

For ECIA Board Working Session Agenda Thursday, June 21, 2018 Open Meeting / 4:00 pm Community Center Classroom Building

Call to Order/Attendance

Board President David McDonald, Vice President Claudia Ahlstrom, Treasurer Joseph Gutierrez, Secretary Jody Price, Director Emily McCormick, Director Pam Henline. All board members were present. The Architecture and Covenant Compliance Coordinator Mark Young, the Community Relations Coordinator Courteney Handy, and the General Manager Isabel Ugarte were present.

Announcements

1. Approval of Agenda

- **Approved. Motion moved by Henline, seconded by Price.**

2. Variance Requests

- **15 Aventura Rd:** Allow a new coyote fence to encroach 3.5 ft into the 20 ft setback. This was moved to the Consent agenda.
- **32 Mimosa Rd:** Variance to allow the stringers to remain on the outside of their fence. Previously the stringers had been approved on the inside of the fence, but they had moved to the outside. This was moved to the regular agenda to be voted on at the Board meeting on the 27th.
- **13 Palacio Rd:** Variance to build a garage into the 50 ft roadside setback. The Architecture committee stated that this is the most logical place for the garage. The Architecture committee requested board approval. Henline stated: that the plans provided are not well done and suggested not to approve it. Henline suggested that survey be done to give more information/details on the plans. McDonald said the plans were clear and sufficient. This was moved to the regular agenda to be voted on at the Board meeting on the 27th.

3. Consent Agenda Items

- **Motion to approve the consent agenda:** motioned by Price, then seconded by Ahlstrom.

3.a. Review of May 17, 2018 Board Working Session Meeting Notes and May 23, 2018 Board Meeting Minutes.

- The Board working session minutes were moved to the Board meeting on the 27th.
- The regular board meeting: Henline mentioned that the resignation of John Henriksen needs a motion. Henline will draft. The motion will be added to the consent agenda. McCormick suggested that there should be a link to the manager's report every month. Perhaps a message from the GM would suffice enough to keep the public informed. Gutierrez stated that the idea of having the link on the website was already approved in past months. The board and Information committee will continue to discuss this. All members of the board approved the minutes/notes.

4. Review of May Covenant Compliance Report

- Moved to the Board meeting on the 27th.

5. • Review of May General Manager's Report

6. Action Items

6.a. Pool Study – Ahlstrom

- Ugarte stated that she looked for Jennifer's old emails and files and didn't find any contract sent to the attorney for pool pro. At this point, the board will look at the bid again and move forward from there. Ahlstrom stated that there is a need for a survey group/engineering firm to look at the pool and inspect it. Ahlstrom stated that a time frame should be established to determine what needs to be accomplished at the pool in the next five years. Gutierrez stated that HOAMCO had recently gone through this process in Arizona, and that we should follow a similar process. Ugarte stated that there was an invoice from Pool pro stating that work has already begun. Kenna Waltman stated that the multiple pool closures have done nothing but put band aids on the problems at the pool. Waltman also suggested that the pool needs to be completely redone and be more efficient. Russel Winslow stated that Pool Pro was set to do the survey but a contract was never sent to them. Rusty from Pool Pro stated that after Doggie pool day, he will come in and do the study which will only take 1 month to do. Ugarte said that HOAMCO is helping her to draft the contract. Ugarte said she would share the draft with Winslow. Gutierrez said that it would be great to have Pool Pro or Ugarte come in to the board working session to give an update on where we stand. Gutierrez said that the raising of the assessment was to help build the reserves for the new pool and in two years the assessments may have to be raised again to continue to build enough reserves for the pool.
 - Pool in September - Henline
 - *McDonald said that the pool should not close in September. Pool Manager Kelsae Pederson said that the reason the pool would close is due to the lack of lifeguards. A lifeguard class will occur in July to train new people who can work until August and September. An article will go in the Vistas. The weekends will for sure be open.

6.b. Article for Vistas regarding "Fees for Amenities" Option – Price

6.c. Formal contract with collection law firm – Gutierrez / McDonald

* This went through the finance committee, then went to the board. The premise is 34 accounts will be turned over from the old collection law firm and will be sent to the new law firm. There will be 100-125 accounts in total costing \$50/account. This contract will exist from July 1-December 31.

7.

7. Event Insurance Requirements – McDonald

*The Esperanza shelter approached the board with their fundraising event this Saturday, June 23, and how they are selling alcohol here for the event. Licensed bar tenders from the SF brewing would be at this event. Ahlstrom asked who will be controlling the amount of alcohol sold per person. Each person will have a bracelet and stamp stating that only two alcoholic drinks will be given. Insurance has been given to Courteney Handy. There will be no one under 21 at this event. McDonald said that we will call John Hayes to determine if this event could occur.

*Jody and Courteney will work on the policy on how/who will need insurance for events and meetings.

8. Short Term Rentals in Eldorado – Henline

- Henline stated that other HOAs have limits on the amount of B&Bs are allowed in their HOAs. A resident, Cheryl Beidleman brought in reports on how short-term rentals have negatively affected other HOAs and have removed the idea of community and having consistent neighbors. McDonald stated that the courts are saying that there must be a specific covenants amendment to determine whether the short terms are allowed, as there are no covenants stating a policy on the short-term rentals. In the future, the board will have to determine if they want to make the amendment to the covenants to discuss the matter. Todd Handy stated that there is no mechanism to track all the rentals. McDonald stated that a legal opinion needs to be given regarding the matter before moving forward. Ugarte mentioned the problem of the B&B members trying to use the amenities here in Eldorado when they are not residents. Henline asked Ugarte if HOAMCO had a policy or covenants covering short term rentals. Nolan Zisman said that there is a reserve in place to cover the possibility of rebuilding the pool. This reserve could take 4 years to accumulate enough amount of money to rebuild the pool.

9. F&G Ad-Hoc/Sub-Committees – Ahlstrom

9.a. Marie Aragon-Dog Park Update

*There was a concern mentioned in a previous F&G meeting discussing moving the dog park entrance from its location to be on the east side of the dog park so there is no clash between people going to the pool and people using the dog park. Marie give statistics of when people are going to the pool vs. going to the dog park. Currently Marie did not see a need to move the entrance. Ugarte stated that the materials have already been bought and the entrance has already been approved. The moving of the fence to the east side will proceed as planned.

10.

10. HOAMCO Meeting Update – McDonald/Ahlstrom/Guiterrez

*In the next few days the board will discuss with HOAMCO regarding the credit card fraud, performance improve plan.

11.

11. Guidelines for Vistas Articles – McCormick/Price

*McCormick stated that this topic is up in the air and is very broad. This will be discussed at future information committee meetings. Future articles may be op-ed. Felicia Probert will email information on the RAP. Ugarte said that the Community Relations Coordinator is only the editor of the Vistas, not the decider of what articles go in the Vistas. There is no current chair and next month there will be enough members on the committee to vote for a chair.

12.

12. Better Eldorado RAP presentation – McDonald

*The meeting for the presentation will occur at the Vista Grande Public Library. The event will occur at 11 AM on Monday. This is not a public event, just an event for the committee chairs and board.

13.

13. MIGS Status for Payment Plan Members – Price/McDonald

*Tabled to July.

14. 14. Pickleball court

*Proposal for the floor in the Railroad room: The new floor proposal is to place concrete instead of wood. The price for the new floor will cost \$7,000 and to add color would cost \$700. This will

be the 4th floor installed as there have been drainage issues that have ruined the wood. In 2019, there will be a survey to see how to redesign the drainage system outside the Railroad room to stop the drainage issues. Ahlstrom said that she is worried about sounds and echoing. Ugarte said that before the board approves this company, there will need to be licenses and insurance (a vendor packet) sent to us.

15.

15. Transfer property deeds from Eldorado at Santa Fe to ECIA – McDonald/Ugarte

*Tabled to July.

- MLB Baseball Field Grant – McCormick/Ahlstrom

*Tabled to July.

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- Closing the Preserve – Henline
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- Interim Pesticide Review Task Force – McDonald

*There are cracks that need to be repaired for the hike and bike trail and they need to be reviewed and repaired before the pesticide task force comes out. How does the communication about when these events and projects go out to the public? A facebook, remind, twitter? McDonald said that there needs to be a definition of what type of information will go out, when, and from who. Karen Murry will work continue to work on this for F&G. McDonald ask if there would be any pesticide application to the lawn near ECIA. Ugarte said no.

*Finance Committee

*Request from the finance for Board to approve of a forensic audit for the embezzlement. ECIA will pay for the audit. Price asked why isn't HOAMCO paying for this? HOAMCO will be reimbursing ECIA for the cost. Gutierrez suggested that Ugarte should get quotes on different forensic audits and return the bids to the finance committee.

