

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
August 22, 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, August 22, 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 4:56 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, CCAM, Community Manager

**HOMEOWNER FORUM**

Mr. Reed Hartzog/22 San Raphael was in attendance to participate in the discussion about the pool vault rule.

**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 25, 2018.

**Resolved:** To accept the July 31<sup>st</sup> 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.

## **BUSINESS ISSUES**

### **BUDGET PREPARATIONS**

The Board discussed preparations on forming next year’s fiscal year budget. Upon motion duly made and seconded:

**Resolved:** To agendize final approval for the budget, reserve study and re-adopt policies at the September meeting. Approved: Unanimous.

### **STREET REPAIRS CR&R/FYI**

The Board discussed the on-going effort on communication with CR&R on clean-up and insurance claims. Upon motion duly made and seconded:

**Resolved:** To follow-up with Mr. Jay Godal/XL Catlin within two weeks to obtain an update on a pending on-site meeting. To agendize this topic for the next meeting. Approved: Unanimous.

### **SUMMER FRESHENING PROPOSALS**

The Board reviewed two proposals to repaint a sign at Cassis & Costa Del Sol, clean all street signs/posts, stop sign posts and mailbox posts due to accumulation of cob webs and dirty water streaks, clean off mold off of the Venezia monument and replaced doggy signs. Upon motion duly made and seconded:

**Resolved:** To approve the proposal from Sterling Cleaning and Maintenance at a total cost of \$1,470.00 with the condition that they properly protect the street lights during maintenance. Operating Contingency Expense Balance: \$4,632.50. Approved: Unanimous.

## **HOLIDAY LIGHTING**

The Board reviewed a proposal from Garrett Electric, reduced cost from last year. Upon motion duly made and seconded:

**Resolved:** To approve the proposal from Garrett Electric at a total cost of \$925.00. Operating Contingency Expense Balance: \$4,632.50. Approved: Unanimous.

## **ANNUAL MEETING OCTOBER 24, 2018/FYI**

The Board discussed preparations for the upcoming annual meeting in October. Upon motion duly made and seconded:

**Resolved:** To acknowledge the annual meeting is scheduled for October 24, 2018 with no further action required. 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 - *\*In-process*  
Street Slurry - *\*Completed*  
Refresh website/new photos - *\*Ongoing*

## **MEMBER COMMUNICATIONS NEWSLETTER IDEAS**

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

## LANDSCAPE COMMITTEE

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

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 and agreement, no further action was required. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-267 – Install plant material, mulch, rocks and transplant existing plants in multiple locations. The proposal was quoted at \$5,384.00. Upon motion duly made and seconded:

**Resolved:** To approve the proposal at a total cost of \$5,384.00. Operating/Landscape Extras Expense. Approved: Unanimous.

The Board reviewed a concern from Ms. Eva Becwar about the rear slope. Upon motion duly made and seconded:

**Resolved:** To send correspondence to the owner and inform of new plants to be installed shortly on the rear slope to help with surface erosion. Approved: Unanimous.

The Board discussed hiring a goat service to bring down the acacia plant growth behind the San Raphael homes. Upon motion duly made and seconded:

**Resolved:** To inquire about this service and agendaize for the next meeting. Approved: Unanimous.

The Board discussed inquiring with CR&R on waste containers. Upon motion duly made and seconded:

**Resolved:** To inquire about CR&R's waste containers and agendaize for the next meeting. 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.

**Resolved:** To accept the Architectural Log and send to file. Approved: Unanimous.

Director Adams has been reviewing the Architectural Committee community notices and forms for updates with the assistance of Legal Counsel to ensure documents are up to date and reflect current Davis/Sterling Act language.

**Resolved:** To review all forms and send to Legal Counsel for review. Approved: Unanimous.

The Board reviewed comments provided during the commentary period and adopted an Architectural Guideline Rule – Ground Vaults for Pool & Spa Equipment. Upon motion duly made and seconded:

**Resolved:** To formally adopt the new rule and post notice onto the bulletin board. Approved: Unanimous.

The Board reviewed an architectural application submitted by Robert Lippert and the neighbor's concern about a view which may be obstructed by the improvement (lattice). Upon motion duly made and seconded:

**Resolved:** To defer the matter as Mr. Lippert withdrew his application from further consideration. Approved: Unanimous.

The Board discussed the current architectural guidelines, specifically colors and finishes for glass view and wind panels. Upon motion duly made and seconded:

**Resolved:** To table the matter to the next meeting for further discussion. Approved: Unanimous.

The Board reviewed a concern from 51 Cassis regarding their neighbor's recent exterior work on their home. Upon motion duly made and seconded:

**Resolved:** To acknowledge the concern brought forth and communicate with 53 Cassis's exterior modifications, if any. Approved: Unanimous.

## **PATROL SERVICE REPORTS**

The Board reviewed reports received by Patrol One, as well as all correspondence related to the parking patrols. Upon motion duly made and seconded:

**Resolved:** To review the reports from Patrol One with no further action required. Approved: Unanimous.

## **PEST CONTROL REPORTS**

The Board reviewed reports received by Clark Pest Control and Animal Pest Management. The Board reviewed all relevant correspondence related to pest control. Upon motion duly made and seconded:

**Resolved:** To accept the report provided by Clark Pest Control and Animal Pest Management. Approved: Unanimous.

## **LIGHTING REPORTS**

The Board reviewed all correspondence related to the lighting repairs and replacements. Upon motion duly made and seconded:

**Resolved:** To accept the reports to file, no further action required. Approved: Unanimous.

The Board reviewed feedback provided by Ms. Karen Schlaepfer/29 Cassis regarding her request to dim the lighting as the light broadcasts onto her front yard area. Management confirmed LU Electric installed the largest blinder possible pending feedback from the owner. The Board reviewed feedback from 15 Costa Del Sol regarding how dim the light appears at Cassis and Costa Del Sol.

**Resolved:** To appoint Director Lippert to speak directly with Ms. Schlaepfer in an effort to come to an agreement and to follow-up with 15 Coast Del Sol that the Board declined to increase the brightness of the street light located on Cassis and Costa Del Sol. Approved: Unanimous.

## **ADJOURNMENT**

There being no further business to come before the Board in regular session at this time, the Board adjourned at 6:25 p.m. The next regular session Board meeting will be held on Wednesday, October 3, 2018 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.