

**CORNICHE SUR MER HOMEOWNERS ASSOCIATION
REGULAR SESSION MEETING OF THE BOARD OF DIRECTORS
APRIL 23, 2020**

*** * * MINUTES * * ***

NOTICE Upon due notice given and received, the members of the Corniche Sur Mer Homeowners Association Board of Directors met on Thursday, April 23, 2020 at 10:00 a.m. via Skype Telephone/Video Conference. The physical location to dial into the meeting was set at the regional office of Keystone, 30211 Avenida De Las Banderas, Suite 120, Rancho Santa Margarita, CA 92688.

CALL TO ORDER

Following the Executive Session Meeting to discuss the following topics: approval of previous Executive Session Minutes, reviewing results of the property inspection, reviewing of member matters and executive correspondence. This meeting was called to order at 10:49 a.m. by Board President Robert Lippert.

ATTENDANCE

Present: Robert Lippert, President
Billy Pine, Secretary
Dellita Kobold, Treasurer

Absent: Al Kaiser, Vice President
Barney Graves, Member at Large

Management: Elizabeth Reed, CMCA, AMS, Keystone District Manager
Eli Perez, CMCA, Keystone Community Association Manager

Homeowner: Alex Wawiluk, 29 Costa Del Sol

HOMEOWNER FORUM

No homeowners 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 Regular Session Meeting Minutes of February 27, 2020 noting Directors Graves and Kaiser as absent.

Resolved: To acknowledge the review of the February 29th and March 31st, 2020 financial statements by Directors Lippert and Kobold as required by CIVIL CODE §5502.

Resolved: To accept the February 29th and March 31st, 2020 financial statements noting the current net year income of \$11,121.53.

Resolved: To acknowledge that there were no monthly reserve transfers exceeding \$10,000 or 5% of the total combined reserve and operating accounts.

Resolved: To acknowledge that there were no collections activity to report this period.

Resolved: To accept the updated and noted annual calendar.

Resolved: To accept the work order report to file.

Resolved: To accept the Patrol report of January 31, 2020 thru March 26, 2020, to file.

Resolved: To approve the annual legal retainer with Cane, Walker and Harkins, LLP at a total cost of \$1,200. Operating/Legal Expense.

Resolved: To ratify Directors Kobold and Lippert’s approval, renewing the Association’s insurance policies with a new premium set at \$7,892. Operating/Insurance Expense.

Resolved: To approve the reimbursement of \$400.00 to CM173 for removal of two trees per the Association’s request to clear an ocean view obstruction. Operating/Tree Trimming Expense.

Resolved: To approve the on-site reserve study with Advanced Reserve Solutions at a total cost of \$750. Operating/Reserve Study Expense.

Resolved: To approve the Pilot Painting proposal to repaint the pony stucco wall across the street from 11-21 Cassis, utility stucco walls on Cassis/Costa Del Sol & Cassis in between Santa Lucia/San Raphael and the retaining wall on Venezia/Ville Franche at a total cost of \$1,190. Painting Community Reserve Fund Expense.

Resolved: To accept the Clark Pest Control January and February 2020 to file.

Resolved: To accept the General Communications to file.

Approved: Unanimous.

BUSINESS ISSUES

LEASE RULE REVIEW

The Board reviewed the current policy that obligates members to submit a copy of a lease or rental agreement within 10 days of the lease inception date. Upon motion duly made and seconded:

Resolved: To approve a revision by requiring submission of the lease or rental agreement, 48 hours before tenant move in. Approved: Unanimous.

Resolved: To propose the revised policy to the membership in observance of the required 28-day commentary period before adoption at the May regular session meeting. Approved: Unanimous.

MEMBER COMMUNICATIONS & NEWSLETTER IDEAS

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

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

LANDSCAPE COMMITTEE

The February 2020 walkthrough inspection report was presented for Board review. The March walkthrough was cancelled due to COVID-19. Upon motion duly made and seconded:

Resolved: To accept the inspection reports to file. Approved: Unanimous.

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

Resolved: To decline proposal #413-348 for slope maintenance up near 1 San Raphael. 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. **9 Cortina:** Rear yard fencing & exterior painting were approved February 26, 2020.
2. **9 Costa Del Sol:** Exterior painting was approved on February 28, 2020.
3. **29 Costa Del Sol:** Window replacements were approved on February 26, 2020.
4. **19 San Raphael:** Front yard landscape & pavers were approved on March 6, 2020.
5. **77 San Raphael:** Rear deck replacement was received incomplete on February 25, 2020 and pending additional information for resubmittal.
6. **53 Cassis:** Sliding doors were approved on March 12, 2020.

Resolved: To accept the Architectural Log and send 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 11:10 a.m. The next regular session Board meeting will be held on Thursday, May 28, 2020 at the Monarch Hills Condominium Clubhouse, 58 Corniche Drive, Monarch Beach.

ATTEST

Signature _____ Date _____