

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
January 23, 2019**

*** * * 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 23, 2019 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 5:06 p.m. by Board President Susan Adams.

ATTENDANCE

Present:	Susan Adams, President Robert Lippert, Vice President Al Kaiser, Treasurer Billy Pine, Director
Absent:	Barney Graves, Secretary
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.

**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 7, 2018.

Resolved: To accept the October 31st, November 30th and December 31st financial statement as prepared by Progressive Community Management for review by the CPA for the fiscal year end.

Resolved: To transfer the fiscal year end net income of \$39,490.70 from the Pacific Western Bank operating account into the Pacific Western Bank Reserve money market account and earmark towards the Landscape Renovation Reserve Fund.

Resolved: To approve the new payment plan with the member (CM030) that currently owes \$6,041.78 in past due assessments, late fees, interest, legal and collection costs. To set the monthly payments at \$250.00 which includes \$140.00 for the current assessment and \$110.00 for past due amounts and fees.

Resolved: To approve the proposal to conduct the 2019 Annual Meeting Election by Accurate Voting Services at a cost of \$710.50 before attendance. Operating/Annual Meeting Administration Expense.

Approved: Unanimous.

BUSINESS ISSUES

2019 LEGISLATIVE SUMMARY

The Board reviewed the 2019 Legislative Summary regarding new Civil Codes 5380, 5500, 5501, 5502 and 5806. Upon motion duly made and seconded:

Resolved: To accept the new Civil Codes and acknowledges the Association's current compliance with same. Approved: Unanimous.

STREET PAVEMENT CORING, LAB TESTING & REPORT

The Board reviewed updated communications with XL Catlin on claim #4167192, for numerous hydraulic spills throughout the Corniche streets caused by CR&R's vehicles. The Board was informed of the insurance carrier's efforts to speed up the process of hiring a second engineer to review the streets. Management relayed to the insurance carrier previously that the process was taking too long and shared the report conducted last November by LaBelle Marvin in the hope of speeding up the process. The delays may be causing further damage to the streets. The insurance carries stated that GMU Geotechnical would be conducting a survey immediately. Upon motion duly made and seconded:

Resolved: To accept the communications as we await GMU Geotechnical Engineer report. To approve the hiring of Attorney Cheryl Soto if necessary, at a cost not to exceed \$5,000.00 and appoint Director Adams as Liaison on this matter. Operating/Legal Expense. Approved: Unanimous.

COMMUNITY PAINTING PROJECT

The Board reviewed a revised proposal from Pilot Painting to repaint the SDG&E utility boxes, telephone metallic enclosures and fire hydrants. The scope of work was modified to include a specific primer and proper cleaning methods from Sterling Cleaning. Upon motion duly made and seconded:

Resolved: To approve the revised proposal provided by Pilot Painting at a total cost of \$2,900.00 and Sterling Cleaning's proposal at a total cost of \$395.00. To coordinate closely with Board Liaison, Director Lippert. Operating Contingency Expense. Approved: Unanimous.

PILERA PROJECT FYI

The Board reviewed a compiled report of members participating in the Pilera Email Communication System. Management was directed to improve participation beyond the 70% that are currently signed up to receive general and emergency homeowner notifications. Upon motion duly made and seconded:

Resolved: To accept the report and information to file. To direct Management to continue to expand the list and reach out efforts. Operating/Property Administration 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 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 March newsletter: Update on 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 November 2018 and January 2019 walkthrough inspection report were presented for Board review.

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

The Association received higher than usual water bills for the month of November and informed Cornerstone to check on equipment to ensure there were no leaks. No leaks were found in the common area during this period.

The Golf Course was contacted in November to address the proliferation of Pampas grass and was confirmed removed in January. Upon motion duly made and seconded:

Resolved: To accept the inspection, work order and Cornerstone reports with no further action required. To accept the information provided regarding the water bills and to direct Cornerstone to increase the frequency of their inspections of irrigation related equipment. To accept the updated report of the Golf Course's actions with respect to the proliferation of Pampas grass and follow-up regarding the left-over clippings. Approved: Unanimous.

The Board reviewed Cornerstone proposals for consideration. Upon motion duly made and seconded:

Resolved: To approve proposal #413-279 at a total cost of \$1,150.00, proposal #413-278 at a total cost of \$1,080.00, proposal #413-276 at a total cost of \$1,000.00. Landscape Reserve Expense. Approved: Unanimous.

Resolved: To table proposals #413-277, #413-280, #413-281 and #413-282 to the March meeting when planting conditions are optimal. Approved: Unanimous.

The Board reviewed Member and Vendor communications. Upon motion duly made and seconded:

Resolved: To accept the accept the information with no further action taken. 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 communication regarding 35 Ville Franche's submitted Notice of Completion for work on rear glass view/windscreen. Upon motion duly made and seconded:

Resolved: To accept information with no further action taken. 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 23 Costa Del Sol's second story addition. Upon motion duly made and seconded:

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

The Board reviewed communication regarding 5 Monaco's solar panel plan. Upon motion duly made and seconded:

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

The Board reviewed Member communications. Upon motion duly made and seconded:

Resolved: To accept the accept the information 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 accept the report from Patrol One with no further action taken. Approved: Unanimous.

The Board reviewed correspondence regarding the blocking of sidewalks. Upon motion duly made and seconded:

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

The Board reviewed correspondence regarding Patrol One's service by a member. Upon motion duly made and seconded:

Resolved: To accept the information and direct Management to communicate the concern to Patrol One. 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:

Director Adams requested service for rodents behind all the homes on Costa Del Sol as it appears to be an uptick in pest activity. Upon motion duly made and seconded:

Resolved: To accept the report provided by Clark Pest Control and to request service from Clark Pest Control for behind the Costa Del Sol homes. 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.

Director Adams 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 close out the matter since all options to minimize the illumination was considered and save to file. Approved: Unanimous.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 5:40 p.m. The next regular session Board meeting will be held on Wednesday, March 27, 2019 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.