

MONARCH BAY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS

MAY 12, 2020

*****MINUTES*****

NOTICE Upon due notice given and received, the members of the Board of Directors for the Monarch Bay Association met on Tuesday, May 12, 2020 via Zoom teleconference due to the Health Mandates surrounding the COVID-19 Virus.

CALL TO ORDER The meeting was called to order at 6:39 P.M. by Board President, Mike Winterhalter.

ATTENDANCE

Present: Mike Winterhalter, President
 Marc Kazarian, Vice President
 Charlie McClung Jr., Secretary
 Leonard Kranser, Treasurer
 Peter Burke, Director (until 9:30 PM)
 Dan Griesemer, Director (until 9:30 PM)
 Wayne Rayfield, Director
 Paul Sampedro, Director
 Len Shulman, Director (until 9:30 PM)

Absent: none

Management: Elizabeth Reed, CMCA, AMS
 Lisa Klasky, Community Liaison
 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. **9/0**

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. **9/0**

A. Resolved: To approve the minutes from April 14, 2020 General Session meeting, as submitted.

B. Resolved: To waive the commercial automobile insurance requirement for Canelo Construction.

Resolved: To waive the professional liability insurance requirement for William Behun Architects.

Pulled from the Consent Calendar for discussion. Upon motion duly made and seconded.

C. Resolved: To approve the change order for Hardy and Harper in the total amount of \$125,273.00 **9/0**

D. Resolved: To ratify the actions and accept the Association Funds Transfer. **9/0**

BUSINESS ISSUES

A. Treasurer's Report and March 31, 2020 Financial Statement

The Board reviewed the Treasurer's Report prepared by Director Kranser as well as the March 31, 2020 and April 30, 2020 financial reports. Director Kranser reviewed the financial projections and available funds based on current projects. Director Kranser stressed the need to have invoices sent to the Monarch Bay Club ahead of the July 1, 2020 date. Upon motion duly made and seconded:

Resolved: To accept the April Treasurer's Report and the March 31, 2020 and April 30, 2020 financial reports, as submitted. **9/0**

Resolved: To have Management prepare invoices for the annual and quarterly payments due from the Monarch Bay Club, per the Monarch Bay Club Lease Agreement, with the reminder that payment is due on or before July 1, 2020. **9/0**

B. Special Projects Updates

Lisa, Paul and Mike provided updates on the PCH Wall Project, Entry Enhancement Project, Streets, Park Project, Hydrology, the Generator and SCWD projects. Upon motion duly made and seconded:

1. **PCH Wal Project** – Change orders were needed for the additional 2' footing, construction staking and permits.

Resolved: To approve change orders for Canelo, in the amount of \$21,617.84, for Saxon Engineering, in the amount of \$5,635.00 and \$7,000.00 for permit fees from the City of Dana Point. **9/0**

2. **Entry Enhancement Project** – The Front Entry Enhancement Committee requested approval of final design and construction documents from Summers Murphy, structural and mechanical engineering documents from Foxlin Architects and civil engineering from Saxon Engineering.

Resolved: To approve the final design and construction documents from Summers Murphy in the amount of \$54,950.00 and Foxlin Architects, in the amount of \$19,470.00 and Saxon Engineering, in the amount of \$32,950.00. **9/0**

3. **Park Project** – Wayne discussed the need to be aware of the utilities' requirements for the generator. Tennis court updates are to be moved to June. No Board action taken.

4. **Streets Curbs and Gutters** – Areas with a damp sub-base were discovered requiring change orders. These were ratified in the consent calendar.

