

**Eldorado Community Improvement Association**  
**Board Working Session**  
**February 15, 2018**  
**Community Center Classroom**

**Call to Order:** President Henriksen called the meeting to order at 4:00 pm

President Henriksen asked Director Price to please call the roll.

**Present:** Director Pam Henline (PH), Treasurer Joseph Gutierrez (JG), Vice President Antone Forneris (AF), President John Henriksen (JH), Director David McDonald (DMD), Director David Yard (DY) & Interim Secretary Jody Price (JP).

**Staff:** Isabel Ugarte, Mark Young & Jennifer Rodriguez.

President Henriksen announced that there was a quorum and all Directors are present.

President Henriksen asked that everyone please put their cell phones on vibrate and secondly reminded everyone in attendance that the meeting is being recorded, so, please be careful of what you say.

**Announcements:** None

**Approval of the Agenda:**

A couple of changes, Compliance Officer Mark Young asked to be pushed to the top of the agenda due to some things he needs to do. Mark said he is fine where he is on the Agenda. He is ready to review the Drone Policy.

Treasurer Joseph Gutierrez asked that an item be added to the Action Items. He'd like to take a look at the ECIA Reserve Investment Strategy.

Director Forneris said he has 2 motions to be added. One for the Facilities & Grounds and one for the Ad-Hoc Pool Committee. There was some discussion regarding the discussion of these items at the BWS and putting on the agenda for Monday at the BOD meeting.

Director Pam Henline asked that they discuss the change in policy with Carpenter & Hazlewood. President Henriksen said this is in the Manager's Report. Isabel will talk about it in her report and answer questions.

### **Consent Agenda Items**

Motion to approve Agenda is amended. Motion is made to add the ECIA Reserve Investment Strategy to the Agenda at the end of the Action Items. With everyone comfortable with all of this, President Henriksen asked if the Motion be approved. Motion to move made by Director McDonald and seconded by Director Price. The Motion was approved unanimously.

### **Variance Requests**

Variance Request - 35 Alondra – Presented by Director McDonald. President Henriksen moved that it be put on the consent agenda for Monday's meeting.

Treasurer Gutierrez asked about the recommendation letter from the Committee, it was missing from the package because the Architectural Committee had not met when the package was sent out to the Board.

President Henriksen asked that the letter from the Architectural Committee, Variance Request Form and Summary Sheet be included as part of the Consent Agenda.

### **Review of the January Working Notes & Minutes**

Discussion arose that the BWS 1.18.18 notes were not included in the Board Packet. Isabel explained that with Jennifer being new she did not save them on the server and they were lost. They will be transcribed from the recording and provided to the BOD before the meeting on Monday.

Director Henline said there was a mistake in the minutes on page 32 and said she did not approve the Consent Agenda. She stated that she did not vote against anything. She abstained. Isabel clarified that Director Henline indeed did not feel comfortable because of the initials were used rather than names.

President Henriksen reviewed Mark's Covenant Compliance Report and asked for comments. Director Henline inquired about some paperwork that should have been signed. President Henriksen clarified that this is addressed in Isabel's GM Report.

### **Review General Manager's Report**

Isabel apologized for the delay in providing the GM Report this month. However, she was extremely busy with meetings. She will no longer schedule meetings during the week of preparation for the Board Package.

General Manager's Report – Isabel reported that the Board's decision to no longer accept payments in the office has worked out well.

Isabel reported regarding the error made by HOAMCO when they mailed out the 2018 Statements. They failed to include a USPS Notification of Change of Address. They are retuning the mail to the Coors office and we are taking steps to remedy the situation. Isabel is stopping by there and picking up the returned mail and bringing it to ECIA for staff to attempt to contact the Homeowner by phone or email and correct the mailing address in Caliber.

Isabel reported that a new maintenance worker Uriah Urioste has started and is happy to be working here. Treasurer Gutierrez inquired as to what happens to the temporary employee (Jordan Armijo) and Isabel stated that it's through a Vendor and we will stop using the Vendor service once the position is filled with a permanent employee. She also reported that she will be interviewing 2 AGM candidates next week.

