

πCORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

SEPTEMBER 27, 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, September 27, 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, Legal Correspondence with Master Association and Homeowner Hearings, this meeting was called to order at 5:26 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, 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 August 23, 2017.

Resolved: To accept the August 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.

2018 RESERVE STUDY

The Board reviewed and approved the 2018 updated reserve study report prepared by Advanced Reserve Solutions (ARS). Upon motion duly made and second:

Resolved: To inform ARS of the overall approval and to request an adjustment to be made by splitting off 10% from the Sidewalk/Concrete combined component into separate components, with the 10% amount reallocated to Concrete. Approved: Unanimous.

DRAFT 2018 FISCAL YEAR BUDGET & SUPPORTING DOCUMENTS

The Board reviewed and approved the 2018 budget with no increase in dues. Upon motion duly made and second:

Resolved: To send the approved budget with supporting documents to the membership before November 30, 2017. Approved: Unanimous.

STREET SLURRY UPDATE/FYI

Quickel Paving recommended that the slurry not take place this year to allow more cure time for the newly applied fresh asphalt. The best time indicated would be Spring 2018.

STREET LIGHT FIXTURE REPLACEMENT

The Board continues to review the proposed cost and lighting schematic for the street light fixtures was presented by Monterey Lighting Solutions and produced by NLS Lighting while reviewing homeowner feedback. A third sample was installed on Cassis between San Raphael and Santa Lucia 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. One comment from an owner was received for the Board's review. SDG&E is not offering any rebates at this time. 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.

STREET SWEEPER PROPOSALS

The Board reviewed several proposals presented. Upon motion, duly made and seconded:

Resolved: To table the proposals to the November meeting while management obtained additional information. 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 September 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 new plant material in various locations based on the August community inspection. These areas were assessed to be bare due to expired plants and in need of fresh plant material. The Landscape Committee recommends approval as the new plant material is attractive, hardy and less dependent on irrigation. The total cost of this proposal is \$2,181.00 with the majority of the cost due to the amount of expired plant material on a long stretch of Cassis, especially across from 11 Cassis.

The second proposal is to perform the annual scalping of the turf, apply seed topper and Rye Perennial Rye Seed throughout the common areas at a total cost of \$850.00.

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 – Prepared for the Board’s review.

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

Resolved: To approve both Cornerstone’s proposals at a total cost of \$3,031.00.
Approved: Unanimous.

Resolved: The Board agreed not to approve the Toal Engineering proposal as it no longer was a needed service, to thank Toal Engineering for providing a proposal with impeccable detail. Approved: Unanimous.

ARCHITECTURAL COMMITTEE

23 Costa Del Sol has not submitted an architectural application for review. The member pledged to do so after receiving a courtesy reminder and has been fined since then on an unrelated compliance matter. The owner's hearing is scheduled for your November executive session meeting.

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.

PEST CONTROL REPORTS

The Board reviewed reports received by Atlas Pest Control as well as all correspondence related to the Pest Control Program.

LIGHTING REPORTS

The Board reviewed reports received by Three Phase Electric as well as all correspondence related to the lighting repairs and replacements.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 5:57 p.m. The next regular session Board meeting will be held on Wednesday, November 15, 2017 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.