

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE
BOARD OF DIRECTORS HELD IN THE MANAGER'S OFFICE
WEDNESDAY JANUARY 19, 2022**

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

The Manager Anthony Diaz was present with homeowners present via zoom were Mrs. Diane Rutherford, Mr. Noel Curry, and Mr. John Hurlbert.

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

Paraphrased:

Homeowner Comments: Mr. Noel Curry. My concern is that people above my unit on the 09-stack are throwing stuff over the balconies onto the terrace, usually it happens during vacation time and the holidays. On December 18, 2021 someone threw from above eggs and avocados pits that landed on my terrace level. I notified the front desk and the door person came up and looked at the terrace. The door staff said that the 09-stack people above will be contacted. My concern is that nothing has seem to happened, we receive no notice from the Board about the issue, no one has told us what the result of this was. I would like the Board to send the people above on the 09-stack a letter and let them know what happened and see if we can result the issue. I also would like that the Board to consider installing cameras to face the front of the building to try to identify things like this happening.

Treasurer's Report: Karen Perry. The current end of the year 2021 balance is \$779,267.46 which represents an approximately 32% funding level. In absolute dollars this represents an increase of \$154,665.14 from the reserve amount in 2020. La Flores continues to increase the reserve amount in anticipation of large expenditures to replace aging components.

The ordinary income to budget for 2021 as of December 31st is positive \$22,186.83. This end of the year figure is subject to any corrections that the auditor deems appropriate.

As the treasurer's baton is passed, I would like to thank Tony for his support of a novice treasurer. I would also like to thank him for his hard work, attention to detail and dedication to Las Flores.

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

2022 Board/Committee Assignments:

John Robinson motioned to assigned Scott Nicoll as President, Karen Perry as Vice President, John Robinson as Treasurer, Sara Smith as Secretary and Linda Shenwick as Director”. Karen Perry seconded the motion which carried unanimously 5/0.

2022 Committee Assignments:

Beach Advisory Group: Primary, Cheryl Nicoll; Alternate, Phyliss Maas.

Landscape and Recreational Committee: Primary, Karen Perry; Alternates, Scott Nicoll & Linda Shenwick.

Finance and Budget Committee: Board

Facilities Advisory Group: Karen Perry

Landscape Advisory Group: Diane Rutherford

Community Alliance Group: Sara Smith

Seawall and Roadways Committee: John Robinson

Insurance Committee: Primary, John Robinson; Alternate Linda Shenwick

Governing Documents/Rules/Legal: Primary, Linda Shenwick, Alternate, John Robinson

House Committee: Board

Disciplinary Committee: Linda Shenwick

Committee Reports:

Note: Full reports by new committee members at next Board meeting.

Beach Club: NTR

Finance and Budget: NTR

Landscape & Recreation: Karen Perry. L&R has formed an AdHoc committee for Roeder Pavilion Usage, Felicia Bell is the chair. A survey was sent out to the building managers to send to the owners. It will be refined as the process continues. There are a number of options, paint and freshen up the Roeder and/or replaced the windows and add an HVAC unit. A more aggressive plan could include bathrooms off the pool area with a possible change in the roof line. Any remodel of changes more than 10% would require a seismic study.

The BBQs for all four pools have been purchased with an additional three BBQs being added. The G.M will submit a complete scope of work plan in January. It it expected all the work will be completed by summer.

A new facilities manager has been hired. He will start work in January.

The reserve study and Capital expenditures budget discussion was postponed until January as was the discussion on the monument sign.

Facilities Advisory Group: NTR

Landscape Advisory Group: Diane Rutherford. Walked the grounds near the Hotel Del, along the Strand, and finished at north end of Las Flores. Committee agreed that spending money inside the campus walls is more important than outside on the Strand sidewalk area.

The footprint of Las Flores is basically 3' from the building. So, drop a vertical line from the hanging garage gardens to the ground. Then, draw a perimeter line 3 feet from the buttress walls and other areas where there are no hanging gardens. Las Flores budget is responsible to maintain that footprint. Approval was given to remove the aged-out hedges within the footprint. (Approved all 10 reps).

The giant birds along the north side are within the footprint of the building. Removal was supposedly approved at a meeting with Tony, Jerry McDonald, Peter Vitale in December.

