

**MINUTES OF THE VIRTUAL REGULAR BOARD MEETING OF THE  
BOARD OF DIRECTORS HELD WEDNESDAY APRIL 22, 2020**

The President, Mr. Kachigian, called the meeting to order at 10:00 AM stating that a quorum was present. Those in attendance were Karen Perry, Scott Nicoll, Sara Smith and Linda Shenwick via virtual APP Zoom.

The Manager Anthony Diaz was also present. Homeowners present via virtual APP Zoom were: Mr. John Robinson, Mrs. Caroleen Williams, Mr. Ken Perry, Ms. Ruieta Da Silva and Mrs. Gloria Caty.

The President moved "to accept the minutes of the January 15, 2020 meeting minutes as written". Karen Perry Seconded the motion which carried unanimously (5/0).

**Homeowner Comments:**

Paraphrased:

**Treasurer's Report:** Karen Perry. I sat in on the meeting with the CPA auditor. The auditor asked Tony for a number of items. Tony quickly found all items that were requested and easily answered all questions asked, some going back to the beginning of the year. Tony was very impressive and professional. The audit report is back. The audit needs per Davis-Stirling to be sent to homeowners within 120 days (Civil Code 5305). Tony already sent out the audit to the homeowners. The cash reserves in Union Bank as of December 31, 2019 were \$470,137. The auditor noted that FDIC insurance covers bank accounts up to \$250,000. Tony has been researching solutions to keep all funds insured. Tony, recommends shifting \$300,000.00 to Cal Private into a Money Market and a Certificate of Deposit Account Registry Service (CDARS) account. CDARS is a program that allows the public to spread money around various banks. The purpose of CDARS is to help people who invest in certificates of deposits (CD's) to stay below the Federal Deposit Insurance Corporation (FDIC) insurance limits at any given bank.

Mrs. Karen Perry motioned "to accept the audit and have Tony send it by e-mail to owners and that we move funds as Tony recommends to Cal Private", Sara Smith seconded the motion which carried unanimously (5/0).

The current reserve fund balance is \$507,087.73. One of the primary reasons for raising the dues for this year was to build up our reserve, sometimes called the replacement budget. Las Flores is almost 50 years old. The new reserve study has

identified some big-ticket items that are at the end of their useful lives and will need to be replaced rather than repaired. The Board's priorities based on the Manager's input is to identify what the new building systems components will be, where they are to be located, and what the cost for replacement and installation will be and how these new components will mesh (or not) with existing utility lines. Tony has been looking into this and may want to get some additional input in the form of a committee or he may want additional professional expertise. Currently Tony has two engineering study proposals for the replacement of the items that need to be replaced in the not too distant future such as the Fire Main Booster Pump, (2) Boilers, (2) Water Heaters, and (2) A/C Circ pumps. Tony should continue to study the issue and report back to the board with recommendation and I think before the summer and before the 2021 budget process as a goal.

The Treasurer then submitted a report (See attached).

**Manager's Report:** Anthony Diaz. The manager gave his report and provided a written report to the Board members for review. (See attached).

**Beach Club Report:** Phyliss Maas/Linda Shenwick. Nothing to report.

**Landscape & Recreation:** Karen Perry. At the April L & R meeting, L&R passed changes to the Articles of Operation. It was a contentious meeting and the voting process became very confusing. Representatives were arguing over how Robert's Rules of Order apply. Las Flores voted NO on the three proposals. In the open forum, Karen stated that she did not believe L&R has the authority to vote a member off the committee. Karen stated because of the virus Las Flores Board had not had a chance to discuss the issues. Karen was hoping the issues would be postponed. Karen request that we have an Executive Session in the near future.

Mr. Scott Nicoll motioned "to have Karen Perry as the new Las Flores L&R representative and Linda Shenwick as the alternate member". Sara Smith seconded the motion which carried unanimously (5/0).

the latest draft version of the proposed amendments to the Articles of Operation for the L&R Committee's consideration at the meeting on the 16<sup>th</sup> of April:

1. Add Article VIII, Section 3 to read:  
Section 1. These Articles of Operation may be amended from time to time by vote of a majority of a quorum of committee members.
2. Add Article II, Section 3 to read:  
The Committee may remove a Committee member for cause by vote of majority of a quorum of the Committee. If a Committee Member is removed

under this provision, the Association in question shall appoint a new, qualified representative Committee Member to fill the vacancy within thirty (30) days of the removal. For purposes of this provision, "cause" is defined by way of example as including , but not limited to, gross negligence or willful misconduct by a Committee Member in the performance of his or her duties as a member of the Committee, which shall include, but not be limited to, theft/fraud of Committee funds, harassment of other Committee Members, agents, principals, employees, independent contractors, and attorneys, and any willfull (and not legally protected) act that is likely to or which does in fact cause substantial loss, damage or injury to the Committee.

