

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

AUGUST 23, 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, August 23, 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 and Short Term Rental Concern, this meeting was called to order at 5:07 p.m. by Board President Susan Adams.

ATTENDANCE

Present: Susan Adams, President
Robert Lippert, Vice President
Al Kaiser, Treasurer
Barney Graves, Secretary

Absent: Billy Pine, Director

Management: Lisa Klasky, CCAM, Progressive Community Management
Eli Perez, Progressive Community Management

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 July 26, 2017.

Resolved: To accept the July 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.

MASTER ASSOCIATION LANDSCAPE RENOVATION PLAN

The Master Association rolled out plans recently to renovate the landscape and trees along Ritz Pointe Drive that back-up to San Raphael, Ville Franche & Monaco, respectfully. The plan called for the removal of 60 plus mature liquid amber trees that buffer the homes previously mentioned. The replacement trees proposed were fifteen gallon Ficus Benjamina which are not suited to be planted on a slope close to infrastructure as the root system is well known to be destructive. Corniche Sur Mer HOA sent out a mailer to the membership requesting feedback to the Master for their plan. So far, a handful of homeowners have either responded to Corniche or directly to the Master Association. New information was obtained by Robert Lippert at this meeting, as he serves on the Master Association Board. Mr. Lippert informed the Corniche Board of Directors that he was not included in the Master’s deliberations nor allowed to vote on the matter. Upon motion duly made and second:

Resolved: To continue forwarding feedback to the Master Association upon receipt of member’s views and comments and to encourage the membership to attend the next meeting of the Master’s Board. Approved: Unanimous.

STREET WORK UPDATE

Quickel Paving has completed the renewal of the streets with concrete replacements, asphalt repairs and overlay paving. The Man-hole covers raising and jackhammering phase has been completed. Scheduling of the slurry seal details are to be discussed at the September meeting. Robert continues to work closely with Quickel to ensure issues such as tire marks or scuffs, paint markings, & dirt accumulation are removed, that were caused by the vendor only.

MASTER ASSOCIATION WATER LINES AND MAINTENANCE

The Master Association advised last month that a formal discussion was needed in changing the irrigation lines and maintenance responsibilities at the 4 focal entry corners 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 CSM was not connecting to the Master meter after it was alleged by the Master's landscapers that they were connected. The Board discussed how the monument planters continue to be starved for irrigation by the Master Association's negligence. By chance, an onsite meeting took place between the Master and CSM's Landscape Committee's whereas Board President Adams beseeched the Master Representatives to expedite their review process as plant material continues to fail. Upon motion duly made and seconded:

Resolved: To follow-up with the Master Association within two weeks if no response is received by that time. 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 was installed on Cassis between San Raphael and Santa Lucia. 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 and to determine the final details of this project including financial review and installation cost. Approved: Unanimous.

FIRE SPRINKLER SYSTEM COMMUNITY DISCOUNT

Director Lippert in an effort to provide awareness as most systems are not tested, requested management to reach out to South Coast Fire Protection to negotiate a group discounted rate for the membership. The normal price for this type of testing was \$125.00 and was reduced to \$75.00, a \$50.00 cancellation fee applies. Upon motion duly made and seconded:

Resolved: The Board resolved to accept South Coast Fire Protection's discounted rate and to advertise it in a community newsletter. Approved: Unanimous.

HOLIDAY LIGHTING

The Board reviewed two proposals to install a holiday display at the new monuments with lit garlands and bows. Garrett Electric was the approved vendor last year and proposed a lit garland draped across the top and bottom portion at each monument including large ornament clusters and red bows at a total cost of \$975.00. Garrett Electric was requested to revise the bid to offer up more cheer. Upon motion duly made and seconded:

Resolved: The Board resolved to approve Garrett Electric's proposal without the bows at a total cost of \$975.00. Director Adams to produce the bows and to reuse the credit amount towards this effort. Approved: Unanimous.

STREET SWEEPER MERGER/FYI

Unique Sweeping and 21st Century Sweeping merged into Quality Street Service and has become the street sweeping service. All administrative tasks such as obtaining certificates of insurance, billing, contacts have been recorded and properly filed. Upon motion duly made and seconded:

Resolved: The Board accepted the merger report and directed management to obtain proposals from three vendors for consideration at the next meeting. 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 September**

Street Slurry – **Spring 2018**

MEMBER

COMMUNICATIONS/NEWSLETTER IDEAS

The following topics will be included in a future newsletter: Street Light Sample Review, Update on 2018 projects, Street Sweeper Day Reminder, Community Safety, Dunn Edwards Paint – Online and 37% Discount, Urban Run-off.

LANDSCAPE COMMITTEE

The August 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 70 flats of yellow gazania behind 1 and 7 San Raphael to fill in significantly sized bare areas at a total cost of \$1,175.00. The Landscape Committee recommended approval of the gazanias as the plant material is known to be hardy and less dependent on irrigation.

The second proposal was for 20-5-gallon Red Bougainvillea “La Jolla” for behind 29 San Raphael to fill in bare areas where some foreign plant material was recently removed at a total cost of \$500.00.

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.

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

Resolved: The Board resolved to approve both Cornerstone’s Gazanias and Bougainvillea proposals at a total cost not to exceed \$1,675.00. Approved: Unanimous.

ARCHITECTURAL COMMITTEE

23 Costa Del Sol is in process of submitting an architectural application for review. The member pledged to do so after receiving a courtesy reminder. Management will monitor compliance.

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.

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 6:15 p.m. The next regular session Board meeting will be held on Wednesday, September 27, 2017 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.