

**Coronado Shores Condominium Association No. 10
"La Princesa Tower"**

Minutes <> April 21, 2017

The Board of Directors of Coronado Shores Condominium Association No. 10 held a regular meeting on Friday, April 21, 2017 in the Building Manager's office of La Princesa Tower.

I. The meeting was called to order at 2:30 PM.

II. Those present:

- Andrew Brunhart, President**
- Richard Barr, Vice-President**
- Thomas Vince, Secretary/Treasurer**
- Kathryn Grosnoff, Director**
- Ronald Leeds, Director**

Steve Bennett, Building Manager

**Mr. Lee (802), Mrs. Vince (1003), Mrs. Blumental (1204),
Mrs. Wang (1402)**

III. Oral and Written Communication:

Written Communication

A letter was read from Mr. Bob Grosnoff, owner of unit 709. He complained about a neighbor that consistently places large boxes inside the 7th floor trash room, making it difficult for others to access the chute. The Board then discussed the building trash rooms. Attending owners also shared times when they too had to move boxes to get to the chute. The Building Manager was tasked to send the two owners identified a Reminder Letter. Additionally, the Building Manager was tasked to post a detailed reminder of the garbage room procedures in the garbage rooms on each floor. It was mentioned that another building in the complex has a very tasteful reminder posted in their garbage rooms. The Building Manager was tasked to obtain a copy and use it as a model for our posting.

IV. Minutes of the previous meetings. There were several small errors (typos) in the presented Minutes of the 17 February regular meeting. There was a motion made, and seconded to approve the Minutes of 17 February as amended. The vote to approve was unanimous. There was a motion made and seconded to accept the Minutes of the March 17, 2017 meeting as presented. The vote to approve was unanimous.

V. Mr. Bennett gave the financial report. The Board questioned the format and information received from Consortium, LLC. The Building Manager was tasked to discuss the gaps with Consortium LLC, have the gaps remedied, and resubmit the March 2017 Financial Report at the May 2017 Board Meeting for consideration. It was noted the natural gas bill has increased significantly. The Building Manager was

tasked to investigate, including: (a) the Building Engineer will have leak-testing performed on the roof gas lines, (b) compare building total occupancy for these three months for the last three years, (c) have the Hot Water Boilers checked for efficiency, (d) compare our building gas usage to the other 'square' buildings (comparable size) in the complex, and (e) have the gas company check the calibration of our master gas meter. The Building Manager was asked to report back to the Board on these matters at the May 2017 Board meeting.

The Board was not pleased to learn that Mrs. Vince has not been paid the money the Association has owed her since November 2016. The Building Manger was tasked to ensure Mrs. Vince is paid no later than April 28.

VI. Beach Club Report. Mrs. Grosnoff reported.

Wednesday Happy Hour will now be Wednesday Social, since drink prices will not be reduced.

March liquors sales were up and liquor expenses were down, resulting in less of a loss than budgeted for.

The profit and loss for March events was \$1,737.00 to the positive.

The potato party was a success with 45 persons in attendance.

Table configurations at the club will no longer be in long narrow rows, encouraging a welcoming effect.

It will be further investigated as to whether it is possible to charge guests on Friday evenings that do not buy a beverage.

It is important that late bingo calls are not paid, and that all volunteers realize the need for this.

The possibility of bringing in catered food to the Beach Club or to Roeder was received with enthusiasm. Catering at Roeder could include a BYOB policy since our liquor license does not extend to that facility.

Bunko will be held at 4:00 PM on April 20, and then after on the second and fourth Thursdays of the month at 5:00 PM. Those needing to learn the rules are asked to come 15 minutes prior to the game start. There is a \$10.00 buy-in for the game.

The Beach Club committee is encouraging the family activities group to hold a family bingo night over the summer.

VII. L&R Report. Mr. Barr attended the landscape subcommittee meeting and reported on their discussions regarding the lagoon. Up to three designers will be sought to come up with a plan for pondless water features placed in several smaller pools instead of the single larger one now in place. Designs are to be presented to the L&R Committee within 60 days, and if approved there, to then be presented to each of the Associations for further input.

