

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION**

**MEETING OF THE BOARD OF DIRECTORS**

**JUNE 28, 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, June 28, 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, Homeowner Hearings, Short Term Rental Legal Counsel Correspondence and Surveillance Cameras, this meeting was called to order at 6:25 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: Eli Perez, Progressive Community Mgmt.

Also Present: Mr. and Mrs. Eugene & Mimi Monroe, Member – 7 Cassis

**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.

## **CONSENT CALENDAR**

A “consent calendar” has been prepared to expedite the business decisions. One motion will approve all items on the consent calendar. Upon motion duly made and seconded:

**Resolved:** To accept the Minutes of the Meeting of May 24, 2017.

**Resolved:** To accept the May 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 turning account #CM063 to ALS if the account is not paid in full by July 12, 2017, after the last chance to pay letter is sent.

**Resolved:** Approved, Unanimous.

## **STREET WORK UPDATE**

At March’s meeting, the Board of Directors approved the scope of work and cost not to exceed \$425,800 from Quickel Paving after receiving two other competitive bids.

Quickel & Cornerstone Landscape proposals for an excavation on San Raphael to allow an irrigation line and electrical conduit to be run underneath the street was approved at the May meeting.

South Coast Water District replaced 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 Master Association was informed about parking on Ritz Pointe during the street grinding and overlay work as it may become necessary due to the limited amount of car parking space available.

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.

The Board authorized an additional \$10,000 in extras to address homeowners concerns about their concrete for 11 Cortina (repair), 15 Cortina (replacement), 65 San Raphael (replacement) and 1-3 San Raphael, replace approach and a sliver of 3 San Raphael's front driveway area. Upon motion duly made and seconded:

**Resolved:** To continue communications with the membership as well as with the vendors to ensure seamless coordination during the street work. The Board approved an additional \$10,000 for extras, to be ratified at the July meeting once details are received on the scope of work. Approved: Unanimous.

## **GOLF COURSE SLOPE MAINTENANCE**

Director Adams and Management met on-site with Monarch Links representatives, Eric Lohman and Daniel Miller to review the Association concerns with regards to regular maintenance and fire safety for the Cassis, Costa Del Sol and Santa Lucia homes that straddle the golf course maintenance easement areas. The current conditions of the slopes on the day of this inspection were noted to be in fair/good condition despite tall weeds and partial removal of the pampas plants as questions about areas of responsibilities were discussed. Due to the heavy rains experienced earlier this year, it has promulgated the growth of tall weeds and pampas grass in close proximity of these homes mentioned above. Additionally, v-ditches are to be audited and cleaned out on a regular basis due to accumulation of debris. The Golf Course will audit slope irrigation and properly irrigate when necessary as the slope irrigation has not been turned on since last Fall. Upon motion duly made and seconded:

**Resolved:** To provide the Golf Course time to respond to the punch list of items from the inspection. Progressive responded to the requested information from the Golf Course. To continue to process homeowner calls about maintenance of the Golf Course slope accordingly. Approved: Unanimous.

## **STREET LIGHT FIXTURE REPLACEMENT**

Clint is in the process of ordering a new larger sample fixture after the second one was reviewed and determined to be too small, however the lighting effect is optimal. No comments were received by the membership this time around. The cost for this recently reviewed fixture came in at \$876.25 each with labor estimated at \$100 for each fixture. A total of 36 fixtures were proposed at a total of \$33,989.74 without labor pricing. Total Lighting Reserve Fund: \$59,034.50. Upon motion duly made and seconded:

**Resolved:** To view the next sample fixture once installed so the Board would be able to determine the final details for this project. Approved: Unanimous.

## **RESERVE STUDY PROPOSALS**

Management obtained two reserve study proposals from Advanced Reserve Solutions & Foresight Financial Services for Board review. Upon motion duly made and seconded:

**Resolved:** To approve Advanced Reserve Solutions to complete preparation of the Reserve Study with on-site visit for the upcoming budget preparation, for costs not to exceed \$750.00. 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 July/August**

Street Overlay – **on agenda**

## **MEMBER COMMUNICATIONS/NEWSLETTER IDEAS**

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

## **LANDSCAPE COMMITTEE**

The June 2017 walkthrough inspection report was presented for Board review.

Enclosed were 2 proposals from Cornerstone Landscape. The first was to replace the color at all 5 corners which has been approved by the Landscape Committee.

The second proposal was for 100 flats of Ice Plant material behind #1-7 San Raphael to replace the struggling plant material that dried up when the water meter that services this

area went offline, at a cost not to exceed \$2,500.00. Cornerstone recommends holding on this to see if any of the plant material grows back as the irrigation is running normally now.

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

**Resolved:** To approve Cornerstone's first color proposal at a cost not to exceed \$1,600.00. To table the second proposal for the ice plants. Approved: Unanimous.

## **ARCHITECTURAL COMMITTEE**

Mr. Margetts of 9 Cassis submitted a complaint from his renter about the surveillance cameras installed at 7 Cassis advising that two cameras are pointed into the direction of 7 Cassis, one at the entrance and the rear balcony. This is on the Executive Session as David Cane's involvement was requested.

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.

## **ADJOURNMENT**

There being no further business to come before the Board in regular session at this time, the Board adjourned at 7:00 p.m. The next regular session Board meeting will be held on Wednesday, July 26, 2017 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.