

Minutes Finance Committee April 14, 2020

Call to Order (Via Zoom): 9:30 AM.

Attendance: F/C members Dan Drobnis, Nolan Zisman, Marti Zieg; BOD members Nancy Sulzberg, San Monaco, David Sorkin, Mel D'Amore; Staff members Julie Navarro, Mike Rogers, Jessica Collins;

Portfolio Mgr. Kristin Kipp; Guests Amelia Adair, Felipe Cohen, Barry Silver, Kathy Ritschel, Tom Moore, James Murray.

1. **Public Comment- None.**
2. **Adoption/Modification of Agenda - Adopted as Drafted.**
3. **Approval of Minutes of Mar. 10, 2020- Approved.**
4. **General Manager's Report**
 - Conduct of Business during Covid-19 shutdown - Employees on duty between 8AM and 2PM. Office staff available for video or phone conference appts. During that time. GM can usually be reached until 5PM.
 - Pool Phase 2 status - Ahead of schedule. Still awaiting County permit for installing shade structures. Everything planned for mechanical room has been completed. 3-phase converter has been having operational issues. F/C suggested replacing it. It was agreed that a plan be developed in case the pool cannot open end of May because of pandemic.
 - Changes to Pool Locker Room and other remediations (Punch List?) - All required changes to be done by ECIA maintenance staff. Possible exception may be to hire a tile contractor if installation of new locker room benches disturbs the existing floor tiles.
 - Pool Changing Room status - Due to contractor not yet hired to do some of the Phase 2 work, there will be a Phase 3 that will take place after the close of the 2020 pool season. RFP being developed to seek contractor to build family changing room, perform pool wall restucco work, install outdoor shower, and repair the roof of the baby pool mechanical room. Hope to get this out in the June/July time frame.
 - Parking lot lighting project - All materials received. Will be able to use existing bases where replacement poles will be installed. Working with Russell Winslow to develop method for installing bases for poles at locations where lights do not currently exist. Still hoping for completion during May.
 - Hike/Bike path Chusco-Buena Ventura status - County has completed this work.
 - Inspection of near-term (2021-22) Replacement/Repair items - All items inspected and most have had replacement years pushed out. Dan to update R&R accordingly. Nolan to send BOD members copy of Mike's report.
 - CAI and other training for GM and staff - Still ongoing. Julie expects to complete the on-line portion of her CAI training by end of month.
 - Truck Purchase - 2019 Ford F-150 acquired. Works better than anticipated.
 - Personnel changes- Diana has left ECIA. Julie will be working on recruitment of replacement, who will be a receptionist. Mike Aragon now on staff as full-time 4th maintenance person. Adding this position expected to reduce costs of work previously done by outside contractors (e.g. pest control; hike-bike maintenance).
 - Assessment processing - Dan offered anecdotal info regarding many members sending in payment before Mar 1 but not processed until March. Kristen indicated 233 payments processed first week in March. May wish to modify process for 2021.
 - Overdue Collections payments - Perceived "issue" with payments in collection being sent to HOAMCO's lock box, not to the collection agency. This topic to be continued on the May meeting agenda. Collection attorney to be queried how process might work if payments initially sent to HOAMCO.
 - Office Procedures development - Office staff working on procedures manual. Will advise progress at future meetings.

5. Board Liaison's Report

- Board progress on liability for EAWSD activities on EAWSD easement near stables - It was determined that the "easement area" is large enough to qualify for transfer to EAWSD. County has been slow to process due to offices being closed.
 - Waiver of late penalties and collection referrals - Office sent out 283 late notices last week. 50 of these were due to lot owners paying last year's \$525 assessment instead of the current \$550. It was decided to retain the existing process allowing lot owners to petition for special handling in hardship cases. This would extend to application of late fees and collection costs.
 - Board actions on Finance Committee recommended motions from 3/10:
 - **Motion 1** Separate credit card for Reserve expenses - Approved. Separate bank account set up. Julie awaiting receipt of card.
 - **Motion 2** Revised Collection Policy - Approved.
 - Other actions -
 - Waste Mgt. Service Agreement finalized. Residents not obligated to use Waste Mgt. because of this. Waste Mgt. Only a "preferred provider".
 - Calendar for developing capital and reserve project requests approved.
 - Sal working with HOA Mgt. Co. procurement task force to develop RFP. This will be passed to F/C for comment when ready.
 - The complete annual audit reports, with notes, for 2019 including notes has been loaded onto ECIA web site. Community will be notified. Printed version available from Office.
 - In response to query, it was reported we spend between \$1,700 and \$2,000 per month on legal fees associated with non-compliance cases.
- 6. Financial Reports—15 minutes TOTAL**
- Review of March 2020 Report and Bank Statements - Questions raised by Nolan were addressed as was a couple of those raised by Dan.
 - Review of AR and Collections - Time ran out for completing this discussion.
 - Key Performance Indicators - Time ran out for completing this discussion.
- 7. Review of Annual Committee Calendar** - Nolan suggested other committee chairs be reminded this calendar now in effect and requests for new capital or reserve replacement items follow the calendar.
- 8. Revised Finance Committee Annual Calendar** - no discussion.
- 9. Fines Policy—Preliminary Discussion** - Nolan reminded that this topic came up at the April F&G meeting as one option for addressing violation of ECIA amenity rules. The "issue" from an F&G perspective is the "front end" of a possible procedure; i.e. how to document a rules violation, and how to address it before any type of fine or other punitive response is taken.
- 10. Revised Procurement Policy** - to be continued on the agenda.

11 . Committee Charter preliminary discussion - to be continued on the agenda.

- 12. Other Business** - Nolan asked Amelia if she'd be interested in joining the Fin. Committee. Based on her consent, it was moved, seconded and voted 3-0 to recommend Amelia for membership. Julie will create motion for Sal to present at April Board meeting.

13. Adjourn- 11:40 AM. Next Meeting May 12, 9:30 AM