



Dear Homeowner:

Welcome to **Corniche Sur Mer Homeowners Association**! We hope you will find that living in a common interest development (CID) has many benefits that are enjoyed by all homeowners. Some of these benefits include **spectacular views as well as** living in a well maintained **and gated** community.

Corniche Sur Mer Homeowners Association is a non-profit mutual benefit California Corporation formed in **1989** to preserve, manage, maintain, and care for the architecture and appearance of the residential project. The corporation also promotes the health, safety, and general welfare of the residents within the community.

The following community information is also available to you in your **Homeowner Portal**, which you can register for at www.optimumpm.com. Once registered you will have access to make payments, set up auto draft, select your communication preferences to email or paper, request maintenance service, and view certain community documents. You may contact Optimum at (714) 508-9070 for assistance.

Board of Directors and Meetings

The corporation is governed by a Board of Directors consisting of **five (5)** volunteers from the community, each serving a **two-year term**, elected at the Annual Membership Meeting and Election in **October**. Meetings of the Board of Directors are held **every month except for October and December** to conduct the business of the corporation. Homeowners are welcome and encouraged to attend the general session portion of the board meetings. Confidential executive sessions are held in accordance with California law to deal with homeowner delinquencies, formation of third-party contracts, hearings for non-compliance issues, litigation, and personnel matters.

Notice of the board meetings and the agendas are posted at the **bulletin board located just outside each guard house** at least four (4) days prior to the meeting.

If you plan on attending a board meeting, please contact Optimum at (714) 508-9070 prior to the meeting to confirm the date, time and location since meetings may be rescheduled due to a lack of quorum of the Board.

Management Company

Optimum Professional Property Management, Inc. provides guidance and assistance with the administration of the association's business. Our office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. We provide a 24-hour emergency service for the purpose of handling emergencies in the common areas. Call Optimum at (714) 741-2685 to report an after-hour emergency. Also, for your convenience we provide an after-hour voice mail system that allows you to leave a message.

You may contact Optimum at (714) 508-9070. Below is a list of Departments with Optimum customer care representatives ready to provide assistance:

Billing/Collections Department Option 1 / Email: billing@optimumpm.com
Escrow Department Option 2 / Email: escrow@optimumpm.com
Maintenance Option 3 / Email: maintenance@optimumpm.com

Architectural Modifications

If you plan to make any exterior modification **or structural changes to your unit**, you must first obtain written approval from the Association's Architectural Committee prior to commencing work. You must complete the enclosed Architectural Application and forward to Optimum along with plans and specifications that must meet the requirements outlined in the Association's CC&Rs and Architectural Guidelines, if any, in order for your application to be considered. The Committee requires up to **forty-five (45)** days to process your application. Failure to obtain written approval prior to commencing work may result in having to remove the modification at your expense along with a fine.

Assessments

Association assessments are billed **monthly** and are due on the 1st of every month. If payment in full is not received by the 15th of the month, a late charge of **10%** will be assessed to your account. You will receive a courtesy billing statement around the 25th of each month for the assessment; however, ***your assessment is due whether or not you receive a statement.*** Please make your check payable to **Corniche Sur Mer HOA** and mail to P.O. Box 513626, Los Angeles, CA 90051-3626. Please mail your association payments in a timely manner to avoid penalties since payments are determined by the date they are received, not by the postmark.

Enclosed is the adopted Delinquent Assessment Collection Policy that is strictly enforced for non-payment of assessments.

If you would like your assessment payments made automatically using the Automated Clearing House (ACH) system, please complete and return the enclosed form to Optimum. Additionally, you can review your account history and pay your assessment by check and/or credit card at www.optimumpm.com. Your temporary password will appear on your first billing statement or call Optimum's Billing/Collections Department at (714) 508-9070 Option 1. For further assistance, please see the enclosed instructions.

Entrance Gate

The entrance gate is manned by Patrol One security personnel and is managed by Corniche Master Association. To obtain access, please contact the master association at 949.450.0202. The Niguel Gate may be reached at 949.248.8983. The Camino Del Avion Gate may be reached at 949.496.7504.

Maintenance

The Maintenance Responsibilities for the Association and the homeowners are outlined in the Association's Covenants, Conditions & Restrictions (CC&Rs) and California Civil Code.

To report a common area deficiency, please contact Optimum's Maintenance Department or via the website at www.optimumpm.com.

If you call after business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) you may leave a message. You will also be given the number to call for a common area emergency. The answering service operator will page the community manager. Disturbances such as loud parties, etc. or theft should be reported to your local police department. Fires should be reported to your local fire department or call 911. If your vehicle is missing, please contact your local police department to determine if the vehicle was towed.

