

# ***CORONADO SHORES LANDSCAPE & RECREATION COMMITTEE***

**GENERAL SESSION MEETING  
May 21, 2020, 2:30pm, Zoom Conference Call/Video**

## **MINUTES**

1. CALL TO ORDER/ROLL CALL: Jan Zobrist called the meeting to order at 2:30pm.

<u>ASSOCIATION</u>	<u>REPRESENTATIVE</u>
#1 Cabrillo	Lesley McClelland (via Video)
#2 La Sierra	Oliver McGonigle (via Video)
#3 Las Palmas	Robert Clinton (via Video)
#4 Las Flores	Karen Perry (via Video)
#5 El Camino	Carlos Bonacich (in Person)
#6 La Playa	Don Smith (via Video)
#7 La Perla	Beth Mulcahy-Elardo (via Video)
#8 El Encanto	Jan Zobrist, <b>Chair</b> (via Video)
#9 El Mirador	Ken Sigelman (via Video)
#10 La Princesa	Kevin McAuliffe (in Person)

### **ALSO ATTENDING:**

L&R General Manager	Jerry McDonald (in Person)
Controller	Katherine Wolf (Moderator via Video)
L&R Staff	Missy Smith (in Person)

2. OPEN FORUM: #1)Cabrillo comments – budget concerns, plan for summer security, status of the lagoon, #6)La Playa – Tom Behrend – re-opening the community, Wendy Birnbaum - non-residents entering the property and re-opening procedures, #8)Sharon Lapid – south campus landscape renovations, Ann Kennedy – south campus landscape, #9)Bob/Carol Mahoney – safe re-opening, #10)Non-residents using grass areas, security parking monitoring, summer parking for employees.
3. APPROVE MINUTES:  
A. General Session of April 16, 2020 –  
**Motion:** To Approve the General Session Minutes of April 16, 2020 made by Beth Mulcahy-Elardo and seconded by Don Smith. Lesley McClelland requested that the following comments be added, Robert Clinton and Jan Yanda took exception on the 2<sup>nd</sup> and 3<sup>rd</sup> votes relative to changing the rules to decide who could be on the committee or not and that Dr. Yanda made a personal comment about the same. **(Vote 8/0, #1, #9 abstained)** Motion Passed.
4. REPORTS:  
A. General Manager – Jerry gave an update on projects completed and pending. The glass panels for the Beach Club pool, originally scheduled to be installed next year, due to the current conditions needs to be installed this year and are on today’s agenda for approval. The glass panels for the Cabrillo pool are scheduled for October/November with the renovation.

All the gate arms for the entrance and exit have been replaced. The exit gate arm at the north and south gates will be shortened tomorrow for bicycle riders. The gate arms are on a 20 second timer to automatically close. The palm tree trimming should be completed by next Friday, (5/29). Some residents moved cones designated for no parking that required those cars to be towed during the trimming. The canopy trees will be trimmed later this year if the budget allows. The arborist agreed that those trees can be trimmed this year or wait until next year. The lagoon monitoring well was completed and we are waiting for the test results and the city to give the final approval then we can divvy up the funds back to the buildings. The Beach Club chairs and sofas have been re-upholstered. We have made landscape improvements at the north campus and the south campus. There have been some complaints on the south campus median work but there have been some compliments too. We will definitely take another look at that and try to make it better. We will go back to the landscape advisory group representatives of the south campus to see what they want and then take that back to the total landscape group and get their input and then take it back to the L&R committee and take a look at the budget to see if we have enough money to accomplish that. The goal is to get it done and make as many people happy as possible. Robert asked Jerry if he had received the scoping plans from David Reed. Jerry said that he would send out the full plan.

