

**MINUTES OF THE VIRTUAL REGULAR BOARD MEETING OF THE
BOARD OF DIRECTORS HELD WEDNESDAY SEPTEMBER 16, 2020**

The President, Mr. Kachigian, called the meeting to order at 11:00 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: Ms. Caroleen Williams, Mrs. Susie Sloman, Gloria Cady & Ms. Rebecca Schofield.

The President moved "to accept the minutes of the August 17, 2020 Regular Board Meeting as written". Scott Nicoll Seconded the motion which carried unanimously (5/0).

The President moved "to accept the minutes of the September 2, 2020 Executive Session Meeting as written" Scott Nicoll Seconded the motion which carried unanimously (5/0)

Homeowner Comments:

Paraphrased: I understand for renters to have pets at Las Flores a 90 days lease is required. However, prior/existing/repeat tenants should be grandfathered and the 90-day rule should apply only to new tenants since I've been leasing my unit to pet owners with 30-day leases for many years and the 90-days rule was never enforced. The rule has not been enforced and the rule should be abolished.

Treasurer's Report: Karen Perry. The Treasurer gave her report (See attached).

Manager's Report: Anthony Diaz. The manager gave his report to the Board members. (See attached).

Beach Club Report: Phyllis Maas/Linda Shenwick. NTR

Landscape & Recreation: Karen Perry. At the August meeting, the operating budget was approved with a 6.02 % increase. The capital budget was approved at \$480,000. Same as last year. The wall/door for the beach Club was discussed. A motion authorizing an expenditure up to \$2,000 for the door was passed with an amendment that closing off that area would be ADA compliant. On the September Agenda the AD Hoc committee on Governing documents will present comments, suggestions and questions that have been sent to the committee for Articles I to IV. Tony has these documents, if any homeowner is interested. The new gates have been hit 23 times in the past 4 months. A fine of \$250 for the first offense and \$500 for

subsequent offenses is being proposed. A Beach Club reopening plan and purchase of fire tables will be on the agenda. A Health Club reopening plan and a new exercise class will also be on the agenda. If any homeowners have comments for L&R, please let Tony or Karen Perry know.

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

Facilities Advisory Group: Scott Nicoll. NTR

Landscape Advisory Group: Cheryl Nicoll. NTR

Community Alliance Group: Sara Smith. Meeting will be held the afternoon of September 16, 2020.

Seawall & Roadway Committee: John Robinson. NTR

Insurance: John Robinson. NTR

Governing Documents & Rules Committee: Linda Shenwick. NTR

House Committee: Manager & Linda Shewick (See attached).

Disciplinary Committee: Linda Shenwick. NTR

Unfinished Business:

2021 Budget Approval. Scott motioned "to approve the 2021 Budget". Sara seconded the motion which passed (4/1). Linda Shenwick against.

The Approved 2021 Budget will be sent out to the Membership in November with the Annual Pro Forma Budget. The unit assessment for 2021 will increase 2.99%.

1 Bedroom	\$746.00
2 Bedroom	\$869.00
2 Bedroom + Den	\$993.00
3 Bedroom	\$993.00

Engineering Study Update. Manager. The Engineering Study by Wash Engineering will be completed the week of September 21, 2020.

Spectrum Contract Agreement Update. Board approved new Spectrum Contract at the Executive meeting held earlier at 10:00 AM.

New Business:

2021 Board Priorities:

Manager recommended the following projects for 2021:

1. Upgrade/replace Building Security Cameras.
2. Entry & exit garage door arms mechanism replacement.
3. Lobby doors replacement will be looked at some time during the year in 2021 and possibly have them replaced if budget supports.
4. Terrace planter boxes flowers replacement will also be looked at during 2021 for upgrade.

Scott motioned "to accomplish the Upgrade/Replacement of the Building Security Cameras and the Garage door arms projects in 2021". Sara seconded the motion which carried unanimously (5/0).

Unit 503 window replacement and rail extension request. Linda Shenwick motioned "to approve unit 503 window replacement and rail extension under the condition that any new railing must match existing railing additionally, any future maintenance or repairs on the rail extension will be the homeowner's responsibility not the Association as stated in the Board approval letter". Scott seconded the motion which carried unanimously (5/0).

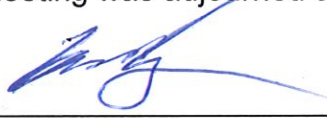
Next Meeting will be the Forty Seventh Annual Meeting & Organizational Meeting on November 21, 2020

ADJOURNMENT:

There being no further business the meeting was adjourned at 11:42 AM.