WHO pays for it was not clear - since it is in Las Flores footprint, is it Las Flores?

Jerry McDonald is willing to work with Las Flores to take care of this - but he did not commit to pay for removal. That December meeting - what was agreed upon, who would pay - was NOT clear. Peter Vitale said the drainage project is being looked at soon. Removal of giant bird stumps may be part of that project. Las Flores can hire whoever they want to remove old shrubs on the ground within the footprint.

Intersection of La Princess and Las Flores - driving blind spot: remove purple flowering shrubs and replant with purple geraniums. Committee encouraged Vitale to plant colorful, long-lasting flowers at the entrances - within the current budget

Community Alliance Group: NTR

Seawall & Roadway Committee: NTR

Insurance Committee: NTR

Governing Documents & Rules Committee: NTR

House Committee: See attached Report.
UNFINISHED/OLD BUSINESS: None

NEW BUSINESS:

2022 Board Priorities:

Board

Priorities (summarized from the entire Board):

1. Continue to build the reserves to have the funds in 2022 & 2023.
2. Hire new Engineer (Operating Fund Expense) as Keith will be retiring and a comprehensive turnover is needed to include full understanding of major rooftop equipment replacement in 2022/2023.

2022 Reserve Expenditure

3. Continue with roof equipment replacement plan with Walsh Engineering. Currently the project is at the design stage. Next stage should be the bidding process.
4. Spalling repair to building March-April, 2022.
5. Resurface terrace with topcoat, after spalling repairs April, 2022.
6. French drain to reroute water from planter boxes away from building. Approximately \$20,000. This will minimize water intrusion through terrace to garage levels.
7. Reserve Study \$3,000.
8. Lobby doors replacement. Approximately \$30,000.

2021 Financial Audit Date: Anthony Diaz. CPA Audit will be conducted on February 16, 2022 at 10:00 AM.

Rental Lease Fees: Linda Shenwick.

Ms. Shenwick motioned to charge owners who rent units \$250 per lease. Motion seconded by Karen Perry, Scott Nicholl, Sara Smith, John Robinson against, Linda Shenwick, Karen Perry for. Motion failed.

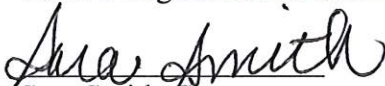
Electrical outlets/Electric Vehicle (EV) Charging Station Fees: Sara Smith

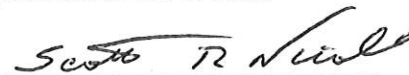
Sara Smith felt that residents should be informed that the building no longer can support EV charging stations in the garage before a complete engineering survey is made by a qualified company. Such notification was agreed upon and will be sent to residents soon.

Next Meeting will be the Executive Session Board Meeting on January 19, 2022. Scott Nicoll

ADJOURNMENT:

There being no further business the meeting was adjourned at 10:43 AM.


Sara Smith, Secretary


Scott Nicoll, President

Attached Reports:

Treasurer's Report for month ending December 31, 2021

Reserves

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

Union Bank Statement ending balance as of 31 December, 2021 \$477,970.00.

CalPrivate Bank Statement Balance as of 31 December, 2021 \$301,136.46.

Currently: 2021

At the end of December there is \$779,267.46 * 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 32% 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 \$850.71 in interest. We projected we would receive \$600.00 leaving us over projections at the end of December by \$250.71.

Operating Budget

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

For the month of December, we budgeted \$128,532.07 for expenses and actually expended \$129,598.19. leaving us over projected budget expenditures for the month by \$1,066.12. To date ending December 31st shows that we are currently under projected budget expenditures for the year 2021 to date by \$22,381.83.

Net Ordinary Income to Budget year to date as of December 31st is positive \$22,186.83.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Treasurer's Report for month ending November 30, 2021

Reserves

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

Union Bank Statement ending balance as of 30 November, 2021 \$476,411.33.

CalPrivate Bank Statement Balance as of 30 November, 2021 \$301,105.77.

Currently: 2021

At the end of November there is \$777,678.10 * 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 32% 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 \$799.27 in interest. We projected we would receive \$550.00 leaving us over projections at the end of November by \$249.27.

Operating Budget

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

For the month of November, we budgeted \$128,532.07 for expenses and actually expended \$131,015.84. leaving us over projected budget expenditures for the month by \$2,483.77. To date ending November 30th shows that we are currently under projected budget expenditures for the year 2021 to date by \$25,067.33.

Net Ordinary Income to Budget year to date as of November 30th is positive \$24,970.90.

Notes:

Sincerely,

For the Treasurer
Anthony Diaz
Association Manager

Manager's Report:

1. All Payroll tax returns have been submitted. Additionally, all eligible vendors have been provided with their 1099 forms.
2. Employees have received their W-2's for 2021.
3. New 2022-2025 bike decals are available at the front desk.
4. New 2022 car decals are available at the front desk.
5. Contacted CPA for annual audit Corporate Tax returns. Audit will be conducted February 16, 2022 at 10:00 AM.
6. Attended the 2021 Legal Symposium in November, 2021.
7. Replaced lobby HVAC system, however need approval to pay using reserve funds a cost of \$7,200.2021.
8. Holiday Fund was distributed to the staff, received a total \$22,957.18 owners gave to the fund this year.
9. Annual roof eye bolt testing/inspection was conducted January 7, 2022.
10. Installed EV charging receptacle in L70T parking spot for 1605. Will have to use different power source as this one is wired to same breaker as 705 and trips when both are on charge.
11. Found leak from terrace to garage at parking spot U-73. This will be repaired when terrace top coat replacement this spring after spalling repair is finished.
12. Found leak from terrace planter at south-east corner of building. This repair will be included in terrace top coat and will require the temporary removal of the wood platform.
13. Replaced the drive motor for the three-way mixing valve on boiler #2.
14. Replaced thermocouple on #1 water heater.
15. Performed maintenance on exhaust vents on roof.
16. Replaced leaking pipe for laundry and bathroom sink of 7 stack in garage.
17. Lined 40 feet of 8' sewer line running through the lobby.
18. Did water shut offs for 1006, 1403, 403, 307, 803,309
19. Painted front of building terrace wall.
20. Put up and took down holiday decorations.
21. Repaired ceiling in 807 bath room from past water damage
22. Painted terrace to ground stair wells.
23. Repaired leak in hot water supply line to unit 1602.
24. Units being remodeled; 307, 309, 403, 1006, and 1402.

HOUSE REPORT (Roof, terrace and garages)

January 19, 2022: Board Meeting

January 11-13, 2022 inspections:
Scott Nicol, President
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. Roof entry door mechanical arm need preservation
2. Exterior handrails by the steps going up to roof needs to be replaced (Safety Hazard).
3. Roof vent screens need to be ordered and installed.
4. All machinery room shelves and lockers need to be re-organized and inventoried.
5. Northside outboard of building has spalling needs to be repaired during the 2022 spalling work.

6. #2 A/C screen filter needs to be replaced.
7. A/C vents rusty throughout the roof, need to preserve them.
8. Cooling tower room needs to be cleaned.
9. A/C vent in cooling tower needs preservation.
10. Roof door hinges going into the cooling tower need preservation.

Terrace Common Area & Stairwells Building Perimeter

1. Cracks on eastside of building planter box, cracks will be fixed during the building spalling repairs early spring 2022.

Upper Garage & Store Rooms Employee Restroom

1. Parking U-1 Excessive bikes (4), Bikes not registered, stall has trash.
2. Parking U-2 (1) bike not registered.
3. Parking U-4 (1) bike not registered.
4. Parking U-5 Trash in parking stall, (3) bikes not registered.
5. Parking U-6 Bikes not registered (2) unauthorized gear stored above locker.
6. Parking U-7 Bike not registered (1).
7. Parking U-8 (5) bikes not registered, excessive bikes (1).
8. Parking U-9 Bike not registered (1).
9. Parking U-10 (5) bikes not registered, excessive bikes (1).
10. Parking U-12 Parking stall is very disorganized (Clutter)
11. Parking U-13 Excessive bikes (2), bikes not registered (5).
12. Parking U-15 Unauthorized items (Firepit, fire wood, generator), Bikes not registered (2). Very disorganized with a lot of clutter.
13. Parking U-17 disorganized parking stall.
14. Parking U-22 Bikes not registered (2).
15. Parking U-27 Unauthorized storage above locker, (1) bike not registered.
16. Parking U-28 Unauthorized storage above locker.
17. Parking U-29 Bikes not registered (2).
18. Parking U-31 Bikes not registered (2).
19. Parking U-32 Bikes not registered (4), excessive bikes (2).
20. Parking U-34 (1) bikes not registered.
21. Parking U-35 Unauthorized items (Firewood).
22. Parking U-37 (1) bike not registered.
23. Parking U-39 (2) bikes not registered.