3 Add Article II, Section 1:

Add underlined phrase to second to last sentence: Unless removed for cause, a Committee Member shall hold Committee membership for as long as the Association who named the Member has not provided a superseding Resolution naming another Director as the Member.

Final language passed by the L&R Committee can be found in the April 16, 2020 minutes.

4 Karen Perry motioned "to have an Executive Session on 1 May, 2020 to discuss L&R Legal issues" and it was seconded by Scott Nicoll which carried unanimously (5/0).

5 Phase II, Main Entrance, Landscape Architect Fee of \$10,000, action – Oliver gave an update on the proposed project. Motion: To approve \$10,000 for David Reed Landscape Architect to get a preliminary conceptual of what can be done in the entry way, and bring that back to the landscape group and the L&R", seconded by Don Smith. (vote 6/4, #1,#3, #4, #5 no) Motion Passed.

6 Proposal for contract Security Action --- Jerry presented proposals from 3 companies (to be pro-rated) – Elite Security Staffing \$37,821/mo, GMI 37,543/mo, United Security 34,841/mo. Motion: To approve GMI proposal of \$37,543/mo made by Joe Carney and seconded by Beth Mulcahy-Elardo. (Vote 10/0) Motion Passed.

7 Proposal for Remodeling Cabrillo Pool, Action – Jerry presented proposals from 3 companies. Capstone Pool & Spa \$64,330, Poolman \$65,715, Poolscape Unlimited Inc \$73,312. The concrete repairs to be done by Specialty Coating NTE \$15,000. Motion: To approve the Poolscape Unlimited Inc. proposal of \$73,312 and Specialty Coating NTE \$15,000 (Vote 10/0) Motion Passed.

8 Proposal to Replace Gate Openers at All Three Entrance/Exits, Action – Jerry presented proposals from 4 companies. Access Professional Systems (APS) \$63,900, San Diego Ornamental Iron \$58,000, Controlled Entry Specialist (CES)

\$38,886, Parking Box \$39,457. Motion: To approve CES proposal of \$39,886 made by Joe Carney and seconded by Beth Mulcahy-Elardo. (Vote 10/0) Motion Passed.

- 9 Revisions to L&R Articles of Operation, Action – The L&R attorney, James McCormick and the attorney for Cabrillo, John McDowell spoke on this matter. Motion: To table this motion and we need to seek the advice of a professional mediator to get both parties together and get these attorneys together and come up with a solution to resolve the issue made by Robert Clinton and seconded by Scott Nicoll. Amended Motion: Add – within 30 days and no contact whatsoever between the parties involved. (Vote 10/0) Motion passed.

**Finance and Budget:** Same as Treasurers Report. (See attached).

**Facilities Advisory Group:** Karen Perry. Facilities Advisory Group - L&R has approved the glass pool panels for all 4 pools. New glass will be 1/2 inch, clear and tempered. There will not be posts but will have a top railing with stainless steel holders at the bottom of the glass. Glass panels will meet all new code standards. Cost will be \$230,000. El Camino pool will be done first and then Roeder. The Cabrillo pool will be completely redone after summer by Pool-scape and the new glass panels will be installed at that time. A sample of the new panels can be seen at the east gate of the Beach Club next to where the shower is. Beach Club glass panels will be installed in early 2021. My comments to the committee: We need to make sure all future projects have the best specifications for any metal that is being used. Window frames, balcony railings and light posts have been holding up well. Pool gates are corroding after only about 2 1/2 years. Pedestrian bridges over the lagoon started rusting within 4 months. Jerry said he will talk to the contractor about this and get them powder coated. The new wall design on Del Sol will include metal panels as well as concrete blocks. We need to make sure the correct metal is used.