This year's tree trimming contract was given to Greenbrier, and trimming will commence in early May.

Mrs. Grosnoff gave the remainder of the L&R report.

Homeowners communicated that they had 60 signatures on a petition for a leash less dog area to operate under very specific rules.

A resident wants no assessment for the new lagoons. Instead we should dig down 6 feet and use ocean water.

A resident feels that the landscaping has deteriorated, and that we should spend more money by raising homeowner fees.

The elevator at the Health Club has been ordered and should be installed prior to Memorial Day.

Financial statements show that L&R is currently under budget, mostly due to the lagoons not being operational.

The placement of plants in this complex is vital to their survival. Two trees will be removed south of El Camino because they refused to thrive.

Health Club usage has increased by 40 to 50% during March. Saturday and Sunday hours will be extended over the summer from 6:00 AM to 8:00 PM.

Roeder Pool will reopen on May 1. New furniture was approved for poolside.

Additional electrical work was approved for the Beach Club to accommodate an additional dish washer, a cooler, hot dog machine, a slush machine, and a new coffee machine.

Tennis courts 7 and 8 will be completed by Memorial Day. A ribbon cutting and celebration is being planned.

The insurance claim on tennis courts 1 through 6 has been closed. Jerry will go back to Farmer's with the change orders we incurred as additional work became evident following demolition.

Our 6 current complex cameras will be upgraded and 4 additional cameras will be added. Tyco will complete the upgrade of the system by June 5.

The repair work to the L&R office will be completed by May 5.

Two new carts for the guards will be purchased at a cost of \$6,000.

We will have 16 hours of additional security per day from May 21 through September 16.

The L&R office will be closed on weekends over the summer. To accommodate renters who arrive on the weekend, each building will have a supply of temporary cards which will expire on Monday morning. It is suggested that those taking advantage of these cards should leave a check made out for \$30 to L&R for each card they use, which can then be taken to L&R on Monday for their permanent card, after turning in their temporary card.

There will be summer uniforms at the Beach Club, the Health Club, and for pool guards during the summer. The shirts are Hawaiian with a blue background.

VIII. Unfinished Business.

A. La Princesa Design Subcommittee.

Kathryn Grosnoff and Carole Vince are working to obtain suitable materials to replace the damaged elevator panels and are working to have something for review at the May regular Board meeting.

Lobby plexiglass appears to be the remaining punch list item.

The City of Coronado has finally given final approval to the construction permit for the building renovation.

B. Garage Subcommittee Report.

Mr. Bennett reported on the amount of materials needed to be purchased to construct by staff a storage room inside the garage for resident storage of large surfboards, kayaks, etc. that may not be properly stored in garage parking spaces. The room will be built where the current bike rack is located, near the upper entry gate and the Association owned parking space next to it. The estimated cost of construction materials is \$1,350.00. Work on the room will commence on November 1, 2017 (the date when the current parking space lease ends). There was a motion made, and seconded, "To direct staff to build a room for storage of large beach gear, kayaks, surfboards, et al in the upper garage, using the area of the Association owned parking spaces 84 and 85." The vote to approve was unanimous. It was noted the three owners that were sent notification of Fines for not remedying the violation of rules regarding their parking spaces have not paid their fines. The Building Manager was tasked to contact these owners directly. Additionally, as these three owners have not remedied the respective violations, the Building Manger was directed to inform these owners that another individual Hearing will occur during the May 2017 Board at which the Board may levy another Fine.

A listing of additional garage parking space rule violations was distributed to the Board. Going forward, front desk personnel conducting rounds around the building will maintain the listing of garage parking space violations and the Building Manager will send the respective owner a letter of notification. The Building Manager was tasked to provide a status update to the Board at every Board meeting.

C. Financial Audit. The Association accountant is working on the audit. Mr. Bennett was asked to ensure two special interest items were included in the audit (1) the building remodeling funds; (2) the employee holiday fund.