B. April 2020 Financials – Katherine Wolf reported the financial information and answered questions.

INCOME:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 500.00	\$ 530.00	\$ 30.00
Assessments	\$ 851,889.36	\$ 851,889.36	\$ -
Recreation	\$ 38,600.00	\$ 28,229.50	\$ (10,370.50)
Beach Club	\$ 67,500.00	\$ 48,428.26	\$ (19,071.74)
<b>TOTAL:</b>	<b>\$ 958,489.36</b>	<b>\$ 929,077.12</b>	<b>\$ (29,412.24)</b>
CGS:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Beach Club:	\$ 31,535.74	\$ 23,682.74	\$ (7,853.00)
<b>GROSS PROFIT:</b>	<b>\$ 926,953.62</b>	<b>\$ 905,394.38</b>	<b>\$ (21,559.24)</b>
EXPENSES:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 195,663.88	\$ 172,125.41	\$ (23,538.47)
Landscaping	\$ 97,533.32	\$ 103,888.29	\$ 6,354.97
Maintenance	\$ 185,500.36	\$ 190,501.94	\$ 5,001.58
Recreation-BC	\$ 56,973.11	\$ 58,825.48	\$ 1,852.37
Recreation-HC, RP, etc.	\$ 40,333.04	\$ 38,346.11	\$ (1,986.93)
Recreation-Utilities	\$ 152,466.68	\$ 155,371.80	\$ 2,905.12
Security	\$ 148,750.00	\$ 127,642.79	\$ (21,107.21)
<b>TOTAL:</b>	<b>\$ 877,220.39</b>	<b>\$ 846,701.82</b>	<b>\$ (30,518.57)</b>
<b>NET INCOME:</b>	<b>\$ 49,733.23</b>	<b>\$ 58,692.56</b>	<b>\$ 8,959.33</b>

The lagoon project has been completed but there are a couple more bills to be paid and the money remaining will be sent back to the buildings. The pedestrian bridges will be finished in the summer time by Vito Palermo. The pedestrian bridge closest to the Beach Club pool will have a plexiglass panel installed to help with the overspray from the lagoon fountain and Vito has installed the underwater lighting.

C. Payroll Protection Program – Katherine reported the loan amount to be \$170,600.00 and this is based on actual payroll dollars and benefits that we pay for staff. The expectation is that this money is to be used from May 1<sup>st</sup> through the end of June to retain staff. The expectation is that at the end of June we will be submitting a request to the bank, according to our note, to forgive this loan. There is a separate account at CalPrivate Bank and the funds have been deposited. Robert asked the question, when the salaries and benefits are paid for out of this account, how will that affect the assessments to the buildings normally paying this. Will they be paying the same amount? Katherine stated that the way she saw it, was that the buildings will be billed the same amount because on the revenue side of the operations we have been at zero for ID cards and the Beach Club and anticipate a shortfall on our revenue side. When we get through the summer and closer to the end of the year it may be appropriate to reduce the amounts, we are assessing the buildings. Due to the virus we aren't sure of the additional expenses related with opening up the amenities, there are a lot of unknowns.

D. Financial Modeling Effort – Don Smith said that they have spent a lot of time modeling and have a special internal spreadsheet that was developed and modeled. What if we get zero percent revenues for the rest of the year, what happens and what will expenses be. We're going along month by month modeling ahead to the month to come and filling in this new spreadsheet for planning purposes of what actually has happened. We want to assess at the current level to see where this is going to converge before we make any decisions and we have to make sure that the loan is forgiven before making changes to the assessments.

E. Updated 2020 Capital Expenditure Plan - Jerry reported on the updates.

5. ADVISORY REPORTS:

A. Landscape – Jerry reported and said that he would send David Reed's plans to all.

B. Facilities – Jerry reported that the Facilities Advisory Group voted to recommend that the glass panels be replaced.

6. UNFINISHED BUSINESS:

A. Lagoon Maintenance Project, Update – See 4. A. – The lagoon monitoring well was completed and we are waiting for the test results and the city to give the final approval then once we the remaining outstanding bills, we can divvy up the funds back to the buildings. Vital Palermo will be working on the pedestrian bridges