*Finance recommends with a formal review of payment of invoices, record handling, fraud, etc. Gutierrez said that this needs to happen when appropriate. Handy suggested a third party to look at all of the above and not have ECIA audit ourselves. Ugarte said that the staff has contacted all of the vendors with payments with the cards and to have them send us the invoices that haven't been paid. Ahlstrom said that HOAMCO should be looking into all of this, not putting all of this on Ugarte and her staff. Jennifer was a HOAMCO employee and HOAMCO should take action. Gutierrez said that HOAMCO will need Isabel's help to some degree

*Recommend that no more charge to new pool passes. Or petty cash be accepted on site. The best option would be to remove the charge of new pool passes next season. This is how we will proceed. Action will occur next Wednesday.

*Billing stables in advance for water and electricity. McDonald and Gutierrez will look into this. Ugarte said that this is an accounting nightmare.

- - Pickle Ball Courts – Ahlstrom/Gutierrez
- *A representative from Pickle ball said that the basketball court would be the best place to have 4 pickle ball courts. Both groups can share the basketball space. Zisman said that the budget for the pickle ball courts will cost around \$5,000. McCormick asked if the wallball court would work. Zisman said the balls for pickleball wouldn't function well.

Zisman suggested that the pickleball group to put the tape down labeling a temporary pickleball court for most of the week, then remove it for the basketball players in the week. Ugarte said that we are redoing the ave. compadres basketball court and wondered why not have the pickleball go there. The reason ave. compadres wouldn't work is the fact that more bathrooms, a fence, water fountains, etc would have to be installed. The main concern from McCormick and McDonald is the overlapping of lines from both courts. Handy said that to remedy this would be to make the lines unique enough so they are distinguishable and no one could be confused. Zisman said that this project is a demonstration/pilot project to see how much interest there is for the pickleball. McDonald said that chalking/taping the basketball court with the pickleball court will be the best option for this pilot project. This will be added for a motion for the agenda from Gutierrez.

- - Appointment of New Board Member – McDonald
McDonald said that the end of July 15 would be the deadline, interviews would occur at the beginning of August, and a new member will be appointed in at the August meeting. A Web posting, eblast, and Vistas article will go out to the public.
- - Committee Best Practices/ Charter Template – Price/McCormick/McDonald
*Price asked how does one act from a professional standpoint, with social media, etc and he wanted to remind others that people on committees and the board are acting on the behalf of ECIA, so the rules in the charter need to be very clear. Price suggested that once the board is done looking at the charter, all of the committee chairs should take a look at the template. Price suggested that there needs to be a separate charter for the board, and to add the social media aspect needs to be looked at. Henline suggested that there should be separate documents regarding behavior. Ugarte said that there should be a policy when it comes to journalists, and how staff, committees, and board members should address those situations. Ugarte will check with HOAMCO on how to approach this. July 12, 6-8 PM will have the next community open forum. David McDonald, Claudia Ahlstrom, and Joseph Gutierrez will be there. McDonald suggested an open forum. Perhaps the 1st Saturday in August for an open forum on the Drone Policy.
- - Committee Assignments - McDonald
Ostigui to be added to the ad hoc-Motion to approve from Ahlstrom.
Open Board Discussion
- Moving Working Session day

*A suggestion from the finance committee said that the Board meeting should be moved back one week. The office doesn't have enough time to answer the needed questions. This is tabled until next month.

- **Technology Ad Hoc:**
- ***Tabled to next month.**
- **Ad hoc groups: currently the ad hoc groups need to have members that part of F&G. In the future, the ad hocs may be turned into sub committees. McDonald suggested that the ad hocs, once turned into sub committees, need to have a clear form of operations. In the F&G charter there is a model formatting the purpose, operations, and need of a subcommittee. Henline suggested that the dog park ad hoc group should be a sub committee as it is a year-round need. Handy suggested that all members who are on the ad hoc or subcommittees need to be recognized in minutes and motions so insurance can cover owners. Bette Knight stated that any**

subcommittees are members of a certain committee whereas a ad hoc is created for a specific task or reason. The latest edition of the bylaws had clarifications on how the subcommittees or ad hocs function. Gutierrez suggested that a separate meeting needs to occur to discuss the future of subcommittees and ad hocs.

- - Opening Pool to Other HOA's
 - Bridge on Monte Alto Hike Bike Trail
 - *Will be forwarded to F&G.
- - Donations for Listening Horses
 - *Henline brought up the idea of having ponies come visit, but there will need to be a vendor packet. A suggestion from McDonald was to have donations for support Listening Horses.

Adjourn

Executive Session – Legal Issues

Next Scheduled Meeting: ECIA Board of Directors Meeting -- Wednesday, June 27, 2018 in the Railroad Building / 7:00PM: Open Meeting.

Notes taken by Courteney Handy

VISTAS

Lifeguard add—training, weekend, classes,

Notice for a board member application by July 15.