

CORONADO SHORES LANDSCAPE & RECREATION COMMITTEE

GENERAL SESSION MEETING May 17, 2018, 3:00pm, Roeder Pavilion

MINUTES

1. CALL TO ORDER/ROLL CALL: Oliver McGonigle called the meeting to order at 3:00pm.

<u>ASSOCIATION</u>	<u>REPRESENTATIVE</u>
#1 Cabrillo	Dr. Jan Yanda
#2 La Sierra	Oliver McGonigle, Chair
#3 Las Palmas	Judith Mansfield
#4 Las Flores	George Kachigian (4:20)
#5 El Camino	Trisha Trowbridge, Alternate
#6 La Playa	Don Smith, Treasurer
#7 La Perla	Beth Mulcahy-Elardo
#8 El Encanto	Sharon Lapid
#9 El Mirador	Ken Sigelman
#10 La Princesa	Kathryn Grosnoff

ALSO ATTENDING: Jerry McDonald, L&R Management
Missy Smith, L&R Management

2. OPEN FORUM: The Committee received input from the following homeowner: Ken Perry commented that he emailed a recommendation on the ID card policy and posting the L&R Meeting Agenda and Minutes on the Coronado Shores website prior to the meeting.
3. APPROVE MINUTES: A motion was made by Beth Mulcahy-Elardo, seconded by Don Smith and carried to approve the minutes of April 19, 2018 General Session. (Vote 7/0, #1 & #5 abstained)
4. CHAIRMAN'S REPORT: We have a lot of good things going on. Oliver discussed the need for open communication and posting the agenda and minutes on the website but minutes would be a 1 month delay due to the approval process. The L&R office has a new Web Master and we will put the agenda and minutes on the site. Getting ready for summer and how nice the Community looks with the painting almost complete. We'd like the Coffee Cart to have gourmet sandwiches and salads.

5. REPORTS:

A. General Manager's Monthly Report:

Completed projects

- Beach Club has hired part-time employees for summer.
- Coffee Cart is going to work and will start up mid-June.
- AED/Hands Only training was held May 2nd for L&R employees and all buildings. 35 people in attendance.

Projects in progress

- AED/Hands Only 2nd training scheduled for June 14th at 11:00 a.m. at the Roeder with lunch following. Take that information back to your boards for building employees to sign up.
- Glass panels at the pools being repaired due to rusted mounts.
- Painting project is on schedule and should be completed by month end.
- The Lagoon Maintenance Project RFP's will be sent out next week to 5 contractors.
- Annual Audit of Financial Statements.
- Review Reserve Study.
- Working with an IT professional to improve L&R Computer Network.

Projects planned

- Greenbrier will begin trimming Palms and select canopy trees recommended by the arborist on Tuesday, May 22nd and is expected to be completed by June 8th.
- We have requested proposals from 3-4 businesses for replacing the pool furniture at the Beach Club pool and may be able to replace furniture at El Camino as well with additional funds.
- We are doing the painting of the (186) light poles around the Community in-house by our maintenance department starting on the West side working to the East with the Boardwalk light poles first.
- The budgeting process for fiscal 2019 starting at the staff level and working up from there. Look for that budget for next year to come to the L&R Committee maybe in July but probably August so the buildings can get it out by November. Talk to your boards and find out when do they need our number for your budget process, give us that date and we'll work back. Come prepared to give that information at the June meeting.
- Develop a Digital Library for the L&R office.
- Develop Standards of Service for the L&R Staff of ~27 employees, have in-house training to ensure that we're providing the service that you expect.
- Update Employee Handbook for L&R staff.

B. Financials: Jerry gave the following report on the Financial Statements through April 30, 2018.

INCOME:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 500.00	\$ 687.99	\$ 187.99
Assessments	\$700,256.56	\$700,288.36	\$ 31.80
Recreation	\$ 43,866.59	\$ 40,913.00	\$ (2,953.59)
<u>Beach Club</u>	<u>\$ 61,400.00</u>	<u>\$ 77,573.22</u>	<u>\$ 16,173.22</u>
TOTAL:	\$806,023.15	\$819,462.57	\$ 13,439.42
CGS:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>Beach Club:</u>	<u>\$ 25,240.00</u>	<u>\$ 29,781.68</u>	<u>\$ 4,541.68</u>
GROSS PROFIT:	\$780,783.15	\$789,680.89	\$ 8,897.74
EXPENSES:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$162,064.52	\$179,494.67	\$ 17,448.15
Landscaping	\$ 96,828.68	\$ 84,037.73	\$ (12,790.95)
Maintenance	\$166,734.16	\$169,981.92	\$ 3,247.76
Recreation-BC	\$ 51,772.12	\$ 55,754.91	\$ 3,982.79
Recreation-HC, RP, etc.	\$ 36,962.92	\$ 31,147.21	\$ (5,815.71)
Recreation-Utilities	\$104,800.00	\$101,861.63	\$ (2,938.37)
<u>Security</u>	<u>\$127,966.68</u>	<u>\$114,449.88</u>	<u>\$ (13,516.80)</u>
TOTAL:	\$747,111.08	\$736,727.95	\$ (10,383.13)
NET INCOME:	\$ 33,672.07	\$ 52,952.94	\$ 19,280.87

C. Oliver updated the group on the storm drains and how the Coronado Shores is to maintain their own storm drains not the City. We have had the Cabrillo drain scoped with a camera and there is one blockage. We're getting 3 bids to go in where the blockage is and pull out any debris and camera the pipes to check for blockages and breaks and then remove as much sand as we can. We will be getting these bids and evaluating what to do next and what needs to be done will be done after Labor Day. There will be a cost to homeowners not to L&R, however the Enforcement Committee has some reserves but we don't know if they're adequate for this.

6. ADVISORY GROUP DISCUSSIONS: Jerry gave the following reports.

Beach Club Advisory Group – The group reviewed the activities from April and it was brought to their attention that the Chili Cook off was canceled due to lack of reservations. A discussion came up regarding Larry Delrose and the variety show he was having at the Beach Club Saturday night. A motion was made by Jan Yanda, seconded by Sharon Lapid to cancel the Variety Show by Larry Delrose. (Vote 3/5, #2 abstained). Motion Failed

Landscape Advisory Group – The group did their walk-around on Wednesday, May 16, 2018. The walk-around will be 45 minutes and the meeting 45 minutes starting May 16, 2018. Judith brought up a question about the sprinkler covers, a few needed to be replaced in the corner on the backside of Las Flores and will we be getting flowers for summer. Yes, north entrance and main entrance.

Facilities Advisory Group – The group met on Wednesday, May 16, 2018. Jerry briefed the group on the painting project and painting of the light poles throughout the Community

Recreation Advisory Group – The group met on Wednesday, May 16, 2018. Jerry gave information on tennis courts 7 & 8 having cracks which are expansion joints and are there because of the water. He received compliments on the Health Club.

7. UNFINISHED BUSINESS

A. Lagoon Maintenance Project Update – Landscape Architect David Reed has completed work on the bid form and specifications (43 pages) and it has been reviewed several times and is ready to go out to 4 contactors. We will have a pre-bid conference meeting with all contractors lead by David Reed. After we receive their bids we will review them and make a recommendation to the L&R Committee and then the Committee will select a contractor of choice and that contractor will pull permits and start the project.

B. Pool Furniture Update – For the last several years we have bought our pool furniture at Costco with a life expectancy of 2 years. We're buying commercial grade furniture and sent it out to bid. We received 3 bids – Patio Guys, Patio Shoppers and Carole Vince. Jerry asked for additional money to be able to replace furniture at 2 pools instead of 1. A motion was made by Beth Mulcahy-Elardo and seconded by Sharon Lapid to increase the money for pool furniture, NTE \$65,000. (Vote 8/0 #1 & #4 abstained) Motion Passed

8. NEW BUSINESS

A. Oliver opened the meeting with the introduction of Jan Yanda as the new L&R Representative for Cabrillo.

B. Allow music from 5:00 p.m. to 9:00 p.m. on the deck at the Beach Club. A motion was made by Sharon Lapid and seconded by Beth Mulcahy-Elardo to have music played on the Beach Club deck from 5-9 p.m. Friday, Saturday and Sunday's on a trial basis starting June 21 through July 19. (Vote 8/2) Motion Passed

9. NEXT MEETING DATE: **June 21, 2018 at 3:00pm.**

10. ADJOURNMENT: 4:55pm

Submitted By: _____

Approved On: _____