B. Adopt Revised Rules and Regulations, Action – Thank you to Robert Clinton and Trisha Trowbridge for their hard work on the revised rules and regulations. Robert reported the process and added that there were a couple more suggestions from the buildings to be addressed. It was suggested that when school is in session, to allow children to use their mode of transportation to and from school. **Motion:** To Accept the Revised Rules and Regulations

as stated made by Robert Clinton and seconded by Ken Sigelman. (Vote 8/2, #5 & #7 no) **Motion Passed.**

**Motion:** To approve the Coronado Shores Landscape and Recreation Common Use Area Facility Amenities Rules and Regulation Handbook of 2020 that includes the color coated changes made in the supplemental document made by Robert Clinton and seconded by Lesley McClelland. (Vote 9/1, #7 no) **Motion Passed.**

C. Proposal to Replace Glass Windscreens at Beach Club Pool, Action – Oliver stated that the Facilities Advisory Group met at the Beach Club and recommended unanimously that the L&R replace all the glass at the Beach Club pool and balcony for safety reasons. **Motion:** To accept the proposal from Glass Wall Systems to replace all of the glass panels at the Beach Club pool, in the amount of \$151,139 to include the upper deck made by Oliver McGonigle and seconded by Karen Perry. Robert recommended that the project be divided and do the most dangerous part first, which is the balcony glass for the amount of \$44,000, and defer the additional replacement of the glass until next year for next year's budget and that would give us money to consider doing the tennis courts this year. Carlos also agreed with Robert. Lesley stated that she does not want to do the tennis courts or the pool but would love to do the balcony and is very concerned about the money being spent. (Vote 7/2, #3, #5 no, #1 abstained) **Motion Passed.**

D. Draft Annual Financial Audit, Update – Katherine stated that they are still in production mode with the auditor to produce the documents at his request and she would have the draft audit for next meeting.

7. NEW BUSINESS:

A. Policies and Procedures to Issue ID Cards, Discussion – Jerry reported that the ID cards are nothing but a key. The 2 main goals are to establish access control and convenience to the person getting the ID card. We are working to come up with new procedures on how to issue ID cards providing safety to the employees and residents. Katherine commented that there are 2 phases to accomplish this, long term – to have this process online and the short term would be a hybrid of the long-term process.

B. Opening of Amenities (Tennis Courts, Pools, etc.), Discussion – Don Smith reported that the basic factor is safety and each amenity has its own characteristics to take into consideration. We have to consider what the federal, state, county and city government are doing in each category, how their templates agree with ours and we have to look at their time schedule. We are taking things one step at a time. We will be bringing in employees that have been furloughed from the Beach Club and Health Club and put them to work in different positions. Phase 1 - The tennis courts have opened with limited hours and restrictions including mandatory temperature checks. We will be making ID cards soon with certain procedures in place for safety reasons. As far as the pools opening, the state of California does not sanction opening the pools. We monitor this daily and have a set of tentative plans in place for reopening and will make adjustments as we see fit. Further down the line is the opening of the Beach Club, Health Club and Roeder Pavilion. Jerry added, we are going to follow the city or the government and legal advice from our attorney and our insurance. **Motion:** To reopen tennis courts #1-5 for 5 hours a day subject to the same restrictions as the city courts, temperature check, physical distancing, face covering, 1-hour play, sanitation procedures and appropriate safety precautions for employees and players made by Ken Sigelman and seconded by Robert Clinton. **Amended Motion:** To reopen tennis courts #1-

5, initially up to 5 hours a day, subject to the same restrictions as the city courts, temperature check, physical distancing, face covering, 1-hour play, sanitation procedures and appropriate safety precautions for employees and players. **(Vote 10/0)** Motion Passed.

8. NEXT MEETING DATE: **Thursday, June 18, 2020 at 2:30pm, Zoom Teleconference.**

9. ADJOURNMENT: **5:47pm** - Motion to adjourn by Jerry McDonald.

Submitted By:



Approved On:

