

ECIA Board Working Session Agenda
Thursday, April 19, 2018
Open Meeting / 4:00 pm
Community Center Classroom Building
Call to Order/Attendance

President John Henriksen, Vice President Antone Forneris, Treasurer Joseph Gutierrez, Secretary Jody Price, Director Pam Henline, Director David McDonald, Director Yard. General Manager Isabel Ugarte, Community Relations Coordinator Courteney Handy, Architecture and Covenants Compliance Coordinator Mark Young. Assistant General Manager, Jennifer Rodriguez

was excused.

Announcements

***None.**

Approval of Agenda

- David McDonald made the motion to approve modified. Agenda Approved. David

McDonald, moved and Jody Price Approved.

Variance Requests

- **31 Domingo Rd** – Homeowner is requesting a variance to allow for a new small

accessory structure to be built at the height of 10 feet tall. Pre-fab green house. In a greenhouse,

there is need for ventilation-a note on ventilation will be added in a newer version of the covenants in the future. The architecture comm. is recommending that it get approved as it is surrounded by trees=not much visual impact. David Yard suggested that the Board set this as a vote instead of consent agenda. The vote on the plan will occur in the future after Mark Young gives notice that the plan shouldn't exceed 10 ft with the foundation. More clarification is needed. This will be moved to Action Item (New Business) #1-up and down vote on the 25th on the structure itself. The height will be discussed in the future.

- **10 Condesa Rd** – Homeowner is requesting a variance to allow for and existing coyote to remain encroaching 11 ft into the 20 ft setback. The Architecture committee suggests approval. Put on the consent agenda- with Mark Young's amendment.

Consent Agenda Items

- Review of March 15, 2018 Board Working Session Meeting Notes; March 21, 2018 Board

Meeting Minutes; April 3, 2018 Special Board Meeting Minutes.

o No corrections were needed. Moved to the Consent agenda.

o Special meeting—remove Jody price from the meeting as he was not there. –

Subject of the error will be added to the consent agenda.

o Pg. 26-follow up on HOAMCO policy on being a notary.

- • Review of March Covenant Compliance Report

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o Changes: None. Moved to the consent agenda.

- • Review of March General Manager's Report

o Was not in the packet. Isabel will provide it to the Board by Saturday, April 21.

o Reconviene Monday, April 23, at 4PM to discuss the General Manager's report.

There will be a quorum. All members of the board will be there except Yard and Forneris. Isabel will create an agenda on her report and anything that isn't completed this evening.

o Joseph asked when this GM report/complete packet should be given monthly to the Board?-The Friday before the Board Working Session.

o Some of the attachments are great, but some have strings of numbers and letters that are not supposed to be there. Is there an error in the way the documents are being uploaded? Isabel said that it is easy to fix.

Action Items

#1 - Review of revised ECIA Drone policy and discussion of next steps – Young / Henriksen

- • This is the latest version of the drone policy. Mark also created a June Vistas article for it.

Would like to have this policy sent to the public to view. An eblast, marquee posting and website posting will also be posted and will be synchronized in its reveal. La Tienda will also be able to post information on this policy. Action Item (New Business) #2. The board wants to get a nibble on how they feel about this from the public.

- • Isabel was asked to come up with the motion on how this should be worded.

#2 - Draft Interim Procedures for Pesticide Application – Forneris / McDonald

• • Came from the Environmental Ad Hoc Committee-wanted guidelines for pesticide usage and how to bring this to the board for approval. Would it be reviewed by Facilities and Grounds, Environmental Ad Hoc, and have a group to look at the pesticides and have professionals look at the procedure to see everything is environmentally safe.

- • Joseph mentioned the issue of being the most environmentally safe vs. most costly. In the

future we will have to be careful about this. This could be a process by process policy

that could have leeway in how it is handled=group or GM.

- Jody mentioned having a certain group that is consistent that will always work on the pesticide process. Make sure this ends up being cost effective.
- David McDonald suggested that there needs to be a yearly audit for this group to review the policy and each situation.
- Antone asked Nolan Zisman, Facilities and Grounds committee chair, to look into this. Nolan also suggested that the Stable committee be involved as this would affect them as well as the Conservation committee.
- Pam mentioned that this doesn't cover other toxic building material other than pesticides.