**Landscape Advisory Group:** Cheryl Nicoll. Landscaping Advisory Group- Recommended that L&R approve landscaping plan with the Del for Avenida Del Sol. Recommended \$5,000 be spent for landscaping plans for the south campus. Did not recommend \$5,000 be spent on landscaping along the strand at this time. Did not recommend \$10,000 be spent on landscaping plans for the front entryway. Item was passed up to L&R without a recommendation.

**Recreation Advisory Group-** The recreation committee has not been well attended. It will not be meeting for a while.

**Community Alliance Group:** Sara Smith. The Community Alliance Group is deciding on the public art for the transition on Paseo walkway between the Hotel Del and the Shores.

**Seawall & Roadway Committee:** John Robinson.

Dear Board,

I hope everybody is well under the circumstances.

Since the board meeting is virtual, I would like to summarize Insurance and Enforcement (Seawalls and Roadways) for you prior to the meeting. If you have any questions, please feel free to email, text or call me.

Tony should include this email and the attachments to the board meeting minutes for distribution as appropriate.

### **ENFORCEMENT (SEAWALLS AND ROADWAYS)**

Please see the two attached packets for detailed information. At the meeting on the 24th, the committee will vote on two important issues. First is to authorize the company Downstream to move ahead with a pumping station to address the flooding of Cabrillo and the L and R offices. This is the least expensive path to pursue (around \$80,000) as compared to trying to tie that section of storm drain into the main storm drain system. As you might remember, this section is independent of the rest of the system and once emptied into ocean via a pipe leading to the beach. This pipe is full of sand and buried so during floods and heavy rain, it does not function. A pump station will attempt to (1) force water through the sand in the pipe and (2) if necessary, pump the water by hose over the seawall onto the beach.

**I will vote for the Downstream contract.**

Secondly, the committee must hire a survey company to map out the seawall to determine if it is on our property or state property. We had a no cost lease for 50 years that just expired. Now the state wants to charge us for the use of their property if the seawall is on it. The packet explains this in detail. Once the footprint is identified, we will be billed by the state for the use of that property minus the footprint of the stairs to the beach. How much this lease will be nobody knows right now but we as a committee are trying to be cooperative with the state authorities, not adversarial. Therefore, we are paying for the survey as a first step.

**I will vote for the cheapest survey of the two, Rick Engineering unless there are mitigating factors brought up during the meeting. So that will be at least \$14,000 in total.**

### **Enforcement Summary:**

I expect that Enforcement Committee costs to Las Flores will be going up starting this year. We have around \$300,000 in reserves but that is not enough for a complex so old and our roadways, sewers and storm drains among other infrastructure will need to be properly maintained. Therefore, the committee is authorized to special assess and

increase contributions by the governing documents. I have no idea what the lease costs will be but the seawall survey will be \$1400 or so to us out of our reserves. The Enforcement Committee might also special assess this year if the lease bill comes in, but we are not at that point yet.

The Committee Chair has indicated that he is not in favor of raising assessments in 2021, costs to come out of reserves, but it is to be seen whether or not this is what will happen.

### **INSURANCE:**

Workers Comp premiums are based on XMOD which means experience modification, a multiplier used to establish our premium. The XMOD will change year to year and is based on each association's workers comp claims over a period of years.

This factor is established by independent agencies and is the same for any company wanting to provide us with insurance. It is not established by Farmer's, or Wateridge (the brokers) for example. It is a standard mathematical number the insurer is provided. How much our insurance premium might be is not standard though, it depends on how much an insurer wants to charge us, the entering factor for them is the XMOD of course. Profit is another issue and varies company to company and beyond our control except to get competing bids.

Our XMOD was negatively impacted by two former employees. Those claims for workers comp caused our XMOD to go up, but as time has passed, it goes down of course unless we get new claims. Tony is in a better position than me to discuss possible future workman's comp claims at the board meeting.

Proactively, the insurer provides workplace audits at no charge to survey our building and practices with safety improvements in mind. They do this since they do not want us to experience injuries in the workplace either, so it is a team effort between our manager and the insurer.

We are in good hands with Tony who is very focused on workplace safety. Not only for our employees but for all residents and visitors to our building.