On Street Parking Application

All applications for an On-Street Parking Permit must be completed in full, signed with a copy of the current vehicle registration for each vehicle at the residence, not just vehicles in need of a permit. All parking spots must be utilized within the garage, for example, two vehicles in a two-car garage or three vehicles in a three-car garage. Garages shall be utilized for parking authorized vehicles only and shall not be used for storage, living, recreational, business, or other purposes (CC&R 7.14). Driveways must be utilized for additional vehicles before an on- street parking permit will be issued.

Safelisting

All resident and guest vehicles parked on the street between the hours of midnight and 6:00 A.M. must display a valid Safe List Authorization or a valid, current year On-Street Parking Permit (“Parking Permit”). To obtain a Safe List Authorization, the resident must contact the Association’s patrol company. The resident must provide the patrol company with the following information related to the overnight vehicle: license plate number; type of vehicle; color of vehicle, and number of Safe List Authorization nights requested. If the vehicle is eligible for a Safe List Authorization, the resident will be given a confirmation number. That confirmation number is required to be placed on the dashboard of the vehicle so as to be visible to the patrol officer. The vehicle is not guaranteed to be on the Safe List unless an authorized confirmation number is displayed on the dashboard and is visible to the patrol officer. **Each residence is allowed to Safe List for a TOTAL OF TEN (10) DAYS IN A SIXTY (60) DAY ROLLING PERIOD.**

Pet Rules & Doggy Stations

Pets must be leashed when in the community at all times. Pet owners are responsible for cleaning up after their pet and may be fined \$500.00 for non-compliance. There are 2 stations on Cassis and 1 on Venezia.

Street Sweeping

The streets within our community are swept by Quality Street Service on the 1st and 3rd Thursday of every month from 10:00 a.m. to Noon.

Trash Collection

Trash bins are provided by **CR&R, Inc.** Trash is removed on Monday, Wednesday, and Friday. All trash must be bagged and tightly sealed and boxes must be broken down. Large items left outside the trash bins will not be removed. Contact **CR&R, Inc. at 877.728.0446** to pick up large items.

Website

A community website was created specifically for use by the members of the Association. The website includes notices of meetings, minutes of meetings, special notifications, governing documents, forms, and much more. Please visit the website at www.cornichesurmer.com.

Sincerely,

At the Direction of the Board of Directors
Corniche Sur Mer Homeowners Association

Eli Perez

Eli Perez, CMCA
Certified Association Manager
(714) 508-9070 Ext. 393
Email: eperez@optimumpm.com

Enclosures

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

APPLICATION FOR ON-STREET PARKING PERMIT

Welcome to the Corniche Sur Mer HOA On-Street Parking Program. This program has been established to provide residents with permitted on-street parking within the community.

All applications for an On-Street Parking Permit must be completed in full, signed with a copy of the current vehicle registration for each vehicle at the residence, not just vehicles in need of a permit. All parking spots must be utilized within the garage, for example, two vehicles in a two-car garage or three vehicles in a three-car garage. Garages shall be utilized for parking authorized vehicles only and shall not be used for storage, living, recreational, business or other purposes (CC&R 7.14). Driveways must be utilized for additional vehicles before an on-street parking permit will be issued.

- 1. Application:** Must be completed in full reflecting a different resident driver for each vehicle.
- 2. Vehicle Registration:** Copy of current vehicle registration for each vehicle parked overnight at the residence reflecting the address on the application. Should the address on the vehicle registration differ from the resident's address, it will be necessary to provide proof that a DMV change of address form has been submitted for the vehicle in question. If the vehicle is new, submit a copy of the sales contract or temporary registration. Approved permitted vehicle without a license plate will be issued a temporary variance (maximum of three months) until they obtain plates. Resident must contact Patrol One immediately upon receipt of the new plate to obtain the overnight parking permit. For company owned vehicles, please see off-site addresses below, for the necessary supporting documents.
- 3. Driver's License:** Copy of current driver license for each resident at the address on the application.
- 4. Tenant:** Copy of lease agreement reflecting community address. It is the owner's responsibility to provide tenants with two garage spaces for parking.

