

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

MARCH 23, 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, March 23, 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 February 2016 Executive Session Minutes, Webb Management, and Collection Accounts, this meeting was called to order at 5:25 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: Homeowners, 71 San Raphael

HOMEOWNER FORUM

Homeowners of 71 San Raphael were present to express their concern with parking issues and some other homeowner non-compliance issues.

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 February 24, 2016 Board meeting.

Resolved: To accept the December 2015 financial statement as presented by Webb/AMSS for review by the CPA for the fiscal year-end audit along with the list of concerns presented by the Board. Confirmations for the balance of the US Bank and Sunwest investment accounts are needed.

Resolved: To accept the January and February 2016 financial statements as prepared by Progressive Community Management for review by the CPA for the fiscal year end.

Resolved: To adopt the 2016 Annual Calendar as presented for pro-active planning for the year, with changes to be made as needed.

Resolved: To approve the Late Fee Waiver Policy as suggested by Progressive Community Management to allow Management to authorize one late fee waiver as a courtesy if the homeowner has a 12 month timely payment history.

MONUMENT SIGN LETTERING PROPOSAL

As discussed last month, a proposal for the installation of monument sign lettering on the existing walls at both entries to Corniche Sur Mer was reviewed. The Board requested that Robert ask Pacific Sign Center to add the costs for travertine tile background/border, and then reduce their pricing to factor in the Association's budgetary needs. The Board asked Susan to meet with the Pacific Sign Center and select travertine or staked stone options along with a border. Once Susan selects the material, then Robert has been asked to negotiate the pricing, for a cost not to exceed \$11,825 as currently proposed. Upon motion duly made and seconded:

Resolved: The Board approved the proposal from Pacific Sign Center proposal for a cost not to exceed \$11,825 as currently proposed, after Susan meets with the designer to select travertine or staked stone options along with a border. Once Susan selects the material, then Robert has been asked to negotiate the pricing. Approved: Unanimous.

MEETING LOCATION

In following up with Monarch Hills, we have been advised that their Board has discussed the idea of lowering the rental fees for the Master and Sub Associations to \$75 for the downstairs only. This is anticipated to be approved by the Monarch Hills Board at their next Board meeting and then they will send the new pricing structure out for a 30 day member comment period, with the changes adopted after an additional 30 days. In the meantime, we have the meeting room at St. Edwards the Confessor Church reserved monthly.

RENTAL HOMES

As discussed with the Monroes last month, 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 Board agreed to wait to see how City Code Enforcement handles the situation before determining if the Association wishes Management or Counsel to send a letter of non-compliance to the homeowner as well.

TREE REMOVAL INCENTIVE PROGRAM

As discussed last month, the \$200 tree removal incentive program is still in effect. We have had several owners inquire about the process so we recommend a formal policy be adopted. The Board reviewed the original policy as adopted in 2003 and an updated policy to include all trees (not just palms) for adoption.

Resolved: The Board approved the updated policy to include all trees (not just palms) for adoption. Approved: Unanimous.

We have two current requests for incentive rebates and both are pending receipts for the work they had done previously. One of these owners submitted a receipt; however, after thoughtful review, the Board agreed to deny the request for reimbursement as this was done previously and it was not blocking a protected golf course/ocean/hillside view.

INSURANCE POLICY PACKAGE RENEWAL

The Association's insurance policy package expires on April 16th. The current agent, Armstrong/Robitaille/Riegle have provided the renewal proposal which reduces the premiums more than \$1,746 over expiring premiums, and quoted at \$9,998.00. Upon review of the proposal we found several details of concern (\$1,475 in marketing fees, low property coverage numbers, and the invoice does not match the proposal) so we have requested a competitive proposal from Labarre/Oksnee Insurance Agency which includes significantly greater coverage, proposed at \$7,516 noting that the D&O carrier quote is not confirmed based on exclusive agent reservations. The current bid from Armstrong/Robitaille/Riegle is \$9,998.00 for the year. Upon motion duly made and seconded:

Resolved: The Board approved the insurance package proposal from Labarre/Oksnee for the renewal of this year's insurance policy package at an estimated cost of \$7,516, for greater coverage and expanded protections. Approved: Unanimous.

PAINTING PROPOSALS

Three bids for the painting of light and sign posts and stucco walls on Ville Franche and on Venezia (between Monaco and Ritz Pointe) were obtained and they ranged from \$4,000-\$7,700. The Board requested that the scope of work be expanded to include painting the fire hydrants, mailbox posts and wood repairs to the light posts.

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, Lifetime guarantee- Delta and Price Pfister plumbing fixtures.

COMMITTEE REPORTS

Landscape Committee: Our March 2016 walkthrough was held on Wednesday, March 9th at 3:30 p.m. The next walkthrough is scheduled for Wednesday, April 13th.

The March walkthrough report was reviewed.

**ARCHITECTURAL
COMMITTEE**

We are working with Robert Lippert to submit applications as received.

**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 6:45 p.m. The next regular session Board meeting will be held on Wednesday, April 27, 2016 at St. Edwards the Confessor Church, Dana Point.

ATTEST

Signature _____ Date _____