

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

JANUARY 27, 2016

*** * * MINUTES * * ***

NOTICE Upon due notice given and received, the members of the Board of Directors for the Corniche Sur Mer Homeowners Association met in Regular Session on Wednesday, January 27, 2016 at Progressive Community Management, 27405 Puerta Real, Suite 300, Mission Viejo, California.

ORDER The meeting was called to order at 5:30 p.m. by Board President Susan Adams.

ATTENDANCE

Present: Susan Adams, President
Robert Lippert, Vice President
Al Kaiser, Treasurer
Barney Graves, Secretary
Billy Pine, Director

Management: Lisa Klasky, Progressive Community Mgmt.
Eli Perez, Progressive Community Mgmt.

Also Present: Bill Gaynor, 21 Costa del Sol (tenant)
Linda Enochs, to address landscape and wall lettering suggestions

HOMEOWNER FORUM

There were no homeowners present to review compliance or community issues with the Board.

**CONSENT
CALENDAR**

A "consent calendar" has been prepared to expedite the business decisions. One motion will approve all items on the consent calendar. Approved: Unanimously.

Resolved: To approve the minutes from October 26, 2015 Board of Directors meeting as presented by Webb Management.

Resolved: To accept and set aside the minutes of the Annual Meeting of the Membership on October 28, 2015 as prepared by Webb.

Resolved: The financial reports for October, November and December 2015 were not received; therefore, approval is tabled until the February 2016 meeting.

MASTER ASSOCIATION CORRESPONDENCE

The new manager at Action Property Management for the Master Association, Ryan Darby, is reaching out on behalf of the Board to obtain input on the Master's Phase 3 Landscape project which includes the entrance to our community from Ritz Pointe Drive. There was previous discussion of a monument being created and they would like to discuss this further. The Board agreed to hold off on a response until after the February Master Association meeting.

IRRIGATION RUN-OFF

Based on a concern expressed by Homeowner Kerry Krisher at 39 Costa del Sol, Nieves Landscape checked on excess water on the slope and found that this is excess water caused by overspray from the homeowners at 31 Santa Lucia. The Board requested that a call be placed to the owner at 31 Santa Lucia to ask them to check their irrigation as there is significant run off from front yard sprinklers.

NEIGHBOR TREE TRIMMING/REMOVAL REQUESTS

We have received requests from the following owners to review their neighbor tree/view issues to enforce the Association's view protection policy:

1 Cassis: Homeowners Rick and Eileen Ramsey are requesting removal of the pine trees on the Golf Course slope behind 1-5 Cassis be removed. The Board meet with these owners during the inspection earlier today and advised that the Association does not have standing over the golf course slope, as each individual owner has an agreement with the Golf Course.

83 San Raphael: Homeowner Linda Moore is requesting trimming of the trees on Monaco at 2, 3, 6, 7, 9, 11, and 15 be trimmed to the maximum roof line height. The Board inspected these earlier today and will send letters accordingly. Remind the homeowners in the courtesy reminder letter that there is a \$200 rebate for tree removals.

PARKING SAFELIST REQUESTS

We have received requests from these homeowners for a long term safelist as follows:

17 San Raphael: Mr. Hartzog is requesting a 2 month safelist as they had a flood of their first floor and they have to store their furniture and items during the reconstruction process.

55 San Raphael: Chris MacLaughlin is requesting a 2-3 month safelist as they have downsized and moved into this home and are still in the process of unpacking boxes from the garage.

11 Ville Franche: Stephen Gross is requesting a variance for his girlfriend's vehicle. The Board approved a 2 month safelist request.

Resolved: The Board approved these Parking Safelist requests as presented. Approved: Unanimous.

PARKING DISCUSSION

The Board noted that a commercial van (Mercedes Sprinter) is being parked on Ville Franche without a decal. The Board requested that Patrol One ask the vehicle owner to contact Management so we can help determine the status of this vehicle.

TOWING REIMBURSEMENT REQUEST

The tenant of 21 Costa del Sol, Bill Gaynor, is present to request reimbursement for the towing of his vehicle in September which he believes was not valid. Mr. Gaynor acknowledges that the vehicle has been parked on the street regularly, but only ticketed once before being ticketed/towed on the same night. The Board advised that the tickets are a courtesy only and are not required; however, Patrol One notes that two tickets were issued before the tow. Mr. Gaynor advised that he was out of town so his vehicle was not there to receive a ticket on September 12th. The Board told Mr. Gaynor to submit documentation to show that neither he nor the vehicle were in the community on September 12th so that Patrol One can review the situation further.

PROPERTY INSPECTION

The Board and Management met earlier today at 4:30 p.m. to perform a Property Inspection. Notices will be sent accordingly.

MEETING LOCATION AND DATES

We have been advised that neither the Tennis Club nor South Shores Church is available on the 4th Wednesday of each month. This meeting will be held at Progressive's office, but alternate locations or meeting dates were discussed.

ONE SIGNATURE POLICY-UTILITY PAYMENTS, INSURANCE PAYMENTS, TAX PAYMENTS AND/OR ACH

The Board adopted a formal resolution that will allow for only one member of the Board to sign all of the **utility/insurance/tax payments** for the Association in order to expedite them within the fifteen day window before late fees are assessed. And/or we may set up an ACH (automatic debiting) program, if offered, so that these charges are taken directly from your

operating account timely, with bank reconciliation of charges compared to invoices completed by Management. Upon motion duly made and seconded:

Resolved: To accept the ACH and one signature policy as stated. Approved: Unanimous.