Sara Smith, Secretary



George Kachigian, President

Treasurer's Report for month ending August 31, 2020

Reserves

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

Union Bank Statement ending balance as of 31 August, 2020 \$250,695.82.

CalPrivate Bank Statement Balance as of 31 August, 2020 \$300,140.72.

Currently: 2020

At the end of August there is \$569,206.35 * 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 27% 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 \$394.90 in interest. We projected we would receive \$408.00 leaving us under projections at the end of August by \$13.10.

Operating Budget

For the month of August, we budgeted \$124,800.00 for assessment income and we actually received \$124,968.80.

For the month of August, we budgeted \$124,851.00 for expenses and actually expended \$125,440.95 leaving us over projected budget expenditures for the month by \$416.34. To date ending August 31st shows that we are currently under projected budget expenditures for the year 2020 to date by \$28,167.56.

Net Ordinary Income to Budget year to date as of August 31st is positive \$28,498.26.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Manager's Report:

1. Election paperwork will be sent out to the membership soon.
2. Started engineering study on boilers, water heaters and associated equipment. Walsh Engineering expects to have there report to us by this week.
3. #2 Water Heater circ pump bearings went bad, making loud noises, replaced bearing assembly. #2 heater is in stand-by.
4. Passed annual Air Pollution Control District Inspection on Generator
5. Refurbished Trash rooms PH-7 and 2
6. Placed hand sanitizer dispensers at upper, lower elevator lobbies and front door.
7. Did water shut off for 2 stack for 1102
8. Did water shut off for 4 stack for 403
9. Had to revisit leak in 408 as repairs were not done to broken toilet and it leaked again
10. Found leak in 8 stack hall bath main drain piping.
11. Had vapor shield added to front desk
12. Put anti-furling rods on the flags on front of building
13. Had spalls repaired on 410 and 1102 balcony.
14. Repaired upper lobby to garage handicapped door operator.
15. Replaced emergency light in vestibule on 10th floor
16. #2 closed loop circ pump tripped and Daniel came in and shifted to # 1. Thermal overloads reset and #2 pump is in stand-by
17. Found partly clogged condensate drain for 8 stack A/C drains. Cleared line.

HOUSE REPORT (Roof, terrace and garages)

September 16, 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.

August 27-September 10, 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. Roof top entry door and frame needs preservation.
2. Outlet cover broken on westside of roof.
3. Cooling tower foundation needs to be preserved.
4. Trash on roof area by cooling tower room.
5. Generator deck needs to be cleaned.
6. Fire station needs preservation.
7. Get rid of old fire hose.
8. Roof valves need to be replaced.
9. All roof-top rooms need to be organized.
10. Shelving in equipment room needs to be inventoried and organized.
11. 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.
2. Parking U-2 Unauthorized items (BBQ Pit), bike not registered.
3. Parking U-5 Excessive bikes (6), unauthorized items (Vehicle Batteries).
4. Parking U-8 Unauthorized items (Firepit).
5. Parking U-10 Excessive bikes (5).

6. Parking U-11 Unauthorized items (Cardboard boxes).
7. Parking U-12 Unauthorized items (BBQ pit).
8. Parking U-13 Excessive bikes (7) 3 bikes not registered (Card board boxes).
9. Parking U-15 Unauthorized items (Firepit, fire wood).
10. Parking U-19 Unauthorized items (Wood).
11. Parking U-21 Bikes not registered (2).
12. Parking U-22 Unauthorized items (Cardboard).
13. Parking U-23 Unauthorized items (Wood trim).
14. Parking U-29 Bikes not registered (3).
15. Parking U-30 Unauthorized items (BBQ Pit).
16. Parking U-31 Bikes not registered (2).
17. Parking U-36 Unauthorized Item (Tile & vases).
18. Parking U-41 Bikes not registered (1).
19. Parking U-52 Bikes not registered (1), (Fire wood, trash, hazmat).
20. Parking U-56 Excessive bikes (3), not registered.
21. Parking U-57 Bikes not registered (1).
22. Parking U-58 Excessive bikes (4) Bikes not registered, (firepit, fire wood) .
23. Parking U-61 Bikes not registered (4).
24. Parking U-64 Excessive bikes (6), 2 bikes not registered.
25. Parking U-66 Bikes not registered (2).
27. Parking U-69 Bikes not registered (1), excessive bikes (6).

