

Coronado Shores Condominium Association #8 – El Encanto
Meeting of the Board of Directors
APPROVED MINUTES
June 22, 2018

The Meeting of the Board was called to order at 9:30 am in the Manager's office.

Directors Present: Brent Yoder, Richard Ramsey, Brian Shook and Sharon Lapid. Lisa Portnoff attended via teleconference. Also attending: Manager Alan Aegerter and three homeowner (Don Bushell Unit 501, Bruce Mackie Unit 207 and Elaine Marcus Unit 802).

Minutes of previous meeting: MOTION by Richard Ramsey, 2nd by Lisa Portnoff to approve the minutes of the May 18, 2018 Board of Director's meeting. APPROVED by a 5-0 vote.

Financial Report: The financial reports for May 2018 were reviewed by our Treasurer Richard Ramsey and provided by the Manager. The Operating Account was \$9,593 positive to budget through May of this year. This was primary due to lower than expected expenses for admin, complex and payroll items. Revenue was \$5,054 positive to budget. For expense categories, ADMIN expenses were \$1,230 under budget, BUILDING expenses were \$42 under budget, COMPLEX (L&R) expenses were \$7,364 under budget as we have made no insurance claims, PAYROLL expenses were \$4,086 under budget due to lower workers compensation insurance payments, our RESERVE contribution was at budget and UTILITY expenses were \$29 under budget.

The Reserve Account report for May 2018 was also provided. The Reserve Fund balance as of June 4, 2018 was \$715,245. We had expenses of \$2,600 for building renovation design fees and \$34,403 in spall repairs so far in 2018. Planned expenses for 2018 include replacement of one of our fire sprinkler water pumps and motors (\$70,000), NuFlow pipe lining of our wet bar drains (\$50,000), and misc. pumps and motors (\$15,000). We have \$410,161 in cash in our Reserve account and two CDs totaling \$305,084.

The Board asked the Manger to get quotes for additional CD's from non-bank sources that may have higher returns.

We also have collected \$56,862 of the \$108,091 for the Lagoon Maintenance Project Special Assessment and are current in our payments to L&R.

Building Maintenance and Repair Report

The Manager reported the building population (units occupied) to be 68 for May.

We had one emergency on May 25th when an elevator circuit board burned and the Fire Department was called in as the resulting smoke triggered the fire alarm. OTIS Elevator technicians were on-site and there was no damage, however the elevators were out of service for about an hour and a half.

There was one water leak from a 05 stack kitchen drain pipe that was corroded and leaked at the upper garage. Staff replaced the damaged pipe, there was no damage.

Staff responded to 10 resident work requests so far in June and provided normal equipment preventative maintenance activities. Staff also began the hallway paint work (touch-up paint at the elevator surrounds, utility doors, stairwell doors and polish the stone at the elevators) from our project list. This work will continue through July.

Current vendor projects include:

Hamilton Pacific completed the spall repairs on the 06, 05, 04 and 03 stacks on the building exterior.

Suspended Services completed our exterior window wash on June 15th.

Our remodel season is over and we had two units work beyond the cut-off date of May 31st. Both paid the fine for working the extra days.

Bill Howe Plumbing will be performing jet-cleaning of our 4" and 6" sewer pipes in our upper garage on June 22nd.

We are having our roof tie-downs go through their 10-year inspection the week of June 25th. This is an OSHA required test of our safety equipment used by window installation companies and our window washers.

We had three complaints since our last meeting; one for smoking in the common areas (owners notified and their guests complied), and two for staff (ours and the Health Club) issues which the Manager has addressed.

There were no L&R violations since our last meeting and 3 El Encanto violations (two for parking space and one for a resident coming through the Lobby in their swimsuit. The owner and tenants have been notified and have complied.

The Directors discussed the issue of staff time spent in breaking down and taking out cardboard boxes, well over an hour per day. While not a specific building rule, the Manager was asked to post signs encouraging residents to flatten their cardboard boxes before putting them in the trash rooms.

