

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE  
BOARD OF DIRECTORS HELD IN THE MANAGER'S OFFICE  
WEDNESDAY JANUARY 20, 2021**

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

The Manager Anthony Diaz was present with homeowners present via zoom were Mrs. Michelle Stringham, unit 602, and John Robinson.

The President moved "to accept the minutes of the September 16, 2020 meeting minutes as written". Scott seconded the motion which carried unanimously 5/0.

**Homeowner Comments:** Mr. Robinson. We spend approximately \$1,200.00 a year for the fax machine. Do we still need the fax machine? The Manager said yes due to several reasons including the fact some homeowners do not own a computer or other device with which to fax documents. He also stated that every association at the shores has a fax machine capability in the manager's office.

**Treasurer's Report:** Karen Perry. The balance of the reserve account brought forward from 2019 was \$470,136.53. The current balance is \$624,602.32. The current reserve amount is approximately 30% based on the reserve study update dated October 2019. The Operating budget ended the 2020-year \$32,215.48 positive to budget, mainly due to some employees moving from Sharp (US) to SIMNSA (Mexico) medical coverage reducing dramatically the cost to the association. The surplus was moved into Reserves in accordance with normal year-end financial practice. Tony and I meet with the auditor on February 12, 2021 and we will make any further adjustments she finds necessary.

**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 (NTR)

**Finance and Budget:** NTR

**Landscape & Recreation:** Karen Perry. The ad hoc committee revising the Articles of Operation has written a second draft for Articles II through IV. A first draft of Article V is available for your input. The \$170,000 PPP loan has been forgiven. The L&R committee will be reviewing the year end financials and new officers will be elected on Thursday. The committee will also be voting on replacing tennis court lights on courts 2 and 3, removing old furniture and the pool table from the Beach Club and approving a sculpture sight on Avenida Del Sol.

**Facilities Advisory Group:** Karen Perry. **NTR**

**Landscape Advisory Group:** Cheryl Nicoll. **NTR**

**Community Alliance Group:** Sara Smith.

**MISSION STATEMENT:**

The Mission of the Community Alliance Group is to promote the Coronado Shores as an integral and valued neighborhood of Coronado. Coronado Shores residents are known to actively support the betterment of the entire Coronado community, families, infrastructure, and way of life. The Community Alliance Group will serve as a bridge through constructive participation in all facets of Coronado community life.

**UNFINISHED/OLD BUSINESS**

\* **UPDATE** on the Shores boardwalk issues:

Safety, enforcement, police, signage. brief observations. All (CAG members) agreed that the new step up on enforcement of no wheels on the boardwalk has been working. CAG has discussed enforcing the code with Coronado PD and with Jerry L&R working together. At this time this seems to have improved the enforcement.

\* **STATUS** of **PUBLIC ART** project:

L&R has to approve placement of the art project on the Paseo by La Sierra @ Avenida Del Sol

\* **UPDATE** of meetings with City on the Shores Median project:

The city will re-plant the median from Pomona to NAB. They have asked CAG for input. Suggestion is to use palms and color planting. I'm confident it will be well done and will be a nice improvement in front of our buildings.

**Seawall & Roadway Committee:** John Robinson. Meeting will be on Friday. **NTR**

**Insurance Committee:** John Robinson.

Farmers Insurance (Kirk Miller) selected as the broker for Property and Liability Jan 19, 2021. As reported previously, Farmers Insurance (Kirk Miller), was selected by Board of Directors for Employee Benefits 2021.

We have gone to a \$25,000 deductible, therefore saving us approximately \$6,000 a year starting in 2021, the vote was 10/0.

State of California 2022 Mandate. The state mandates that employers with 5 or more employees must sponsor a retirement savings plan for their employees starting in year 2022. Employees must contribute at a minimum 5% of their gross pay. Tony will implement and enroll the employees through CalSavers or Farmers Financial Planners for 2022.

**Governing Documents & Rules Committee:** Linda Shenwick. Linda Motion “to approve the Managers memorandum of Las Flores Emergency COVID-19 Rule retroactive dated from October 26, 2020”. Sara seconded the motion which carried 3/1. George abstained and Scott voted against.

