

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS ~ May 22, 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, May 22, 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 5:03 p.m. by Board President Susan Adams.

ATTENDANCE

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

Absent: Barney Graves, Secretary

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 April 24, 2019.

Resolved: To accept the April 30th 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.

Approved: Unanimous.

BUSINESS ISSUES

ANNUAL MEETING PLANNING

The Board discussed preparations for the upcoming annual meeting scheduled for October 23, 2019. Upon motion duly made and seconded:

Resolved: To appoint Director Adams and Lippert to the Nominating Committee per the Election Rules and advised Directors Graves, Kaiser and Pine on their terms ending on December 31, 2019. Approved: Unanimous.

2019 RESERVE STUDY COMPLETED

The Board reviewed the Reserve Study presented by Advanced Reserve Solutions which will be implemented in the 2020 Budget when the new fiscal year begins on January 1, 2020. Upon motion duly made and seconded:

Resolved: To approve version 2 confirming the Reserves as funded at 89.24% with monthly total contributions set at \$4,788.51. 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 May 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 communication from Cornerstone on their request to raise their contract base price. Upon motion duly made and seconded:

Resolved: To request bids from reputable, premium commercial landscapers that will maintain the Association's 8-week rotation schedule and provide adequate tree care. Approved: Unanimous.

The Board reviewed Cornerstone proposal #413-299 for consideration. Upon motion duly made and seconded:

Resolved: To approve the proposal at a total cost of \$952.50 and appointed Director Lippert to review the scope of work before scheduling. Operating/Landscape Extras Expense. Unanimous.

The Board reviewed Cornerstone proposal #413-298 for consideration. Upon motion duly made and seconded:

Resolved: To send back the proposal to Cornerstone with a revision to include different plant material for the June meeting. 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 the wall construction on going at 33 Ville Franche as it exceeds over 6 feet in height. Upon motion duly made and seconded:

Resolved: To acknowledge 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.

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.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 5:35 p.m. The next regular session Board meeting will be held on Wednesday, June 26, 2019 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.