

## **Monthly Management Report for Eldorado**



## February 2023

Annual Meeting/Election:	Insurance Renewal:		
May 2023	April 2023 – Daniels Insurance		
Board Terms: One Year	Assessments		
President: Carol Sanguinetti (Expires 5/2/2025)  Treasurer: Joseph Gutierrez (Expires - 5/3/2023)  Vice President: Amelia Adair (Expires - 5/1/2023)  Secretary: Jon Mclaughlin (Expires - 5/1/2023)  Director: Johnathan Turkle (Expires 5/6/2024)  Director: Mary Bonilla (Expires 5/6/2024)  Director: James Herbert (Expires - 5/2/2025)	\$570 annually		
Investment Renewals:	Bank Signature Card, Board Member:		
ALLIANCE RES CDARS-573 – 3/9/23(0.80%) CAB RES CD-901 – 3/7/24 (0.80%) ALLIANCE CDARS-785 – 12/8/22 (.45%) ALLIANCE INTRAFI CD-454 – 10/13/22 (0.35%) ALLIANCE RSV CDARS – 588 1/19/23 (1.75%)	Carol Sanguinetti Amelia Adair Joseph Gutierrez		
Current Association Projects:	Status:		
HOAMCO Staff	General Manager - Julie Navarro Operations Manager - Mike Rogers Executive Assistant - Ciara Walsh Covenant Compliance Officer - Mark Young		

	Operations & Compliance Assistant - Jocelyn Rizo Administrative Assistant - Niamh Walsh Facility Attendant - Katelyn Navarro Pool Manager - Kevin Raphael Maintenance - Leonard Prada - Lawrence Sanchez - Angelo Prada - Anthony Prada - Richard Aguilar			
Maintenance Update	<ul> <li>Set mouse traps and catching</li> <li>Set Gopher traps</li> <li>Weekly harrowing of all arenas</li> <li>Monthly dog park maintenance</li> <li>Painted handball courts</li> <li>Picked up brush piles left by tree Samaritans</li> <li>Completed t Arroyo obstacle project</li> <li>Used TR3 to groom trails in stable's arroyo</li> <li>Snow Removal</li> <li>Classroom floor replacement</li> <li>Stable Maintenance</li> </ul>			
OFFICE STAFF REPORT				
	<ul> <li>Managed AR Accounts</li> <li>Responded to records request</li> <li>Ordered equipment and supplies for CC</li> <li>Provided payoffs for refinancing</li> <li>Provided assessment bills</li> <li>Set up payment plans</li> <li>Attended committee meeting as liaisons</li> <li>Reviewed and updated collections report</li> <li>Working on AR accounts to obtain payments</li> <li>Account Reconciliations</li> <li>Set up all Zoom meetings</li> <li>Processed payments onsite</li> <li>Updated marquees</li> <li>Filed liens</li> <li>Released liens</li> <li>Website updates completed</li> <li>Working on Caliber Portal</li> </ul>			
Association Projects:	Status:			
Capital Projects  New Maintenance Facility Pump Track Stable Training Equipment Speed Bumps Dog Park Entry System	Purchased, not yet installed			

R&R Projects  Classroom Floor  Ice Maker  Stove & Refrigerator  Kitchen Remodel  Island Xeriscape  Pool Manual Vacuum  Kubota Tractor  Toro Mower	Complete.			
Committee	Update:			
Committee Meetings	All meetings are being held using Zoom and some are also being held in person. Please contact the office for more information.			
After Hours Emergency Calls:				
	None in the last 30 days			
Financial Reporting:	Status:			
January 2023 Financials	Emailed to BOD w/packet on 2/3/2023			
Balances (as of 1/31/2023)	Operating Accounts: \$899.374.75 Reserve Account: \$1,317,290.62			

## **Notable Variances:**

Account #	Description	Budgeted	Actual	Variance	Comments
GL-5885	Vistas Newsletter	\$4,166.67	\$2,631.17	\$1,535.50	Shorter meeting with layout vendor have saved money in this GL
GL- 6000	Payroll Admin	\$40,200.00	\$18,888.35	\$21,311.65	Communications Open position and Jocelyn on maternity leave.

Respectfully Submitted by: **Julie Navarro** | General Manager