This opens the doors to other possibilities for the permanent policy. The most important aspect of this is to have the notification policy be visual and clear. Telephone trees for sensitive trees should be placed. Suggested a telephone tree to have the community find out what kind of work is being done.

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- Isabel saw this policy being inaccurate in the process limiting 30 days to its members getting accurate bids, motions, items, etc. This seems like it could create delays in finishing processes as it takes 21 days to get approval. Language should be outlined when adding people into checking on the process of the pesticides. The proper channels need to go through Isabel first before the group hiring vendors without board or office approval. She doesn't want projects to remain incomplete or make projects take too long (ie. The opening of the pool, removing trees, etc). There are certain things on the R&R that cannot be done in winter.-Jody proposed that the processes does not have to be done serially.
- David Yard mentioned that there is an anchiles heel when it comes to infestation which is

time sensitive. It would be nice to have communication and it needs to work for our General manager and needs to be streamlined a little bit. Notifications need to be visible and clear. Is this policy an outdoor policy or is it inside-both? The anchiles heel is-the GM being limited to a long list and a group that may not have the expertise to get the work done that a vendor would know. Keep this simple, so if there is a crisis, the GM can complete the project without being impeded. David McDonald disagreed as he would prefer to have the group do the research and discover different methods to projects done.

- John said that this limitation in the time frame in paragraph 3 could limit time frame in

notifying the public. This could force projects to take double twice as long as they should.

- Nolan Zisman mentioned the 1998 guidelines and said that the GM should have the authority to make the hard decisions whether something has time to go through a committee to discuss policies like this. The GM should be making timely decisions to remove this fear. Jody agreed that there should be something in the policy that states the GM can step up and make the hard choice if needed. The day the Working meeting occurs, the day we announce the action.

- David Yard made suggestions with making the policy clearer in the intent of the group this trying to be formed. He wondered if this would hinder the GM from making any form of decision.

- o John made the suggestion that this policy needs to be worked on via the Facilities and Grounds committee to get more information. John also thought that this would not get passed with four votes as it stands right now.

- o Will be pulled off the agenda for next week.

#3 - Facilities & Grounds Committee Issues – Forneris

- Discussion leading to a vote at the April Board meeting on Elm tree removals near swimming pool.

- o Which trees are we cutting? Pool back wash area. Antone questioned about tree 4 and 5. Noland said that 5 is a yes as it's roots is going under the pool house. 4 will get a trimming. 1,2,3,5 trees will be flush cut for now.

- o Karen Murray asked about some of the trees near the dog park and wondered if they could be cut down too as they are a hazard and have been following down. If 4 could be saved, then F&G is suggesting that is should be.

- o Pam asked about 5 and if it is a problem. We had three vendors come out and all three confirmed that the trees need to be taken down.

- o Yard's most concern is 1,2,3 as we don't know how much damage these three trees are actually doing. Why are we not removing a major problem-tree

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- o roots-as they are hindering the opening of the pool. Yard would prefer to keep the trees for shade and requested to have a barrier for tree 5.

- o Isabel said that the pool pump, pool, and more is being hindered from

working because of trees 1,2,3, as the leaves are clogging everything. The arborist proposal should be reviewed by the group of Heads up to get a second opinion as Heads up is a licensed arborist. 6 experts have said that tree 5 needs to go.

o Russel from F&G mentioned that tree 5 should come down or the hinderance will continue.

o Nolan and Pam suggested that the pipe that takes rainwater from the parking lot all goes into the pool. Nolan reminded the board that a proposal for this was submitted in November.

o There was 4 votes for 1,2,3 trees to be cut down. Motion to be new business #3 to secure a contract from Heads up to flesh cut 1,2,3 pool backwash trees only. And to come up with feasible plan of disposing of the dead material.

o #4 tree will get a trimming.

o Motion for #5 tree to be cut down or to be trimmed=Up or down vote for #4 New business.

o David Yard requested information on the aftermath of the trees—will the rotos still cause problems if any part of the trees remain?

