

CORONADO SHORES LANDSCAPE & RECREATION COMMITTEE

**GENERAL SESSION MEETING
June 18, 2020, 2:30pm, Zoom Conference Video Call**

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, Chair (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: #8) Tom and Diane Tierney – Tennis play open on weekends.

3. APPROVE MINUTES:

A. General Session of May 21, 2020 –

Motion: To Approve the General Session Minutes of May 21, 2020 made by Beth Mulcahy-Elardo and seconded by Oliver McGonigle. **(Vote 10/0) Motion Passed.**

4. REPORTS:

A. General Manager – Jerry gave an update on projects completed, pending and planned. He updated all on the rules and restrictions for re-opening the El Camino, Cabrillo, Roeder and Beach Club pools and the re-opening of the Beach Club. **Motion:** Postpone opening the Beach Club until the Beach Club pool is opened August 1st and then re-evaluate at that time made by Robert Clinton and seconded by Lesley McClelland. **(Vote 5/5, #1, #3, #4, #8, #9 – yes, #2, #5, #6, #7, #10 no) Motion Failed.**

Amended Motion: We vote on opening up the Beach Club at the next L&R meeting having seen a detailed plan by Jerry/Mick on opening up the Beach Club made by Oliver McGonigle and seconded by Beth Mulcahy-Elardo. **(Vote 9/1, #5 no) Motion Passed.**

Motion: Effective Monday, 6/22/20, to open tennis courts 1-6 and 7-8, seven (7) days a week from 7am-11am and 1pm-5pm, closed for cleaning from 11am-1pm, with no monitors

required, enter and play at your own risk, reservations required made by Beth Mulcahy-Elardo and seconded by Robert Clinton. **(Vote 10/0) Motion Passed.**

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

INCOME:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 625.00	\$ 530.00	\$ (95.00)
Assessments	\$ 1,064,861.70	\$ 1,064,861.70	\$ -
Recreation	\$ 47,850.00	\$ 28,271.25	\$ (19,578.75)
<u>Beach Club</u>	<u>\$ 86,100.00</u>	<u>\$ 48,428.26</u>	<u>\$ (37,671.74)</u>
TOTAL:	\$ 1,199,436.70	\$ 1,142,091.21	\$ (57,345.49)

CGS:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>Beach Club:</u>	<u>\$ 38,193.74</u>	<u>\$ 23,682.74</u>	<u>\$ (14,511.00)</u>
GROSS PROFIT:	\$ 1,161,242.96	\$ 1,118,408.47	\$ (42,834.49)

EXPENSES:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Administration	\$ 244,579.85	\$ 208,716.41	\$ (35,863.44)
Landscaping	\$ 121,916.65	\$ 137,642.98	\$ 15,726.33
Maintenance	\$ 231,875.45	\$ 229,489.61	\$ (2,385.84)
Recreation-BC	\$ 71,566.82	\$ 70,259.24	\$ (1,307.58)
Recreation-HC, RP, etc.	\$ 50,416.30	\$ 45,463.02	\$ (4,953.28)
Recreation-Utilities	\$ 190,583.35	\$ 169,874.16	\$ (20,709.19)
<u>Security</u>	<u>\$ 184,275.00</u>	<u>\$ 163,740.56</u>	<u>\$ (20,534.44)</u>
TOTAL:	\$ 1,094,213.42	\$ 1,025,185.98	\$ (70,027.44)

NET INCOME: \$ 66,029.54 \$ 93,222.49 \$ 27,192.95

Motion: To accept the May Financials as presented by Katherine Wolf made by Beth Mulcahy-Elardo and seconded by Lesley McClelland. **(Vote 10/0) Motion Passed.**

5. ADVISORY REPORTS: N/A

6. UNFINISHED BUSINESS: (Change of order – A., D., B., C.)

A. Lagoon Maintenance Project, Update – Jerry reported that Ninyo & Moore completed and tested the well and are releasing the test results to the City so we can get our permit. The refund to the buildings will be approximately \$900 per building and came in under budget for the project.

B. Approve Draft Financial Audit for 2019, Action – Katherine reported that with the conclusion of the external audit we then move into the internal audit. **Motion:** To Accept the draft financial audit for 2019 made by Beth Mulcahy-Elardo and seconded by Don Smith. **(Vote 10/0) Motion Passed.**

C. Articles of Operation, Revised, Information Copy – Provided in packet for your records.

D. Landscape Improvements for South Campus, Update – Jan Z. reported that El Mirador, El Encanto and El Camino would form a committee to come up with an idea for the south campus design to present to the Landscape committee and then to the L&R committee.

7. NEW BUSINESS:

A. Ad Hoc Committee for Governance of Coronado Shores, Action – Jan Z. stated that the best way to revise our operations and how things are run is to form an ad hoc committee to have all the questions and suggestions together and present to legal and they will put everything together. We do not have the budget to do this in 2020 so the committee formed today can get started on it and present back to L&R in October or November and other suggestions can be made and have it ready at the beginning of the year for legal to work on it. Karen Perry was appointed by Jan and accepted the chair position as long as the committee has the ability to reach out to all of the buildings to get information from their boards as to what's working well, what they would like to see improved and the committee be as transparent as possible. Robert Clinton and Beth Mulcahy-Elardo also volunteered to be on this committee. Lesley suggested that there be some written guidelines before a final decision is made on this.

B. Level III, Off-Site Reserve Study for 2020, Information Only – Jerry stated that homeowner associations are required to do a reserve study once every three (3) years. This requested study is an update. Updates are not required but are highly recommended. A reserve study is a financial tool and drives the budget. We will have this in the board packet next month.

C. Budget Season for 2021 Fiscal Year, Discussion Only – Jerry reported that this is budget season and that he and Katherine have started working on it. They will have a draft budget by the end of next week, work with Don Smith and Jan Z. and present a good draft back to the L&R committee for approval. The timeline is to have it approved by the August meeting. Budget workshop via Zoom is planned.

8. NEXT MEETING DATE: **Thursday, July 16, 2020 at 2:30pm, Zoom Conference Video Call.**

9. ADJOURNMENT: **4:45pm** - Motion to adjourn by Jan Zobrist.

Submitted By:



Approved On:

