

CORONADO SHORES LANDSCAPE & RECREATION COMMITTEE

**GENERAL SESSION MEETING
March 21, 2019, 2:30pm, Roeder Pavilion**

MINUTES

1. CALL TO ORDER/ROLL CALL: Beth Mulcahy-Elardo called the meeting to order at 2:34pm.

<u>ASSOCIATION</u>	<u>REPRESENTATIVE</u>
#1 Cabrillo	Jan Yanda
#2 La Sierra	Oliver McGonigle
#3 Las Palmas	Mike Brennan, Alternate
#4 Las Flores	Phyllis Maas, Alternate
#5 El Camino	Joe Carney, Alternate
#6 La Playa	Don Smith
#7 La Perla	Beth Mulcahy-Elardo, Chair
#8 El Encanto	Jan Zobrist
#9 El Mirador	Dick Loomis, Alternate
#10 La Princesa	Kevin McAuliffe, Alternate

ALSO ATTENDING:

L&R General Manager	Jerry McDonald
L&R Staff	Missy Smith

2. OPEN FORUM: No comments.
3. APPROVE MINUTES: A Motion was made by Oliver McGonigle, seconded by Jan Zobrist and carried to approve the general session minutes of February 21, 2019 and the general session minutes of March 4, 2019 with the following comments of 1) Las Palmas asked for the status of the financial statements regarding the lagoon and Beth provided a quick update. There will be a full accounting of the lagoon financials once we get them back from the auditor. 2)Jan Yanda commented about a suggestion Jan Zobrist made regarding the part-time social coordinator, that if all the advisory groups and committees had a representative present at the recreation meetings then there would be no need to hire a part-time social coordinator. (Vote 9/1, #1 no) Motion Passed.
4. REPORTS:
- A. President's Report – Beth stated that she won't be giving a president's report every month and that she has been the L&R Chair for 2½ months. If anyone has problems or questions regarding L&R or you are upset about something, she is available and you're welcome to contact her and if she doesn't know the answer, she will look into it and get back to you. She also thanked all the volunteers for their time and efforts.
- B. General Manager Report – Jerry McDonald reported that there have been 12 rain delays that have impacted the lagoon project and the Beach Club pool renovation project. Jerry stated that the Beach Club pool is on tract to be finished on time and slightly under budget. The L&R office renovation project will be starting the week of March 25th and planning to be back in the office by the end of May. The new pool furniture for Cabrillo and Roeder pools is scheduled to arrive the first week in May.
- C. Financials: Jerry reported on the Financial Statements through February 28, 2019. The auditor has the financials now so as soon as the audit is complete, we will present those financials as audited. Motion was made by Jan Zobrist and seconded by Don Smith to close the 2 special project bank accounts at CalPrivate and transfer them into the checking account to make payments to Bear Valley Water Features Inc. and J. Vitale Landscape. (Vote 10/0) Motion Passed. A question came up about a legal payment in the amount of \$1,464 on 2/21/19 in administration expenses. Jerry said it may be a timing issue and he will check that later

on. A Motion was made by Jan Zobrist and seconded by Oliver McGonigle to accept the financials as presented. (Vote 9/0 #1 abstained) Motion Passed.

INCOME:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 250.00	\$ 698.80	\$ 448.80
Assessments	\$ 393,086.66	\$ 393,086.66	\$ 0.00
Recreation	\$ 23,076.00	\$ 23,003.00	\$ (73.00)
<u>Beach Club</u>	<u>\$ 32,411.66</u>	<u>\$ 32,372.05</u>	<u>\$ (39.61)</u>
TOTAL:	\$ 448,824.32	\$ 449,160.51	\$ 336.19

CGS:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>Beach Club:</u>	<u>\$ 10,918.78</u>	<u>\$ 14,842.23</u>	<u>\$ 3,923.45</u>
GROSS PROFIT:	\$ 437,905.54	\$ 434,318.28	\$ (3,587.26)

EXPENSES:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 86,047.54	\$ 83,585.75	\$ (2,461.79)
Landscaping	\$ 51,141.66	\$ 39,950.06	\$ (11,191.60)
Maintenance	\$ 83,509.56	\$ 79,562.19	\$ (3,947.37)
Recreation-BC	\$ 27,633.53	\$ 27,096.35	\$ (537.18)
Recreation-HC, RP, etc.	\$ 19,111.56	\$ 21,030.26	\$ 1,918.70
Recreation-Utilities	\$ 64,465.00	\$ 54,423.87	\$ (10,041.13)
<u>Security</u>	<u>\$ 78,733.36</u>	<u>\$ 66,469.69</u>	<u>\$ (12,263.67)</u>
TOTAL:	\$ 410,642.21	\$ 372,118.17	\$ (38,524.04)

NET INCOME: \$ 27,263.33 \$ 62,200.11 \$ 34,936.78

5. **ADVISORY GROUP DISCUSSIONS:** Jerry gave the following reports.

