

## Facilities and Grounds Committee (Digital) Meeting Minutes Wednesday, June 3, 2020

### (Action Items in Bold/Italics)

**Call to Order:** 10:04 AM

**Attendance:** F&G members: Kathy Ritschel, Mary Ellen Donat, Nolan Zisman, Fred Raznick, Martha Jackson, Marie Aragon, Taylor Ward

Board Liaison/Members: Liaison s- David Sorkin, Sal Monaco; BOD Member Nancy Sulzberg.

HOAMCO staff: Julie Navarro, Mike Rogers, Jessica Collins.

Guests: Dan Drobnis

**Approval of Agenda:** Added to Old Business; Dog Registrations; approved as amended.

**Approval of May 6, 2020 Meeting Minutes:** Approved as drafted.

**Public Forum:** None.

### GM/OM/PM Status Updates

- **Preparation for 2020 Pool Activities**
- Staffing – 6 lifeguards on board; 6 pool attendants in the hiring process. Advertising for more certified lifeguards to prepare for next phase of opening; Casa Solana has referred their lifeguards to ECIA as they will not be opening this summer.
- Lifeguards now cleaning and organizing pool equipment awaiting final inspection and pool opening.
- Advising residents on pool opening and expected rules – Pool amenity tab on website with pool guidelines and eBlast to inform of how to access. ***Jessica to send F&G members copy of latest guidelines and pool schedules.***
- Ordering special face masks – Viromax filters for masks are on order. Will advise of shipping date;
- May run out of gloves before new order received towards end of July. If that's the case, may have to close the pool in the interim.
- Procedures have been developed for lifeguards to follow in compliance with Covid-19 guidelines.
- About 100 pool passes have been issued to date.
- ***Suggestion to put white board with applicable Covid-19 related rules outside pool entrance.***
- F&G requested ***BOD to reconsider swim lessons for both children and adults.***
- No suggestions from residents on how pool should be operated.
- **Repairs at/near Pool** - - AFJ has completed resurfacing parking lot in front of pool entrance, and re-striping handicap spots. ***Still need to complete drainage work.***
- **Tracking of Other 2020 Capital and Reserve Expense Projects** - Questions about Staff status updates to tracking reports were answered. ***Julie agreed to include a new column that shows the actual completion date.*** Copy of tracking report attached to these minutes. ***Julie to also follow up on mower sweeper attachment;*** she was confused on purpose of this equipment.
- **Problem Ticket Tracking** - two questions answered on status; updated tracking report attached to these minutes.
- **Maintenance of Hike-Bike Network - -**

- Franco's Landscape Services has been retained again this year to do the mowing on the hike-bike network. The first pass should be completed in about a week.
- The ants are very active this year on the network. **Julie will ask AFJ if they can do remediation work on this.**
- There is an open problem ticket on graffiti and tagging in the tunnel under Av. Vista Grande, along the hike-bike path, between the school parking lot and the fire station. Neither Julie nor Mike were aware that ECIA has an MOU with the county, under which terms ECIA staff is permitted to paint over any graffiti found on a county-owned structure adjacent to a hike bike segment. **Nancy will reach out to the County to get a copy. Mike was asked to paint the existing areas and keep on top of it to prevent futures.**
- **Inspecting Assets Due for Replacement in 2021-22 per R&R** - Sal indicated that Mike had been asked to update the R&R with replacement dates, where appropriate for the Finance Committee budgeting work. He was also instructed to contact the designated F&G rep if he felt the need for F&G input. So far, none of the assigned F&G reps have been contacted.