- Dog park safety issues: 1) dog owners violating ECIA leash policy going to and from vehicle to park 2) employee safety when working inside the dog park.

o Antone said that this is causing a problem for workers and homeowners. Would the Dog Park Ad Hoc group come up with a risk management plan to remedy this? There should a proactive view on safety for this.

o Nolan said that just posting a sign on keeping a dog on a leash won't solve anything. The owners need to police themselves. What will allivate this problem?

o Isabel said that the problem is when the owners park, they just let their dogs fly out of the car without any form of leash and just let the animals run around.

o Yard said that the setup of the dog park is dumb and that is what is causing this problem. The opening of the dog park gate should be on the opposite side near monte alto where we could put a gravel parking lot.

o Nolan suggested a consideration to relocate the dog park itself so it isn't so

close too the pool. He will add this idea to the F&G committee's scope.

o Pam said one option would be to move the entrance further down the road so there is no conflict with the pool. There will be a major problem in the summer with this. Another option would be to move the park completely to Compadres Park, or on the opposite side of the baseball field.

o John said that the workers should be safe to work without the fear of being nipped or attacked. There should be locks to close the dog park to let the workers come in and out without problems. This topic will go on the next F&G Committee meeting.

- F&G Committee's request that the Board approve their Pool Recommendations.

o Nolan had requested that the Board acknowledge the recommendation. Some members from F&G are not motivated because there hasn't been conversations from the Board after F&G makes recommendations. The board could establish a policy of acknowledging the recommendations and what is ECIA May 2018 Mgmt Rpt Page 22 of 79

being done at ECIA—could come from the Secretary. There needs to be a drain near the walkway for the pool. There is a fear of losing committee members due to moral loss of not being acknowledged by their recommendations.

o Pool ad hoc will meet next Thursday.

o Isabel said that the committee members and ad hoc groups should inform Isabel of requests for meetings, ideas, and answers on what needs to get done for big projects or issues—not just given to the staff. Isabel is the only one that can delegate work to the staff, not the committees, or ad hocs.

o Isabel: ECIA is waiting to hear back from Pool Pro to give us their signed contract to get things down for the pool. We were told by Rusty that April 15, we were supposed to have work done. Rusty then told us that they would not be able to get work done until after the pool season.

o Russell-we took too long to get him all of the information to get this pool work done-hence while pool pro is unable to complete what they need to do.

o Joseph will put together a contract, the proposal, and a checklist of when things will be completed and it will be sent to RFP.

o Yard could the chair of the finance committee chair have a list of contacts from HOAMCO. Isabel will provide. It will give information, save the GM time and allow for information.

- • F&G proposal for multipurpose field
- • Phase I—restore the playability to Baseball portion of the field.
- • Phase II-complete restoration portion of field; propose to have synthetic grass

in the outfield.

- • Phase III-Complete restoration of remainder of former soccer field.
- • Isabel has the a proposal for a major remediation of holes and critters for the

next 8 months to have maintenance. Gophers will be trapped and relocated.

- • There will be two more benches to add to the field. The fields will be used 3-4 days a week. A new fence will be made. Drones will have a great spot to be used at this park. Nolan's major concern is the fencing, the removal of the gophers so the outfield can be used as well. Gopher Patrol will be involved.

Nolan had presented this to the Finance committee on Monday and they approved the finances for this gopher project. A motion will come from the group in the future. Motion to approve the Phase 1 of the multipurpose

Baseball field New business #6

#4 – Paving of Aprons Project – Forneris / Gutierrez

- • Road Committee inventoried the Aprons and learned that the County couldn't use their broken paving machine in 2017. In 2018, the county said they had the machine to pave and we still have the money in the budget. There's a draft letter from Roberta Joe, the County attorney, and a attached the list of the roads that need to be paved. Would cost around \$30,000-per the county. ECIA has to ask our vendor if they will cost more or less.

- • Antone suggested that it shorter aprons may save money or make more sense. Want majority of the vehicles coming stay on the pavement, not on anything else. Size will range around 30 feet.