Issued a COVID-19 Violation Letter to a Resident.

**House Committee:** See attached Report.

**UNFINISHED/OLD BUSINESS:**

Website update: Anthony Diaz  
The site should be completed by the end of January, 2021.

Garage Doors Maintenance/Repairs: Anthony Diaz

Presented to the Board the quote and recommended repair facility (Garage Door Medics) that would conduct the repairs of the garage doors mechanisms. Scott motion “to approve the quote the Manager presented for the garage doors repairs and that the money would be taken out of the reserve account to pay for the repairs”. Linda Seconded the motion which carried unanimously 5/0.

Las Flores Emergency COVID Rules Update: Anthony Diaz  
Board voted to approve the Las Flores Emergency Rule.

**NEW BUSINESS:**

Board Priorities Board

Priorities (summarized from the entire Board):

1. Continue to build up the reserves to have the funds in 2022 & 2023 to help replace some of the major components on roof.
2. Create a 2022 budget process that utilizes actual to budget numbers during the budget process instead of budget to budget.
3. Create a new evaluation form to evaluate the employees.
4. Continue to improve building cosmetics, replacement of the lobby doors, planter boxes improvement, possible front desk remodel, etc.
5. Submit committee reports to the Manager & Board via emails prior to board meetings.

2020 Financial Audit Date: February 12, 2021. Anthony Diaz

Employee Evaluation Form: Karen Perry

Creating an evaluation form to be discussed and presented during an Executive Session in the future.

Future Employee Health Insurance Planning

Linda Shenwick

Karen Perry motioned “to postpone until May 2021 the future employee health insurance planning”. Scott seconded the motion which carried 4/1. Linda voted against.

Linda proposed to amend Karen’s motion on insurance as follows: “to perform a zero-based review of employees health insurance for the year commencing 2022 in May 2021 and seek at least three competitive proposals”. The amendment failed for lack of a second.

Clarification of Committee Assignments/Reports

Sara Smith

Committee chairs and members were reviewed and updated.

Next Meeting will be the Regular Board Meeting on March 17, 2021

George Kachigian

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 11:06 AM.

\_\_\_\_\_  
Sara Smith, Secretary

\_\_\_\_\_  
George Kachigian, President

**Attached Reports:**

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

**Reserves**

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

Union Bank Statement ending balance as of 31 December, 2020 \$323,992.95.

CalPrivate Bank Statement Balance as of 30 November, 2020 \$300,274.56.

**Currently: 2020**

At the end of December there is \$624,602.32 \* 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 30% funded level based on the revised Reserve Study Update completed October 2019.

\*Includes undeposited reserves funds.

\*\*Board goal is 30% funding of total reserve obligations based on reserve study.

**Interest Income**

Year to date we have collected a total of \$627.38 in interest. We projected we would receive \$561.00 leaving us over projections at the end of December by \$15.38.

**Operating Budget**

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

For the month of December, we budgeted \$124,851.00 for expenses and actually expended \$113,255.08 leaving us under projected budget expenditures for the month by \$11,595.92. To date ending December 31<sup>st</sup> shows that we are currently under projected budget expenditures for the year 2020 to date by \$32,295.18.

Net Ordinary Income to Budget year to date as of December 31<sup>st</sup> is positive \$32,215.48.

**Notes:**

Sincerely,

For the Treasurer  
Anthony Diaz  
Association Manager

## Treasurer's Report for month ending November 30, 2020

### Reserves

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

Union Bank Statement ending balance as of 30 November, 2020 \$322,906.92.

CalPrivate Bank Statement Balance as of 30 November, 2020 \$300,240.54.

### **Currently: 2020**

At the end of November there is \$623,482.27 \* 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 30% funded level based on the revised Reserve Study Update completed October 2019.

\*Includes undeposited reserves funds.

\*\*Board goal is 30% funding of total reserve obligations based on reserve study.

### Interest Income

Year to date we have collected a total of \$565.82 in interest. We projected we would receive \$561.00 leaving us over projections at the end of November by \$4.82.

### Operating Budget

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

For the month of November, we budgeted \$124,851.00 for expenses and actually expended \$146,316.77 leaving us over projected budget expenditures for the month by \$21,465.77. To date ending November 30<sup>th</sup> shows that we are currently under projected budget expenditures for the year 2020 to date by \$20,709.26.

Net Ordinary Income to Budget year to date as of November 30<sup>th</sup> is positive \$20,213.88.

### **Notes:**

Sincerely,

For the Treasurer  
Anthony Diaz  
Association Manager

## Manager's Report:

1. All Payroll tax returns have been submitted to proper authorities. Additionally, all eligible vendors have been provided with their 1099 forms.
2. Employees have received their W-2's for 2019.
3. Attended Virtual Annual Legal Symposium in November, 2020.
4. Contacted CPA for annual audit Corporate Tax returns. Audit will be conducted February 12, 2021 at 10:00 AM.
5. 2020 Holiday Fund was distributed to the staff, received a total \$19,817.00 80 owners gave to the fund this year.
6. Annual roof eye bold testing/inspection is scheduled for February, 2021
7. 1<sup>st</sup> quarter Window washing is schedules February 1 through 15, 2021. Notice will go out this week.
8. Lower-level south pedestrian exit garage door arm controller needs to be replaced; part is on order through Comprehensive Glass, when received it will be replaced this week.
9. # 2 Boiler OOC, burner control fire eye not operating correctly, waiting on county burner to come fix it.
10. Units being remodeled; 1001, 1002, and 1003. Unit 707 and 1505 are pending.
11. Camera system replacement. Down to two possible candidates of four for the replacement of Las Flores Tower camera system. ADT & CES. Waiting on the quote from CES. Will present the recommended candidate to the Board during the March Board meeting for vote approval.
12. Manager Goals for 2021, continue on CMCA qualification. Completed the M-100 course and will sign up for the M-200 course and schedule the CMCA examination.
13. Replaced 8 feet of 3" pipe in 9 stack kitchens drain between 309 and 409. Made dry wall repairs.
14. Completed annual maintenance on roof vents.
15. Repaired leak in bath tub drain line from 209 hall bath tub leaking into 109 and repaired drywall damage.
16. Had unscheduled power outage due to Damage to SDG&E equipment. Lasted several hours.
17. Had water shut off for 1102 hall bath to install angle stops.
18. Had water shut off for 1001 unit to replace all angle stops
19. Replaced 8 feet of 3' pipe in 8 stack kitchens drain between 308 and 208. Make dry wall repairs.
20. Cleaned filter and strainer to front entry water feature.
21. Touched up paint work throughout upper and lower garages.
22. Cleaned interior garage windows.
23. Replaced springs on upper exit gate.
24. Rebuilt water heater circ pump on #1 water heater.
25. Replaced motor on dryer vent for #3 stack.
26. Cleared many bathrooms sinks and unplugged a lot of toilets over the holiday season.
27. Christmas decorations have been removed and put into storage.

28. Replaced LED lights around building exterior.
29. Replaced smoke detectors in unit 1604.
30. Replaced smoke head and sounder base in unit 1102 due to damage cause by dry wall work during remodel.
31. Installed electrical outlets in parking spots for 705, 1110, and 808.
32. Spectrum Installed curtesy cable TV and modem in Managers office.
31. Preserved and painted roof entry door.
32. Repaired and painted cooling tower Variable speed control enclosures.

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

### **January 20, 2021; 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.

January 10-13, 2021 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 preservation.
4. # 2 Boiler OOC, burner control fire eye not operating correctly, waiting on county burner to come fix it.
5. Remove old cooling tower part from roof.
6. Fire station box outside of cooling tower needs to be replaced.
7. Preserve/paint elevator control room.
8. Preserve cooling tower deck.
9. Power controllers in cooling tower room need to be preserve and painted.

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

1. Northside terrace decking in common area has a couple of cracked planks.
2. Preserve walls and deck on northside stairway going out from the terrace level.
3. Planter box has chipped paint, need to be scrapped and re-painted.

### **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-10 Excessive bikes (5).
5. Parking U-11 Unauthorized items (Cardboard boxes).
6. Parking U-12 Unauthorized items (BBQ pit).
7. Parking U-13 Excessive bikes (7) 3 bikes not registered.
8. Parking U-15 Unauthorized items (Firepit, fire wood).
9. Parking U-17 Bike not registered.
10. Parking U-19 Unauthorized items (Wood) excessive bikes (4).
11. Parking U-21 Bikes not registered (2).
12. Parking U-22 Unauthorized item (Cardboard).
13. Parking U-23 Unauthorized items (Fire wood).
14. Parking U-24 Bike not registered.
15. Parking U-28 Unauthorized items (Paint).
16. Parking U-29 Bikes not registered (5).

17. Parking U-30 Unauthorized items (BBQ Pit).
18. Parking U-31 Bikes not registered (2).
19. Parking U-36 Unauthorized items (Tile, box of trash).
20. Parking U-41 Bikes not registered (1).
21. Parking U-52 Bike not registered (1), (fire wood, trash, hazmat).
22. Parking U-56 Excessive bikes (3) Bike not registered (1).
23. Parking U-57 bikes not registered (1).
24. Parking U-58 Excessive bikes, bikes not registered (4).
25. Parking U-61 Bikes not registered (4).
26. Parking U-64 Bikes not registered (2), 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) Unauthorized item (Wood).
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 (5), excessive bikes (5).
7. Parking L-12 Unauthorized items (Books, trash, firewood).
8. Parking L-14 Bikes not registered (2).
9. Parking L-15 Excessive bikes, bikes not registered (4).
10. Parking L-17 Unauthorized items (Trash, cardboard box), bikes not registered (2).
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-42 Trash in space.
15. Parking L-53 Unauthorized items (Tile & wood)
16. Parking L-55 Bikes not registered (2).
17. Parking L-57 Bike not registered, (1).
18. Parking L-59 Unauthorized items (Tile).
19. Parking L-63 Unauthorized items (Firewood/firepit).
20. Parking L-64 Bikes not registered, (4).
21. Parking L-65 Bike not registered (2).

22. Parking L-69 Bikes not registered (4).
23. Parking L-72 Excessive bikes (5), bikes not registered.
24. Parking L-75 Excessive bikes (3) 1 bike not registered.
25. Parking L-76 Bikes not registered, (4), excessive bikes.
26. Parking L-77 Bikes not registered, (1).

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

NTR

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

NTR.

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

1. Eastside of building has rust spots.

Note: For the record the following storage cages have signs attached to the storage lockers in their parking space. Upper 18, 27 & 46 and Lower 48 & 60.

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

#### **January 20, 2021: Board Meeting**

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January 10-13, 2021 inspections:  
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Anthony Diaz, Association Manager

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

**General:**

Floor 16:

1. South elevator door frame chipped.

Floor 15:

Scuff marks on overhead south by elevator.

Floor 14:

NTR

Floor 12:

NTR

Floor 11

1. South elevator door frames chipped.

Floor 10:

NTR

Floor 9:

NTR

Floor 8:

1. Paint drips by 8<sup>th</sup> floor sign in stairway.

Floor: 7

NTR

Floor 6:

NTR

Floor 5:

1. Trash room door frame chipped.
2. Elevator door frames chipped.

Floor 4:

NTR

Floor 3:

1. South side door sign needs to be replaced.

Floor 2:

1. Carpet stained by unit 210.

Floor 1:  
NTR

**Note:**

Main Lobby: NTR

**Priority 1 Safety Items:**

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

- 1610
- 1508
- 1506
- 1410
- 1403
- 1401
- 1210
- 1203
- 1107
- 1006
- 0909
- 0908
- 0903
- 0902
- 0808
- 0806
- 0807
- 0710
- 0709
- 0706
- 0506
- 0503
- 0307
- 0303
- 0110