The Bike Room Lottery entry forms have been sent to all owners. The draw will be on July 27th

On June 5th the Manager along with Directors Brent Yoder, Brian Shook and Richard Ramsey conducted a building inspection. All hallways, stairwells, garage and Lobby were visited. The items identified as needing additional attention were documented and provided to the Board. The Manager will provide completion dates for all items to the Board by June 29th.

Our current access control system was discussed. Installed in 2008, the 8 doors locks and 2 elevator call locks have now aged out. The original vendor no longer will repair or maintain these locks and the system itself operates on the non-supported Windows XP operating system. The Manager provided a quotation to update the system. The Board discussed and asked the Manger to follow-up with the vendors to check on options such as notification when a door is open.

Committee Reports

L&R: Sharon Lapid reported that the 2019 budget workshop will be held in August. Brent Yoder said he will attend on our behalf. We will need an alternate to attend the July and August meetings as Sharon will be out of town.

Enforcement: No report.

Beach Club: Elaine Marcus reports that a coffee cart should be open next week daily from 7 am to 4 pm. There is a new Bar Manager. The group discussed many upcoming events (i.e. the 4th of July BBQ and August Fashion Show), the introduction of providing light meals and how to better accommodate all residents of the Shores there.

Facilities: Sharon Lapid reports the projects underway include the replacement of the pool furniture with our El Camino pool expecting to have their's by July 4th, exterior wall painting which is 90% completed and the Request for Proposal (RFP) for the Lagoon work have been sent out to bidders. Interested bidders will meet with L&R in July to go over the project details and answer questions. We expect the construction of the Lagoon to begin in September.

Landscape: Sharon Lapid reports the tree trimming recently completed now addresses what is best for the health of the trees and not just views. The group is also looking for options on a possible water feature at the small grass island just inside our entrance gate.

Recreation: Sharon Lapid reports the new ball machine is working well and many of our residents have gone through the operation training.

Community Alliance No report.

Health Club: Sharon Lapid reports that the current operation calls for up to 20 loads of towels per day that need washing. The Committee is recommending upgrades to the drying equipment, hiring of additional staff or asking the residents to bring their own towels to make sure the desk is always manned.

El Encanto Design Group: Sharon Lapid reports they are working on a marketing plan for the upcoming July 26th Town Hall meeting to introduce the main design elements to the owners. A project timeline was provided to the Board. The Board discussed and will issue an interest survey to the owners in August to help determine our next steps. Also Director Brian Shook will work with the Manger to develop a financial plan.

Unfinished Business

Remodel rules and painting requirements. The Manager met with Directors Brent Yoder and Brian Shook to work with the Manager in drafting proposed rules. The Manager provided the resulting recommendations which focused on the purchase and use of an air-scrubber to reduce the odor and dust from remodel activities. MOTION by Richard Ramsey, 2nd by Brian Shook to accept the proposed rules change as provided to our remodel rules. Vote 5-0 in favor, the Motion passed.

At our May meeting the Board asked Lisa Portnoff and the Manger to review the policies for the Front Desk. That was done on May 24, 2018. The recommendation from Lisa was to adhere to the written dress code policy of white shirts, khaki pants and blue blazer. The Board discussed and agreed with the recommendation except that a blazer not need to worn during the summer months. The Manager will make sure all adhere to the policy/

New Business

Sharon Lapid identified an issue concerning the use of our shopping and luggage carts. Many of our residents keep these carts in their units or hallway for an extended period of time resulting in a shortage of carts in the garages. After discussion the Board directed the Manger to create a notice to return carts as soon as possible to their original storage location. This notice should be placed periodically in the elevators and placed in every new tenant check-in package.

Homeowner Comments:

Don Bushell, Unit 501, made comments regarding building cleaning and projects, proposed rules changes, and landscaping projects.

The next Board of Directors meeting will be on Friday July 20th at 9:30 am in the Manager's office.

There being no further business, the meeting was adjourned at 11:15 AM.