D. Cable Service. Mr. Brunhart reported. Over the past few months, Mr. Bennett obtained information from other Associations regarding television services. Mr. Brunhart took this information and prepared a worksheet for the Board to review which compares types of services, costs, etc. The company's involved are Spectrum (formerly Time Warner), Dish, and AT&T/DirecTV. Each company offers, or has offered to the Associations bulk packages that provide television, internet, and telephone services. "Sweeteners" such as DVR or digital converter boxes and premium channel upgrades are included in each deal. The Board also discussed the levels of service and costs associated with same that could be provided to owners, bearing in mind the low occupancy levels of the building throughout the year. An ad hoc committee of Andrew Brunhart and Ron Leeds was formed. Directors Brunhart and Leeds will obtain Proposals from Spectrum, DIRECTV, and Dish, and bring back a recommendation to the Board. The current Agreement with Spectrum is very dated having been executed in January 2011. The plan is to notify Spectrum prior to September 1, 2017 that La Princesa will not be extending the existing Agreement (need to provide no less than a 120-day notice) and will execute a new Agreement with a Provider going into effect on January 1, 2018.

E. The Board then discussed user fees for various activities in the building. Some buildings charge a move-in/move-out fee to cover potential and actual damages to common areas and elevators that may occur during moving. There was also discussion regarding substituting the remodel deposit that is normally collected upon submittal of a remodel application to the Board, to a simple fee. Once again, this would cover potential or actual damages that occur to the common areas during a unit remodel. The Building Manager was tasked to submit to the Board revised language within the La Princesa Rules for consideration at the May 2017 Board meeting.

X. New Business.

A. Mr. Brunhart gave the facilities report on pending and past actions.

The Board directed Mr. Bennett to retain a contractor to make the repairs on the glass terrace railings. The repairs are due to commence on May 1, at a not to exceed cost of \$7,500.00.

Terrace deck painting has begun and is expected to be completed before Memorial Day.

The use of magnetic paneling to protect the entrances and doors to the elevator cars is a success. More paneling will be purchased and placed into inventory.

Elevator camera. A wireless camera has been ordered.

A site inspection by representatives from Everest National, the Association's workers compensation insurance carriers, is scheduled for the week of May 1.

Fire sprinkler tank cover is currently being worked on by an outside contractor.

Domestic hot water boiler servicing proposal. County Burner has not yet provided a service quotation.

Trash room refurbishment is underway by staff. Wall painting and installation of new vinyl coving should be completed in two weeks. New LED lighting to be installed at a later date.

A draft of the La Princesa Maintenance Plan will be provided to Mr. Brunhart by 12 May.

Lighting retrofit, fluorescent lamps to LED's. There are no current rebate programs available from the local utility. One bid to retrofit lighting has been received. The Building Manager will provide the Board President a copy of the Proposal for review.

Four new plastic type grocery carts have been ordered and are expected to be delivered by mid-May.

B. The Board discussed the employment contract of Building Manager, Steve Bennett. There was a motion made, and seconded, "To approve the Manager's employment contract as written, to run 1 January to 31 December." The vote to approve was unanimous.

C. The Board discussed the Association employee SEP IRA program. Mr. Brunhart has been studying the plan to ensure that all rules and regulations regarding it are being adhered to.

D. Mr. Brunhart gave the Architectural Review Committee Report. There was an application from Mrs. Lebrija to install new windows in her unit 204. The committee recommended Board approval for the project. It was moved and seconded to approve the application with the following conditions:

1. All fenestration documentation required will be provided to the Association for its file.
2. A building permit is to be submitted to the Association.
3. All applicable La Princesa Tower Rules and Regulation for Remodeling are adhered to.

The vote to approve was unanimous.

Mr. Barr asked several questions of Mr. Brunhart and Mr. Bennett regarding the work schedules for the Facilities Department (maintenance). Schedules were recently modified to take into account a one-hour lunch break instead of a 30-minute lunch break. This has caused some grumbling amongst staff members. Mr. Brunhart stated that there would be "coverage" by staff until at least 5:00 pm each day. He also stated that employee scheduling is set by the Building Manager to emphasize the primary needs of the building.

XI. Being no more business, the meeting was adjourned at 5:37 PM.



Andrew Brunhart, President



Thomas Vince, Secretary / Treasurer