24. Parking U-41 Bikes not registered (2).
25. Parking U-42 Bike not registered (1).
26. Parking U-50 Bikes not registered (3).
27. Parking U-56 Excessive bikes (2).
28. Parking U-57 Trash in parking stall.
29. Parking U-58 Unauthorize item, (Firewood).
30. Parking U-60 Bikes not registered (5), excessive bikes (1).
31. Parking U-61 Bikes not registered (4).
32. Parking U-64 Excessive bikes (5), bikes not registered.
33. Parking U-65 Bikes not registered (4).
34. Parking U-66 Bikes not registered (2).
35. Parking U-67 Bikes not registered (2), unauthorized items (Shelves).
36. Parking U-68 Bikes not registered (3).
37. Parking U-70 Bikes not registered (4).
38. Parking U-71 Bikes not registered (4).
39. Parking U-73 Bikes not registered (4).

Lower Garage & Store Rooms

1. Parking L-1 Excessive bikes, bikes not registered (7).
2. Parking L-2 Bikes not registered (3).
3. Parking L-3 Bikes not registered (2).
4. Parking L-6 Excessive bikes (5), unauthorized items (Tile).
5. Parking L-8 Bikes not registered (4).
6. Parking L-11 Unauthorized items (Stepladder paper towels, box and basket) Bikes not registered (6), excessive bikes (2).
7. Parking L-14 Bikes not registered (2).
8. Parking L-15 Bikes not Registered (4).
9. Parking L-17 Unauthorized items (Mulch & trash), bikes not registered (2).
10. Parking L-19 Bikes not registered (2).
11. Parking L-22 Bike not registered (1).
12. Parking L-37 Bike not registered.
13. Parking L-44 Bike not registered (2).
14. Parking L-46 Bikes not registered (2).
15. Parking L-52 Unauthorized item (Shelves).

16. Parking L-53 Unauthorized items (Tile).
17. Parking L-55 Bikes not registered (2).
18. Parking L-57 Bike not registered, (3).
19. Parking L-63 Unauthorized item (Firewood).
20. Parking L- 64 Excessive bikes (4), bikes not registered, (4).
21. Parking L-65 Excessive bikes (7) bikes not registered (7).
22. Parking L-66 Bikes not registered (3).
23. Parking L-68 Bikes not registered (2).
24. Parking L-69 Excessive bikes, bikes not registered (1).
25. Parking L-72 Excessive bikes (7), bikes not registered (7).
26. Parking L-74 Unauthorized item (Cooking pot, wall picture).
27. Parking L-75 Excessive bikes (3).
28. Parking L-76 Bikes not registered, (4), excessive bikes (2).
29. Parking L-77 Bikes not registered (3).

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 rusted 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)

January 19, 2022: Board Meeting

January 11-13, 2022 inspections:

Scott Nicol, President

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 July 14, 2021 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 stairway needs cleaning.
2. South elevator door chipped.

Floor 15:

1. North elevator door chipped.
2. Unit 1507 door laminate s chipped.

Floor 14:

1. North and south elevator doors are chipped.

Floor 12:

1. Scuff marks on overhead by unit 1208 & 1207.

2. South elevator door frame is chipped.

Floor 11

1. NTR

Floor 10:

1. NTR

Floor 9:

1. NTR

Floor 8:

1. NTR

Floor: 7

1. South elevator door is chipped.

Floor 6:

1. NTR

Floor 5:

1. NTR

Floor 4:

1. NTR

Floor 3:

1. Scuff marks on the overhead by elevators.
2. Chips om elevator doors.

Floor 2:

1. NTR

Floor 1:

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
- 1606
- 1602
- 1508
- 1505
- 1410
- 1403
- 1110
- 1006
- 1001
- 0909
- 0908
- 0903
- 0808
- 0805
- 0710
- 0709
- 0707
- 0706
- 0605
- 0510
- 0506
- 0502
- 0309
- 0307
- 0302
- 0110

DKA