

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 25, 2018**

*** * * 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, April 25, 2018 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 5:37 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
Absent:	None
Management:	Progressive Community Management Lisa Klasky, CCAM, Principal Eli Perez, Community Manager

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 March 28, 2018.

Resolved: To accept the March 31st 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 renewal of retainer fee agreement at the same annual rate of \$1,200.00 as presented by Cane, Walker, & Harkins, LLP for the period of April 27, 2018 through April 26, 2019. Legal Operating Expense.

Resolved: To approve the reserve study proposal as presented by Advanced Reserve Solutions at a cost not to exceed \$450.00, option 2 (without site visit). Operating Reserve Analysis Expense.

Approved: Unanimous.

BUSINESS ISSUES

TRASH BIN PLACEMENT ORGANIZATION REQUEST

The Board reviewed the request from CM077 to mark trash can placement markings for 1 and 3 San Raphael after the owner explained that neighbors tend to get confused or forget how to place the bins in an organized matter. The owner modified his request to include a majority of the cul de sac owners. Upon motion duly made and seconded:

Resolved: To send out a special mailer to all San Raphael cul de sac owners asking if they would like to participate by committing to placing their trash bins in designated spots that will assist in the trash bin collection process with CR&R. To approve the Quickel proposal at a cost not to exceed of \$150.00 once the responses are received, to share responses with the Board at their next meeting as an FYI. Approved: Unanimous.

OWNER CONCERN

The Board reviewed communications from CM017 detailing her concerns about her neighbor's leaning side wall. Upon motion duly made and seconded:

Resolved: To place on the next property inspection agenda and follow-up with the owner.
Approved: Unanimous.

PROPERTY INSPECTION

The Board and Management met earlier this same day 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 Slurry – **May 2nd, 4th, 9th & ~~May 11th~~, rescheduled to May 16th, 2018**

Refresh website/new photos

Golf Course Appearance

MEMBER COMMUNICATIONS NEWSLETTER IDEAS

The following topics will be included in the June newsletter: Update on 2018 projects, check with the Master Association regarding guest lists to ensure accuracy/security, Street Sweeper Day Reminder, Community Safety, Dunn Edwards Paint – Online and 37% Discount, trash and doggie matters and parking program.

LANDSCAPE COMMITTEE

The April 2018 walkthrough inspection report was presented for Board review.

The Board reviewed extensive communications from the golf course concerning the repair of their irrigation equipment.

Work orders were being issued as needed for routine maintenance and Cornerstone has been responsive. Upon motion duly made and seconded:

Resolved: To review the reports, no further action was required. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-240 – Slope Renovation adjacent to 1 Santa Lucia and behind 15 & 17 San Raphael. The revised proposal was quoted at \$10,450.00. Upon motion duly made and seconded:

Resolved: To table the proposal to the next meeting and transfer the Contingency & Interest Reserve balances to the Landscape Renovation Reserve Fund to replenish. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-253 – Tree trimming for 12 Monaco's trees that have grown into the owner's fencing and encroaches somewhat into the common area path. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$600.00. The owner is not required to pay back. Operating/Tree Trimming Expense. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-254 – Replace expired ground cover along Venezia from the monument to Monaco, which currently shows bare areas and struggling ground cover. Upon motion duly made and seconded:

Resolved: To table this proposal and request a revision, propose plant material other than Carissa (thorns). Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-255 – Install mulch at three main areas on Santa Lucia, Costa Del Sol and Cassis to improve curb appeal. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$900.00. Operating/Landscape Extras Expense. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-256 – Fill in bare areas and replace expired plant material located throughout the community. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$1,505.00. Landscape Reserve Fund Expense. Approved: Unanimous.

ARCHITECTURAL COMMITTEE

Director Lippert received/reviewed applications and, 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.

The Board reviewed communications from CM138 requesting re-imbusement of towing fees. Upon motion duly made and seconded:

Resolved: To review the reports from Patrol One with no further action required. To respond to the owner that after thoughtful consideration, the Board declines to reimburse as it would not be fair to all owners to pay for this expense after adequate notices were sent to the owner about the rule infraction that lead up to the vehicle being towed. Approved: Unanimous.

PEST CONTROL REPORTS

The Board reviewed reports received by Clark Pest Control, as well as all correspondence related to the Pest Control Program. The Board reviewed a concern from CM148 involving bird waste on homes. Upon motion duly made and seconded:

Resolved: To accept the report provided by Clark Pest Control and to follow-up with the vendor regarding the inquiry from CM148. Approved: Unanimous.

LIGHTING REPORTS

The Board reviewed all correspondence related to the lighting repairs and replacements.

The Board discussed the possibility of troubleshooting bird waste on the street lights. Upon motion duly made and seconded:

Resolved: To continue the discussion on the street lights at another time when it is clear service is needed as the waste can easily be power washed off.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 6:30 p.m. The next regular session Board meeting will be held on Wednesday, May 23, 2018 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.