

**MONARCH BAY ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**

**MARCH 10, 2020**

**\*\*\*MINUTES\*\*\***

**NOTICE** Upon due notice given and received, the members of the Board of Directors for the Monarch Bay Association met on Tuesday, March 10, 2020 at the Kazarian Home, 339 Monarch Bay Drive, Monarch Beach, California.

**CALL TO ORDER** The meeting was called to order at 7:12 P.M. by Board President, Mike Winterhalter.

**ATTENDANCE**

Present: Mike Winterhalter, President  
Marc Kazarian, Vice President  
Charlie McClung Jr., Secretary  
Leonard Kranser, Treasurer  
Dan Griesemer, Director  
Wayne Rayfield, Director  
Paul Sampedro, Director

Absent: Peter Burke, Director  
Len Shulman, Director

Management: Elizabeth Reed, CMCA, AMS  
Lisa Klasky, Community Liaison  
Teresa Duhoux, CMCA, AMS, PCAM  
Jaime Chandler, CMCA, AMS, PCAM  
Keystone Pacific Property Management

**MOTION TO ADOPT AGENDA AS PUBLISHED**

The Board reviewed and approved the agenda as presented. Upon motion duly made and seconded:

**Resolved:** The Board adopted the agenda as presented. 7/0

**HOMEOWNER FORUM**

No Homeowners were in attendance

**CONSENT CALENDAR**

A "consent calendar" has been prepared to expedite the business decisions. One motion will approve all items on the consent calendar. 7/0

- A. **Resolved:** To approve the minutes from February 11, 2020 and February 26, 2020 Board of Directors meetings as submitted.
- B. **Resolved:** To adopt the proposed Election Rules with the proposed options:
- To approve the Director Qualifications, as submitted
  - To approve the Board becoming the Nominating Committee
  - To approve no nominations from the floor
  - To approve no write-in candidates
  - To approve the record date, as submitted.
- C. **Resolved:** To ratify the actions and accept the approval for Emergency Equipment, in the amount of \$1,633.91.
- D. **Resolved:** To ratify the actions and accept the Association Funds Transfer.

## **BUSINESS ISSUES**

### **A. Treasurer's Report and February 29, 2020 Financial Statement**

The Board reviewed the March Report from Director Kranser and the financial statements. Director Kranser discussed an approximate amount of money available to spend on projects this year and next year. The need to set fiscal priorities, especially for projects that could be completed in TFY was stressed. Wayne has suggested a special meeting for strategic planning to set priorities for Capital Improvement and/or Reserve projects. Upon motion duly made and seconded:

**Resolved:** To accept the March Treasurer's Report and the February 29, 2020 financial report, as submitted. 7/0

### **B. Reserve Study Proposal**

Upon motion duly made and seconded:

**Resolved:** To approve the proposal from Advanced Reserve Solutions, Option 2 with no site visit, in the amount of \$1,050.00. 7/0

### **C. Cox Bulk Billing**

This item was tabled until the April meeting. No Board action taken.

### **D. Re-Design Vote**

The plans for the Town Hall meeting, to be held on the next Saturday, 3/14/20, and the ballot, which had recently been sent to membership were reviewed. A power point presentation will be prepared by Mike and Terry and Darrin are to present the Committee's proposed plans. SMP is to be invited to the Town Hall meeting. Upon motion duly made and seconded:

**Resolved:** To approve the proposal from Accurate Voting to act as Inspector of Elections for the current ballot on the Front Entry and Park Proposed Enhancements. 6/1 (Len K against)

**Resolved:** To not request the Association Attorney, Sandra Gottlieb to attend. 7/0

### **E. Future Projects – Engineering Proposals**

The costs to provide Engineering surveys and plans for preliminary construction were reviewed. Upon motion duly made and seconded:

**Resolved:** To approve the necessary Engineering plans to build the PCH Wall, not to exceed \$5,000.00. 7/0

**Resolved:** To send out to bid to three (3) Engineering firms the engineering plans necessary for the membership approved projects. 7/0

