

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE
BOARD OF DIRECTORS HELD IN THE MANAGER'S OFFICE
WEDNESDAY JULY 14, 2021**

The President, Mr. Kachigian, called the meeting to order at 9:30 AM. stating that a quorum was present. Those other Board members in attendance were Karen Perry, Scott Nicoll, and Sara Smith. Linda Shenwick joined the meeting at approximately 9:45 AM.

The Manager Anthony Diaz was present with homeowner present; Dean Maltzman and via zoom, John Robinson, Karen Faitelson and Marilyn Milum.

The President moved "to accept the minutes of the May 19, 2021 meeting minutes as written". Karen seconded the motion which carried unanimously 4/0.

Homeowner Comments: None

Treasurer's Report: Karen Perry. I want to thank Tony for once again providing us with complete and timely financials. At the end of June there was \$697, 705.73 in the Regular Reserve Fund. The Association is approximately 29% funded based on the October 2019 study. Board goal is 30% funding of total reserve obligations based on the reserve study. June operating expenses were \$1,029.71 over budget.

We are at the halfway point of our budget year. Building expenses are running slightly over budget, personnel expenses slightly under. Telephone savings from when Tony switched providers is a bright spot in utilities. However, utilities continue to be an area of concern, particularly natural gas. Natural gas costs and usage have increased. Our equipment is old and not energy efficient. We will need to find a way to replace that equipment.

As we move into our next budget cycle, we need to understand that the cost of gas, water, and insurance are likely to increase. We are planning on having a budget workshop where Tony will explain what he will be doing to estimate future expenses and explain his concerns and homeowners can give us input for the 2022 budget cycle.

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: NTR

Landscape & Recreation: Karen Perry. L&R approved new HVAC for the Beach Club and the Health Club. Towel service at the health club has been suspended. The city will be donating money to the Shores for a 50th anniversary celebration. The public must be invited to attend the event. The Event will take place at the end of summer. The 2020 audit was accepted.

It is available in the June 17 and June 24 L&R packets. Management responded back to some of the auditor's comments. A motion was made to remove the Treasurer. The motion failed.

Use of the Roeder for family activities was discussed and a trial program was authorized. Las Flores voted to authorize the trial program.

There is a \$75,721 landscaping and signage agenda item tomorrow for the Del Sol area. No design plans are included in the packet and there is only 1 bid. I think the item should be postponed and brought back with additional information.

Finance and Budget: Karen Perry. Same as Treasurer's Report

Facilities Advisory Group: Scott Nicoll. NTR

Landscape Advisory Group: Cheryl Nicoll. The Landscape Advisory Group met to look at the area adjacent to Avenida Del Sol that Coronado Shores will be responsible for went over Vitale landscape and Maintenance inc. bid and voted in favor of using them for the project. The Landscape Advisory Group voted in favor of L&R voting to earmark the funds for that project.

Community Alliance Group: Sara Smith. NTR

Seawall & Roadway Committee: John Robinson. NTR

Insurance Committee: John Robinson. NTR

Governing Documents: Linda Shenwick. NTR

Disciplinary: Linda Shenwick. NTR

House Committee: See attached Report.

UNFINISHED/OLD BUSINESS:

Roof Equipment Replacement Update: Anthony Diaz. We are waiting for the plans and drawings from the engineering study company to proceed to the next phase of the major roof equipment replacement project which is the solicitation of bids from contractors. The timeline for the project will depend on many factors, the bids and cost projections among them.

Sewer Pipe Replacement Update: Anthony Diaz. I will obtain bids to reline the main sewer pipe that goes through the overhead in the lobby and see if it is more cost effective to reline instead of replacing.

NEW BUSINESS:

2022 Health Insurance Presentation: Art Hopkins. Mr. Art Hopkins from Kirk Miller Insurance gave a presentation to Board regarding the 2022 health benefits available for Las

Flores employees. No decision was made by the Board for the 2022 employees' health insurance benefits, exploring two more health insurance agencies and the decision for the 2022 employee's health benefits will be made during the October 2021 Board meeting.