At the last Insurance Committee meeting, we voted to change our insurer from Wateridge, to Farmer's as broker (the actual insurance is with another company, Everest National and Security National respectively) since Farmer's proposal was much less than Wateridge. To us at Las Flores, it meant around a \$5000 a year savings to go with the Farmer's proposal (\$14,000 instead of \$19,000). The total complex premium was \$124,005.

All Board members are covered by this policy in case you were injured in the course of your duties.

Our Plate Glass policy is up for renewal, that is deferred to a future meeting.

I am not aware of any lawsuits that would impact on Las Flores at this time, but that does not mean that there are not ongoing or threatened lawsuits since such information is not distributed to the committee members by the chair of the committee due to privacy issues and legal input from our insurers/legal representation. The only way we would know is if it the suit originated at Las Flores or if we were billed for a legal action. Anything else is speculation from our association's point of view.

**Governing Documents & Rules Committee:** Linda Shenwick. Ballots to Amend Bylaws and CC&R's have been sent out to the membership for their vote, ballots must be received no later than 2:00 p.m. on June 15, 2020. Votes will be counted and tabulated on July 15, 2020 at 10:00 a.m., in the Manager's Office. Ballots must be received by the deadline specified above.

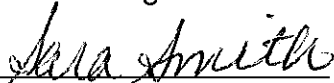
Las Flores Rules have been revised and updated to match the current CC&R's, no vote required for the rules update. A notice was sent out to the membership regarding enforcement of the association's lease/rental restrictions and pet restrictions.


**House Committee:** See attached Report.

Next Meeting will be the Regular Board Meeting on May 20, 2020.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 10:54 AM.

  
Sara Smith, Secretary

  
George Kachigian, President

**Attached Reports:**

**Treasurer's Report for month ending January 31, 2020**

**Reserves**

Balance brought forward from 2019 \$470,136.53 in the Regular Reserve Fund.

Union Bank Statement ending balance as of 31 January, 2020 \$464,640.70.

**Currently: 2020**

At the end of January there is \$482,970.93 in the Regular Reserve Fund account, kept in the reserve bank account or certificates of deposit. See Reserve Funds Account Summary for a complete breakdown of Reserve Accounts. This represents that the Association Reserve is currently at approximately 23% funded level based on the revised Reserve Study Update completed October 2019.

**Interest Income**

Year to date we have collected a total of \$39.11 in interest. We projected we would receive \$51.00 leaving us under projections at the end of January by \$11.89.

**Operating Budget**

For the month of January, we budgeted \$124,800.00 for assessment income and we actually received \$124,800.00.

For the month of January, we budgeted \$124,851.00 for expenses and actually expended \$128,408.31 leaving us over projected budget expenditures for the month by \$3,557.31. To date ending January 31<sup>st</sup> shows that we are currently over projected budget expenditures for the year 2020 to date by \$3,569.20.

Net Ordinary Income to Budget year to date as of January 31<sup>st</sup> is negative \$3569.20.

**Notes:**

Sincerely,

For the Treasurer  
Anthony Diaz  
Association Manager



## Treasurer's Report for month ending February 29, 2020

### Reserves

Balance brought forward from 2019 \$470,136.53 in the Regular Reserve Fund.

Union Bank Statement ending balance as of 28 February, 2020 \$501,042.54.

### **Currently: 2020**

At the end of February there is \$501,042.54 in the Regular Reserve Fund account, kept in the reserve bank account. See Reserve Funds Account Summary for a complete breakdown of Reserve Accounts. This represents that the Association Reserve is currently at approximately 24% funded level based on the revised Reserve Study Update completed October 2019.

### Interest Income

Year to date we have collected a total of \$75.72 in interest. We projected we would receive \$102.00 leaving us under projections at the end of February by \$26.28.

### Operating Budget

For the month of February, we budgeted \$124,800.00 for assessment income and we actually received \$124,800.00.

For the month of February, we budgeted \$124,851.00 for expenses and actually expended \$114,087.00 leaving us under projected budget expenditures for the month by \$10,764.00. To date ending February 29<sup>th</sup> shows that we are currently under projected budget expenditures for the year 2020 to date by \$4,361.73.

Net Ordinary Income to Budget year to date as of February 29<sup>th</sup> is positive \$4,335.45.

