

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

MAY 24, 2017

*** * * 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, May 24, 2017 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 previous Executive Session Minutes and Homeowner Hearings, this meeting was called to order at 5:11 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: Kelly Aminpour, 3 Santa Lucia

HOMEOWNER FORUM

Kelly Aminpour was present to observe and volunteered to join the Nominating Committee.

**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.

**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 accept the Minutes of the Meeting of April 26, 2017.

Resolved: To accept the April 2017 financial statement 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 the closing of the Sunwest ICS account and rolling over funds into the Pacific Western Bank Reserve checking account.

Resolved: To approve turning account #CM153 to ALS if the account is not paid in full by June 16, 2017, after the last chance to pay letter is sent.

STREET WORK UPDATE

At last month's meeting, the Board approved the scope of work and cost not to exceed \$425,800 from Quickel Paving after receiving two other competitive bids. Quickel has prepared a schedule and is ready to move forward with notifications. Director Lippert has fine-tuned the schedule with Albert/Quickel with work to begin in early June.

Quickel & Cornerstone Landscape presented a proposal for an excavation on San Raphael to allow an irrigation line and electrical conduit to be run underneath the street.

South Coast Water District confirmed their agreement to replace a water meter on San Raphael and valves on Santa Lucia and Ville Franche that entails digging in the street ~ Quickel will provide the permanent asphalt after the repairs.

Updates will be provided to ensure all-around communications to the members with individual letters will be sent to the most impacted such as driveway approach repairs. Parking enforcement and Street Sweeper services to be suspended/placed on stand-by for the months of June and July.

The Board reviewed options for temporary/lighted stop signs and agreed to hold this at this time. Director Lippert is to receive all homeowner request for concrete issues and will assess on a case by case basis with Quickel Paving. Upon motion duly made and seconded:

Resolved: To proceed with notifications to the homeowners ASAP as street work starts in June. The Board approved a cost not to exceed \$8,000 (\$5,000 Quickel/\$2,350 Cornerstone) for the new excavation on San Raphael to allow an irrigation line and conduit to be run underneath the street to get irrigation to the corners so that the Association can properly water the plant material. Approved: Unanimous.

SUMMER MEETINGS/VACATION PLANNING

Summer is almost here and we know vacation schedules as in the midst. Lisa has a planned vacation which impacts the June 28th meeting date. Eli is prepared to hold the June meeting

as planned, or we can reschedule, or we might want to combine the June/July meetings. Upon motion duly made and seconded:

Resolved: To proceed with the June 28th regularly scheduled meeting with Eli. Approved: Unanimous.

ANNUAL MEETING PLANNING

This year we have Barney, Billy and Al's positions expiring, and we hope you all agree to run again. In accordance with your Election Rules, a Nominating Committee is to be appointed by the Board which consists of a Chairperson who shall be a member of the Board and two more members. Upon motion duly made and seconded:

Resolved: To appoint Directors Adams and Lippert, with Community Member Kimberly Aminpour as Nominating Committee members. Candidacy Forms are to be mailed with August billing. Approved: Unanimous.

PROPERTY INSPECTION

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

GOALS/STRATEGIC PLAN

Goals/projects for 2017:

Slope Renovation –Santa Lucia/San Raphael – **hold pending fund availability**
Street Lighting – **lantern replacement, sample on order for installation in June**
Street Overlay – **on agenda**

MEMBER COMMUNICATIONS/NEWSLETTER IDEAS

The following topics will be included in the July 2017 newsletter: Projects for 2017- street work scope, street light sample being installed, Annual Meeting- save the date, and drought emergency lifting.

LANDSCAPE COMMITTEE

The April 2017 walkthrough inspection report was presented for Board review. A proposal to transition the irrigation from the Master Association lines to the CSM irrigation meters at both corners of Cassis & Ritz Pointe was received. This could be done in conjunction with Quickel trenching new lines under the roadway.

Enclosed are 4 proposals to replace broken or non-functioning irrigation items such as rotors and hunter heads located in various areas at a total cost not to exceed \$2,906.50.

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

Resolved: To approve Cornerstone's proposals at a cost not to exceed \$2,906.50. Approved: Unanimous.

ARCHITECTURAL COMMITTEE

57 San Raphael: Rear Deck Approval Plans Review – Robert is reviewing the 2015 plans for the rear deck as the condition of approval was for no top rail installation. Upon inspection by the Architectural Committee...a top rail has been installed despite not being on the plans.

16 San Raphael: Solar Panels submittal was denied due to piping on the exterior portion of the house and inverter located in front side gate exposed to street view. The homeowner was provided the guidelines for solar installation and pending resubmittal with new plans.

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

Management was informed to process NOCs for only major architectural changes such as remodels and additions.

PATROL SERVICE REPORTS

The Board reviewed reports received by Patrol One as well as all correspondence related to the parking patrols.

Member Karen Jantzen reported the non-resident beach parkers have returned and requested assistance with enforcement. Signs are to be relocated to maximize awareness of the parking restriction at the end of Cassis by moving them further up Cassis, not just in the cul de sac.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 6:05 p.m. The next regular session Board meeting will be held on Wednesday, June 28, 2017 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.