Lower Garage & Store Rooms

1. Parking L-1 Bikes not registered (3).
2. Parking L-2 Excessive bikes, bikes not registered (3).
3. Parking L-5 Excessive bikes (5).
4. Parking L-6 Excessive bikes (5).
5. Parking L-8 Bikes not registered (2).
6. Parking L-11 Unauthorized items (cardboard boxes), bikes not registered (2).
7. Parking L-12 Unauthorized items (Books, trash, fire wood).
8. Parking L-14 Bikes not registered (2).
9. Parking L-15 Excessive bikes, bikes not registered (4).
10. Parking L-17 Unauthorized items, bikes not registered (2), (trash, cardboard box).

11. Parking L-18 Bike not registered (1).
12. Parking L-22 Bike not registered (1).
13. Parking L-35 Bike not registered (2).
14. Parking L-44 Excessive bikes (3) not registered, unauthorized items (Tile and paint).
15. Parking L-45 Unauthorized items (Drywall).
16. Parking L-46 Bikes not registered (1).
17. Parking L-48 Unauthorized items (Cardboard).
18. Parking L-53 Unauthorized items (Tile & wood).
19. Parking L-55 Bikes not registered (2).
20. Parking L-59 Unauthorized items (Tile).
21. Parking L-63 Unauthorized items (Fire wood/ Firepit).
22. Parking L-64 Bikes not registered (4).
23. Parking L-65 Bike not registered (2).
24. Parking L-69 Bikes not registered (4).
25. Parking L-72 Excessive bikes (6), bikes not registered, unauthorized items (Cardboard & Hazardous Materials).
26. Parking L-74 Unauthorized items (Cardboard).
27. Parking L-75 Bikes not registered (2).
28. Parking L-76 Bikes not registered (5).
29. Parking L-77 Bikes not registered (1).

Trash in parking stall.

26. Parking L-75 Excessive bikes (3) 1 bike not registered.
27. Parking L-76 Bikes not registered, (5), excessive bikes.

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)

May 20, 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.

May 13-15, 2020 inspections:
Scott Nicoll, Board Member
Sara Smith, 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 May 15, 2019 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.

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that Homeowners' housekeeping concerns receive consideration and appropriate corrective action.

Corridors (Priority 2 unless noted otherwise)

General:

Floor 16:

1. Carpet heading to the roof needs to be cleaned.
2. Door heading to the roof needs to be painted
3. Scuff marks North & south overhead by elevator.

Floor 15:

1. Clean stairs going to the 15th floor northside.

Floor 14:

1. Laminate by 1403
2. Fix wall paper by 1403 on the bottom of wall.
3. Paint overhead by elevators, paint does not match.

Floor 12:

1. Chips on elevator frames.
2. Fix laminate on 1203 & 1208 doors.

Floor 11

1. 1103 door laminate needs to be fixed
2. 1404 deadbolt unauthorized.
3. Elevator door frame chipped.

Floor 10:

1. NTR

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.
4. Trash room vent dirty.

Floor 8:

NTR

Floor: 7

1. Wall paper by 702 needs to be clued.
2. Elevator frames chipped
4. Trash room door frame chipped.

Floor 6:

1. Trash room frame chipped.
2. Trash room vent dirty.
3. North & South elevators frames chipped.

Floor 5:

1. Scuff marks on the overhead elevators.
2. Wall paper in front of the trash room needs to be glued.

Floor 4:

1. Elevator door frames chipped.

Floor 3:

1. South stairways walls dirty.
2. South side door sign needs to be replaced.
3. Trash room door frame chipped.
4. Door laminate needs to be fixed unit 306.

Floor 2:

1. NTR

Floor 1:

1. North stairway drywall needs to be fixed.
2. North vestibule drywall needs to be repaired.
3. Fix wall paper by unit 103/104.
4. Wall paper needs to be cleaned by unit 108/109.

Note:

Main Lobby: NTR

Priority 1 Safety Items:

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

- 1610
- 1604
- 1508
- 1506
- 1410
- 1403
- 1401
- 1209
- 1203
- 1107
- 1007
- 1006
- 1003
- 0909
- 0908

- 0903
- 0902
- 0808
- 0807
- 0710
- 0709
- 0706
- 0506
- 0503
- 0501
- 0408
- 0307
- 0303
- 0210
- 0110
- 0108
- 0102