

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS ~ June 26, 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, June 26, 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 Fine Waiver Request, CR&R/XL Catlin Insurance Claim and Member Matters, this meeting was called to order at 5:31 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: Elizabeth Reed, CMCA, Keystone District Manager  
                  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 May 22, 2019.

**Resolved:** To accept the May 31<sup>st</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 ratify/approve L.U. Electric’s Proposal to replace the aged electrical meter pedestal located in front of 3 Cortina at a total expense of \$4,063.00. Operating Contingency Expense.

**Resolved:** To accept to file, the effort to recover a US Bank CD asset.

**Resolved:** To accept to file, 2019 Project Goal in progress regarding the San Raphael slope renovation.

Approved: Unanimous.

## **BUSINESS ISSUES**

### **VRBO/VACATION RENTALS**

The Board reviewed recent correspondence received from concerned members and information regarding VRBO. Upon motion duly made and seconded:

**Resolved:** To accept the information to file and send communication to the concerned members that the Association stands ready to enforce current rules that prohibit short term rentals. Approved: Unanimous.

### **CONCRETE REPAIR PROPOSAL**

The Board reviewed a proposal from Quickel Paving to address cosmetic concerns of a few concrete panels of sidewalk. The estimator didn’t indicate the concrete was a hazard. Upon motion duly made and seconded:

**Resolved:** To decline approval and send to file. To send communication to the concerned member thanking them for the communication and that the concern was addressed. Approved: Unanimous.

## **BANK SIGNATORY & ADDRESS CHANGES**

The Board reviewed a report from US Bank indicating formal steps needed to be taken to update signers and the mailing address. Upon motion duly made and seconded:

**Resolved:** The Board approved the removal of Ms. Kerry Krisher as a signer. The Board approved the addition of Mr. Billy Pine and Mr. Albert Kaiser as signers. 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 June 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 contract not to exceed \$8,600.00 effective January 1, 2020 and appointed Director Lippert as Board Liaison to negotiate a 10% reduction to the overall cost. Approved: Unanimous.

The Board reviewed several proposals to perform annual trimming of the trees. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone proposal not to exceed \$17,760.00 and appoint Director Lippert as Board Liaison to negotiate a 10% reduction to the overall cost. Operating/Landscape Extras Expense. Approved: Unanimous.

The Board reviewed several proposals for landscape renovation of the slope behind 1-11 San Raphael and 1 Santa Lucia. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone proposal at a total cost of \$4,000.00 for 4000 1-gallon Acacia low boy. Landscape Renovation Reserve Expense. Approved: Unanimous.

The Board reviewed several proposals to replace the irrigation system for behind 1-11 San Raphael and 1 Santa Lucia. Upon motion duly made and seconded:

**Resolved:** To approve the Cornerstone proposal at a total cost of \$6,800.00. Landscape Renovation Reserve 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 and discussed possible changes to architectural fees. Upon motion duly made and seconded:

**Resolved:** To defer further discussion to the next meeting in July. 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. The Board reviewed correspondence from the Ramsey's requesting rabbit or snake control. Upon motion duly made and seconded:

**Resolved:** To accept the report provided by Clark Pest Control and send communication thanking the Ramsey's for their communication. 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 6:11 p.m. The next regular session Board meeting will be held on Wednesday, July 24, 2019 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.