

## Approved Minutes

Finance Committee Meeting Tuesday, November 10, 2020

9:30 AM Electronic Zoom Format

### Attendees

Committee: Dan Drobnis (Chair), Amelia Adair, Kathy Ritschel.

Board: Sal Monaco (Treasurer) Treasurer, David Sorkin (Alt. Liaison)), Nancy Sulzberg (President)

HOAMCO: Julie Navarro (General Manager), Kristen Kipp (Portfolio Manager/Accountant).

Distributions: Previous Minutes, Financial Reports, Agenda, Assessment Invoice Material, Office Procedures

Any ECIA member wishing a copy of distributions please contact [financechair1@gmail.com](mailto:financechair1@gmail.com)

1. 1. Public Comment--None
2. 2. Adoption/Modification of Agenda—Rev A adopted as distributed.
3. 3. Approval of Minutes

Oct. 13, 2020 Regular Meeting Amended to clarify votes as (In Favor-Opposed-Abstained).

#### 4. 4. General Manager's Report

- Pool Stucco Status—Walls planned for week of 11/16, weather permitting.
- Inspection of near-term Replacement/Repair items—No issues with Mike R October report.
- Transfer of ECIA property near stables to EAWSD—Draft Agreement being reviewed by James A. Mason, and will be presented to EAWSD after they receive a County permit for their proposed maintenance building on the site.
- Collection actions on late assessments—Some closures recommended by attorney, 5 possible court actions to garnish rental payments in progress, further actions by Board to be discussed at Nov. meeting.
- Office Procedures comments—some comments by Dan and Amelia distributed, Julie will evaluate for incorporation and discussion at next meeting.
- Security Camera Installations—expected complete at end of Nov.
- Review of CC Parking Lot remaining lifetime from F&G Committee—AFJ contractor recommendation that present plan in Replacement Reserve for sealcoat 2022 and resurface 2026 is reasonable.

#### 5. 5. Board Liaison's Report

- 2021 Budget approval—Board final vote at Nov. meeting. Invoice mailing with materials within 30 days.
- Invoice Materials—some comments provided.
- Insurance Selection Task Group—Consists of Sal Monaco, Nancy Sulzberg, Mike Schneider, Kathy Ritschel, Paul Butt, Zoom Meeting Nov. 16 2 PM.
- Board Actions—Revised Procurement Policy approved.
- Other Board information—discussions on dog leashes on Common Property, Electronic voting, no Dec. Board meeting planned.

#### 6. 6. Improved Assessment Processing

- In-Office Payment acceptance—Process for handling payments deposited in outside lockbox discussed, check scanner for payments installed. Crediting to owner accounts may still require one or more business days.

#### 7. 7. Financial Reports—15 minutes TOTAL for Committee questions prior to meeting

- Review of July, 2020 Balance, Income and Bank Statements
- Review of Accounts Receivable and Collection Activities

8. **8. Asset Panda testing**—Report.

- Assets being entered into Asset Panda tracking and scheduling by Mike, bar codes to affix to items now available.

9. **9. Other Business/Info**—County has received funds to pave Encantada Road and Loop.

10. **10. Next Meeting**

Dec. 14, 2020 Cancelled unless unforeseen business arises. FC members will review and submit comments on November financials as usual.

11. **11. Adjourn**—10:35