

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
July 24, 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, July 24, 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 Hearings, Member Fine Waiver Request, CR&R/XL Catlin Insurance Claim and Member Matters, this meeting was called to order at 5:38 p.m. by Board President Susan Adams.

**ATTENDANCE**

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

Absent: None

Management: Eli Perez, CCAM, Keystone Community Association Manager

Homeowner: None

**HOMEOWNER FORUM**

No members were present at 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 July 9, 2019.

**Resolved:** To accept the June 30<sup>th</sup> financial statement as prepared for review by the CPA at the fiscal year end.

**Resolved:** To accept to file, member CM030 collection account status as in good standing.

**Resolved:** To accept the information to file from the U.S. Bank CD recovery efforts.

Approved: Unanimous.

## **BUSINESS ISSUES**

### **WEBSITE MAINTENANCE**

The Board reviewed a completed audit of the website indicating a need to update and modify content. Upon motion duly made and seconded:

**Resolved:** To direct Management to update all documents and applications with Keystone’s contact information and upload to the website. 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 2019**

Slope Renovation: San Raphael – **2019-2020**  
Street Rehabilitation – **In-progress**  
Refresh website/new photos – **Ongoing**

## **MEMBER COMMUNICATIONS & NEWSLETTER IDEAS**

The Board discussed gathering ideas for the next newsletter scheduled to be mailed with September billing. The following topics were included in the June newsletter: Update on 2019 projects, Preserve your Home, 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 Doggy matters, Crime Prevention, Alert OC and Parking Program.

**Resolved:** To direct Management on topics and distribute to the membership in time for September billing. Approved: Unanimous.

## **LANDSCAPE COMMITTEE**

The July 2019 walkthrough inspection report was presented for Board review. Work orders were being issued as needed for routine maintenance and Cornerstone has been positively responsive. Upon motion duly made and seconded:

**Resolved:** To accept the inspection and work order reports to file with no further action taken. Approved: Unanimous.

The Board reviewed several proposals for landscape maintenance. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone tree trimming proposal that includes Coral Tree trimming twice a year at a total cost of \$1,285.00, monthly. Operating/Tree Trimming Expense. Approved: Unanimous.

The Board reviewed proposal #413-308 to renovate the common areas near Costa Del Sol and 3 Cortina. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone proposal at a total cost of \$4,525.00. Landscape Renovation Reserve Expense. Approved: Unanimous.

The Board reviewed proposal #413-311 to renovate the common area near 59 Santa Lucia. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone proposal at a total cost of \$3,125.00. Landscape Renovation Reserve Expense. Approved: Unanimous.

The Board reviewed proposal #413-315 to renovate the common area behind Costa Del Sol. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone proposal at a total cost of \$5,575.00. Landscape Renovation Reserve Expense. Approved: Unanimous.

The Board reviewed proposal #413-31 to renovate the common area on Cassis and Venezia at Ritz Pointe. Upon motion duly made and seconded:

**Resolved:** To table the proposal indefinitely 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 and discussed possible changes to architectural fees. Upon motion duly made and seconded:

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

The Board discussed requiring members to use the Bryant brand for air conditioning units. Upon motion duly made and seconded:

**Resolved:** To approve adopting the new rule subject to the 28-day commentary period. 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.

## **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 with no further action taken. 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.

## **ADJOURNMENT**

There being no further business to come before the Board in regular session at this time, the Board adjourned at 6:12 p.m. The next regular session Board meeting will be held on Wednesday, August 28, 2019 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.