

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
November 7, 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, November 7, 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, Member Matters and Homeowner Hearings, this meeting was called to order at 5:52 p.m. by Board President Susan Adams.

ATTENDANCE

Present: Susan Adams, President
Robert Lippert, Vice President
Al Kaiser, Treasurer
Barney Graves, Secretary – via Video Conference
Billy Pine, Director

Absent: None

Management: Progressive Community Management
Eli Perez, CCAM, Community Manager

HOMEOWNER FORUM

No members attended homeowner forum.

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 Annual Meeting was successfully held on October 24, 2018. The results were published in the December newsletter.

*Susan Adams	81 votes	2-year term
*Robert Lippert	76 votes	2-year term
Reed Hartzog	26 votes	No term

The members indicated with a “*” by their name were duly elected as Directors for the terms provided in the Association’s Governing documents.

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 October 3, 2018.

Resolved: To review the Annual Meeting Minutes of the Meeting of October 3, 2018 for accuracy and approve at the next Annual Meeting in October 2019.

Resolved: To accept the September 30th 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 proposal to perform an audit from Schonwit & Associates at a total cost of \$1,195.00. Operating/Audit & Accounting Expense.

Approved: Unanimous.

BUSINESS ISSUES

2019 CALENDAR

The Board reviewed the 2019 Calendar for the Association’s new year start. Upon motion duly made and seconded:

Resolved: To adopt the new calendar. Approved: Unanimous.

STREET PAVEMENT CORING, LAB TESTING & REPORT

The Board reviewed communications with XL Catlin on claim #4167192, for numerous hydraulic spills throughout the Corniche streets caused by CR&R's vehicles. The Board was also informed of La Belle Marvin's expected report. Upon motion duly made and seconded:

Resolved: To accept the communications as we await the Engineer report and request that La Belle Marvin return to refill in some of the patches made on Costa Del Sol. Approved: Unanimous.

COMMUNITY PAINTING PROJECT

The Board reviewed a proposal from Pilot Painting to repaint the SDG&E utility boxes, telephone metallic enclosures and fire hydrants. Upon motion duly made and seconded:

Resolved: To appoint Directors Kaiser and Lippert as Liaisons on this project and to develop a scope that includes power washing from a cleaning service, tint primer and sanding down the white fire hydrants while using Dunn Edwards or Sherman Williams Paints. To send out this scope to Pilot Painting and another vendor to be reviewed at the January meeting. 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 2018/2019:
Slope Renovation: Santa Lucia – **Completed**
Slope Renovation: San Raphael – **2019**
Street Rehabilitation – **2019**
Refresh website/new photos – **Ongoing**

MEMBER COMMUNICATIONS NEWSLETTER IDEAS

The following topics will be included in the September newsletter: Update on 2018/2019 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, crime prevention and parking program.

LANDSCAPE COMMITTEE

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

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

Cornerstone reported that they modified the rotation schedule and is now operating on a nine-week rotation schedule.

Cornerstone notified Management of non-functioning common area irrigation equipment near 1 San Raphael that may have been tampered with.

Director Graves requested the Association plant two new trees on the slope behind his home or near his home.

Director Adams requested the Golf Course to begin maintenance of the areas behind the Cassis and Costa Del Sol homes in an effort to remove the invasive pampas grass growing too close to the homes. Upon motion duly made and seconded:

Resolved: To accept the work order and Cornerstone reports. To approve Director Graves' request to plant two new trees on the common area slope at a total cost of \$590.00. Operating/Landscape Extras Expense. To continue communications with the Golf Course on their efforts to remove the pampas grass. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-270 – The work entails installation of new color at the seven focal point corners. The proposal was quoted at \$3,900.00 for material and labor. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$3,900.00. Operating/Landscape Extras Expense. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-271 – The work entails planting fifty – One Gallon Rosemary behind 3 Costa Del Sol. The proposal was quoted at \$500.00 for material and labor. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$500.00. Landscape Reserve Fund Expense. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-273 – The work entails renovating the slope adjacent to 59 Santa Lucia. The proposal was quoted at \$4,850.00 for material and labor. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$4,850.00. 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.

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

The Board briefly reviewed a description of the current Color and Finishes section in the Architectural Guidelines attributed to Glass Views/Wind Panels. Upon motion duly made and seconded:

Resolved: To table further discussion to a future meeting. Approved: Unanimous.

The Board reviewed communication regarding 43 San Raphael's Landscape/Hardscape plans. Upon motion duly made and seconded:

Resolved: To accept the report with no further action taken. Approved: Unanimous.

The Board reviewed communication regarding 74 San Raphael's pool vault application that was not approved by the Architectural Committee. Upon motion duly made and seconded:

Resolved: To accept the report with no further action taken. 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. 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. 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 a proposal from L.U. Electric to perform a detailed inspection and evaluation of all existing electrical pedestals for repairs at a standard fee of \$300.00. Upon motion duly made and seconded:

Resolved: To decline the proposal and contact Clint Gucky/Monterey Solutions to see if he is available to assist. Approved: Unanimous.

Director Lippert provided an update on Ms. Schlaepfer's concern about the brightness of the new street light located in front of the home at 29 Cassis. Upon motion duly made and seconded:

Resolved: To task Director Adams to contact Ms. Schlaepfer and arrange a site visit to go over the concern in person. Approved: Unanimous.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 5:51 p.m. The next regular session Board meeting will be held on Wednesday, February 27, 2019 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.