and passed unanimously.

Meeting was adjourned at 9:10 pm.

Submitted By: Jennifer Rodriguez

Recording Secretary Jennifer Rodriguez Date 1/8/2018