

Approved Minutes
Regular Finance Committee Meeting Tuesday, Oct. 13, 2020
9:30 AM Electronic Zoom Format

Distributions: Previous Minutes, Financial Reports, Agenda, Revised Procurement Policy

Attendees

Committee: Dan Drobnis (Chair), Amelia Adair, Kathy Ritschel.
Board: Sal Monaco (Treasurer) Treasurer, David Sorkin (Alt. Liaison)). HOAMCO: Julie Navarro (General Manager), Mike Rogers (Operations Manager), Kristen Kipp (Portfolio Manager/Accountant).

Distributions: Previous Minutes, Financial Reports, Agenda, Chipper CPR
Any ECIA member wishing a copy of distributions please contact financechair1@gmail.com

1. 1. Public Comment—Chair remarks

Marti Zieg is moving from the community and has resigned from the Committee

- 2. 2. Adoption/Modification of Agenda Rev C adopted as distributed and posted**
Rev C adopted as distributed and posted.
- 3. 3. Approval of Minutes**

Sep 8, 2020 Regular Meeting minutes Draft Rev B approved as distributed and posted.

4. 4. General Manager's Report

- Pool Changing Room status—Construction postponed, decision in 2021.
- Inspection of near-term Replacement/Repair items—Mike has distributed report, no issues.
- Transfer of ECIA property near stables to EAWSD—postponed at EAWSD request until they receive County permits for new building.
- Collection actions on late assessments—6 or 7 responses to personal contact from GM, 2 payment plans terminated for non-completion and liens placed. GM will ask our collection attorney about possibly attaching rents on rental properties.
- Office Procedures development—comprehensive set circulated. **Kudos to Julie and staff!**
- CAI Training completion—still held up by virus precautions.
- Security Camera Installation in progress—importance for liability mitigation at Dog Park stressed, Five cameras needed for good coverage, with two new poles, in progress.
- Review of CC Parking Lot remaining lifetime—contractor AFJ estimates \$220K for surface rehab, consistent with projection for 2026.
- In-Office Payment acceptance procedure needed for Assessments, Board wishes to publicize

this option, GM to have for review at Nov. FC meeting.

5. 5. Board Liaison's Report

- Treasurer and GM have reviewed the 4th Draft of 2021 budget. Minor changes to payroll, Pool restucco moved from 2021 to 2020.
- Board Actions—Board wishes to have Budget Town Hall on Saturday 10/24 at 10 AM, two FC members unable to attend, Chair will try to attend.

6. 6. Improved Assessment Processing

- **Finance Committee Recommendation for Due Date**—not discussed.

7. **7. Financial Reports—15 minutes TOTAL** for Committee questions prior to meeting
 - Review of July, 2020 Balance, Income and Bank Statements—Kristen’s notes are becoming long. Kristen will distinguish new notes from older notes to focus attention.
 - Review of Accounts Receivable and Collection Activities—discussed in GM report above.
8. **8. Fourth Draft 2021 Budget**
 - GM Julie presented 4th Budget Draft. **MOTION: The Finance Committee recommends the Draft 2021 Budget dated 10/14/2020 to the Board for adoption. (3 in favor-0 opposed-0 abstained)**
9. **9. Revised Procurement Policy for Recommendation to Board**
 - The Committee reviewed the draft Revised Procurement Policy Rev F dated 10/10/2020, which attempted to incorporate comments received from the previous posting on the ECIA web site. **Motion: The Finance Committee recommends this Revised Procurement Policy for adoption by the Board (3-0-0)**
10. **10. Review Information**
 - Asset Panda testing—A further Zoom discussion is scheduled for Thursday 10/15/2020 at 1:30 PM. Chair Dan Drobnis plans to attend. The Committee notes that the principle evaluator should be Mike Rogers, to determine whether and how this tool can help manage the ECIA’s operations.
 - Chipper Capital Project Request—The FC discussed briefly with Mike Rogers. Apparently the County no longer does pickup of pruned tree branches along County roads, and this work is being done by ECIA staff. In addition it was noted that pickup is being done on roads that are not within or bordering the ECIA. Use of ECIA staff to do maintenance on properties of neighboring associations does not appear appropriate, although loan of equipment could be considered on a neighborly basis. **MOTION: The Chipper CPR appears in order and is recommended to the Board for consideration. HOWEVER, the use of ECIA personnel and/or equipment to do maintenance on property not within or adjoining the Association deserves careful thought. (3-0-0)**
11. **11. Next Meetings**
 - October 24, 10 AM Community Budget Forum
 - November 10, 9:30 AM Regular Finance Committee Meeting
12. **12. Adjourn**