

	A	B	C	D	E	F
1		ECIA Chart of Authority	2024 Draft		version dated 5/15/2024	
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3	Line #	Activity or Event	Preparer, Request or Recommendations from:	Accountability for Execution	Review	Approval
30		<i>Maintenance & Repair</i>				
31	1	Roads	Owners or Road Cmte	Santa Fe County	Santa Fe County	Santa Fe County
32	2	Hike/Bike trails routine maintenance	Operations Manager or Santa Fe County	Operations Manager	Facilities & Grounds Cmte	General Manager
33	3	Hike/Bike trails replacement, major repairs	Operations Manager or Santa Fe County	Santa Fe County	Facilities & Grounds Cmte	Santa Fe County
34	4	Common area maintenance actions within operating or reserve budgets	Operations Manager	General Manager	Facilities & Grounds Cmte	General Manager
35	5	Common area maintenance actions exceeding budgeted amounts	Operations Manager	General Manager	Facilities & Grounds Cmte and Finance Cmte	Board
36	6	Eldorado Preserve trails & other maintenance	Conservation Cmte or Maintenance Team	Operations Manager	Conservation Cmte	General Manager
37	7	Greenbelt trails & other maintenance	Conservation Cmte or Maintenance Team	Operations Manager	Conservation Cmte	General Manager
38	8	Community Stables common area maintenance	Stable Cmte or Maintenance Team	Operations Manager	Stable Cmte	General Manager
39	9	Community Stables barns & paddock maintenance	Stable Cmte	Barn owners	Stable Cmte	General Manager
40		<i>Governance</i>				
41	10	Bylaws Changes	Bylaws Review Cmte	General Manager	Board and Legal Counsel	Owners
42	11	Covenant Changes	Covenant Review task force (none at this time)	General Manager	Board and Legal Counsel	Owners
43	12	Rules, Resolutions and Policies (Standards)	General Manager, Cmtes or task forces	General Manager	Owners and Legal Counsel	Board
44	13	Procedures and checklists	General Manager	General Manager	Board	General Manager
45	14	Architectural Review Applications	Owners	Owners	Architectural & Compliance Officer	Architecture Cmte
46	15	Variances from Architectural Guidelines/Rules/Policies	Owners	Owners	Architecture Cmte	Board
47	16	Changes to Architectural Guidelines/Rules/Policies	Architecture Cmte	General Manager	Owners	Board
48	17	Response to Owner questions, comments or complaints	Owners	General Manager	Board and Cmtes	General Manger
49	18	Covenants, guidelines, rules & policy enforcement on lots	Owners or Architectural & Compliance Officer	General Manager	Architecture Cmte	Board

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50	Line #	Activity or Event	Preparer, Request or Recommendations from:	Accountability for Execution	Review	Approval
51	19	Policy and rule enforcement in common areas - Community Center	Owners, Facilities & Grounds Cmte or Amenities Manager	General Manager	Facilities & Grounds Cmte	General Manager
52	20	Policy and rule enforcement in common areas - Greenbelts & Preserve	Owners, Conservation Cmte or Amenities Manager	General Manager	Conservation Cmte	General Manager
53	21	Rule enforcement on hike/bike trails	Owners, Facilities & Grounds Cmte or Operations Manager	Santa Fe County	Facilities & Grounds Cmte or Operations Manager	Santa Fe County
54	22	Collection action including liens	Executive Assisstant or General Manager	General Manager	Finance Cmte	Board
55	23	Appeals of non-compliance determinations	Owners	Hearing Cmte	General Manager	Board
56	24	Elections	Election Cmte	General Manager	Election Cmte	Board
57	25	Chart of Authority Changes	General Manager or Board	General Manager	Cmtes and Mgmt Company	Board
58	Committees					
59	26	Cmte charter, mission and vision	Cmtes	Administrator	General Manager	Board
60	27	Member recruitment and qualifications	Cmtes	Cmtes	General Manager	Board
61	28	Chair and officer selection	Cmtes	Cmtes	Board and General Manager	Cmtes
62	29	Budget requests	Cmtes	General Manager	Finance Cmte	Board
63	30	Minutes and reports	Administrator	Administrator	Board	Cmtes
64	31	Activities & Events	Cmtes	Staff or Cmtes	General Manager	General Manager
65	32	Document management	Staff or Cmtes	Administrator	Cmtes	Board
66	33	Monitor & track cmte spending	Administrator	Administrator	Cmtes	General Manager
67	34	Communication with owners about cmte activities	Owners or Cmtes	General Manager	Cmtes	General Manager
68	Community Outreach & Communications					
69	35	Vistas, newsletter articles	Owners, Board, Cmtes or General Manager	Communications Manager	Authors and General Manager	General Manager
70	36	E-blasts, Marquees	Owners, Board, Cmtes or General Manager	Communications Manager	General Manager	General Manager
71	37	Facebook Posts	Board, Cmtes or General Manager	Communications Manager	General Manager	General Manager

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72	38	New resident welcome packets	Eldorado Volunteer Cmte	Communications Manager	Eldorado Volunteer Cmte	General Manager
73	39	Event planning, whole community	Cmtes or Event Sponsor	Communications Manager and Event Sponsor	Eldorado Volunteer Cmte and General Manager	Board
74	Line #	Activity or Event	Preparer, Request or Recommendations from:	Accountability for Execution	Review	Approval
75	40	Event planning, less than whole community	Cmtes or Event Sponsor	Communications Manager and Event Sponsor	General Manager or Board	General Manager
76	41	Event budget requests	Cmtes or Event Sponsor	General Manager	Eldorado Volunteer Cmte (and Finance Cmte if over budget)	General Manager
77	42	Event staffing	Administrator	General Manager	General Manager	General Manager
78	Personnel Policies					
79	43	Personnel Manual	Mgmt Company	General Manager	Board and Mgmt Company	Mgmt Company
80	44	Community Center hours, staffing	General Manager or Board	General Manager	Board	Mgmt Company
81	Personnel Staffing					
82	45	Additional Headcount - Budgeted	General Manager	General Manager and Mgmt Company	Mgmt Company	Board
83	46	Additional Headcount - Non-Budgeted	General Manager	General Manager and Mgmt Company	Mgmt Company	Board
84	47	Hiring and Terminations - Non-Exempt	General Manager	General Manager	Mgmt Company	Mgmt Company
85	48	Hiring and Termination of General Manager	Board or Mgmt Company	Mgmt Company	Mgmt Company	Board
86	49	Complaints re: Employees from an Owner	Owner	General Manager	Mgmt Company	General Manager
87	50	Complaints re: Employees from an Employee	Employee	General Manager	Mgmt Company	Mgmt Company
88	51	Complaints re: General Manager from an Owner	Owner	HOAMCO COO	HOAMCO COO	HOAMCO COO
89	52	Complaints re: General Manager from an Employee	Employee	HR or HOAMCO COO	HR and HOAMCO COO	HOAMCO COO
90	Employee Compensation/Evaluation					
91	53	Non-exempt Employees - within budget	General Manager	General Manager	Mgmt Company	Mgmt Company
92	54	Employee Bonus other than GM and within budget	General Manager	General Manager	Mgmt Company	Board
93	55	Community Manager including bonus	Board	Mgmt Company	Mgmt Company/ Board	Board