

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

FEBRUARY 24, 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, February 24, 2016 at St. Edwards the Confessor Church, 33926 Calle La Primavera, Dana Point, California.

CALL TO ORDER Following the Executive Session Meeting to discuss the following topics: Approval of January 2016 Executive Session Minutes, Webb Management, Management Transition Update and Collection Accounts, this meeting was called to order at 5:20 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.

Also Present: Gene and Mimi Monroe, 7 Cassis

HOMEOWNER FORUM

Homeowners Gene and Mimi Monroe of 7 Cassis were present to express their concern with short term rentals in the community (specifically with their neighbor) and the ability to enforce the Association's CC&Rs in this regard. The City Code Enforcement Officer is also looking into this situation and addressing it from a City Code violation issue as well.

**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 as prepared for the January 27, 2016 Board meeting.

Resolved: To accept the November 2015 financial statement as presented by Webb/AMSS for review by the CPA for the fiscal year-end audit.

Resolved: To ratify the closure of the Sunwest Bank operating checking and reserve money market accounts, to transfer funds to the new Pacific Western Bank accounts of the same names.

MONUMENT SIGN LETTERING PROPOSAL

As briefly discussed last month, a proposal for the installation of monument sign lettering on the existing walls at both entries to Corniche Sur Mer was obtained by Robert. The cost as proposed by the first bidder is \$5,550 to give us an idea of a ballpark cost. Four different lettering styles have been provided by Pacific Sign Center. In addition to the signage and installation costs, we will need to add the costs to install lighting to highlight these signs at night. There are many other options to consider such as stone background surface, borders, etc... Costs for landscape enhancements will be reviewed in the Landscape Committee portion of this agenda. The Board agreed that they support this idea in general, so the next step will be to obtain additional costs for the remaining details so that a project budget can be developed.

MEETING LOCATION

After Billy was able to obtain an agreement from the Monarch Hills Board Member to reduce the room rental fee, the Monarch Hills Management Company advised that the Board members were not able to make this commitment. We have sent a letter to their Manager and Board to request reconsideration, but have not yet received a response. In the meantime, we found the meeting room at St. Edwards the Confessor Church is available for the next few months at a rental rate of \$50 per meeting. Management will follow up with Monarch Hills on the request to reconsider the room rental rate. Upon motion duly made and seconded:

Resolved: The Board approved holding the meetings at St. Edwards the Confessor Church, until a resolution is achieved with Monarch Hills. Approved: Unanimous.

RENTAL HOMES

As discussed with the Monroe's earlier in this meeting, the Board discussed that the owner of 9 Cassis is renting the home on a weekly basis, in violation of the CC&Rs and the City of Dana Point Code. The City of Dana Point Code Enforcement Officer has investigated this and found there to be a violation, so they are pursuing this issue with the homeowner. We will periodically check the rental websites (VRBO, Airbnb, and Homeaway) to see if this situation changes. The VRBO site currently shows a 4-7 day minimum rental; however, the last tenant advised they were renting for 6 weeks.

Management suggested that Attorney David Cane send a letter to the owner and copying VRBO advising that the CC&Rs are being violated and requiring that they change the terms on the website immediately. The Board agreed to see what response the City Code Enforcement officer receives before proceeding in this regard.

LETTERING FOR ASSOCIATION CORRESPONDENCE

We located the original Association lettering and had it digitized to use on Association correspondence if the Board wants to revert to the original design; however, the Board agreed that the design is very dated and agreed to pursue this further after the monument signage is designed.

PARKING ENFORCEMENT PROGRAM

Patrol One has suggested that the Association switch to their "Plate Program" which eliminates the need for parking decals but rather registers the vehicles by license plate only. There is no cost for this program. The Board approved converting over to the "Plate Program" with Patrol One. Upon motion duly made and seconded:

Resolved: The Board approved converting to the Patrol One "Plate Program" for the parking enforcement program. Approved: Unanimous.

PARKING SAFELIST REQUEST

We have received requests from the homeowner of 25 Ville Franche for a long term safelist as he has two motorcycles in his garage, one Mercedes CLK, and two vehicles that do not fit in the garage (Mercedes Sprinter and Range Rover) all of which are registered to the home. Patrol One has performed a garage inspection and approved the 2 decals. The Board expressed concern that the Sprinter Van is considered a commercial vehicle. Upon motion duly made and seconded:

Resolved: The Board approved having David Cane research whether the Mercedes Sprinter van is a commercial vehicle and therefore in violation of the Association's rules. Approved: Unanimous.

PROPERTY INSPECTION

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

GOALS/STRATEGIC PLAN

We are tracking a list of goals/projects for 2016:

Community Signage – on this agenda

Slope Renovation – see Landscape Committee report for proposal

Street Lighting – lantern replacement, to be addressed in coming months

Street Slurry – bids in Spring, work to be done in Summer

MEMBER

COMMUNICATIONS/NEWSLETTER IDEAS

The following topics will be included in the May newsletter: agenda posting location, update on projects for 2016, Pitera communication update, Spring Cleaning ideas, Parking Enforcement-plate program details.

COMMITTEE REPORTS

Landscape Committee: Our February 2016 walkthrough was held on Wednesday, February 10th at 3:30 p.m. The next walkthrough is scheduled for Wednesday, March 9th.

The February walkthrough report is provided. Proposals were requested and submitted as follows by Nieves Landscape:

Ville Franche Slope Renovation: this is the last slope needing renovation, at a proposed cost of \$48,400 which Nieves has agreed to bill in 5 installments. The Board approved this proposal to be started in April/May after the rainy season. Upon motion duly made and seconded:

Resolved: The Board approved the proposal from Nieves Landscape for a cost of \$48,400 to renovate the Ville Franche slope, to be paid in 5 installments. Approved: Unanimous.

Miscellaneous Landscape Replacements: this proposal includes the bougainvillea at the corner of Venezia and Ritz Pointe (upper slope) is currently being irrigated by our community, replacement of color at the corners, and various replacements as needed throughout the community at a proposed cost of \$3,650. Upon motion duly made and seconded:

Resolved: The Board approved the proposal from Nieves Landscape for a cost of \$3,650 to for miscellaneous plant replacements as needed. Approved: Unanimous.

Corner of Venezia and Ritz Pointe at base of slope: this corner is currently under the control of the Master Association but is lacking attractive plant material. The proposed cost is \$1,920.

Corner of Cassis and Ritz Pointe: this corner is currently under the control of the Master Association but is lacking attractive plant material. The proposed cost is \$4,855.

The Board agreed that these areas are in poor condition and need improvement; however, these areas are under the control of the Master Association. The Board requested that a letter be sent to the Master Association requesting that if they pay for the installation of this plant material, Corniche Sur Mer will then irrigate and maintain these areas in perpetuity. Upon motion duly made and seconded:

Resolved: The Board agreed to send a letter to the Master Association requesting that if they pay for the installation of this plant material at a cost of \$6,775, Corniche Sur Mer will then irrigate and maintain these areas in perpetuity. Approved: Unanimous.

**ARCHITECTURAL
COMMITTEE**

We are working with Robert Lippert to submit applications as received. To date we have the following submittal pending: 11 Santa Lucia- to move the front door out approximately 6'. Upon motion duly made and seconded:

Resolved: The Board approved the submittal from 11 Santa Lucia to move the front door out approximately 6'. Approved: Unanimous.


**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 6:30 p.m. The next regular session Board meeting will be held on Wednesday, March 23, 2016 at St. Edwards the Confessor Church, Dana Point.

ATTEST

Signature  Date 3/23/2016