

**Coronado Shores Condominium Association #8 – El Encanto**  
**Meeting of the Board of Directors**  
**APPROVED MINUTES**  
**December 16, 2016**

The Meeting of the Board was called to order at 10:00 am in the Manager's office.

Directors Present: Sharon Lapid, Brent Yoder and Brian Shook. Lisa Portnoff attended via teleconference. Also attending: Manager Alan Aegerter.

**Minutes of previous meeting:** MOTION by Brent Yoder, 2<sup>nd</sup> by Lisa Portnoff to approve the minutes of the November 18, 2016 Board of Director's meeting. APPROVED by a 4-0 vote.

**Financial Report:** The November 2016 financial reports were reviewed by our Treasurer Richard Ramsey and provided by the Manager. The Operating Account is \$ 24,894 positive to budget. For expense categories, ADMIN expenses were \$294 under budget, BUILDING expenses were \$16,465 over budget, COMPLEX (L&R) expenses were \$25,449 under budget, PAYROLL expenses were \$5,315 over budget, our RESERVE contribution was at budget and UTILITY expenses were \$17,401 under budget. A report showing water consumption rates over the past 8 years was provided. The Manager was asked to continue reminding residents to conserve water.

**Building Maintenance and Repair Report**

The Manager reported the building population (units occupied) to be 74 for December.

We experienced no plumbing leaks since our last meeting.

Staff responded to 11 resident work requests, completed a spall repair in a Unit and replaced a small water pump.

Hallway warranty work: our contractor, Donate Construction, has yet to find matching tile for our hallways. The Board does not wish to replace an entire stone section and will wait for Donate Construction to find a matching pattern.

We will have our elevator counter-weights retrofitted to add weight this Winter. We received an updated proposal that needs to be reviewed by our attorneys before we can proceed.

Our Unit remodel season is underway. We currently have one unit completed: 1606 and 3 others in work: 1604, 1105 and 309.

We had two units in violations of Building rules, both for storing non-approved items in their parking spaces. No formal letters were issued.

## **Committee Reports**

L&R Sharon Lapid reports the Committee held an executive session to discuss the replacement for the L&R General Manager. They have identified a candidate and expect a decision soon. There were also discussions regarding the tennis court contractor in Executive Session. During the regular session Sharon Lapid reported L&R is positive to budget and will make capital expenditures before the end of the year. These expenses are equipment and preventative maintenance work that is part of the current budget plan. Lastly the Committee elected Bill Leonard as Chair and Robert Clinton as Treasurer for 2017.

Facilities Sharon Lapid reports our lagoon is leaking water and we are no longer filling it. They are evaluating repair options at this time. The new pool gate at the El Camino pool has not been fully approved for use at all the other pools. Tennis courts 7&8 need spalling repair, new fencing and require re-surfacing, Wind screens around the El Camino Pool will be replaced soon. Finally the Committee is inventorying the security cameras and will need to replace some.

Landscape Brent Yoder reported about the lagoon in more detail and said our landscaping Company, J. Vitale, provided some plantings at no costs as part of the re-planting at our main entrance corners. The Committee has recommended the removal of small trees on the east side (facing our building) of the tennis courts as they probably won't survive the spall repair work process. This Committee is also looking at the planters at each pool interior for possible future improvements.

Beach Club Sharon Lapid reported the Club is continuing to look at purchasing a new point-of-sale system. Financially the Club is performing better and their end of the year events have been successful.

Recreation Sharon Lapid reported the Heath Club's usage is up 10% over this time last year. She also reported our new Building representative is Jan Zobrist (Unit 320).

Insurance There was no report.

Enforcement There was no report.

Community Alliance There was no report.

## **Unfinished Business**

Unit 102 previously complained about modifications to the glass wind break installed at Unit 108. Recent modifications to make the wind-screen more secure included a top metal support that matches the metal on our window railings. The Board reviewed the original approval of this project and it was discovered that a top railing of any kind was not permitted. MOTION to instruct the Manager to notify the Owner of Unit 108 to remove the top railing on their glass wind break. Vote 4-0 in favor, the motion passed.

Unit 608 previously wrote to the Board requesting their veneer around the exterior of their front door be fully replaced as earlier repairs by the contractor are not satisfactory. The Board went to look at the area. MOTION to instruct the Manager to have the veneer replaced. VOTE 4-0 in favor, the motion passes.

## **New Business**

Building package control procedures and policies. The Board reviewed the current policies surrounding how packages for residents are received, logged, stored and sometime delivered. The Board desires less clutter in the Lobby that is caused by storing incoming packages around the Front Desk before they are either picked-up, sent up to a Unit when no one is in residence or stored in our single Lobby cabinet. It was decided to have Sharon and the Manager evaluate other locations for package storage and to further review the process and make recommendations at the next Board meeting.

## **Homeowner Comments:**

None.

The next Board of Directors meeting will be Friday, January 20, 2017 at 9:30 am.

There being no further business, the meeting was adjourned at 11:30 AM.

## **Meeting of the Board of Directors EXECUTIVE SESSION DRAFT MINUTES December 16, 2016**

The Executive Meeting of the Board was called to order at 11:30 am in the Manager's office.

Directors Present: Sharon Lapid, Brent Yoder and Brian Shook. Lisa Portnoff attended via teleconference.

The Board discussed employee issues including performance and policies for performing individual requests from residents. The Manager was instructed work with our attorney to create a resident work request to be reviewed at our next meeting.

There being no further business, the meeting was adjourned at 11:50 AM.