Building Structural Inspection Discussion: Anthony Diaz. I had SMR Engineering come to Las Flores for a courtesy visual walkthrough inspection of the building structural supports and other areas of the building, and they also looked at our building structural blueprints free of charge. During the visual walkthrough inspection, we did notice some hairline cracks on some of the beams and the columns in the garages. Those items with other items I have noted for repairs will be addressed during our spalling repair work in 2022. SMR Engineers said that the building looks good from a visual standpoint, and they will provide a quote for a more in-depth structural inspection for Las Flores soon. On the 19th of July, the managers will have a meeting to see how we can take a common approach for the structural Inspection of all the buildings at the Shores.

I informed the Board that the cost of spalling repairs may be greater, which I suspect, that what we normally experience, and those repairs will have to be factored into the 2022 budget as an estimate now.

2021-2021 Election Timeline: Anthony Diaz. We are at that time of the year again, election season. The timeline started in July. We need to send out the nomination forms by the 20th of July and form up a nomination committee. The president signed the nomination committee letter which will go out on 20 July to all the homeowners.

2022 Budget: Anthony Diaz. The budget season is here, and we need to establish a finance committee for the 2022 budget cycle. We need a chair for the committee and start working on the 2022 budget which is normally approved at the September board meeting. Major items that would be included for the 2022 budget are the reserve study, spalling repairs, fix drainage behind the building, new building engineer salary, and possibly a new full-time employee for the delivery of packages.

Lobby Packages Issues i.e., Amazon, UPS, FEDEX: Anthony Diaz. In September, the table in the lobby will be removed and we are studying what to do next with packages. New guidance will be forthcoming including delivery/acceptance of items when the owner is not in residence and develop a plan for the delivery of packages to the unit. A possible solution to the enormous package problem we are facing, which includes the inappropriate delivery to the lobby of large items such as washing machines, furniture, etc., is a new hire employee who would have as his sole job the management and delivery of small boxes and packages. As a result, we are developing weight and size restrictions to protect our employees and lobby area.

The lack of a common storage area for these packages and the challenges we face in continuing to provide a welcoming environment for residents and guests while providing a reasonable package acceptance service is the issue. We plan on sharing our thoughts and ideas at the next board meeting and welcome the thoughts of owners on this matter

Next Meeting will be the Regular Board Meeting on September 15, 2021. George Kachigian

ADJOURNMENT:

There being no further business the meeting was adjourned at 11:00 AM.

Sara Smith, Secretary

George Kachigian, President

DRAFT

Treasurer's Report for month ending June 30, 2021

Reserves

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

Union Bank Statement ending balance as of 30 June, 2021 \$396,605.71.

CalPrivate Bank Statement Balance as of 30 June, 2021 \$300,939.02.

Currently: 2021

At the end of June there is \$697,705.73 * 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 29% funded level based on the revised Reserve Study Update completed October 2019.

*Includes undeposited reserves funds.

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

Interest Income

Year to date we have collected a total of \$540.55 in interest. We projected we would receive \$300.00 leaving us over projections at the end of June by \$240.55.

Operating Budget

For the month of June, we budgeted \$128,535.00 for assessment income and we actually received \$128,634.30.

For the month of June, we budgeted \$128,532.07 for expenses and actually expended \$129,561.78, leaving us over projected budget expenditures for the month by \$1,029.71. To date ending June 30th shows that we are currently over projected budget expenditures for the year 2021 to date by \$8,975.16.

Net Ordinary Income to Budget year to date as of June 30th is positive \$9,254.01.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Treasurer's Report for month ending May 31, 2021

Reserves

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

Union Bank Statement ending balance as of 31 May, 2021 \$378,535.76.

CalPrivate Bank Statement Balance as of 31 May, 2021 \$300,898.21.

Currently: 2021

At the end of May there is \$679,594.96 * 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 28% 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 \$472.63 in interest. We projected we would receive \$250.00 leaving us over projections at the end of May by \$222.63.

Operating Budget

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

For the month of May, we budgeted \$128,532.07 for expenses and actually expended \$133,791.37 leaving us over projected budget expenditures for the month by \$5,259.30. To date ending May 31st shows that we are currently over projected budget expenditures for the year 2021 to date by \$7,865.45.

