

CORNICHE SUR MER HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

JANUARY 24, 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, January 24, 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, Personnel Matters and Homeowner Hearings, this meeting was called to order at 4:59 p.m. by Board President Susan Adams.

ATTENDANCE

Present: Susan Adams, President
Al Kaiser, Treasurer
Barney Graves, Secretary
Billy Pine, Director

Absent: Robert Lippert, Vice President

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 November 14, 2017.

Resolved: To accept the November & December 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 accept the annual manager certification disclosure.

Resolved: To ratify the Cornerstone Landscape proposal for Kangaroo Paw Replacements at a total cost of \$4,900.00.

Resolved: To approve the Accurate Voting proposal for Inspector of Elections – 2018 Annual Meeting at a total cost before meeting attendance of \$710.50.

Resolved: CM108 – To approve sending a “Last Chance” letter to encourage communication and restore good standing due to delinquency and if not paid within 2 weeks, to send file to ALS to file a lien to secure the debt. Director Graves to attempt to communicate personally with the representative of the inheritor of the home as the owner has passed away.

Resolved: CM116 – To approve sending a “Last Chance” letter to encourage communication and restore good standing due to delinquency and if not paid within 2 weeks, to send file to ALS to file a lien to secure the debt. Management to attempt to communicate personally with the owner before sending notice.

Approved: Unanimous.

STREET SWEEPER SERVICE & PROPOSALS

The Board reviewed several proposals and discussed the current service level provided to the Association. Upon motion duly made and second:

Resolved: To decline changing service providers as the current service is deemed acceptable and to send communication of appreciation to the vendors that provided a proposal for consideration. To request the street sweeper to redo the area near 39 Costa Del Sol as it is very dusty due to an ongoing remodel of the home. Approved: Unanimous.

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

The Board was advised that the proprietor of RCI passed away suddenly in December. Management obtained a new proposal from ProTec as RCI was not able to conduct the work. Upon motion duly made and second:

Resolved: To table the proposal from ProTec and seek another opinion or estimate for repairs, preferably from a stone/tile contractor. Approved: Unanimous.

**SPEED BUMPS
CASSIS AT
COSTA DEL SOL**

The Board discussed the safety concerns regarding drivers not coming to a full stop before a stop sign at the intersection of Cassis and Costa Del Sol. Many solutions were discussed as what might solve or reduce the concerns such as speed bumps, signage, barricades, etc. Upon motion duly made and second:

Resolved: To request advice and a proposal from Quickel Paving for traffic calming measures. Approved: Unanimous.

**VANDALISM/
ATTEMPTED
BREAK-IN**

The Board reviewed correspondence from CM001 regarding an attempted break in at their residence. The Master Association was notified of the incident due to an anomaly on their guest list as alerted by the owners. Upon motion duly made and second:

Resolved: To remind the membership about taking steps to protect safety/property and to contact the Master Association or gate to confirm their guest lists are accurate. Approved: Unanimous.

**STREET LANTERN
REPLACEMENT
PROJECT/FYI**

The Board assessed information regarding the project as to its current status and reviewed owner correspondence regarding the effects of the new lights in relation to their homes. Upon motion duly made and second:

Resolved: To communicate with the owners that have forwarded their concerns and work with Clint/Monterey Solutions to resolve any outstanding issues and to schedule a post work-night inspection to finalize the project. Approved: Unanimous.

**3 SAN RAPHAEL/
DRIVEWAY**

The Board reviewed correspondence from the owner regarding his driveway. Upon motion duly made and second:

Resolved: To remind the owner that the street repairs conclude later this year and that his concern is on the list to be addressed with the vendor. Approved: Unanimous.

**LIGHTING MAINTENANCE
SERVICE EVALUATION/
THREE PHASE ELECTRIC**

The Board reviewed this monthly maintenance service to determine if it is needed as new street lights have been installed with a 12-month warranty. Upon motion duly made and second:

Resolved: To terminate the maintenance agreement with Three Phase and continue the business relationship on “as needed” basis. 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 Slurry – **Spring 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.

LANDSCAPE

COMMITTEE

The November 2017 and January 2018 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. Approved: Unanimous.

Five proposals were received from Cornerstone Landscape. The first was to plant bare areas throughout the community at a total cost of \$3,055.00. The second was to plant bare areas behind 1-7 San Raphael at a total cost of \$1,225.00. The third was to replace a 16-station irrigation controller located near 1 Cassis that has malfunctioned at a total cost of \$1,275.00. The fourth was to perform a serious trim down of the tall Acacia behind 1-7 San Raphael as part of renovation planning, total initial cost was quoted at \$82,800.00. The fifth proposal was for renovating the side common area near 1 Santa Lucia that wraps around some of the San Raphael homes to complete that area of renovation, total initial cost was quoted at \$17,200.00.

Resolved: To approve the second proposal to plant the bare areas behind 1-7 San Raphael at a total cost of \$1,225.00. Operating Landscape Expense. To approve the third proposal to replace the malfunctioned irrigation controller at a total cost of \$1,275.00. Irrigation Reserve Expense. To table the first, fourth and fifth proposals and place on the agenda for the April or May meeting for further discussion. 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 5:30 p.m. The next regular session Board meeting will be held on Wednesday, February 28, 2018 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.