

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
REGULAR SESSION MEETING OF THE BOARD OF DIRECTORS
November 7, 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 Thursday, November 7, 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 Matters and CR&R/XL Catlin Insurance Claim, this meeting was called to order at 6:36 p.m. by Board President Robert Lippert.

ATTENDANCE

Present: Robert Lippert, President
Billy Pine, Vice President
Al Kaiser, Treasurer
Dellita Kobold, Member at Large

Absent: Barney Graves, Secretary

Management: Eli Perez, CMCA, Keystone Community Association Manager

Homeowner: Mr. Michael Margetts/9 Cassis ~ Rental & Lease Agreements

HOMEOWNER FORUM

Ms. Carol Schilling and Mr. Ahmed Namoury of 23 Costa Del Sol discussed their concerns about the near-by South Shores Church's exterior lighting brightness.

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 Regular Session Meeting Minutes of September 25, 2019.

Resolved: To accept the Annual Meeting Minutes of October 24, 2018.

Resolved: To accept the Annual Meeting Minutes of October 30, 2019 as accurate and place on the agenda next year for acceptance.

Resolved: To accept the September 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.

Resolved: To accept the updated and noted annual calendar.

Resolved: To ratify Director Lippert’s approval of Cornerstone proposal #413-324 to install urgently needed plant material for the San Raphael slope to infill bare areas due to small plant growth. Total cost \$2,400.00. Landscape Renovation Reserve Fund Expense.

Resolved: To accept the General Communications to file.

Resolved: To accept the Pest Control reports to file.

Approved: Unanimous.

BUSINESS ISSUES

COUNTY TAXES

The Board reviewed a tax bill from the County of Orange reporting parcel #672-521-51.00. Upon motion duly made and seconded:

Resolved: To accept the information and remit payment upon confirmation of ownership. Operating/Tax Expense. Approved: Unanimous.

2020 ANNUAL CALENDAR

The Board reviewed the revised calendar with new items introduced that will assist as a tool for effective management of major events and routine tasks. Upon motion duly made and seconded:

Resolved: To approve the 2020 calendar and post to the website. Approved: Unanimous.

INVESTMENTS

The Board reviewed the status of the Association's investment portfolio. Upon motion duly made and seconded:

Resolved: To invest through a certified investment portfolio manager at J.P. Morgan Chase Bank. Approved: Unanimous.

Resolved: To invest a total of \$100,000.00 from the Pacific Western Bank Reserve Money Market account into two FDIC insured CDs at \$50,000.00 each, staggered terms at three and six months maturity. Approved: Unanimous.

MEMBER COMMUNICATIONS & NEWSLETTER IDEAS

The Board discussed gathering ideas for the next newsletter scheduled to be mailed with December billing. Upon motion duly made and seconded:

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

SENATE BILL 323 ELECTIONS

The Board reviewed information gathered from the recently adopted California state law that expands on existing laws to further clarify candidate qualifications, notice and posting requirements, selection and duties of Inspector of Elections, election material retention and election documents that can be reviewed. Upon motion duly made and seconded:

Resolved: To send the existing election rules to Legal Counsel for revision and place on the January 2020 agenda for approval subject to the 28-day commentary period. Approved: Unanimous.

**PATROL ONE
2020 RATE INCREASE**

The Board reviewed Patrol One's request for a 3% increase. Upon motion duly made and seconded:

Resolved: To approve the request. Approved: Unanimous.

**SHORT TERM
RENTALS**

The Board reviewed a concern regarding some homes advertising on vacation websites. Management confirmed the homes were advertising for the required minimum of 30 days but noticed one home suggesting parties were allowed. Upon motion duly made and seconded:

Resolved: To notify CM116 to discontinue advertising parties are allowed. Approved: Unanimous.

**LANDSCAPE
COMMITTEE**

The October 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 proposal #413-329 to replace the agaves with 80 x 1-gallon Carissa along Cassis at a total cost of \$960.00. Landscape Reserve Expense. Approved: Unanimous.

ARCHITECTURAL COMMITTEE

The Architectural Committee received/reviewed applications and, to date, all submittals have been processed. Upon motion duly made and seconded:

1. **40 San Raphael:** Removal of ivy and apply stucco. Approved on September 19, 2019.
2. **51 San Raphael:** Solar Panels. Approved on October 15, 2019.
3. **27 Santa Lucia:** Exterior Painting, Scheme #1 and Vinyl Windows. Approved on October 21, 2019.
4. **4 Costa Del Sol:** Second floor closet enclosure. Approved on October 21, 2019.
5. **23 Costa Del Sol:** Window Replacement. Approved on October 21, 2019.
6. **29 Costa Del Sol:** Solar Panels. Approved on October 1, 2019.
7. **2 Monaco:** Second floor rear sliding door, patio door, replace rear deck and windows. This submittal is under review.

Resolved: To accept the Architectural Log and send to file. Approved: Unanimous.

The Board reviewed all communications received from homeowners and Management. Upon motion duly made and seconded:

Resolved: To accept the communication to file. 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 to file. Approved: Unanimous.

TOW REIMBURSEMENT REQUEST

The Board reviewed a request from 45 San Raphael on a tow from September 23, 2019. Records show tow was properly conducted after the third citation was received by the member. Upon motion duly made and seconded:

Resolved: To deny the request. Approved: Unanimous.

**HOLIDAY GIFT
CHEER**

The Board discussed rewarding the Cornerstone Landscape Crew and Management for an excellent year of service with a holiday cheer gift card. Upon motion duly made and seconded:

Resolved: To approve 5 gift cards in total amount of \$600.00. Operating Contingency Expense. Approved: Unanimous.

ADJOURNMENT

There being no further business to come before the Board in regular session at this time, the Board adjourned at 7:00 p.m. The next regular session Board meeting will be held on Thursday, January 23, 2020 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.