If the vehicle is a company vehicle or is registered to someone other than the person that has custody of the vehicle, the resident must provide a letter from the company or registered owner to show proof that the vehicle in question is under the resident's care, custody, and control. On-Street Parking Permits may be issued to only the following authorized vehicles:

- a. Standard passenger vehicle;
- b. Vans designed to accommodate 10 or fewer passengers;
- c. Motorcycles;
- d. Pickup trucks with rating or capacity of 1 ton or less; and
- e. Other vehicles must be authorized by the Board

On-Street Parking Permits will be issued only for vehicles that are the primary source of transportation for the resident and parked overnight at the residence, as per the Association's Parking Rules and Regulations (available at cornichesurmer.com). Inoperable vehicles are not allowed to be parked in the garage, driveway, or street.

Failure to obtain an authorized parking permit will result in towing of the vehicle from the community at the vehicle owner's expense.

GARAGE INSPECTIONS are required with all new permit applications. The fee for a Patrol One garage inspection is \$25.00, payable by the resident (cash or check). A garage inspection is not required for the current year renewal parking permits provided that all vehicles are the same as registered in the prior year.

- All vehicles must be present and in their respective places before a garage inspection will be conducted. Residents must park all garaged vehicles in the garage and/or driveway before an on-street parking permit will be considered.
- All vehicles registered to a Corniche Sur Mer address must be present at the garage inspection.
- Any resident stating that their vehicle is oversized **MUST** have a garage inspection.

Process for submitting and obtaining an on-street parking permit:

1) Complete application submission to Management, minus the \$25.00 garage inspection fee.

- a. Corniche Sur Mer HOA C/O
Optimum Professional Property Management, Inc.
230 Commerce, Suite 250
Irvine, CA 92602
Or via email: jhong@optimumpm.com**

2) Once a complete submission is received, it will be provided to the Board of Directors for review.

3) If approved, Management will forward to Patrol One to complete the permit process. The \$25.00 garage inspection fee will need to be mailed to the following:

- a. Patrol One, Attn: Fallon Paquette - Permit Administrator 630 S. Grand Ave., Ste. 101, Santa Ana, CA 92705. Office: (714) 541-0999, Ext. 5008, Fax: (714) 541-0990. Any additional questions or status inquiries, please email Fallon at: fallonpaquette@patrol-one.com**

A citation issued by Patrol One for a violation of the parking program is provided as a courtesy only. Neither the Association nor Patrol One is responsible for any vehicle towed for a violation, regardless of whether or not a citation was issued or received by the vehicle owner.

The Board of Directors thanks you for your patience, understanding and anticipated cooperation with this program. Should you have any question, please contact Management.

Sincerely,
Corniche Sur Mer HOA.

The Board's authority and obligation for enforcement of this procedure is derived from the Covenants, Conditions and Restrictions, specifically, the CC&R's state that "...the Association, through its officers and committees, may establish "parking" and "no parking" areas and establish parking rules as they deem necessary within the Common Property. These rules are in accordance with section 22658.2 of the California Vehicle Code...." To this end, the Board has approved the parking amendments as written above. Permits are renewed annually at the direction of the Board.

CORNICHE SUR MER HOMEOWNERS ASSOCIATION
FOR ON-STREET PARKING PERMIT APPLICATION

This application must be completed in full and returned to Management along with all required documentation. Any missing information on this form or missing documentation will result in denial of the application. Any incorrect information on this application will result in forfeiture of parking privileges. Residents must use all garage spaces and all driveway spaces prior to being issued a permit. Only authorized vehicles may be used to obtain a permit. An authorized vehicle is the principal source of transportation for a resident and parked overnight at the residence.

Homeowner's Name: _____

Tenant's Name (if applicable): _____

Address: _____, Dana Point, CA 92629

Day Phone: (_____) _____ Evening Phone: (_____) _____

Cell Phone: (_____) _____

I attest that (select one and initial):

My residence has a driveway (complete 1, 2 and 3).

Initial here: _____

My residence does not have a driveway (complete 1 and 3)

Initial here: _____

1) I represent that the two or three, authorized vehicles listed below are parked overnight in my garage:

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

2) I represent that the two authorized vehicles listed below are parked overnight in my driveway.

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

3) I am applying for a permit for the following authorized vehicle(s):

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

Driver Name: _____

Make: _____ Model: _____ Color: _____ State/Lic: _____

The undersigned Owner and/or Tenant hereby attest that the statements made on this application are true and accurate and agrees to be bound by all of the terms and provisions set forth on this Application and the attached Parking Permit Agreement. The undersigned Owner and/or Tenant further acknowledge that they have read and understand all of the Association's Parking Rules and Regulations and agree to follow them, and that any illegally parked vehicle may be towed as provided by law.