February 12, 2018 Carpenter & Hazlewood sent a letter letting us know that they will no longer service the NM market as of February 19, 2018. President Henriksen reported that he will be meeting with Tom Banner from John Hays office regarding the Carpenter & Hazlewood change moving out of the NM market. Isabel and Treasurer Gutierrez will meet with the attorneys and bring it back to the Board. Director Henline suggested that they talk to Todd Handy who has experience with this matter. Point was well taken by President Henriksen. There was much discussion about this matter and concern about what to do with the Collections process. Isabel will forward the HOAMCO recommendation letter suggesting another AZ firm. Director Henline asked that they request and make sure that every record be sent to the ECIA office. President Henriksen suggested that a **Special Meeting** be scheduled regarding the Carpenter & Hazlewood situation. Director Yard requested that the Special Meeting at this time and the

meeting is scheduled to be held on **Thursday, March 1, 2018 @ 4:30 pm**. Director Price asked that a letter be put together requesting that Carpenter & Hazlewood purge their paper and electronic system files of all ECIA data within 60-90 days after termination.

Isabel reported on the Asset Panda Management Software. She asked Director Price to report on the conference call that he and Isabel had with the Project Manager. Director Price reported on their customization process, he said he is very comfortable in trying them for 1 year. It's a 2 week process from when we sign. They have training for Staff & customization. Director Price said he is very comfortable with moving forward with them for 1 year. Director Henline commented that the Finance Committee did not find a need for this.

Isabel presented the request for Board approval for Courteney Handy to attend a "Festival of Books" Writers Conference March 9-12, 2018 in Tucson, AZ. The total cost is \$390.00 and will be coming out of the Continuing Education line item of the Budget. Director Price asked that Courteney report back to the Board on the conference.

Director Yard suggested that she cross train the other office staff members on what she learned at the conference and Isabel was in agreement.

Isabel presented the policy of Indemnification of Strongroom 3<sup>rd</sup> party cutting checks. HOAMCO provided information that was provided to the Board.

Isabel brought up a situation with a Homeowner that wanted a will notarized by Jennifer and wanted staff members to serve as witnesses. The Homeowner mentioned that Wells Fargo would not provide this service for him. Jennifer was not comfortable with the situation and respectfully declined. Director Yard suggested that we have a policy regarding Notarizing documents for the residents and that Residents make appointments for such matters. Isabel will find out what HOAMCO's policy is regarding an employee providing notarial services for a community.

There was discussion regarding the Financial Report in the Board Package including the Aged Owner Balances. Isabel explained that Jennifer is going through a learning curve was not aware that there are 2 different versions of the Financials, Version A that is provided to the Board and Version B provided only to Treasurer Gutierrez. Director Henline inquired about an expenditure of \$5000.00 and Isabel replied that at this time she did not have access to Caliber and could not give an explanation.

President Henriksen moved that the Managers Report be added to the Consent Agenda.

### **Action Items**

Discussion of legal review of draft Bylaws - Bette Knight and Butch Gorsuch reported that attorney changed "will be provided & shall be provided. President Henriksen indicated that they accept page 1.

Director Yard stated that he is interested in the ones that were rejected #8 & #9 primary resident. They recommended to strike "Physically".

Official business shall only be transacted if the number of members in attendance meets or exceeds the value required for quorum. President Henriksen asked if they like the new language. Director Yard thinks it's great.

Mark Young reported on the ECIA Drone Policy – The Drone policy is good for now but may have to be rewritten in a couple of years. Director Yard suggested that Drones are one of the most popular toys that kids have. He suggests that we set a couple of sites in our wilderness

areas where they are designated Drone areas. Director Henline questioned the bottom of item #2 and the wording “operating remotely” is correct. Her opinion is that it’s not something that we want in the Wilderness areas. She suggests “certain areas and certain days”.

Director McDonald brought up that it’s kind of like Skateboard Parks. Vice President Forneris has 3 comments, on #4 inspection of community properties? He suggests that it should say common properties. Dawn/Dusk is twilight... if we use sunrise and sunset it’s not ambiguous... he also suggests locking in a specific time.. on #7 what if I am a Drone Operator and I have one flying over my house... he suggests cleaning up the language.... Director Yard asked how they would word it.

President Henriksen stated that we have had some good catches, they should massage the language, get comfortable with it and set it for the March Working Meeting and look at setting up a time for an Open Forum. Mark Young will do a redraft and bring it back in March.

Changes in Architectural Plan Submission Form for New Construction –

Director McDonald stated that the owner of the new lot would be responsible for notifying the neighbors of the new construction project. Director Price stated that Mark Young would supply the list of surrounding neighbors that would need to be notified. This is “New Construction” new home builders reaching out to neighbors.

