

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

NOVEMBER 16, 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, November 16, 2016 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach, California.

CALL TO ORDER Following the Executive Session Meeting to discuss the following topics: approval of September 28, 2016 Executive Session Minutes and Homeowner Hearings, this meeting was called to order at 5:00 p.m. by Board President Susan Adams.

ATTENDANCE

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

Absent: Barney Graves, Secretary

Management: Lisa Klasky, Progressive Community Mgmt.

HOMEOWNER FORUM

There were no homeowners present to observe the meeting.

**MOTION TO ADOPT AGENDA
AS PUBLISHED**

The Board reviewed and approved the agenda as published. Upon motion duly made and seconded:

Resolved: The Board adopted the agenda as published. Approved: Unanimous.

**ANNUAL MEETING RECAP
AND ORGANIZATIONAL MEETING**

The Reconvened Annual Meeting was successfully held on November 3, 2016. The results will be published in the December newsletter.

Susan Adams	72 votes	2 years
Robert Lippert	80 votes	2 years

Now, the Board should re-appoint the officer positions currently held or agree to re-organize them at this time. The officers of the Board include: President, Vice President, Secretary, Treasurer and Director. As a reminder, all officer positions have the same authority as all of the other directors, but they do have some additional responsibilities with regard to running meetings, signing documents, signing checks and reviewing financial statements. Upon motion duly made and seconded:

Resolved: The Board re-appointed officer positions currently held as follows: President- Susan Adams, Vice President- Robert Lippert, Treasurer- Al Kaiser, Secretary- Barney Graves, and Director- Billy Pine. Approved: Unanimous.

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 September 28, 2016 Board Meeting minutes as written.

Resolved: To approve the Special Meeting minutes of October 13, 2016 as written.

Resolved: To accept the minutes of the Reconvened Annual Meeting of the Members held November 3, 2016 as written, for approval at the 2017 Annual Meeting.

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

Resolved: To transfer the positive fiscal year-end balance to the contingency reserves.

Resolved: To send a last chance letter to CM146 as they have not paid October and November dues.

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

Resolved: To approve the 4% contract increase proposed by Cornerstone Landscape, effective January 1, 2017.

2017 RESERVE STUDY

The Board reviewed the 2017 updated Reserve Study update report as prepared by Foresight Financial. Upon motion duly made and seconded:

Resolved: To review and approve the Foresight updated reserve report for 2017. Approved: Unanimous.

DRAFT 2017 FISCAL YEAR BUDGET AND SUPPORTING DOCUMENTS

The Board reviewed a draft budget for the 2017 fiscal year which reflects no increase in assessments, along with all supporting documentation for approval for distribution to the members before November 30, 2016. Upon motion duly made and seconded.

Resolved: To review and approve the budget for 2017, maintaining the monthly assessment of \$140 per home, per month, along with all supporting documentation for distribution to the members before November 30, 2016. Approved: Unanimous.

REVISED ENFORCEMENT AND FINE POLICY

Management presented a draft Enforcement and Fine Policy to increase the penalties to a more significant level and allows for different penalties for more serious infractions such as short term rentals, architectural non-compliance and loud/noisy activities. Upon motion duly made and seconded:

Resolved: To review and discuss the approval of the policy, with additional revisions as noted, to be presented to the members for a 30-day comment period for a January 2017 meeting approval. Approved: Unanimous.

GOLF COURSE TREE REMOVALS

The Golf Course slope tree removals, behind the Cassis homes, have been completed and the slope replanting is getting ready to start. We have heard from some neighbors that they are thrilled and they thank the Board for taking this action. Upon motion duly made and seconded:

Resolved: To approve the installation of 1,800 acacia plants by Cornerstone at \$8.00 each, for a total of \$14,400.00. Approved: Unanimous.

The Board reviewed a letter from a Ritz Pointe Homeowner concerned with the removal of trees that she had previously paid the golf course to trim. The topic will be placed on the January agenda for further discussion.

GOLF COURSE BALL DAMAGE

The timing was coincidental but correspondence was sent to the Golf Course just before the removal project by the owner of 5 Cassis expressing concern with some property damage his home received from an errant golf ball. Eric Lohman, Club General Manager, responded to the owner and we responded on behalf of the HOA advising that each owner is responsible for damage from golf balls. This might be a good newsletter article for next year.

STREET LIGHT FIXTURE REPLACEMENT IDEAS

The Board reviewed the proposed cost and lighting diagram for the selected street light fixtures. A sample has been ordered for installation. The cost for each fixture is \$981 (including tax, but excluding labor). Upon motion duly made and seconded:

Resolved: To review the sample fixture (without grid, oil rubbed bronze color selected) once installed, for further Board discussion on the scope of the entire project. Approved: Unanimous.

MONUMENT SIGN LIGHTING AND LANDSCAPE

Webb Construction is installing the lights at both new monument signs for a cost of \$5,680. The owner at San Raphael expressed concern that there could be light spillage onto her home from these lights; however, this has not been an issue.

The proposals from Cornerstone Landscape for the replanting of these two areas (two corners each) are \$14,130 (of which \$2,500 was approved in August). Upon motion duly made and seconded:

Management Recommendation: To review and ratify the Cornerstone proposals for a total of \$14,130.00. Approved: Unanimous.

MONARCH BEACH RESORT EVENT

The Monarch Beach Resort Management was very pleased with our community event on October 3rd and would like to make this an annual event. Upon motion duly made and seconded:

Management Recommendation: To discuss timing and any other ideas for this event and plan another event for October 2017. 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

A tracking list of goals/projects for 2016:

Community Signage – **installation complete**, next is landscape in foreground
Slope Renovation – **Ville Franche complete**, next is Santa Lucia/San Raphael
Street Lighting – lantern replacement, on agenda
Street Slurry – on agenda

**MEMBER
COMMUNICATIONS/NEWSLETTER IDEAS**

The following topics will be included in the March 2017 newsletter: Projects for 2017 – next slope Santa Lucia to San Raphael, and satellite dish location reminders.

**LANDSCAPE
COMMITTEE**

Our October 2016 walkthrough was very productive and the report was provided. Proposals were requested and hand carried to this meeting.

Our November walkthrough was held on Wednesday, November 9th at 3:30 p.m.

Work orders are being issued as needed for routine maintenance and Cornerstone has been very responsive,

The Board discussed Holiday Gifts for Adan and Antonio from Cornerstone as well as representatives from Progressive Community Management. Upon motion duly made and seconded:

Resolved: To approve holiday gifts as discussed: Approved: Unanimous.

**ARCHITECTURAL
COMMITTEE**

We are working with Robert Lippert to submit applications as received. To date all submittals have been processed.

There was discussion about solar invertors being installed in front of the gates, and that they need to be placed behind the gates.

**PATROL SERVICE
REPORTS**

The Board of Directors reviewed reports 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 5:45 p.m. The next regular session Board meeting will be held on Wednesday, January 25, 2017 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.