Date: _____ Owner Signature: _____

Date: _____ Tenant Signature: _____

Mail a complete application (minus the \$25.00 garage inspection fee) to:

Corniche Sur Mer HOA, C/O Optimum Professional Property Management, Inc., 230 Commerce,
Suite 250, Irvine, CA 92602 Or via email: jhong@optimumpm.com.

Corniche Sur Mer Homeowners Association Architectural Application Submittal

Applicant: _____

Property Address: _____

Mailing Address: _____

Contact Phone: 1) _____ 2) _____

Email Address: _____

Description of proposed alterations, structural changes, additions, replacements, and/or remodels, including all landscape/hardscape changes:

Drawing Enclosed: _____ Yes _____ No

Please submit three copies of the Architectural Application Submittal (Application) and three sets of plans to: Corniche Sur Mer Architectural Review Committee, c/o Optimum Professional Property Management, 230 Commerce, Suite 250, Irvine, CA 92602, Email: tjones-ficarola@optimumpm.com ~ Phone: (714) 508-9070.

No construction, development, alteration, grading, addition, excavation, modification, painting, decoration, redecoration or reconstruction (collectively referred to herein as "modifications") of the visible exterior of any improvement, including the residence and all structures and improvements on any lot may be commenced or maintained until the plans and specifications therefor showing the nature, design, kind, shape, height, width, color materials and location of the proposed modifications have been submitted to and approved by the Association's Architectural Review Committee (the "ARC"). This includes, but is not limited to, landscape and hardscape, accessory buildings, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, spas, and swimming pools. ARC approval of any particular construction activity shall expire and the plans and specifications therefor shall be resubmitted for ARC approval if substantial work pursuant to the approved plans and specifications is not commenced within six months after approval, or if work is suspended for three months. .Please Note: The Impacted Neighbors (see below) must sign and date the Architectural Plans.

Final approval will be at the sole discretion of the ARC. These plans have been reviewed in accordance with the CC&Rs and the Association's Approval Procedures and Design Guidelines (the "Guidelines"), for appearance and harmony within the community only and NOT for structural integrity or code compliance. Approval is granted on the condition that as-built improvements do not violate or breach any provisions of the Association's CC&Rs, the Guidelines or applicable law.

*** Bottom of This Page for ARC **

() Approved () Approved subject to modification () Denied

Comments: _____

Signed: _____ Title: _____ Date: _____

Neighbor Awareness Form

A property owner seeking to make alterations, structural changes, additions, replacements, and/or remodels to their property must include a completed Neighbor Awareness Form with the Architectural Application Submittal. The purpose of this form is to notify all impacted neighbors of the proposed modification(s).

You must include a completed, signed form from ALL neighboring homeowners potentially impacted (facing, side, rear, above, below, etc.) by the proposed modification(s). There may be other homeowners potentially impacted by the proposed modification(s), therefore additional signatures may be required. Make copies of this form, as needed, to obtain all required signatures. The determination regarding whether a neighbor is "impacted" by the proposed modification requiring a signed Neighbor Awareness Form, is at the sole discretion of the ARC. Failure to obtain completed forms from all impacted neighbors may delay the submission or may be deemed incomplete and returned to you.

Neighbors are invited to contact the ARC to discuss their concerns and comments. However, while neighbors' comments are welcome, the final disposition of all applications will be based on the application's conformance with the CC&Rs, the Approval Procedures and Design Guidelines and all applicable Association Rules and Regulations (the "Governing Documents") and shall be at the sole discretion of the ARC. Neighbor signatures only reflect awareness of the proposed architectural modification and do not indicate consent, approval, disapproval or a waiver of the rights of the neighbor and/or the Association related to the proposed architectural modification(s). The Applicant below is requesting architectural approval as described:

Applicant: _____

Property Address: _____

Proposed Modification(s): _____

PROPERTY OWNER: (Please date and initial each page of attached site plans, drawings, etc.)

Print Name: _____ Phone #: _____

Address: _____

Comments: _____

Signature: _____ Date: _____

PROPERTY OWNER: (Please date and initial each page of attached site plans, drawings, etc.)

Print Name: _____ Phone #: _____

Address: _____

Comments: _____

Signature: _____ Date: _____

Approval/Denial: The ARC has forty-five (45) days after receipt of a completed Application including all information and documentation required by the Committee, to review the Application and provide written approval, approval with modification(s) or denial. Upon approval by the ARC, owners may need to secure a building permit approval and/or engineering, as may be required by the City. Please note that any additions, changes, or deletions to your plans required by the City of Dana Point will have to be submitted to and approved in writing by the ARC prior to starting your project.