Net Ordinary Income to Budget year to date as of May 31st is positive \$8,261.62.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Manager's Report:

1. We have a lot of violations due to summer rental crowds not following the rules. violation letters will be sent out to the homeowners.
2. I will send out the Nominating Committee letter to the homeowners for the 2021-2022 election cycle July 20, 2021.
3. Tree trimming around Las Flores has not been completed and there is one tree that will be removed in front of the building.
4. Half of the Gorilla Mulch has been spread f the building. Working on L&R to get more Gorilla Mulch for the back of the building.
5. Sewer pipe replacement that goes through upper lobby scheduled for late September
6. Safety Inspection coming approximately October 2021.
7. Replaced corroded fire house box outside of equipment room on the roof.
8. Conducted a payroll audit with ADP.
9. Replaced drain piping in cooling room (increased size to prevent blockage).
10. Remove conduit by the roof vestibule door from old alarm system and painted area.
11. Installed electrical outlet for unit 707 golf cart.
12. Had a water shut-off for unit 309 shower control repairs.
13. Replaced 2 valves on bar sink hot water lined on roof.
14. Replaced leaking piping on hot water return line in cooling tower room on roof.
15. Had water-shut off for unit 1503 master bath toilet repairs.
16. Had water-shut off for unit 1002 master bath sink.
17. Replaced doorbell for lobby.
18. Completed annual fire hose inspection and rehang, valve maintenance and stand pipe inspection.
19. Completed annual fire extinguisher inspection and maintenance.
20. Unit 701 pulled smoke head while cooking and put alarm system into trouble. When smoke head was replaced, the system had a map fault, we had to call in ADT to trouble shoot and repair. Unit owner is responsible for cost.
21. Replaced several feet of piping and fittings on hot water return piping in upper garage due to pin hole leaks.
22. Repaired washer drain piping between unit 204 and unit 104 and a hole in the kitchen drain of 204 caused by a screw holding the cabinet to the wall.
23. Had water-shut off for 304 hall bath to replace angle stops.
24. Had water-shut off for unit 710 kitchen for angle stops.
25. Had water-shut off for unit 1110 kitchen for angle stops replacements.
26. Had water-shut off for unit 206 kitchen for angle stops replacements.
27. Had water-shut off for unit 1609 shower valve replacement.
28. Had water-shut off for unit 1605 bar sink angle stop replacement.
29. Hung surf board racks for unit 406 in parking stall.
30. Found leaking toilet wax ring in unit 1008, unit owner is responsible for damages to 908
31. Painted unit 207's outdoor ledge by dining room.

32. Painted unit 1402 patio area.
33. Worked on many items on last house committee inspection hit list.
34. **HOUSE REPORT (Roof, terrace and garages)**

July 14, 2021; Board Meeting

July 7-9, 2021 inspections:
Scott Nicoll, Board Member
Anthony Diaz, Association Manager

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.

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. All roof vent screens need to be ordered and installed.
2. Cooling tower deck needs to be swept.
3. All equipment room shelves and lockers need to be re-organized and inventoried.

4. Northside outboard of building has spalling and it needs to be repaired next year during the building spalling repairs.

Terrace Common Area & Stairwells Building Perimeter

1. Eastside planter box surface has rust stains, remove rust stains, sand and paint surface.
2. Cracks on eastside of building planter box need to be checked for spalling.

Upper Garage & Store Rooms Employee Restroom

1. Parking U-1 Excessive bikes (4), Bikes not registered, stall has trash.
2. Parking U-2 (1) bikes not registered.
3. ** Parking U-5 Unauthorized items (Tile, paint) completed disaster; bikes not registered.
4. Parking U-8 Bike not registered (3).
5. Parking U-9 Bike not registered (1)
6. Parking U-12 Parking stall is very disorganized (Clutter)
7. Parking U-13 Excessive bikes (4) 2 bikes not registered.
8. Parking U-15 Unauthorized items (Firepit, fire wood, generator), Bikes not registered (2).
9. Parking U-18 Excessive bikes (3).
10. Parking U-21 Bikes not registered (1).
11. Parking U-22 Bikes not registered (2).
12. Parking U-27 Unauthorized storage above locker.
13. Parking U-28 Unauthorized storage above locker.
14. Parking U-29 Bikes not registered (3), excessive bikes (6).
15. Parking U-31 Bikes not registered (2).
16. Parking U-32 Bikes not registered (5), excessive bikes.
17. Parking U-35 Bikes not registered (2).
18. Parking U-36 Excessive bikes (3), bikes not registered (3).
19. Parking U-37 Excessive bike (5).
20. Parking U-41 Bikes not registered (2).
21. Parking U-47 Excessive bikes (3), bike not registered (3) spaces is clutter.
22. Parking U-50 Bike not registered (1).
23. Parking U-58 Excessive bike (4) bikes not registered (4).
24. Parking U-61 Bikes not registered (3).
25. Parking U-64 Bikes not registered (2), excessive bikes (6).