5. **Hydrology Study** – No Board action taken.
6. **Generator** – No Board action taken.
7. **Mall Landscape Maintenance Changes** – Director Sampedro shared a powerpoint presentation on proposed changes to landscaping responsibilities. Mall owners responded positively to a survey on whether to separate out the Mall owners landscaping from the Association landscaping.
Resolved: To add an amendment to the September 2020 ballot, to be voted upon at the Annual Meeting with the special language and diagram, prepared by Sandra Gottlieb, Lisa Klasky and Board representative. The special amendment language is to be voted on at a future meeting.
9/0
8. **Mid Gate Project** – The previous motion from the October 2019 minutes regarding the removal of the mid-gate and future installation of RFID gate was discussed as well as whether enough notice was given to members. Sandra Gottlieb confirmed that notice was sufficient to proceed.
Resolved: To approve the cost of \$38,886.46 for Cal Gate to complete the RFID installation, at the Mid-Gate area, as a replacement project, for the failed system which was temporarily removed while details for current RFID installation were identified. **7/2** (Wayne and Len K against)

C. PCH Tree Trim Proposal

The Board reviewed the proposal from O’Connell Landscaping to trim the trees along PCH over an estimated eight (8) days, in the amount of \$22,400.00. That general shrub maintenance, covered under the current contract, was discussed as well as the need to obtain permits and block a lane of PCH to accomplish trimming. Permission from the various owners would need to be obtained. This item was tabled to the June meeting.

D. Cox Bulk Proposal

The addition of Cox Communication Internet as a new operating expense was discussed. This item was tabled to the August meeting pending receipt of the Beach Club payments due on July 1, 2020.

E. Mall Benches – Repair or Replace

Replacing the mall benches with new benches, consistent with the Front Entry Design, in alternate locations was discussed. Director Sampedro with work with Management to have the current benches repaired for safety until proper plans for new benches could be agreed upon by the Committees.

- F. **Facilities Re-Open Planning** – Management made a presentation regarding protocols for reopening facilities. No Board action taken.

G. Community and Vendor Updates

While street work was occurring on lower Beach Club drive, it was decided that due to the cost savings, the brick from the top of the stairs to the lower parking lot was removed and replaced with concrete. Decomposed Granite was added until plans for Beach Club Drive beautification were implemented. Management was directed have O'Connell's add some temporary plantings. No Board action taken.

COMMITTEE REPORTS & ITEMS OF INTEREST

A. Architectural Committee

Demolition on 414 has begun and demolition for other Mall area construction was put on hold pending the street work completion.

B. Tree Review Committee

No new updates to be shared.

C. Mall Landscape Committee

Mall landscape extras will be put on hold pending the completion of the Irrigation Retrofit project as some of the landscape will be disturbed.

D. Emergency Plan Committee

The Emergency Committee had their meeting with block captains on 4/8/20. Emergency backpacks are being prepared by Linda Pierog for each of the captains.

A new scope for the generator is being prepared. There is discussion of whether to allow vendors to bid on the generator hardware only and have others bid on the installation.

E. Beach Club Advisory Committee

Optimistic opening for the Beach Club is not until the end of June. Costs for sharing a guard in the parking lot with the Monarch Beach Resort were discussed for Friday, Saturday and Sundays. That this is a Beach Club financial responsibility, was reviewed. Upon motion duly made and seconded: **Resolved:** To not approve to share 50% of the costs for a guard, \$40/hour or \$480.00, at the Beach Club parking lot on weekends. **3/5** (Mike, Marc and Wayne for; Dan Griesemer absent)

F. Facilities/Maintenance Representative

A plaque dedicated to the Moulton family is being prepared for placement at the Moreton Fig tree nodding to the legacy of the Moulton Family with Monarch Bay Association.

G. Access Gate Entry Representative

Updated post orders for the Gate staff were reviewed to include encouraging obtaining proper RFID tags, no parking on Beach Club Drive for access to the beach, and emergency protocols.

H. Orientation/Welcome Representative

#25 is in open escrow as a vesting transfer.

#61 and #214 were opened.

I. Website Committee

The Website Committee continues to work on the preferred functionality and provide material for the website. Len Kranser believes it should be ready when the Association is entirely fee simple on January 1, 2021.

NEWSLETTER SUGGESTIONS

The following topics were suggested for the next Bay Banter: Emergency Team Tip, updates on the BCD street work, Entry Enhancements, 4th of July Committee, Parking and Candidacy Statements.

ADJOURNMENT

There being no further business to come before the Board in General Session at this time, the Board adjourned the meeting at 9:41 P.M. The next regular session meeting of the Board of Directors will be held on Tuesday, June 9, 2020 either via teleconference or TBD.

ATTEST

Signature _____ Date _____