

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION**

**MEETING OF THE BOARD OF DIRECTORS**

**APRIL 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, April 27, 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 March 2016 Executive Session Minutes, and Accounting/Audit transition issues, this meeting was called to order at 5:10 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: Dailyn Levine, 70 San Raphael

**HOMEOWNER FORUM**

Homeowner Dailyn Levine was present to request reimbursement for towing expenses related to a miscommunication issue.

**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 review said minutes for accuracy and accept as written.

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

**Resolved:** To accept for file the updated report from ALS for the collection of one delinquent account.

**Resolved:** To approve sending account #CM007 to ALS for collection if not paid in full by this meeting date.

**Resolved:** To approve the renewal of the retainer agreement with Cane, Walker and Harkins at a cost of \$1,200.

## **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 approved. As the Board requested last month, Susan selected the background travertine material and stucco coated foam border. Robert will now ask Pacific Sign Center to negotiate their pricing to factor in the Association's budgetary needs.

## **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. The MH Board has now appointed a Committee to evaluate this issue, and it has not yet been sent out to their membership 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 over the last few months, the owner of 9 Cassis is renting the home on a less than 30-day 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 fines to the homeowner. We will periodically check the rental websites (vrbo, Airbnb, and Homeaway) to see if this situation changes. The Board also reviewed the correspondence from Monarch Hills about their Rental issues.

The Board determined that now we have proof that the rentals are being contracted for less than 30 days, then Legal Counsel is now authorized to send a letter of non-compliance to the homeowner.

**Resolved:** The Board authorized Attorney David Cane to send a letter of non-compliance to the homeowner of 9 Cassis (and copy VRBO) advising that they need to cease their advertising for rentals less than 30 days. Approved: Unanimous.

## **INSURANCE PACKAGE POLICY UPDATE**

As discussed last month, the Association's insurance policy package was expiring on April 16<sup>th</sup> and the Board made the decision to change agents. During that process, it was discovered that the previous agent provided incomplete/incorrect information to the proposed D&O carrier which resulted in a lower bid. Unfortunately, when the insurance underwriter was provided with the correct information, they declined to write the policy. The current D&O carrier agreed to renew the coverage and also add management company coverage (which is required by contract) to the policy. So between the D&O carrier issue and the increased coverage that was needed on all other policies, the premium did go up from what was proposed, but the coverage is much better and the proper coverage has been bound. The Board inquired whether a claim should be filed with the State Insurance Commissioner regarding the previous agency's actions. Upon motion duly made and seconded:

**Resolved:** The Board reviewed the information provided and new coverage bound by the Labarre/Oksnee Agency for the renewal of this year's insurance policy package and approved it as presented. Approved: Unanimous.

## **PAINTING PROPOSALS**

We have pulled this issue off this agenda until complete proposals are obtained based on the addition of fire hydrants, mailbox posts and the clarification on the number of light posts that need wood work prior to painting to this scope of work.

## **SLURRY SEAL**

Management advised they have seen success in working with a paving engineering firm (LaBelle-Marvin) to help review the condition of the streets, help develop a specification and scope of work, supervise the work and test the materials as they are being applied. The proposal for this work is \$3,750.

The Board feels comfortable in proceeding to obtain bids without the specification as there is enough history to know what is needed without having an engineer's involvement. Management will send a request for proposal to four asphalt firms for the Board's review at the May meeting.

## **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 – on this agenda

## **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., Updated insurance summary, short term rentals, spruce up houses, and battery replacement in sprinkler timers.

## **LANDSCAPE COMMITTEE**

Our April 2016 walkthrough was held on Wednesday, April 13<sup>th</sup> at 3:30 p.m. The next walkthrough is scheduled for Wednesday, May 11<sup>th</sup>.

The April walkthrough report was reviewed.

## **ARCHITECTURAL COMMITTEE**

We are working with Robert Lippert to submit applications as received. The Board reviewed and approved the window replacement submittal for 15 Costa Del Sol.

## **PATROL SERVICE REPORTS**

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

The Board approved the safelist request for 5 Costa Del Sol.

Management agreed to reimburse the homeowner at 70 San Raphael for towing fees incurred due to safelist issues.

## **ADJOURNMENT**

There being no further business to come before the Board in regular session at this time, the Board adjourned at 6:25 p.m. The next regular session Board meeting will be held on Wednesday, May 25, 2016 at St. Edwards the Confessor Church, Dana Point.