### **Notes:**

Sincerely,

For the Treasurer  
Anthony Diaz  
Association Manager

## Treasurer's Report for month ending March 31, 2020

### Reserves

Balance brought forward from 2019 \$470,136.53 in the Regular Reserve Fund.

Union Bank Statement ending balance as of 31 March, 2020 \$500,751.13.

### **Currently: 2020**

At the end of March there is \$507,087.73 \* in the Regular Reserve Fund account, kept in the reserve bank account. See Reserve Funds Account Summary for a complete breakdown of Reserve Accounts. This represents that the Association Reserve is currently at approximately 24% funded level based on the revised Reserve Study Update completed October 2019.

\*Includes undeposited reserves funds.

### Interest Income

Year to date we have collected a total of \$118.65 in interest. We projected we would receive \$153.00 leaving us under projections at the end of March by \$34.35.

### Operating Budget

For the month of March, we budgeted \$124,800.00 for assessment income and we actually received \$124,800.00.

For the month of March, we budgeted \$124,851.00 for expenses and actually expended \$108,758.48 leaving us under projected budget expenditures for the month by \$16,092.52. To date ending March 31<sup>st</sup> shows that we are currently under projected budget expenditures for the year 2020 to date by \$20,500.09.

Net Ordinary Income to Budget year to date as of March 31<sup>st</sup> is positive \$20,465.74.

### **Notes:**

Sincerely,

For the Treasurer  
Anthony Diaz  
Association Manager

## Manager's Report:

1. We have hand sanitizer by each entry way from the garages to the upper and lower lobby and one station in the lobby by the front door.
2. Staff continues to clean and disinfect common areas three times a day.
3. Just received a shipment of masks and I will send out an email asking the residents to pick some up if needed from my office.
4. CPA Audit was completed and forwarded to the Board and Membership.
5. Staff completed mandatory sexual harassment training.
6. Had power outage to building causing damage to audio amplifier on fire alarm system. Parts on order. Factory shut down due to COVID19. Eta unknown at this time.
7. Replaced all back-up batteries in fire alarm system.
8. Rebuilt #1 water heater circ pump.
9. Had 1<sup>st</sup> qtr. test of fire alarm system.
10. Painted south emergency exit stairs and walls.
11. Did several water shut off for the following units 1203, 1102, 907, 1003
12. Repaired landing at top of stairs to roof entry and replaced carpet.
13. Continued work to seal windows in both levels of garage.
14. Replaced 1.5-inch valve in hot water supply line to 02 stack bathroom on roof.
15. Repaired broken lever on 14<sup>th</sup> floor trash chute door dampener.
16. Replaced emergency light fixture in north stairwell.
17. Cleaned and painted stained exterior wall around building.
18. Added extensions to planter drains on exterior walls.
19. Painted storm drain covers on roof.
20. Repaired drain in cooling tower room.
21. Tile grout in lobby was cleaned and painted.
22. Rebuilt alarm lock set south terrace door
23. Painted north emergency exit stairs and walls.
24. Painted hand rails north and south emergency exit stair wells
25. Painted dry pipe fire main valves north and south emergency exit stair wells
26. Replaced light bulbs on terrace
27. Found shower drain piping leak in 903 from 1003. Hec's Plumbing called in to make repair.
28. Cleared clogged drain 603 bath tub
29. Repaired toilets in units 608, 604.

## **HOUSE REPORT (Roof, terrace and garages)**

### **February 22, 2020; Board Meeting**

The purpose of this report is to inform the Board of Directors and Homeowners of conditions in the Las Flores building that are in need of remedial work. The report also confirms that the staff is timely and satisfactorily correcting these items. Any health or safety concerns that are observed while inspecting the building are also reported.

California Occupational Safety and Health Administration (Cal OSHA) regulations require Las Flores building inspection reports include the names of individuals that conduct the inspection.

February 10-13, 2020 inspections:  
Scott Nicoll, Board Member  
Anthony Diaz, Association Manager

The following is a list of conditions in the building that are in need of remedial work and those for which work has been completed since the previous report. Tasks reported as "completed" in previous reports are not repeated in this report. The work completion status is noted for some of the tasks pending completion.

Since each remedial work task is not equally important and the urgency to complete each task is not the same, tasks have been assigned a priority. The priorities are defined as follows:

Priority 1: Items that are health or safety concerns or conditions that have the potential to become future health or safety issues.

Priority 2: Items in need of repair or replacement that are in locations accessible to Homeowners and whose existing condition is unsightly.

Priority 3: Items in locations that are not normally accessible to Homeowners and whose immediate repair or replacement will not result in appreciably accelerating their deterioration or cost to remediate.

The building's staff perform many routines, but very important, maintenance, repair, and housekeeping tasks that are not listed in this report. This report is limited to those work activities planned for a future time and/or ongoing work that needs an extended length of time to finish. In addition, all items that Homeowners have brought to the attention of the Manager or House Committee are included unless they were reported as "completed" in prior reports. This provides a way for the Board to make sure that Homeowners' housekeeping concerns receive consideration and appropriate corrective action.

### **Roof Top & Machinery Room**

1. Cooling tower space needs to be cleaned
2. Deck by boiler is chipped, needs preservation.
3. All roof-top rooms need to be organized.
4. Rust on all roof drains.
5. Remove paint from space.

6. Cooling tower door need to be lubricated.
7. Shelving in equipment room needs to be inventoried and organized.
8. Equipment room needs to be cleaned and organized.

#### **Terrace Common Area & Stairwells Building Perimeter**

1. Northside terrace decking in common area has a couple of cracked planks.
2. Northside and southside stairwells need preservation.

#### **Upper Garage & Store Rooms Employee Restroom**

1. Parking U-1 Excessive bikes (4), Bikes not registered, stall has trash, unit 1503.
2. Parking U-2 Unauthorized items (BBQ Pit), bike not registered, unit 509.
3. Parking U-4 Trash above storage locker, unit 709.
4. Parking U-5 Excessive bikes (8), unauthorized items (Vehicle Batteries), unit 1609.
5. Parking U-8 2 bikes not registered; stall is very disorganized.
6. Parking U-11 Unauthorized items (cardboard boxes).
7. Parking U-13 1 bike not registered.
8. Parking U-15 Excessive bikes (4) 2 bikes not registered.
9. Parking U-21 Bikes not registered (2), unit 1408.
10. Parking U-24 Unauthorized items in stall (wood & trash).
11. Parking U-29 Bikes not registered (2), unit 210.
12. Parking U-30 Unauthorized items (BBQ Pit), 2 bikes not registered, 707.
13. Parking U-31 Bikes not registered (2), unit 202.
14. Parking U-36 Excessive bikes
15. Parking U-41 Bikes not registered (1), unit 407.
16. Parking U-42 Bike not registered (1).
17. Parking U-50 Excessive bikes (4).
18. Parking U-56 Excessive bikes (4) unit 506.
19. Parking U-61 Bikes not registered.
19. Parking U-69 bikes not registered (4).

### **Lower Garage & Store Rooms**

1. Parking L-1 Excessive boxes and unauthorized items in parking stall, unit 903.
2. Parking L-2 Excessive bikes, bikes not registered (3), unit 804.
4. Parking L-6 Excessive bikes (5).
5. Parking L-8 Bikes not registered (2), unit 1109.
7. Parking L-11 Unauthorized items (cardboard boxes), bikes not registered (4).
9. Parking L-14 Bikes not registered (2).
10. Parking L-15 Excessive bikes, bikes not registered (3), unit 702.
11. Parking L-17 Unauthorized items, bikes not registered (2), unit 1405.
12. Parking L-18 Bike not registered (1).
13. Parking L-22 Bike not registered (1), unit 508.
16. Parking L-26 Bikes not registered, excessive bikes (3),
17. Parking L-30 Unauthorized items (Trash), unit 901.
18. Parking L-35 Bikes not registered (2), unit 907.
19. Parking L-44 Unauthorized items (tile and paint), unit 703.
20. Parking L-48 Unauthorized items (glass shelves, boxes) unit 1110.
21. Parking L-50 Unauthorized items (boxes).
- 22.. Parking L-52 Unauthorized items (shelves & trash).
23. Parking L-58 Unauthorized items (trash).
24. Parking L-59 Unauthorized items (tile & wood).
24. Parking L-63 Bike not registered.
25. Parking L-64 Excessive bikes (5), bikes not registered, unit 503.
26. Parking L-65 Bike not registered (2) unit 1509.
27. Parking L-69 Bikes not registered (4), unit 1604.
28. Parking L-72 Excessive bikes (10), bikes not registered, unauthorized items  
Unit 708.
29. Parking L-75 Excessive bikes (3) 1 bike not registered.
30. Parking L-76 Bikes not registered, (4), excessive bikes.
31. Parking L-77 Bikes not registered, excessive bikes (4).