ACH HANDLING OF OWNERS MONTHLY ASSESSMENTS

The Board approved a formal resolution for the agreement to accept payments from any member of your community who chooses to select an ACH program for automatic debiting of their monthly assessment from their bank accounts. This provides for a convenient service to your members at no charge and timely receipt of payments to the Association. Upon motion duly made and seconded:

Resolved: To formally accept ACH as a method of accepting members' payments. Approved: Unanimous.

MANAGEMENT SPENDING AUTHORITY

In order to expedite minor maintenance/repairs, we are requesting a formal policy as to the limit of funds expended for common repairs such as irrigation etc. This allows Management to proceed with minor action, without Board approval. This expedites repairs when needed, rather than waiting for the next Board meeting's agenda. Upon motion duly made and seconded:

Resolved: To approve a \$500 authorized spending limit for Management to expedite routine maintenance issues. Approved: Unanimous.

BOARD MEMBER/MANAGEMENT LIAISON

For efficient and clear communications and per our contract, we would like the Board to consider a Board appointee to act as a liaison to Management. This does not preclude engagement with all Board members, but gives us a point person for quick decisions as needed. The Board appointed Robert for all Architectural Issues and Susan for all other issues. Upon motion duly made and seconded:

Resolved: To appointed Robert for all Architectural liaison issues and Susan for all other issues. Approved: Unanimous.

E-MAIL PROTOCOL AND POLICY

For understanding of our mutual expectations in regards to the ever-increasing use of e-mail, and to ensure that the Board and Progressive stay in compliance with the Open Meeting Act; we herein present our E-mail policy for formal adoption and adherence. Upon motion duly made and seconded:

Resolved: To accept the E-Mail Protocol and Policy as presented. Approved: Unanimous.

RECORDS INVENTORY, TRANSITION AND STORAGE OPTIONS

Progressive Community Management presented the overview of the total corporate record inventory as received from Webb with recommendations on those to retain and those that might be destroyed as now irrelevant. Webb had 56 boxes in archive inventory and many of those can be destroyed as they are aged financials.

In general, the transition from Webb has been disappointing to say the least. We are unable to receive a return phone call from Mr. Parsons and all his staff have advised that we need to communicate with him at this point. We have not received the financial statements from October, November or December 2015, any financial records (such as paid bills) from 2015, the original minutes books, etc... A complete inventory of missing documents to place a demand upon Webb is being prepared so that we can effectively manage your community at this time.

The Board authorized the destruction of all aged financial boxes prior to 2009 as well as the scanning and then destruction of all Board packets at an extra expense. Upon motion duly made and seconded:

Resolved: To authorize the destruction of all aged financial boxes prior to 2009 as well as the scanning and then destruction of all Board packets at an extra expense. Approved: Unanimous.

The Board also requested that Management prepare an estimate of the costs associated with scanning the remaining legal document boxes instead of storing these. This cost will be presented at the February meeting.

WEBSITE UPDATE

The existing Corniche website has been transitioned over and a link has been added to the Progressive website to link the two. We have also requested a link from the Corniche website back to Progressive's for easy reference.

PILERA COMMUNICATION SYSTEM

Progressive utilizes a web-based software program that allows us to communicate with the homeowners via mass e-mails, phone calls or text messages. The homeowner determines which methods they choose to receive communications. There is no charge to the Association for this system; however, there is a \$.10 charge for the phone calls/text messages sent from this system which we will bill back to the Association. The Board agreed to include text message and phone option as well. The Board will have complete input and control as to how much we utilize the system, as it can be used monthly to remind

of Board meetings or only for important issues. We can also choose which messages are sent by phone or text also, so it can be very customizable. Upon motion duly made and seconded:

Resolved: The Board approved the use of the Pitera communication system including the phone and text option. Approved: Unanimous.

GOALS/STRATEGIC PLAN

The Board set the following goals for this calendar year: change all documents to reflect new management, replace the street lanterns, renovate the Ville Franche slope, and slurry seal the streets.

MEMBER COMMUNICATIONS/NEWSLETTER IDEAS

The following topics will be included in the March newsletter: introduction of the Progressive service team, agenda posting location, landscape and architectural service calls, Pitera communication enrollment, meeting Calendar for 2016, and project goals for 2016.

COMMITTEE REPORTS

Re-Appoint Committees: The Board appointed the following Committees at this time:

Architectural Committee: All Board Members, but Robert authorized to approve routine submittals outside of the meetings.

Landscape Committee: Susan, Robert, and Barney

Parking Committee: Patrol One with administration by Progressive Community Management.

Upon motion duly made and seconded:

Resolved: The Board reappointed the Committees as noted above. Approved: Unanimous.

Landscape Committee: Our January 2016 walkthrough was cancelled and our February walkthrough is scheduled for Wednesday, February 10th at 3:30 p.m.

Linda Enochs was present at this meeting to discuss the planting ideas for the Master corners and the concept of adding monument lettering on the existing walls at the entries to the community.

The November 11, 2015 Inspection Report as prepared by Nieves was provided.

Work orders are being issued as needed for routine maintenance and Nieves has been very responsive.

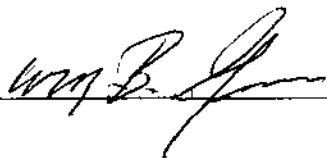
Architectural Committee: We are working with Robert Lippert to submit applications as received. To date we have the following submittal pending: 1 Costa Del Sol: solar panels which was approved at this meeting.

Patrol Service Reports: The reports were received from Patrol One as well as all correspondence related to the parking patrols.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 7:00 p.m. to Executive session to discuss the following topics: Approval of October 26, 2015 Executive Session Minutes, Violations, Hearings, Tree/View issues, Safelist discussion, Monarch Hills Clubhouse Rental, Webb Management and Collection Accounts. The next regular session Board meeting will be held on Wednesday, February 24, 2016 at a location to be determined.

ATTEST

Signature  Date 2/24/2016