

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION**

**MEETING OF THE BOARD OF DIRECTORS**

**NOVEMBER 14, 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 Tuesday, November 14, 2017 at the Office of Progressive Community Management, 27405 Puerta Real, Suite #300, Mission Viejo, 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 3:20 p.m. by Board Vice President Robert Lippert.

**ATTENDANCE**

Present: Robert Lippert, Vice President  
Al Kaiser, Treasurer  
Barney Graves, Secretary  
Billy Pine, Director

Absent: Susan Adams, President

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.

## ANNUAL MEETING RECAP AND ORGANIZATIONAL MEETING

The Reconvened Annual Meeting was successfully held on November 2, 2017. The results were published in the December newsletter.

Billy Pine	82 votes	2-year term
Al Kaiser	82 votes	2-year term
Barney Graves	74 votes	2-year term

The Board discussed re-appointment of officer positions currently held. The officers of the Board include: President, Vice President, Secretary, Treasurer and Director. All officer positions have the same authority as the other directors, but they do have some additional responsibilities regarding running meetings, signing documents, signing checks and reviewing financial statements. Upon motion duly made and seconded:

**Resolved:** The Board re-appointed officer positions currently held as follows: President - Susan Adams, Vice President - Robert Lippert, Treasurer - Al Kaiser, Secretary - Barney Graves, and Director - Billy Pine. 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 September 27, 2017.

**Resolved:** To accept the Minutes of the Reconvened Annual Meeting of November 2, 2017.

**Resolved:** To accept the September & October 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 fiscal year end audit and tax return prep with Schonwit & Associates.

**Resolved:** To approve the Patrol One rate increase effective January 1, 2018.

**Resolved:** To approve the Cornerstone Landscape proposal for focal point holiday color.

Approved: Unanimous.

## **STREET LIGHT FIXTURE REPLACEMENT**

The Board reviewed the current proposal from Monterey Lighting Solutions, went over owner feedback and discussed scheduling. Upon motion duly made and second:

**Resolved:** To request a photometric layout of the community that shows cone of light effects on streets, sidewalks and property. Obtain details on estimated time periods on corrections once installation is started. To distribute the fiscal year end net income into the Lighting Reserve Fund. Approved: Unanimous.

## **MONUMENT BORDER RE-GROUT/ RCI PROPOSAL**

The Board reviewed the proposal from RCI to re-grout two monuments as some of the grout has deteriorated. Upon motion duly made and second:

**Resolved:** To approve RCI's proposal at a cost not to exceed \$650.00. Approved: Unanimous.

## **2018 ANNUAL CALENDAR**

The Board reviewed the 2018 calendar of annual events and tasks to be completed in the new year. Upon motion duly made and second:

**Resolved:** To approve the calendar for the new year. 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 2018:  
Slope Renovation –Santa Lucia/San Raphael – **hold pending fund availability**  
Street Lighting – **lantern replacement, Approved and scheduled for Late January**

Street Slurry – **Spring or Summer 2018**

**MEMBER  
COMMUNICATIONS  
NEWSLETTER IDEAS**

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

**LANDSCAPE  
COMMITTEE**

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

Pest Control Reports – Prepared for the Board’s review.

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

**Resolved:** To review said reports, no further action required at this time. To approve a holiday cheer gift card for Cornerstone and Management. Approved: Unanimous.

**ARCHITECTURAL  
COMMITTEE**

Director Lippert provided the Committee’s report to the Board and is receiving/reviewing applications, to date all submittals have been processed. Management 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 4:20 p.m. The next regular session Board meeting will be held on Wednesday, January 24, 2018 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.