

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

JULY 26, 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, July 26, 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 5:30 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: Ms. Kathleen Chisholm, Member – 43 Santa Lucia

HOMEOWNER FORUM

Ms. Chisholm requested information and clarification of the street work that was in progress at the time.

**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 June 28, 2017.

Resolved: To accept the June 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.

Approved: Unanimous.

STREET WORK UPDATE

Quickel Paving completed the concrete replacements, asphalt repairs and overlay portion of the street renewal project. The slurry is to be completed in October after the overlay cures properly.

A full accounting of the concrete replacement extras totaled at \$21,200.00. The extras approved on-site with the Board includes 2 areas near 15 Cortina, 7 Cortina, 65 San Raphael and across from 7 Cortina. 1-3 San Raphael’s approach was approved to be replaced along with a sliver of 3 San Raphael’s driveway. 17 Costa Del Sol’s roll curb was approved for replacement.

There was one incident of concern brought up by Mr. Frank Zihlmann/9 San Raphael regarding workmanship and was resolved by Quickel. Additionally, Mr. Zihlmann requested paint markings to be removed when the street is paved. Albert Ramirez/Quickel believes the paint markings will go away after the paving and slurry. The Board requested Quickel to ensure removal of the green paint markings.

Albert attended the meeting to discuss the completed work, the October slurry, man hole cover - jack hammering, post work clean-up punch list and to answer any questions. Upon motion duly made and seconded:

Resolved: The Board ratified the approval of \$21,200.00 for concrete replacement extras.
Approved: Unanimous.

WINDOW WASHING GROUP DISCOUNT

Mr. Shultz requested the Association consider obtaining a group discount for the membership to help with the dusty windows from the recent street work. Cullen Window Cleaning of Irvine offered a 10% discount for homes under 2,000 sq. ft. or \$19,000.00 to clean all 190 single family homes. Sunshine Windows Services of Lake Forest declined to provide an estimate. Window Masters did not submit an estimate in time for this meeting. Upon motion duly made and seconded:

Resolved: The Board agreed not to accept the offer from Cullen Windows and to send correspondence to Mr. Shultz thanking him for his suggestion. Approved: Unanimous.

MASTER ASSOCIATION WATER LINES AND MAINTENANCE

The Master Association has advised that a formal discussion is needed in changing the irrigation water lines and maintenance responsibilities at the 4 entry corners to CSM that affect both Corniche Sur Mer HOA (CSM) and the Master Association. Management advised the Master Association that CSM only extended irrigation lines to reach focal corners and that there has been no change in meters, clarifying that the CSM was not connecting to the Master meter. A map confirming the irrigation related changes was provided to the Master Association and South Coast Water District (SCWD). The Master Association advises they will review this in August at their meeting. Upon motion duly made and seconded:

Resolved: The Board of Directors for Corniche Sur Mer resolved to proceed with completing the connections as planned and for management to continue communications with the Master Association and the SCWD. Approved: Unanimous.

VILLE FRANCHE COMMON AREA DAMAGE CHILDREN PLAYING ON SLOPES

Children were observed playing on the common area slope on Ville Franche and damage was caused to plant material and ground cover. Upon motion duly made and seconded:

Resolved: The Board resolved to proceed with sending a notice to the Ville Franche Homeowners to bring about awareness of the dangers and consequences of playing on slopes. Approved: Unanimous.

**DARROW ELECTRIC/
LIGHTING MAINTENANCE**

A notice from Darrow Jensen was received notifying the Association of the cancelation of the new electrical meter replacement that was on order and the suspension of his business for at least 6 months due to medical reasons. The meter in front of 35 San Raphael was slated for replacement due to its current condition of disrepair. Management proceeded with the approval of Three Phase's Electric proposal due to the current conditions of the meter and has received a monthly maintenance and service proposal for consideration by the Board as Darrow is no longer able to be called upon for service of minor street light outages and repairs. Upon motion duly made and seconded:

Resolved: The Board resolved to approve Three Phase Electric's meter replacement proposal at a total cost of \$3,700.00 and to approve Three Phase Electric's maintenance proposal at a cost of \$64.00, monthly. Approved: Unanimous.

**LANDSCAPE MAINTENANCE
CORNERSTONE CONTRACT
INCREASE – JANUARY 2018**

Mr. Walter Soto/Cornerstone informed management of an increase in the maintenance contract effective January 1, 2018 due to rising labor costs. The total increase proposed was \$257.00 per month. Upon motion duly made and seconded:

Resolved: The Board resolved to approve the increase of \$257.00 per month for the Cornerstone Landscape Maintenance contract effective January 1, 2018. Approved: Unanimous.

**STREET LIGHT
FIXTURE REPLACEMENT**

A new proposed cost and lighting schematic for the street light fixtures was presented by Monterey Lighting Solutions and produced by NLS Lighting. A sample is scheduled to be installed on Cassis between San Raphael and Santa Lucia in about 1-2 weeks. This will represent the third sample review as the previous samples were inadequate in size, however the lighting was noted as optimal on the latest sample. The cost for each fixture is \$1,175.42 with labor/installation coming in at \$172.00 per fixture. The grand total expense of this project is estimated to be \$64,215.01 including tax, wall brackets and labor. Upon motion duly made and seconded:

Resolved: The Board resolved to review the new fixture once installed and to determine the final details of this project including financial review and installation cost. 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 August**

Street Slurry – **October 2017**

MEMBER

COMMUNICATIONS/NEWSLETTER IDEAS

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

LANDSCAPE COMMITTEE

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

Two proposals from Cornerstone Landscape were presented to the Board for consideration. The first was to install plant material and soil per the July 12th Landscape Inspection at a cost not to exceed \$1,839.50. Majority of the work was required due to the sidewalk replacements.

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 recommended holding on this to see if any of the plant material grows back as the irrigation is running normally now. It has been a month now and new images with a revised proposal is provided for your review.

A proposal has been requested from Toal Engineering to help identify and mark the property boundaries and maintenance responsibility areas between the Golf Course and the HOA slope.

Pest Control Reports – Atlas Pest Management was reminded to provide monthly reports to be included in the Board reports. Joe Malagon confirmed the reports were stopped by the previous management company.

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

Resolved: The Board resolved to approve Cornerstone's plant and soil proposal at a cost not to exceed \$1,839.50 and to table the second proposal for the ice plants as another proposal is sought. Approved: Unanimous.

ARCHITECTURAL COMMITTEE

Ms. Pridy requested a waiver of an administrative charge of \$10.56 for copies of plans made for her by Director Lippert. Ms. Pridy suggested that she was not informed beforehand and feels the architectural review process was delayed. This was a hard cost that the Association incurred to help expedite this process for the homeowner. Upon motion duly made and seconded:

We are working with Director Lippert 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.

Resolved: The Board resolved to approve Ms. Pridy's reimbursement request. Approved: Unanimous.

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 6:23 p.m. The next regular session Board meeting will be held on Wednesday, August 23, 2017 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.