Beach Club Advisory Group – The group met on Tuesday, March 19th at 10:00am. Beth made her introductions to the group and gave her full support for the potential change to reinstate the Beach Club Sub-Committee and recommended having the chair be an L&R committee member. Jerry went over the financials through January 31, 2019. The weekly events were reviewed. BINGO finances were discussed (handout). The next advisory group meeting will be Tuesday, April 16th at 10:00am in the Beach Club.

Landscape Advisory Group – The landscape meeting scheduled for March 20th at 9:15am was cancelled. There were a couple homeowners that Jerry and David Reed, Landscape Architect, met with and discussed the tree removed by La Princesa and the options for a tree at Las Palmas next to the driveway. If the tree is to be removed, David sent 3 types of trees to replace it that would do well in that area and would not block driver's view. The recommended driving visibility area is 30 inches or lower and 5 feet or higher. A Motion was made by Jan Zobrist and seconded by Phyllis Maas to allow Las Palmas to select the tree to be placed in that designated area. (Vote 10/0) Motion Passed. The next advisory group meeting will be Wednesday, April 17th at 8:30am/9:15am in the Beach Club.

Recreation Advisory Group – The group met on Wednesday, March 20th at 2:00pm. Jan Zobrist began the meeting with an overview of how the recreation sub-committee performed in the past with a representative present from each of the activity groups and committees. Common area parking was brought up and a reminder to residents that parking permits or decals must be placed in/on all vehicles parked on property. The Roeder Pavilion continues to offer yoga, senior fitness, bridge, community meetings and event rentals. The next advisory group meeting will be Wednesday, April 17th at 2:00pm in the Beach Club.

Facilities Advisory Group – The group met on Wednesday, March 20th at 2:30pm. Jerry began the meeting stating that there are funds in the capital replacement budget for consulting fees to plan for the future. The L&R office will be repaired for the short term but we need to look long term for a solution. The Hotel Del project will impact our Del Sol landscape, perimeter wall and entrance and what are we going to do. The Beach Club pool renovation should be completed by May and the new pool furniture for Cabrillo and Roeder

pools should be arriving in May. The lagoon project should be finished by the end of May. The next advisory group meeting will be Wednesday, April 17th at 2:30pm in the Beach Club.

Community Alliance Group – The group met on Wednesday, March 20th at 12:30pm. Jan Zobrist gave an update on the Hotel Del project. Felicia Bell met with a Del representative to discuss having the next town hall meeting this summer held at the Del and that homeowners did not get the answers to their questions that were asked. It was suggested that it would be wise to form a committee, with authority representing the Shores, consisting of members from L&R, Jerry McDonald, Oliver McGonigle and 2 COG members who have been actively involved with the City and the Del and a couple homeowners who will be impacted by this. It was also requested to get a set of recent plans from Caltrans regarding the intersection at Del Sol and to get with the City to see how they will handle the Del Sol area. There is concern regarding the boardwalk traffic, if the Hotel Del is opened up to our boardwalk how is that going to affect the traffic there. Beth did state that she would like to appoint an interest group to protect the Shores' interest but at this point it may be a little bit premature to appoint that group but have this be our quiet fact-finding time. We will be getting those documents from the city, the community alliance group is asking some questions from the Del, so we can get a better understanding as to how things are going to go and probably after the forum in the summer the timing would be right to appoint an interest group to facilitate that construction impact on our community and any other issues that might come up with the Del Master Plan. It was noted that there were 9 dedicated COG members in attendance and how hard they have been working and how concerned they are. The next Community Alliance Group meeting will be Wednesday, April 17th at 12:00pm in the Beach Club.

6. UNFINISHED BUSINESS

A. Lagoon Maintenance Project, Update – Jerry gave an update on the Lagoon Maintenance Project. When this project first started, we did not consider the pedestrian bridges. They need to be replaced, due to dry rot and termite damage, with ipe wood and should be completed within 3 weeks and then will be open the walkways to pedestrians.

B. Status of research regarding new general counsel attorney – one of our goals is to update the antiquated documents and to get (3) three different candidates and a spread sheet with their fees and report back next month.

C. Letters from 20 units regarding MTS' legal turnaround on Avenida de las Arenas – We are taking this matter seriously. We need to do some more research in terms of what's the most economical way to get in touch with MTS and the city and try to resolve this amicably. What does the easement provide? The bus is doing a turn-a-round and the easement allows vehicular traffic to the parking lot. I would like to meet with the homeowners who wrote letters, in the next month and MTS and report back at the next L&R meeting.

D. December 31, 2018 Financials – Currently with the auditor. When the audit is completed and the financials are returned, we will present them.

E. Ethics Policy – It was recommended to adopt the policy by the auditor. The language is taken verbatim from the Davis-Sterling Act in terms of a recommended ethics policy for directors and officers. Based upon our auditor's recommendation and my recommendation as Chair, I think that we should adopt this ethics policy and I would request that we have the directors from each building, so the L&R member and the alternate sign it and return it back to the L&R office. It was suggested that the language be adapted to a committee. We will make the change and send this out to members and to let the alternates know that this is coming. A question arose that if all BOD members perform as alternates, then all board members would need to sign.

F. Building Comments regarding Ad Hoc Committee, Recommendations on Security - #3 supporting all recommendations, #8 had questions on giving up their authority and their right on the enforcement end and how does this work. Trisha Trowbridge handed out, at the last meeting, a folder with a lot of the recommendations of this ad hoc committee were already in our procedures and policies manual and the hot topic here is do we change enforcement from the way it's handled now where each building handles enforcement or do we want to transfer it and let L&R handle it. If Jerry can tighten up security and the other things he can do, that should be first. What Jerry has done so far is working and the rules are there and they need to be enforced. It is recommended that Jerry give an updated report at next month's meeting of things that are economically feasible for us to do based upon our budget and then as a group we discuss and vote on it at that time. It's game time, the summer is right around the corner. It was recommended that a security report be added to the agenda, especially in the summer months, so that we have accountability. Easter

weekend needs to be planned in advance to be ready to accommodate the increase in people in the community including monitoring the trash.

7. NEW BUSINESS

A. Replace Glass Wind Screens and Frames at Pools, Action – Jerry requested to table this until next meeting due to information regarding code compliance.

B. Beach Club Advisory Group Request – It was requested by the Beach Club advisory group to be reinstated to a sub-committee. A Motion was made by Jan Yanda and seconded by Phyllis Maas to reinstate the Beach Club as a sub-committee, their jurisdiction is as outlined in our governing documents, and that we appoint Jan Zobrist to chair this sub-committee. (Vote 9/1, #6 no) Motion Passed.

C. Financial Reporting – New requirement out under the Davis-Stirling Act which gives a list of all the documents that we are supposed to make available to the board of directors and in this case the L&R members to review. It's a volume of documents to include bank statements, general ledgers, etc. so in the interest of trying to save trees, we are going to continue to provide to you those documents, those reports that are in your packet but to stay in compliance with state law, those other documents we sent out to you electronically in pdf format. Every month when you get your packet please check your email too and it will show you all the other documents that we are required to provide to you.

D. Five Year Plan – Beth began with it is time to start some planning with Coronado Shores and we can agree that there are amenities that are in need of some updating and to start that process what we can do today is to start a 5-year facilities committee. This committee will be looking into what are the amenities that need to be updated and coming up with a planning phase. Right now, we start talking about what needs to be done and consulting with some experts quietly about what are the different things we possibly can do, based upon zoning requirements and other requirements that are federal laws. What I'd like to do today is appoint a 5-year facilities committee for our community. Start out with 5 people and at a later date we will be expanding it to a few additional people. I looked to people with experience putting together a 5-year plan and who I'd like to appoint is myself, Oliver McGonigle (chair), Jerry McDonald, Kevin McAuliffe and Felicia Bell. A Motion was made by Beth Mulcahy-Elardo to approve the 5-year facilities committee and to appoint Beth Mulcahy-Elardo, Jerry McDonald, Kevin McAuliffe, Felicia Bell and Oliver McGonigle as Chair.

Discussion: If there are people that would like to be on the committee, speak with Beth. One concern brought up was the need for an outline to go back to the building boards. Once the committee is formed, get an outline going and report back to L&R with what was found and recommendations. At that point, would be when we'd go back to the buildings.

Will this committee be spending any money in this quiet phase or is it just planning and organizing? Yes, there is a recommendation that we talk with someone, a consultant, to give us advise.

Oliver gave a brief history of the Shores and the work that has been completed as it would pertain to the 5-year plan and to start off with a reserve study. We are in the phase now trying to figure out what's allowable in construction and that type of thing. The last upgrade was probably 14 years ago but we stopped maintenance. We have since re-plastered the pools, replaced the Costco pool furniture, painted, started work on the lagoon, etc. The idea is that if we do this planning right you'll know before that lagoon is going to expire. This is not new. So, we're going to start off with a reserve study. That tells you what you've got and when it is going to expire. It doesn't tell you what you need. The initial stage is not about spending money. It is about uncovering what our needs are in the future and then we'll come back and talk to you all and decide what we can do and what we can't do. Right now, the laws are changing. You can't plan what you want to do without studying the campus and what the needs are. What that requires, is to start to talk to architects, what square footage do we have and court 6 is probably an option for the L&R office/HC, but that opportunity may disappear in a few years with all these different regulations. Beth stated that what the 5-year facilities committee would be asking for is that they'll be consulting with the city on requirements for any facilities contemplated in the 5-year facilities plan and then any changes would require permitting through the city of Coronado and any other agencies, environmental design review, airport land use. So, we estimate the budget for this would be \$20,000 maximum and any (1) one item over \$5,000 would be brought back to the L&R committee for approval.

The representation from buildings for this committee was discussed and at this point there are potentially 4 buildings represented and it was suggested that after we get past the outline stage that the committee is expanded to include full representation from the 10 buildings.

The first thing Beth would like to do is appoint the 5-year facilities committee to include Beth Mulcahy-Elardo, Jerry McDonald, Oliver McGonigle, Kevin McAuliffe and Felicia Bell and as the chair she has the right to do that. As Chair Beth is asking for a maximum total of \$20,000 which will be covered by the 2019 Capital Expenditure Budget to hire some phase 1 facility consultants to help us navigate the outline but any (1) one item over \$5,000 will be brought back to the L&R committee for approval as per our governing documents. Motion made by Jan Zobrist and seconded by Oliver McGonigle.

Discussion: No objection with appointing the committee. The purpose is noble and an update is never something we should look away from. However, allocating up to \$20,000 of our capital budget without any real background, other than a 5-minute explanation, is something that is felt should be taken back to our boards. The reluctance to speak on their behalf is based on a 5-minute presentation for a \$20,000 authorization. In terms of timing, we are already 25% through the year and how is this holdup going to affect this.

Since our last L&R meeting Beth met with Oliver to ask how does a 5-year plan get started. The first step would be to appoint a committee, the next step is to bring in a consultant to help us navigate with the city to determine what exactly we can do and is it even feasible to make changes to the Beach Club or to the Roeder. That's the phase that we are at right now. What Beth recommended is that we continue working with the consultant and David Reed Landscape Architect and please go back to your boards. We will continue working with the consultants for the next (30) thirty days and after discussing with your boards, let's put this back on the agenda to have a vote at our next meeting in April. In the meantime, let's all work together on this and we're going to continue forward and start doing some of the baseline research and it's going to be under \$5,000 so we don't need approval today. It was suggested that at next month's meeting we take a closer look at this and talk about the financial side of it. Beth will appoint the committee and if anyone feels like they've been slighted and they want to be considered for the committee, come and see Beth. We want everybody to feel represented on this and we want to have the right people that provide the expertise to help us get from A-Z. The consultant is Ann McCaul, Planning and Consulting Services and she is to identify anticipated and necessary renovation and improvement projects to meet the needs of the Coronado Shores community for the next 50 years. Beth is happy to come to any of the 10 building meetings to talk more about this in the next month.

8. NEXT MEETING DATE: **April 18, 2019 at 2:30pm** in the Roeder Pavilion.
9. ADJOURNMENT: **4:11 pm** - Motion to adjourn by Jan Zobrist and seconded by Mike Brennan.

Submitted By: Beth Mulcahy Elardo

Approved On: April 18, 2019