26. Parking U-65 Disorganized (Clutter)
27. Parking U-67 Unauthorized items (shelves), bikes not registered (2).
28. Parking U-68 Bike not registered (2).
29. Parking U-69 Excessive bikes (7), bike not registered (1).
30. Parking U-70 Excessive bikes (4).

Lower Garage & Store Rooms

1. Parking L-1 Excessive bikes, bikes not registered (6).
2. Parking L-2 Excessive bikes, bikes not registered (3).
3. Parking L-3 Bikes not registered (3).
4. Parking L-4 Bikes not registered (2).
5. Parking L-6 Excessive bikes (5), unauthorized items (Tile).
6. Parking L-8 Bikes not registered (2).
7. Parking L-10 Excessive bikes (5), bikes not registered (5).
6. Parking L-11 Unauthorized items (Cardboard boxes) Bikes not registered (2), excessive bikes (5).
7. Parking L-17 Unauthorized items (Mulch & trash), bikes not registered (2).
11. Parking L-22 Bike not registered (1).
13. Parking L-37 Unauthorized items (Breville oven).
14. Parking L-44 Bike not registered (1).
15. Parking L-46 Bikes not registered (2).
16. Parking L-52 Unauthorized item (Shelves).
17. Parking L-53 Unauthorized items (Tile).
18. Parking L-55 Bikes not registered (2).
19. Parking L-57 Bike not registered, (1).
20. Parking L- 60 Bikes not registered (4).
21. Parking L-64 Excessive bikes (4), bikes not registered, (4).
22. Parking L-65 Excessive bikes (5) bikes not registered (4).
23. Parking L-66 Bikes not registered (4), stall is a mess.
24. Parking L-68 Bikes not registered (2).
25. Parking L-69 Excessive bikes, bikes not registered (1).
26. Parking L-71 Bikes not registered (2).
27. Parking L-72 Excessive bikes (7), bikes not registered (2), stall is a mess.
28. Parking L-74 Unauthorized item (Cooking pot, wall picture).
29. Parking L-75 Excessive bikes (4).

30. Parking L-76 Bikes not registered, (4), excessive bikes.

31. Parking L-77 overhead spalling.

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 and a crack on the lower planter box. Will inspect crack for spalling.

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)

July 14, 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.

July 7-9, 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.

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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.
2. Elevator frames chipped.
3. Paint northside vestibule and overhead.
4. 1609 door laminate chipped.

Floor 15:

1. Scuff marks on overhead south by elevator, paint entire overhead.
2. Emergency lights OOC north hallway.
3. Elevator frames chipped.
4. Vestibule door chipped southside, sand and paint.

Floor 14:

1. Southside vestibule emergency light has paint on it, remove paint.
2. Elevator frame paint chipped.
3. Door 1405 door laminate chipped.
4. Between 14th & 12th floor emergency lights OOC.

Floor 12:

1. Scuff marks on south vestibule walls and overhead needs to be painted.
2. Carpet dirty in front of trash room.

Floor 11

1. Southside vestibule has bubbled paint, scrap, sand and repaint.
2. Carpet dirty by 1103 and 1104.
3. Northside overhead vestibule light loose.

Floor 10:

1. South elevator door frame chipped.
2. Northside vestibule wall has scuff marks.
3. Overhead scuff marks by 1002.

Floor 9:

1. Paint around emergency lighting southside vestibule.
2. Scuff marks on the overhead by the elevators.
3. Southside vestibule around overhead light needs to be painted.

Floor 8:

1. Paint drips by 8th floor sign in stairway.
2. Scuff marks on the overhead by the elevators.

Floor: 7

1. Wall Paper by unit 707 needs to be re-glued.

Floor 6:

NTR

Floor 5:

1. Elevator frames chipped.

Floor 4:

1. Overhead by emergency lighting needs to be painted between floor 4 & 5.
2. Overhead Scuff marks by unit 409.

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
- 1410
- 1403
- 1001
- 1006
- 0909
- 0908
- 0903
- 0808
- 0807
- 0710
- 0709
- 0707
- 0706
- 0605
- 0506
- 0502
- 0409
- 0408
- 0307
- 0303
- 0302
- 0110

