

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
October 3, 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, October 3, 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 5:00 p.m. by Board President Susan Adams.

ATTENDANCE

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

Absent: None

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

HOMEOWNER FORUM

Mr. and Mrs. Elbrecht – 74 San Raphael (Architectural Appeal).

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 August 22, 2018.

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 one new lien package for CM116, providing a letter granting approximately 15 additional days to submit payment, to execute the lien package to send accounts onto Association Lien Services (ALS) for collections actions, should no payment be received.

Approved: Unanimous.

BUSINESS ISSUES

OPERATING BUDGET/ RESERVE STUDY/ RE-ADOPT POLICES

The Board reviewed the 2019 budget, the 2018 updated Reserve Study as prepared by Advanced Reserve Solutions (ARS) and all adopted polices for re-adoption. Upon motion duly made and seconded:

Resolved: To approve the 2019 budget with no increase in dues and to be presented via a thumb drive media format for an additional cost. To approve the 2018 updated Reserve Study and re-adopt all current polices. Operating/Property Administration Expense. Approved: Unanimous.

STREET PAVEMENT CORING, LAB TESTING & REPORT

The Board reviewed a proposal from LaBelle Marvin to conduct street core testing of the damaged pavement in several areas whereas CR&R trucks have leaked hydraulic fluid into the asphalt. Upon motion duly made and seconded:

Resolved: To approve La Belle Marvin's proposal at a total cost of \$3,300.00. Street Reserve Fund Expense. 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 Slurry - **Completed*
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 and parking program.

LANDSCAPE COMMITTEE

The September 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 #413-268 – Scalping all common area turf areas and installing seed topper and perennial rye seed to aid in the turf's rejuvenation. The proposal was quoted at \$700.00 for material and labor. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$700.00. Operating/Landscape Extras Expense. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-269 – The work entails planting six 15-gallon Red Bougainvillea on trellises at Cassis and Ritz Pointe. The proposal was quoted at \$780.00 for material and labor. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$780.00. Operating/Landscape Extras 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 reviewed the Welliver's resubmitted architectural plans from the on-site Architectural Meeting at 57 Santa Lucia on August 22, 2018. This was to perform a follow-up meeting with the owners on their exterior modifications and remodel of their home. All story poles were evaluated to ensure no views were impacted. The view from Ms. Janet Pridy's home was viewed in person to confirm no obstruction from the proposed trees from the Welliver's home.

Resolved: To review all the notes from the on-site meeting and save 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 the November meeting. Approved: Unanimous.

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

Resolved: To inform the owners to deploy story poles for further review by the Architectural Committee. 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. 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 replace an Electrical Meter Pedestal Cabinet located in front of 3 Cortina as it was found to be moderately rusty at the base. It was functioned checked and operating normally.

Resolved: To decline replacement at this time and evaluate all cabinets for repair/replacement priority. Approved: Unanimous.

Director Lippert is in process with Ms. Schlaepfer's concern about the brightness of the new street light located in front of the home at 29 Cassis.

Resolved: To follow-up with Director Lippert on his efforts at the next meeting. Approved: Unanimous.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 5:45 p.m. The next regular session Board meeting will be held on Wednesday, November 7, 2018 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.