#### **F. Executive Committee Charter**

Upon motion duly made and seconded:

**Resolved:** To approve an Executive Committee Resolution to include three (3) Directors to make mid-meeting decisions per the under the \$2,500.00 threshold. The current Executive Finance Committee is to be comprised of the President, Vice President and Treasurer. 7/0

#### **G. Landscape Committee Fencing Request**

The Landscape Committee requested that the chain link fence between 436 and 435 MBD be replaced with aluminum fencing similar to the fencing at 435 MBD, to be installed behind the guardrail. Upon motion duly made and seconded:

**Resolved:** To approve the proposal from Saddleback Fencing to install an aluminum fence, in the amount of \$4,056.00 between 435 and 436 Monarch Bay Drive. 7/0

#### **H. Community and Vendor Updates**

Marc provided an update on the Mall Irrigation Report received from O'Connell Landscape. The costs to replace, re-pipe and remove the irrigation piping necessary to separate the Association irrigation from sixteen (16) Mall homes, would be \$50,000.00 with a waiver of the \$4,000.00 already approved for the survey. The Board discussed the options for obtaining the \$50,000.00 required inclusive a loan from the MBA and a special one-time assessment to the Mall owners, with the goal of eliminating the Mall Assessment in the future. The interest level of the Mall owners and the likelihood of a CC&R amendment passing were also discussed. No Board action taken.

### **COMMITTEE REPORTS & ITEMS OF INTEREST**

#### **A. Architectural Committee**

Liaison Klasky provided an update on the ACC. The ACC will again meet with Gary in early March to review the draft Architectural Guidelines.

#### **B. Front Entry Re-Design Committee**

FoxLin and SMP are to have the renderings completed for the meeting on Saturday.

#### **C. Tree Review Committee**

No updates given.

#### **D. Mall Landscape Committee**

The need to update the benches was discussed and generally approved. A proposal is to Charlie for prior review and then to the Board for approval.

#### **E. Emergency Plan Committee**

The Emergency Committee had their first meeting with Claris Strategy. The Committee was pleased with the AEDs and other equipment added to the guard house. Management is to send a Thank you and flowers to the Pierogs. A new generator scope is to be prepared.

#### **F. Beach Club Advisory Committee**

Paul shared the new menu updates. It was suggested that copies of the monthly menus be distributed at the guard house and possibly attached to the Bay Banter.

#### **G. Facilities/Maintenance Representative**

A scope and bid from hydrologists to review the water flow within the Association is to be requested as well as sending a report with recommendations to be circulated mid-month if possible.

#### **H. Access Gate Entry Representative**

RFID transponder tags are required to be affixed to all resident vehicles by April 1, 2020. Previous decals are not to be used past March 30, 2020. Management is to send letters to homeowners/residents who have not requested and/or had new RFID tags or decals added to their vehicles.

#### **I. Orientation/Welcome Representative**

#25 is in open escrow as a vesting transfer.  
#6 is due to close on 3/9  
#140 was opened and cancelled.

#### **J. Website Committee**

The Website Committee has met with Keystone for a discovery discussion on options. The committee report on options was included. They will meet on 3/13 to review the static mock ups provided.

#### **I. Financials**

Full Financials are provided in the FYI Section. Additional documentation is to be kept with the Treasurer's Report in future packets.

#### **NEWSLETTER SUGGESTIONS**

The following topics were suggested for the next Bay Banter: Emergency Update from the Committee on the mandates surrounding the outbreak of the COVID – 19 virus, The Front Entry And Park Enhancement Designs and ballot information, and the Beach Club menu.

**ADJOURNMENT**

There being no further business to come before the Board in General Session at this time, the Board adjourned the meeting at 9:15 P.M. The next regular session meeting of the Board of Directors will be held on Tuesday April 14, 2020 at the Shulman home, 327 Monarch Bay Drive, Monarch Beach, California.

**ATTEST**

Signature



Date

4/20/2020