- • Pam asked what the purpose of this was-Felicia Probert, Road chair said that this will help the bikes and people who will utilize these paths. There are unsafe roads that are causing people to get hurt and this pavement should help to remove the possibility of getting hurt.

- • Joseph said that no matter what we have an approved budget that should not exceed the \$30,000. All agreed. If the terms are made, then there should be a focus on terms only reaching \$30,000. The board will have to determine which roads to be paved.

- • Motion to approve letter agreement for the aprons on the county priority list—New business #7

- • Isabel will look for a vendor to let us know if there are cheaper prices for repaving the aprons.

- • Isabel has the proposal for the parking lot repainting/repavement—the work needs to be done in may before the pool is done—it is in Isabel's court to get the drain done.

- • There will be new parking spots that will be stippled near the CC building.
- • There are two driveways that cross the bike path.—the recommendation is to have the ECIA pave these.—not included for the county.

#5 - Next steps on "Fees for Amenities" Option – Board

- • The finance committee thinks this is a bad idea. This all came from the open budget forum from individuals who didn't use the amenities.

- • John would like the board to decide to go with the finance committee or not. Joseph said that it is a dangerous game to charge certain users as it would create conflict and change the business model that ECIA has been using for so long. Pam said the possiblitiy of people wanting a refund to amenities that they don't use. John suggested to add a Vistas article, to state what the decision will be. Jody will write the article for the July message from the Board.

#6 - Review of proposals for collection-related legal services and discussion of next steps – Gutierrez / Henriksen

- • Covered most of this from the last meeting. Recommendation is go with the Moses Dunn,

Farmer & Tuthill group. His fee will be \$50/account=\$5,000. He will notify us with every action that he takes before he takes it and will create monthly reports for the finance comm. New Business #8 New Contract with Moses for collection services based on 2.2018 proposal.

#7 - Appointment of Stephanie Levy and Debra Link to Environmental Advisory Ad Hoc Committee – Forneris / McDonald.

- • Two people who are qualified and want to be in the group—as long as they are MIGS. Motion to approve them New business #9

#8 - Review of changes in Architectural Plan Submission Form for New Construction – McDonald

- More specificity for what constitutes as being a neighbor to notify-how close the neighbor must be. This will help neighbors to know what is being done. Motion to approve changes to the Architectural submission guidelines, New business #10.-David McDonald will draft

#9 - Succession planning/refining Board officer duties – Henriksen / Forneris

- Good date for organizational meeting (tentative): May 8, @5 PM in the Classroom-and acknowledged as an open meeting. This is a tentative meeting. Roles, positions, liaison ECIA May 2018 Mgmt Rpt Page 24 of 79

duties, and duties of each board member will be determined. This will also give the opportunity to help the Vice President and President to create the agendas together-to improve the quality of work. Training people to step up in case someone resigns. An eblast, web posting, and notice will go out to the public and the prospecting candidates. Board members according to the Bylaws, can not speak out as a spokesperson to the public (ie. On Nextdoor). Committee members should not be giving answers as well—the board should decide if there should be any action towards members responding—a policy to remove this will be drafted in the future. Will it ever be possible for the board to be fully transparent to the public, especially when others doubt truth. Quarterly public meetings with committee members and board members???

#10 - Review of ECIA Committees best practices documents – Henline / Price.

- Moved to May.

All below, moved until Monday @4PM

#11 – ECIA Board Resolution Approving Establishment of A Subcommittee of the Information Committee / Yard.

#12 - Recommendation from the Information Committee to make the May edition of the Vistas go to the

public after the announcement of the Board election, ie. May 10th.

Reports

- Conservation Committee Report – Henline
- Election Committee Report – Price
- February Financial Report – Gutierrez
- Information Committee Report, including efforts to attract new members – Price
- Road Committee Report – Henriksen
- Review of Guidelines for ECIA postings on NDE – Price / Henline

- • Report on facility management software – Ugarte / Forneris

Open Board Discussion

Adjourn

Next Scheduled Meeting: ECIA Board of Directors Meeting -- Wednesday, April 25, 2018 in the Railroad Building / 7:00PM: Open Meeting

Minutes recorded and submitted by Courteney Handy