Owner Agreement

Owner(s) hereby agree to all the terms, conditions, and policies in accordance with the Association's Governing Documents and as stated below:

Policy Compliance: Owner(s) agree to require all contractors employed to abide by all the policies established by the Association and the City of Dana Point including, but not limited to access, hours of work (7:00 a.m. to 5:00 p.m., Monday-Friday and 8:00 a.m. to 5:00 p.m. on Saturday, except for holidays), noise, cleanup, etc., and to prohibit contractors from working on Sundays; and to be responsible for the conduct of any contractor employed by them. The contractors shall not park vehicles or place dumpsters, portable toilets, construction materials or equipment in a manner that disrupts the flow of traffic, emergency vehicles or access by any other property occupant to its property.

Permit Requirement: Upon plan approval by the Committee and Board, owner(s) agree to secure a building permit approval, as may be required by the City of Dana Point and/or any other governmental agency. Any additions, changes or deletions to your plans required by the City of Dana Point will have to be submitted to and approved in writing by the ARC prior to starting your project.

Workmanship: Owner(s) warrants that all work performed shall be done in a professional, workman-like manner equal to or a "better than" the standards of workmanship applied to the original construction.

Building and Safety Regulations: This review does not provide approval of the proposed improvement for compliance with architectural, structural, mechanical, and/or engineering specifications. Approval of plans by the Association does not relieve you (the property owner) of complete adherence to all the codes and regulations of the City of Dana Point and/or other governing agencies (including but not limited to: Department of Building and Safety, Planning, Engineering, Fire Department, etc.) as well as appropriate utility companies. Please note that items which will require approval of one or more entities as described above include but are not limited to: room additions, patio covers, sprinkler systems, drainage alterations, alterations in plumbing, heating, air conditioning, and electrical. Owner(s) understand and agree that the Association's approval is limited to authority granted under the Association's Governing Documents of the Association and is in no way an endorsement of architectural integrity, engineering requirements, compatibility, standards or adherence to applicable ordinances or City or other governmental requirements.

Drainage: When completing architectural improvements, do not allow your contractor to alter or change grades or drainage without professional advice and applicable permits. Owner(s) must maintain proper drainage, prevent drainage onto common areas, prevent drainage onto neighbors' property; and comply with all governmental agency requirements. Owner(s) will be responsible for any drainage issues and/or costs that arise subsequent to any and all improvements.

Damage Due To Construction: If any existing public improvements, utilities, common area improvements or private property improvements are damaged or destroyed during any phase of construction or architectural modification, the Owner(s) shall, at his/her own expense, replace, and/or repair such damage, subject to the final approval of the appropriate governing agencies and/or utilities. Owner(s) agrees to pay or reimburse the public entity, the utility supplier, the Association or any private property owner for all costs incurred in moving sprinkler lines and heads, plants and trees, electrical lines or fixtures, replanting of plants or grass destroyed during the construction, or any other expense that is incurred to correct construction damage or architectural modification.

Encroachment: Approval of this Application does not authorize encroachment into the Association owned or maintained common areas and/or adjacent properties. By signing this Application, owner(s) warrant that he/she does not intend in any way to encroach onto Association's common areas and/or adjacent properties, and will at his/her own expense relieve, replace and/or repair any such damage in any event without limitation. The Application is not a substitute for a survey of property boundaries. The approval of an Architectural Submittal Application by the Association does not relieve the owner of the responsibility for obtaining a survey of property line boundaries.

Release From Liability: In accordance with Section 6.6 of the CC&Rs, neither the ARC, nor any members thereof, nor their duly authorized representatives, shall be liable to any Applicant or Lot Owner for any loss, damage, or injury arising out of or in any way connected with the performance of the ARC's duties, unless due to the willful misconduct of the ARC.

Terms and Conditions: Failure to comply with the terms, conditions, restrictions, and promises set forth in the Application, the Association's Governing Documents, and any conditions/modifications for approval of this Application by the Association, subject owner(s) to liability for any deviation. The Board of Directors shall make final decisions of what constitutes compliance and/or deviation from the Application as approved.

Please submit your written application well in advance of your anticipated construction date, allowing no less than forty-five (45) days for a written response. Written approval must be granted prior to commencement of any demolition or construction.

Signature of Owner(s)

I/We hereby acknowledge to having read, understand, and agree to the above, and further acknowledge that pursuant to Section 13.7 of the CC&Rs, in the event of litigation arising out of or in connection with the CC&Rs, the prevailing party will be entitled to reasonable attorney's fees and costs of suit:

Print Name: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____

Signature: _____

Note: Please keep a copy of all documents submitted for your records.