

CORONADO SHORES LANDSCAPE & RECREATION COMMITTEE

GENERAL SESSION MEETING

September 21, 2023, 2:00pm, Zoom Conference Video Call

MINUTES

1. **CALL TO ORDER/ROLL CALL:** Robert Clinton called the meeting to order at 2:00pm.

<u>ASSOCIATION</u>	<u>REPRESENTATIVE</u>
#1 Cabrillo	Jan Yanda
#2 La Sierra	Oliver McGonigle
#3 Las Palmas	Robert Clinton, Chair
#4 Las Flores	Karen Perry
#5 El Camino	Carlos Bonacich
#6 La Playa	Bruce Riesman, Alternate
#7 La Perla	Beth Mulcahy-Elardo
#8 El Encanto	Jan Zobrist
#9 El Mirador	Irene Airin
#10 La Princesa	Linda Shenwick

ALSO ATTENDING:

L&R GM/Controller	Mark Merson
L&R Security Manager	Nathanial Maki
L&R Facilities Manager	Reynaldo Carvajal Ocampo
L&R Administrative Assistant	Missy Smith

2. **OPEN FORUM:** 1) Harvey Friedman, #10 - Masterplan. 2) Allan Leguay, #8 – Enforcement policy, ID card charge.

3. **APPROVE MINUTES:**

A. General Session of August 17, 2023 – Motion: To approve the General Session Minutes of August 17, 2023, made by Beth Mulcahy-Elardo and seconded by Jan Zobrist. **(Vote 10/0) Motion Passed.**

4. **REPORTS:**

- A. Management Report** – Mark gave an update on the status of projects in progress and completed, the amenities and departments.
- B. Security Reports** – Nathanial Maki, Security Manager, gave an update on August security reports, complete with graphs.
- C. Review of August 2023 Financials** – Mark reported the financial information and answered questions.

INCOME:	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Administration	\$ 7,058.06	\$ 1,666.64	\$ 5,391.42
Assessments	\$ 2,086,314.88	\$ 2,086,314.88	\$ 0.00
Recreation/HC, RP, etc.	\$ 236,253.04	\$ 180,410.18	\$ 55,842.86
<u>Recreation/Beach Club</u>	<u>\$ 293,374.51</u>	<u>\$ 292,986.55</u>	<u>\$ 387.96</u>
TOTAL:	\$ 2,623,000.49	\$ 2,561,378.25	\$ 61,622.24

CGS:	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Beach Club:</u>	<u>\$ 118,847.44</u>	<u>\$ 119,211.81</u>	<u>\$ 364.37</u>
GROSS PROFIT:	\$ 2,504,153.05	\$ 2,442,166.44	\$ 61,986.61

EXPENSES:	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Administration	\$ 434,170.41	\$ 458,057.78	\$ 23,887.37
Landscaping	\$ 267,693.06	\$ 283,333.28	\$ 15,640.22
Maintenance	\$ 662,419.65	\$ 576,856.17	\$ (85,563.48)
Recreation-Beach Club	\$ 167,496.73	\$ 186,978.43	\$ 19,481.70
Recreation-HC, RP, Etc.	\$ 92,371.67	\$ 101,341.55	\$ 8,969.88

Security	\$ 395,404.81	\$ 391,511.16	\$ (3,893.65)
Utilities	\$ 470,830.27	\$ 399,551.16	\$ (71,279.11)
TOTAL:	\$ 2,490,386.60	\$ 2,397,629.53	\$ (92,757.07)
 NET INCOME:	 \$ 13,766.45	 \$ 44,536.91	 \$ (30,770.46)

5. ADVISORY REPORTS:

- A. Beach Club Sub-Committee** – Jan Zobrist reported on the Beach Club meeting held on Tuesday, September 19th. She gave an update on planned events and stated that there is still an issue with dogs in the Beach Club.
- B. Landscape Sub-Committee** – Robert Clinton reported on the Landscape meeting held on Wednesday, September 20th. Currently getting a bid on terrace level trimming at El Encanto and El Mirador.
- C. Recreation Advisory Group** – Carlos Bonacich reported on the Recreation meeting held on Wednesday, September 20th. All amenities are going well.
- D. Facilities Advisory Group** – Karen Perry reported on the Facilities meeting held on Wednesday, September 20th. To reduce the loss of water in the lagoon American Leak Detection made some repairs to the pipes but the lagoon will need to be drained, power washed, check the surface for cracks and repair/sealed.

6. UNFINISHED BUSINESS:

- A. CES Security Camera System, Update** – Mark reported that the project is 95% completed and he will follow up with CES. There are 62 functioning cameras and the voice down feature at all pools.
- B. ERTC, Update** – Mark reported that now it is looking like funds will be disbursed in 2024.
- C. Master/Rehabilitation Plan, Update, Discussion** – Mark reported that there is no new information on this, and he will provide an update at the next meeting.
- D. L&R Rule Enforcement Policy, Discussion, Action** – Suggested changes 1) Mandatory Notices given to all (#2 Notice of Potential Violation and Notice of Hearing). 2) The Appeal Hearing will be a review of the Sub-Committee's prior conclusions where the Appellant may present a case on why he or she thinks the initial decision was incorrect. Then the Appeals Committee will have an opportunity to review the original decision and either affirm or modify the original decision." (#5 Appeal of Sub-Committee's Decision). **Motion:** To approve the L&R Rule Enforcement Policy with the above changes made by Jan Zobrist and seconded by Karen Perry. **(Vote 10/0) Motion Passed.** The attorney will incorporate the policy, add members (5 L&R members appointed by the L&R Committee) and issue the document to each association Board and Manager and to the L&R Committee Members for implementation November 1st.
- E. Ratify Urgent CapEx Payments, Discussion, Action – Motion:** To Ratify urgent CapEx funds spent in July and August and billed in September. 1) American Leak Detection, lagoon leak - \$4,500, 2) Perry Plumbing and Pipelining, Cabrillo urinal pipe repair - \$3,750, 3) The Webstaurant Store, Roeder Ice Machine - \$3,659.39, 4) Miramar Forklift, Repair Scissor Lift - \$1,712.34 for a total of \$13,621.73 made by Jan Yanda and seconded by Karen Perry. **(Vote 10/0) Motion Passed.**

7. NEW BUSINESS:

- A. El Camino Spa Jet Pump, Discussion, Action** – Mark stated that the El Camino jet pump is no longer working and needs to be replaced. **Motion:** To approve proposal from GL Pools to replace the failed Spa Jet Pump for the El Camino jacuzzi for \$3,463.00 of CapEx funds made by Beth Mulcahy-Elardo and seconded by Linda Shenwick. **(Vote 10/0) Motion Passed.**
- B. Lagoon Leak, Discussion** – The lagoon will need to be drained, cleaned, and inspected by the various companies to determine where the water is leaking from before bids can be obtained.
- C. Common Area Parking, Discussion** – Mark will address parking rules at the next manager's meeting on Thursday, September 28th.

8. NEXT GENERAL SESSION MEETING DATE: 2:00pm, Thursday, October 19, 2023, L&R Office In-person and via Zoom.

9. ADJOURNED: 3:20pm.

Submitted By:  Approved On: 10/20/23