

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE
BOARD OF DIRECTORS HELD IN THE MANAGER'S OFFICE
WEDNESDAY MARCH 17, 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, Caroleen Williams and John Robinson.

The President moved “to accept the minutes of the January 20, 2021 meeting minutes as written”. Karen seconded the motion which carried unanimously 5/0.

Homeowner Comments: None

Treasurer's Report: Karen Perry. At the end of 2020 we had \$624,602.32 in the Regular reserve fund. At the end of February, we have \$660,452.98 this represents an approximately 27% funded level based on the revised Reserve Study Update completed October 2019. Las Flores has costly major roof top components that will need replacing in the next few years so building up the reserve is important. The Operating budget was \$5,820.04 positive to budget. Gas costs were significantly over budget which we attribute to more homeowners in the building for the month.

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: Linda Shenwick attended the Beach Club meeting and what is happening at the Beach Club is really exciting, everyone should go see the refreshed Beach Club. With a very modest budget, management working with the Beach Club committee did a complete refresh of the Beach Club. The refurbishment includes: lighting, air conditioning, some electrical upgrades, furniture refurbishment, painting and cleaning. The Beach Club Committee is seeking an endorsement of the total proposal by the L&R on March 18, 2021. Linda made a motion “to have the Las Flores Board and the L&R Board Member support the Beach Club Committee proposal for the Beach Club upgrades and the renaming of the room”. Karen seconded the motion which carried unanimously 5/0

Landscape & Recreation: Karen Perry. The trees and tennis courts sustained damage in the last big storm. The middle fences of the courts will need to be replaced because of the storm. The courts were already scheduled for resurfacing which will happen soon and one court will be designated for Pickleball. The South campus will be getting a new fence between the tennis courts and the south entry driveway and the entry island will be improved. The Beach

Club has had a minor remodel. The wall where the pool table was has been removed. The new view is amazing. Everyone is hoping the outside bar will be able to open soon and the inside club will be able to open by summer. 10 POTS (Plain Old Telephone Service) lines will change to a new carrier saving L&R money.

The L&R committee continues to receive reports from the AD Hoc committee working to improve and revise the Articles of Operation. The final 3 articles have been presented and a final draft from the committee with an accompanying letter outlining problems, concerns and possible solutions will be presented next month. A Special Meeting will be held in the future to discuss the issues. If anyone would like additional information on the Articles of Operation, please contact me. If you have questions or concerns about L&R, please contact Tony or me.

Finance and Budget: Karen Perry. The 2020 CPA Audit was completed on March 10, 2021. The Auditor had no issues with the 2020 Audit and Tony did a great job presenting all Financial Statements.

Facilities Advisory Group: Scott Nicoll. Meeting will be held at 2:00 pm March 17, 2021, will update Board during next Board meeting.

Landscape Advisory Group: Cheryl Nicoll. A dry riverbed has been approved at the south entrance of the complex, its not going to have a water feature, they are going to put plants around it and they are going to also use Arizona rock a colorful rock and big boulders. A huge bush was removed from the back of Las Flores building and the landscape looks a lot better without the bush. The pathway in back of the building looks very nice and the back of our building looks very pretty. Jerry said that we would have an input on what gets placed where the big bush was removed.

Community Alliance Group: Sara Smith.

1. Walk your wheels signs along the boardwalk seem to be working.
2. Ask the police department to place a portable sign on 75 "Respect the Residents" curtail traffic noise. Sign was placed for a week.
3. Working with the Del on the progress of the construction and how it affects the Shores residents.

Seawall & Roadway Committee: John Robinson. NTR

Insurance Committee: Karen Perry. The insurance committee voted to keep the building deductible at \$25,000 per incident with the reasoning that the premium was slightly less and that a higher deductible would encourage building to do more preventative maintenance. The committee voted to change the workman's comp insurance carrier from AmTrust to Employers. The Employers quote was substantially cheaper for all the buildings. There might also be some extra savings for buildings, if a building uses Anthem as their health carrier since

Anthem and Employers are part of the same umbrella company. The Las Flores yearly premium will be \$14,139. The rate is based on payroll, employee classification and claims. Covid related claims will be covered but will not be made a part of the claim's history for rating purposes. Since there will be a change in carrier, there will be extra work for Tony to complete the change. The Kirk Miller agent also noted that there are government fines for not filing a workman's comp claim in a timely manner and for not keeping a proper Cal OSHA log. The Kirk Miller agent will begin talking to the buildings about Health Insurance coverage in June.

Governing Documents: Linda Shenwick. NTR

Disciplinary: Linda Shenwick. NTR

House Committee: See attached Report.

UNFINISHED/OLD BUSINESS:

CPA Audit Anthony Diaz
CPA Audit completed as previously briefed

Website completed: <https://lasflorestower.com> Anthony Diaz

Garage Door Repairs Anthony Diaz

Garage doors required two motors that need to be replaced at an addition cost of \$2,700.

Board Goals Revisit Board

Four lobby door replacement. Manager is getting quotes for the replacement of the four doors. Quotes will be briefed at the next Board meeting on May 19, 2021.

NEW BUSINESS:

New Camera System Upgrade Recommendation Anthony Diaz
Manager presented his recommendation for the camera system upgrade using Control Entry Specialist (CES), INC at a cost of \$32,856.00 coming out of the Reserves.
Karen motioned "to accept the managers proposed quote of \$32,856.00 for the camera system upgrade to come out of the Reserves". Scott seconded the motion which carried unanimously 5/0.

Employee Evaluation Forms Anthony Diaz

Manager provided the Board with evaluation forms for the Manager and the Engineer. Evaluation forms will be discussed at a later date during Executive Session.

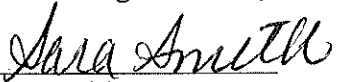
Click Pay Linda Shenwick

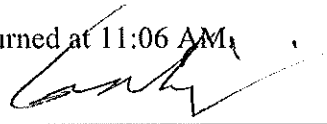
Researching a platform for the collection of assessments, nothing further to add.

Next Meeting will be the Regular Board Meeting on May 19, 2021 George Kachigian

ADJOURNMENT:

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


Sara Smith, Secretary


George Kachigian, President

Treasurer's Report for the month ending January 31, 2021

Reserves

Balance brought forward from 2020 \$624,602.32 in the Regular Reserve Fund.

Union Bank Statement ending balance as of 31 January, 2021 \$324,018.81.

CalPrivate Bank Statement Balance as of 31 January, 2021 \$300,299.53.

Currently: 2021

At the end of January there is \$642,361.09 * 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.

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

Interest Income

Year to date we have collected a total of \$50.83 in interest. We projected we would receive \$50.00 leaving us over projections at the end of January by \$0.83.

Operating Budget

For the month of January, we budgeted \$128,535.00 for assessment income and we actually received \$128,783.40.

For the month of January, we budgeted \$128,532.07 for expenses and actually expended \$136,227.73 leaving us over projected budget expenditures for the month by \$7,695.66. To date ending January 31st shows that we are currently over projected budget expenditures for the year 2021 to date by \$7,695.66.

Net Ordinary Income to Budget year to date as of January 31st is negative \$7,446.43.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Treasurer's Report for month ending February 28, 2021

Reserves

Balance brought forward from 2020 \$624,602.32 in the Regular Reserve Fund.

Union Bank Statement ending balance as of 28 February, 2021 \$342,087.65.

CalPrivate Bank Statement Balance as of 28 February, 2021 \$300,322.58.

Currently: 2021

At the end of February there is \$660,452.98 * 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.

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

Interest Income

Year to date we have collected a total of \$99.97 in interest. We projected we would receive \$100.00 leaving us under projections at the end of February by \$0.03.

Operating Budget

For the month of February, we budgeted \$128,535.00 for assessment income and we actually received \$128,783.40.

For the month of February, we budgeted \$128,532.07 for expenses and actually expended \$122,959.57 leaving us under projected budget expenditures for the month by \$5,572.50. To date ending February 28th shows that we are currently under projected budget expenditures for the year 2021 to date by \$5,572.50.

Net Ordinary Income to Budget year to date as of February 28th is positive \$5,820.04.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Manager's Report:

1. CPA Audit Completed, tax return has been signed by the President and mailed out.
2. Garage door Arms and springs have been replaced however; we need to purchase two electrical motors for the upper entrances so that doors can close fully. The two existing motors are weak and need to be replaced. Cost \$2,674.00.
3. Switching from AT&T phone service to Spectrum, service includes the existing four lines, domestic and long distance, (Mexico and Canada) calls at no charge. Currently we pay AT&T approximately \$511.00, Teleplex for long distance approximately \$70.00, and communications Network for long distance \$17.17 per month, totaling approximately \$598.17 per month and yearly a cost \$7,178.04. By switching to Spectrum, we will pay \$130.00 per month and yearly \$1,560.00, saving approximately \$5,618.00.
4. New website is ready and updated. www.lasflorestower.com.
5. Preserving outdoor North and Southside stairways with non-slip paint.
6. Completed 1st quarter window washing.
7. Approximately 20 feet of sewer line pipe will be replaced at the end of April, staging will be required in the lobby for pipe replacement. (Pin hole leak at south upper garage).
8. Roof eyebolts inspection was completed in February, no issues with the eyebolts.
9. Replaced 20 ft of storm drain in Pump Room and south side of upper garage.
10. Current Remodels/work being done in units, 402, 707, 1001, 1002.
11. Pending work, unit 109, 208, 1106, 1505.
12. We are conducting a free two-week trial with Notifii program, a package delivery notification system. The cost will be \$79 per month if we go for it, thus far it looks like we will get the program. I have received positive feedback from homeowners and the staff.
13. Repaired leak in capped bar sink cold water line in wall of 409.
14. Painted boilers, water heaters, piping and associated equipment.
15. Painted gas lines on in equipment on roof.
16. Painted floor in roof equipment room and elevator equipment room.
17. Painted decks at entry door to lobby upper and lower elevator flats.
18. Painted deck in pump room and in front of pump room, dumpster room.
19. Replaced #2 boiler burner control module.
20. Put reflective tape on the bicycle repair station in lower garage.
21. Replaced closer on south terrace to ground exit door.
22. Repaired dumpster tractor starter and starter solenoid.
23. Replaced flood light bulbs around building exterior.
24. Replaced burnt wire on #2 water heater pressure sensor.
25. Repaired pin-hole leak in hot water return line on roof, replacing @ 8 ft of piping.
26. Touched up paint in upper and lower garages.
27. Repaired entry and exit ramp walls and painted.
28. Replaced leaking hot water return piping in upper garage.
29. Did water shut off to 02 stack for work in 1002.
30. Cleared shower drain in 309.
31. Did water shut off in 10 stack for work in 410, 610 and 710.

32. Found leak from 204 toilet causing damage in 104.
33. Repaired ceiling damage in 104
34. Replaced pivot arms and chains on all garage gates
35. Replaced door latch on upper south lobby to garage door.

HOUSE REPORT (Roof, terrace and garages)

March 17, 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.

February 22-24, 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. Cooling tower hot water pipes need new insulation installed.
2. All pipe brackets in cooling tower room need to be preserved.
3. All roof vent screens need to be ordered and installed.
4. Fire station box outside of cooling tower needs to be replaced.
5. Preserve/paint elevator control room.
6. Preserve cooling tower deck.
7. Power controllers in cooling tower room need to be preserve and painted.

Terrace Common Area & Stairwells Building Perimeter

1. Preserve walls and deck on northside stairway going out from the terrace level.
2. Eastside planter box surface has rust stains, remove rust stains, sand and paint surface.

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 (2 motorcycles, BBQ Pit/ fire wood), (4) bikes not registered.
3. Parking U-5 Excessive bikes (5), unauthorized items (Vehicle Batteries).
4. Parking U-11 Unauthorized items (Cardboard boxes).
5. Parking U-13 Excessive bikes (5) 3 bikes not registered.
6. Parking U-15 Unauthorized items (Firepit, fire wood), excessive bikes (3) Bikes not registered.
7. Parking U-17 Bike not registered.
8. Parking U-19 Unauthorized items (Wood) excessive bikes (4), Bike not registered (1).
9. Parking U-20 Unauthorized items (Grill).
10. Parking U-21 Bikes not registered (2).
11. Parking U-22 Unauthorized item (Cardboard), bikes not registered (2).
12. Parking U-23 Unauthorized items (Fire wood).
13. Parking U-24 Bike not registered.
14. Parking U-28 Unauthorized items (Paint), bikes not registered (2).
15. Parking U-29 Bikes not registered (6), excessive bikes.
16. Parking U-30 Unauthorized items (BBQ Pit).
17. Parking U-31 Bikes not registered (2).
18. Parking U-32 Bikes not registered (4), excessive bikes.
19. Parking U-36 Unauthorized items (Tile, box of trash), excessive bikes (3).

20. Parking U-41 Bikes not registered (2).
21. Parking U-56 Excessive bikes (4) Bike not registered (2).
22. Parking U-57 bikes not registered (1).
23. Parking U-58 Unauthorized items (wood), excessive bikes, bikes not registered (4).
24. Parking U-60 Bike not registered
25. Parking U-61 Bikes not registered (4).
26. Parking U-64 Bikes not registered (2), excessive bikes (6).
27. Parking U-66 Bike not registered (1).

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 (4), excessive bikes (5).
7. Parking L-12 Unauthorized items (Books, trash, firewood, BBQ pit, Hazmat).
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-29 Bike not registered (1).
14. Parking L-35 Unauthorized items (Tile), bikes not registered (2).
15. Parking L-46 Bikes not registered (2).
16. Parking L-53 Unauthorized items (Tile).
17. Parking L-55 Bikes not registered (2).
18. Parking L-57 Bike not registered, (1).
19. Parking L-59 Unauthorized items (Tile).
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, stall is a mess.

24. Parking L-75 Excessive bikes (4) 2 bikes 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

1. Remove cleaning gear from the space.

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)

March, 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.

February 22-24, 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 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.

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 normally inaccessible 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.

Corridors (Priority 2 unless noted otherwise)

General:

Floor 16:

1. South vestibule conduit has dead end cable, remove, patch hole and paint wall.

Floor 15:

1. Scuff marks on overhead south by elevator, paint entire overhead.

Floor 14:

1. Southside vestibule emergency light has paint on it, remove paint.
2. Elevator frame paint chipped.

Floor 12:

1. NTR

Floor 11

1. Southside vestibule has bubbled paint, scrap, sand and repaint.

Floor 10:

1. South elevator door frame chipped.

Floor 9:

1. Paint around emergency lighting southside vestibule.

Floor 8:

1. Paint drips by 8th floor sign in stairway.

Floor: 7

NTR

Floor 6:
NTR

Floor 5:

1. Trash room door inside frame needs to be painted.
2. Unit 503 Door laminate is chipped.

Floor 4:

1. Overhead by emergency lighting needs to be painted between floor 4 & 5.

Floor 3:

1. South side door sign needs to be replaced.
2. Door laminate chipped by unit 303.

Floor 2:

1. Carpet fraying needs to be trimmed by unit 210.

Floor 1:

1. Southside Vestibule vent rusty, needs preservation and painting.
2. Northside vestibule scuff marks.

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
- 1006
- 0909
- 0908
- 0903
- 0808
- 0807
- 0806
- 0710
- 0709
- 0706
- 0506
- 0503
- 0502
- 0307
- 0303
- 0302
- 0110