#### Board Liaison Report

- **Encumbrance by County of funds allocated by Legislature for Hike-Bike Improvements -**  
There have been no updates from Joe Gutierrez since he made a report on this subject at the May Board meeting.
- **"Trespassers" on our 401 trail** - REI has rescinded including this segment in their list of available sites for rock climbing. The BOD may have our attorney issue cease and desist orders where this site is promoted or where trespassers are identified. The Conservation Committee is monitoring the situation. The BOD approved a policy of prohibiting rock climbing.
- An **RFP** has gone out soliciting proposals **to manage ECIA**. Questions were received from 2 candidates thus far; 3 of 4 vendors are expected to bid on this work.
- **Chip-seal RAP roads** - about 1/4 of the total work has been completed and work continues.
- **Other Items**
  - Due diligence efforts to determine who our next insurance broker/carrier will be should begin before the end of this year.
  - **Request was made of BOD to reconsider allowing younger residents to use our amenities, without parents in attendance, but with parent signing waivers for each child for each amenity used.** This would allow younger people to use courts, playground equipment without having to have a parent/guardian accompanying them, as well as give them more options for constructive activities over the summer.
  - BOD still deliberating on vacation rentals and having food trucks in the parking lot during pool season.
  - A concept for the new ECIA web-site is being "sand-boxed". This will become a baseline for testing requirements and new ideas.
  - Question was raised about the reliability of the recommendation in the Association Reserves' (A/R) 2019 Reserve Study that the CC parking lot would need to be repaved in 3 years. **Nolan agreed to contact A/R to determine the source of that finding.**

#### Old Business

- **Open Action Items Since Jan. 2020** - many of these were addressed in today's meeting. ***Nolan will revise the list for use at the July meeting.***
- **Enforcement of ECIA Rules at Dog Park, Pool, Courts, Stables, Hike-Bike Paths** (identifying and reporting violators) - - Due to length of meeting, and the fact that some Board members had not seen the draft documents, this topic was tabled until the July meeting. ***Nolan will send Nancy and Sal copies of the documents.***
- **Security Cameras- Group 2 CPR** - Mike has modified the CPR as requested. ***Kathy will forward to the Finance Committee for their review.***
- **Use of card swipe entry, not only for pool but also for courts and perhaps dog park** - tabled to next meeting due to Covid-19 restrictions and time running out.
- **Rules Signage** - Nancy suggested that new signs not be put up until the pandemic is behind us and we don't require special rules.

#### **New Business**

- **Dog Park Registration** - Taylor completed an audit of existing registration documents on file. She found 20 complete and properly filed sets. ***The Dog-Park Subcommittee will develop and recommend a new program (including other inoculations besides rabies) and present it at the next F&G meeting.*** They also believe such a system should be available on-line with appropriate data base and reporting capabilities. Nancy suggested this be included in their recommendations and as a part of the new web site design.

#### **Committee Comments**

- Kudos to HOAMCO for keeping dog registration records organized and as complete as possible.
- Kudos to the (short-handed) BOD and HOAMCO staff for the level of diligence and coverage of so many unexpected responses to the Covid pandemic.

**Adjournment** - 12:04 PM.

**Next meeting:** July 1, 2020 at 10 AM.

**2020**

**Capital  
Projects**

As Of: **06/01/20**

GL Code	Description	Useful Life	Estimated Completion	Actual Completion	Actual Cost YTD	% of Budget	Comments
5293	Additional Security cameras for CC and Compadres Park	10	04/15/20	05/02/20	\$15,252	104.2%	Total cost of project including electrical work.
6404	"Safe Zone" Dog Park Annex	12	Mid-June		\$1,868	23.4%	This is almost complete and benches have arrived. Mulch

							will arrive 6.4.20
6461	Sporting accessories for5 Pool		05/15/20	05/05/20	\$1,677	24.0%	Purchased Basketball/ volleyball conversion kit and Pace clock
6504	Tractor Backhoe Attachment	10	??			0.0%	Price for this is \$10,000; will ask F/C for additional funding
6525	Family Changing Room	Var	n/a	n/a	\$5,951	8.9%	To be progressed at end of 2020 season for opening in May 2021.
6551	Landscaping Around Pool	25	06/30/20		\$0	0.0%	We are looking into native plants for this area
8503	Additional Playground Equipment at CC.	10	06/30/20		\$8,420	61.9%	New playground equipment has arrived. ExcerPlay will be installing this soon.

