

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, November 21, 2023, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 1/16/2024

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, David Thompson, Chris Archuleta, and Kevin Kirk

BOARD MEMBERS ABSENT/EXCUSED

Absent: None

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:00 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

No homeowner comments received at the meeting.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The architectural committee was not present to provide an oral report on recent architectural application requests.

The Board of Directors reviewed all other architectural applications approved by the architectural committee via online the owner's portal. No new architectural applications were reviewed at the meeting.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on October 17, 2023, along with the minutes for annual election meeting held on October 30, 2023.

A motion was made by Kevin Kirk to approve the regular meeting minutes held on October 17, 2023, with no corrections. The motion was seconded by Chester Siembab. All in favor, motion carried.

A motion was made by Kevin Kirk to approve the executive minutes for the meeting held on October 17, 2023, as presented. The motion was seconded by Chester Siembab. All in favor; motion carried.

A motion was made by Chris Archuleta to approve the annual election meeting minutes for the meeting held on October 30, 2023, as presented. The motion was seconded by Chester Siembab. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of October 2023 and discussed the amount in each reserve account.

A motion was made by Kevin Kirk and seconded by Chester Siembab to approve the financial statements as presented. All in favor, motion carried.

MANAGEMENT REPORT

The Board reviewed the 2023 Calendar for the month of November 2023. No questions or concerns presented at this time.

In addition, the Board reviewed the work order detail report and violation detail report included in the November 2023 meeting packet.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Tree Trimming: The property manager will check with Robin and Colts Landscape on the status of the completion of the community tree trimming work.

The property manager will also follow up with Colts Landscape on the work order issued to clean up the slope at the back of the backside of the pool area.

NEW BUSINESS

Annual Election Update: The Board reviewed and approved the report submitted by the inspector of election company The HOA Election Guys indicating the results of the election. The Board of Directors proceeded to vote on officer positions.

President: Marc Winer was voted to serve as Board President. Motion by Chester; seconded by Derek Powell. All in favor; motion carried.

Vice President: Chester was voted to serve as Vice President. Motion by Marc Winer; seconded by Derek Powell. All in favor; motion carried.

Secretary: Chris Archuleta was voted to serve as Board Secretary. Motion by Derek Powell; seconded by Chester Siembab. All in favor; motion carried.

Treasurer: Derek Powell was voted to serve as Board Treasurer. Motion by Marc Winer; seconded by Chester Siembab. All in favor; motion carried.

Kevin Kirk would serve on the Board of Directors as member at large.

Review Sandblasting Quote: The Board of Directors reviewed the various proposals submitted for sandblasting the slippery entrance to the pool area. A motion was made by Kevin Kirk to approve the quote submitted by Tri-County Sandblasting in the amount of \$1,850 plus the additional option of \$750 for the BBQ area. The motion was seconded by Derek Powell. All in favor; motion carried. The property manager will get this work scheduled with the vendor and post notices at the gate and via email to the community residents. The pool area will be closed for a period of 4-5 hours.

Pool Estimate: The Board reviewed the estimate submitted by Hunter Pool Service for weekly pool maintenance. The Board of Directors invited the vendor to attend the meeting for questions and discussion about the pool services. Chester Siembab made a motion to terminate Wet Willy'z Pool Service and hire Hunter Pool Service to begin January 01, 2024. The motion was seconded by Kevin Kirk. All in favor; motion carried. The property manager will provide a termination letter to the Wet Willy'z and request all keys be returned to the management company.

Drain Repair Estimate: The Board discussed the drain repairs needed at the pool area and reviewed the estimate submitted by All Drains Plumbing and the quote by Jeff Philips with Swell Plumbing. Both proposals vary in the scope of work needed to resolve the drainage issues. A job walk with Jeff Philips of Swell Plumbing will be scheduled for after December 02, 2023, with Derek, Chris, and Chester Siembab present. The plumber will specify the scope of the work and provide any guarantee the solution will work.

Review Vendor Services & Contracts: The Board of Directors requested to meet with Dave Lewis of Huntington West Properties to discuss the management services. This special meeting is to be scheduled in December in combination with an executive / hearing session.

The Board reviewed all homeowner correspondence found in the November 2023 Board of Directors packet. No other issues to discuss.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping.

Facilities: Nothing new to report at this time.

Newsletter Articles: A reminder about the increase scheduled for January 01, 2024 is to be included in the next newsletter.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:45pm

The next meeting is scheduled for January 16, 2024, and will be held at the clubhouse at 7pm. Executive session scheduled to start at 06:30PM.

Secretary's Certificate:

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Esteban Rodriguez
Esteban Rodriguez
Acting Secretary

Approved Date