### **Pump Room in Upper Garage**

1. Remove Cleaning gear from pump room.

### **Misc. tasks pending completion:**

NTR.

### **General Items noted for action:**

1. Eastside of building has rust spots.
2. Approximately 10 rocks have fallen off the rock wall, rocks need to be cemented back on.

### **House Report (Corridor Inspection)**

#### **February 22, 2020: Board Meeting**

The purpose of this report is to inform the Board of Directors and Homeowners of conditions in the Las Flores building that are in need of remedial work. The report also confirms that the staff is timely and satisfactorily correcting these items. Any health or safety concerns that are observed while inspecting the building are also reported.

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Since each remedial work task is not equally important and the urgency to complete each task is not the same, tasks have been assigned a priority. The priorities are defined as follows:

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The building's staff perform many routines, but very important, maintenance, repair, and housekeeping tasks that are not listed in this report. This report is limited to those work activities planned for a future time and/or ongoing work that needs an extended length of time to finish. In addition, all items that Homeowners have brought to the attention of the Manager or House Committee are included unless they were reported as "completed" in prior reports. This provides a way for the Board to make sure that Homeowners' housekeeping concerns receive consideration and appropriate corrective action.

**Corridors** (Priority 2 unless noted otherwise)

**General:**

Floor 16:

1. Scuff marks North & south overhead by elevator.

Floor 15:

1. Scuff marks North & south overhead by elevator.

Floor 14:

1. Laminate by 1403
2. Fix wall paper by 1403 on the bottom of wall.
3. Scuff marks overhead by 1405.
4. Overhead light by elevator has a gap around housing.

Floor 12:

1. Scuff marks on the overhead by 1207/1208.
2. Chips on elevator frames.
3. Fix laminate on 1203 door.

Floor 11

1. Scuff marks North & south overhead by elevator.
2. Elevator door frame chipped.

Floor 10:

1. Elevator door frame chipped.
2. Unit 1008 door laminate needs to be repaired.
3. Overhead scuff marks by 1008.
4. Unit 1003 door laminate needs repair.
5. Unit 1004 door laminate needs repair.

Floor 9:



1. Scuff marks north & south overhead elevator overhead.
2. Number for unit 0905 needs to be replaced.
3. Trash room door frame chipped.

Floor 8:

NTR

Floor: 7

1. Wall paper by 702 needs to be clued.
2. Overhead scuff marks by 706 needs painting
2. Elevator frames chipped

Floor 6:

1. Scuff marks, overhead by trash room.

Floor 5:

1. Scuff marks on the overhead elevators.
2. Overhead scuff by unit 510.
3. Trash room has dirty vent cover.
4. Laminate needs to be repaired by 503.

Floor 4:

1. Scuff marks on overhead by unit 409.
2. Black door frame by unit 406 chipped.
3. Door frame laminate chipped unit 403.

Floor 3:

1. South side door sign needs to be replaced.

Floor 2:

1. Scuff marks on overhead by unit 209.

Floor 1:

1. North stairway drywall needs to be fixed.
2. North vestibule drywall needs to be repaired.
3. Elevator door frame chipped
4. North fire station missing sign.

**Note:**

Main Lobby: NTR

**Priority 1 Safety Items:**

The following units need to fix their smoke stops ASAP: (contact manager for replacement).

- 1604
- 1606
- 1508
- 1506
- 1505
- 1410
- 1403
- 1401
- 1210
- 1203
- 1110
- 1107
- 1009
- 1008
- 1007
- 1006
- 1003
- 0910
- 0909
- 0908
- 0903
- 0902
- 0808
- 0807
- 0805
- 0710
- 0709
- 0706
- 0701
- 0609
- 0608
- 0605
- 0603
- 0602
- 0601
- 0506
- 0501
- 0409
- 0408
- 0403
- 0402
- 0310
- 0308
- 0307
- 0303
- 0302
- 0209
- 0207
- 0110
- 0108
- 0102