**TOTAL 2020  
CAPITAL  
PROJECTS**

**\$33,168 27.9%**

**2020 REPLACEMENT  
RESERVE PROJECTS As Of: 06/01/20**

Description	Estimated Completion	Actual Completion	Budgeted Cost	Actual Cost YTD	% of Budget	Comments
<b>Pool-Related</b>						
Pool Shade Structures	04/12/20	05/18/20	\$30,000	\$26,092	87.0%	
Baby Pool Water Heater	05/15/20	see note	\$2,421	\$0	0.0%	This does not need to be replaced at this

						time
Mechanical Room	01/23/20	05/01/20	\$50,000	\$2,321	4.6%	Awaiting final billing
Baby Pool Mech Room Roof	05/15/20	see note	\$2,826		0.0%	POSTPONED TO FALL 2020
Adult Sand Filters	04/15/20	04/15/20	\$25,000	\$25,000	100.0%	
Adult Pool Pump	04/15/20	05/01/20	\$14,000	\$14,000	100.0%	
Adult Pool Water Heater	04/15/20	05/01/20	\$30,000	\$13,406	44.7%	
Pool Drinking Fountain	05/15/20	05/07/20	\$1,000	\$863	86.3%	
Outdoor Pool Shower	05/15/20	see note	\$2,000		0.0%	POSTPONED TO FALL 2020
Outside Pool Lockers	05/15/20	see note	\$3,323		0.0%	POSTPONED TO FALL 2020
Remediation Phase 1	05/15/20		\$5,000		0.0%	Waiting on cubbies
3-Phase Converter	05/15/20	04/28/20	\$0	\$6,214	n/a	Total cost of phase converter and installation
Re-Stucco Pool Walls	05/15/20	see note	\$35,000		0.0%	POSTPONED TO FALL 2020
<b>Sub-total-POOL</b>			<b>\$200,570</b>	<b>\$87,896</b>	<b>43.8%</b>	
<b>Non-Pool Related</b>						
Riding Arena Panels	06/03/20		\$8,000	\$5,740	71.8%	Panels arrived, they will be installed on 6.3.20
CC Room Lighting	06/30/20		\$6,268	\$2,079	33.2%	Combo fans/lights ordered for Conf. Rm, Classroom

						and RR Bldg. Electrician will be installing.
CC Parking Lot Lighting	06/30/20		\$7,200	\$14,416	200.2%	Materials received. Awaiting electrician and install.
Improve Drainage In Parking Lot	05/15/20	05/20/20	\$11,000		0.0%	Awaiting billing
Re-Surface Basketball Courts	06/12/20		\$12,000		0.0%	To be performed June 8-12
Sand for Volleyball Court	06/30/20		\$3,000		0.0%	Estimated cost \$2000
CC Floor Coverings	02/29/20	02/19/20	\$6,400	\$2,885	45.1%	Carpeting replace with tile. Work done by Staff.
Office Computers	n/a	n/a	\$6,000		0.0%	Not Needed
Conference Room Chairs	03/31/20	03/20/20	\$0	\$1,127	n/a	3 chairs were worn out; couldn't be replaced.
Ford F-150	03/31/20	03/20/20	\$40,000	\$40,000	100.0%	
Mower Sweeper Attachments	??	??	\$1,000		0.0%	

**Sub-total-NON-POOL**

**\$100,868 \$66,247 65.7%**

**Total RESERVE EXPENSE**

**\$301,438 \$154,143 51.1%**

**Tracking Problem Tickets**

As Of: **06/02/20**

Year 2020	Closed Within				Total			% Closed in Period		
Month Submitted	30 Days	31-60 Days	61 to 90 Days	> 90 Days	Closed	Still Open	Total Submitted	% All Tix	% Closed w/in 60 days	% Closed w/in 30 days

July 2019					0	1	1	0%	0%	0%
Jan 2020					0		0	0%	0%	0%
Feb 2020					0		0	0%	0%	0%
March 2020	1				1		1	100%	100%	0%
April 2020	2				2		2	100%	100%	100%
May 2020	2				2	1	3	67%	67%	67%
June 2020					0		0			
July 2020					0		0			
Aug 2020					0		0			
Sept 2020					0		0			
Oct 2020					0		0			
Nov 2020					0		0			
Dec 2020					0		0			
Total for Year	4	1	0	0	5	1	6	83%	83%	67%
Total All	4	1	0	0	5	2	7	71%	71%	57%

Total for Year (&) **67%**

(&) Closed Within 30 Days At End of Prior Completed Month (Target: 85%)

**YEAR 2018** 35 13 8 18 74 1 75 99% 64% 47%

**YEAR 2019** 29 0 0 2 31 1 32 97% 91% 91%