**Horse Burial Prohibition** – President Henriksen stated that they reached out to Melissa Brown and her extensive opinion gave a very clean prohibition in page 292 & 293 giving an excellent prohibition. A couple of sink holes have developed. The temporary prohibition is going to expire. President Henriksen indicated he is going to ask the BOD to permanently ban the burials. This creates a problem in common property. He also spoke to Pat Donahue and the passing of Country Boy, her horse. There is a company in Albuquerque that cremates the horses. There are options for people that have an animal that dies. He wants this permanent prohibition to be put on the agenda for Monday. Director Henline asked the following question. If the Stable Community came up with a solution of composting would it be considered? If the Water Company would give their approval for a different option would that be considered? The Stable Committee has not come up with a composting scheme. Not ending the prohibition, they are 2 very different things. We have been asked by the Water district to not bury horses because of what will be released into the drinking water.

Director Yard stated that at some point another BOD will have to face a pet burial policy. He personally feels that burying an animal in the stables is not the best place to bury an animal. Director Forneris comments from Carpenter & Hazlewood on page 288... Mr. Yard wants it in the minutes and on the record that he did not bring this matter to the District. There are private wells that are less than 60 feet deep. He suggests that we consider a Pet Burial policy. President Henriksen suggested that Director Yard start looking at an initial look at Pet Burial policy. They will look at Melissa’s analysis and start a Pet Burial Policy. Director Henline suggested that based on the Judge’s order for overturning the Chicken Case we don’t want to go there. Director Yard likes the Pet Burial Guidelines rather than Policy’s.

Director Yard likes Guidelines as a layer of protection for the association. If we are going to have a Town Hall on the Drones this could be a part of the town hall as well.

**Fees for Amenities Options** – President Henriksen reached out to CPA Steve Boyer, Melissa has some clean limits on how we can choose to assess fees, accountant has a suggestion as to how to do that without affecting our taxes. Page 301 “Therefore... if they are charged once per year or once per billing.... Manure removal is not considered an amenity.

President Henriksen suggested that he and Treasurer Gutierrez proceed with drafting a “Fees for Amenities” policy. Director Yard stated that there are people that will never use the pool but love the fact that the pool is there. He asked what would the market value be of the common properties? It would be an interesting question for an appraiser. Director Henline brought up the point that Greenbelts and common properties are not taxed. Before they come up with a scheme they need to do their due diligence. The amenities most used are the pool or the hike/bike trail.

President Henriksen stated that they move forward with working on this and revisiting it at a later time.

### **ECIA Investment Strategy**

Treasurer Gutierrez stated that they looked at rates, want to get that money invested as soon as possible and it is his recommendation that they go with HOAMCO. With Edward Jones or anyone else outside of HOAMCO, Board Members will have to provide their personal information for the purchase of CD's and do not want to do that.

260-270 reserve funds...

Will invest 900-950 thousand

Treasurer Gutierrez's motion will be for recommendation 1

Time is of the essence.... This money should have been invested in January 2018.

They are still keeping 40-50K that they can tap into.

Treasurer Gutierrez will present a motion #5 to invest the money with option #1.

### **Conservation Committee – Pam Henline –**

The goats – Steve Crawford could not come up with anything.

We do not have any confirmation that we are able to insure these people.

If you read their proposal the goats are dog and horse herding . They are not restrained and they are not fenced. You are going to have goats on private property.

You need to send notices to everyone's property that will be backing up to where the goats will be. Goats may be encroaching on private property.

BOD should decide what to do. Director Yard hates to lose this opportunity. President Henriksen stated this is a March Action Item, this goats deal. Loose goats can create some problems. Hopefully they can get together and resolve this matter. This will be presented at March working session. Fire is the primary motivation.

If we don't get insurance we can't do anything.

People are going to complain, what's important is that this begins to happen. Director Henline and Director Yard will work together as a tag team.

**Election Committee** – Director Yard reported that there are some concerns about the Hard Copy of Vistas. It needs to be a monthly thing. They caught wind of this in September but it would be really important for the BOD to have a meeting with the Election Committee and Information Committee. What the Election Committee does for us is extremely

important. Whatever they need the Board should really listen to. They are dealing with State Election laws. They are dealing with things that if not handled properly could hurt us. We must schedule a meeting and make sure that this happens. Director Yard said as their liaison, the only thing that occurred to them, if more than 2 candidates they would need that 2<sup>nd</sup> forum. Bette Knight said if they saw anything during a meeting that would be a conflict of interest that would let him know. Vistas keeps transparency within the community.

There was discussion regarding the tree removal at the pool.

President Henriksen noted that there will be an Executive Session at the meeting on Monday.

President Henriksen stated that it had been an excellent meet and motioned to adjourn the meeting. Director Mc Donald seconded the motion and all Directors were in favor. The meeting was adjourned at 7:37 pm.