

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, May 21, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 6/18/24

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, Derek Powell, and Kevin Kirk.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Chris Archuleta

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:10 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

No homeowners present 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.

An architectural request application was submitted by homeowner Debbie Hoffman at unit 29162 Kensington Drive for the remodeling of the master bedroom along with replacement of the windows. The Board approved the architectural application after reviewing the proposed plans.

The Board of Directors reviewed all other architectural applications approved by the architectural committee via online the owner's portal.

The Board directed the property manager to have a letter sent to homeowner Carlos Maynetto for failing to remove the unauthorized staircase.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on April 16, 2024, along with the minutes for the executive meeting held on April 16, 2024.

A motion was made by Chester Siembab to approve the regular meeting minutes held on April 16, 2024, with no corrections. The motion was seconded by Kevin Kirk. All in favor, motion carried.

A motion was made by Kevin Kirk to approve the executive minutes for the meeting held on April 16, 2024, 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 April 2024.

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

MANAGEMENT REPORT

The Board reviewed the 2024 Calendar for the month of May 2024.

In addition, the Board reviewed the work order detail report included in the May 2024 meeting packet.

The property manager provided an update on the annual election meeting for 2024. The candidate applications were mailed out to the membership on May 02, 2024. The nomination period ends on July 31, 2024.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

New Monument Sign: The Board of directors discussed the status of the new monument sign. The installation is scheduled to be completed by June 10, 2024.

Pickleball Court Striping: The Board discussed the status of the striping of two new pickleball courts in the athletic field. The project is scheduled to be completed by June 06, 2024.

Chain Link Fence Installation Around Pickleball Court: The Board of Directors reviewed the proposals for installation of a chain link fence around the pickleball courts. This agenda item was tabled by the Board.

No other old business or projects to discuss.

NEW BUSINESS

Terry's Testing Repair Estimate: The Board reviewed the quote submitted by Terry's Testing for the repair of one of the backflow devices. Kevin Kirk made a motion to approve the repair quote costing \$425. The motion was seconded by Derek Powell. All in favor; motion carried.

Triton Air Maintenance: The Board of Directors reviewed the maintenance report submitted by Triton Air. No questions or concerns were discussed regarding the report.

Pool Plastering Maintenance: The Board discussed the pool plastering project scheduled for November 01, 2024. The vendor submitted the official contract for Board review. The Board of Directors authorized the property manager to sign the contract on the association's behalf. The project will be announced in the next quarterly newsletter along with an email blast.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the May 2024 Board of Directors packet.

The Board reviewed the email by Joel Clark on page 121 of the May 2024 meeting packet regarding unit 29642 Ellendale Drive belonging to the late Marianne Retz. The Board agreed to cooperate with Joel Clark who is the executor and beneficiary of the estate. No fines or violations are to be issued for ongoing maintenance violations until the September 12, 2024, court date upon which matters will be settled.

No other questions or concerns discussed regarding the homeowner correspondence.

COMMITTEE REPORTS:

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

Facilities: The property manager provided Derek Powell with the updated OC Health Care Agency permits for the swimming pools. Derek will install the permits at the office window near the pool gate entrance.

Newsletter Articles: No new newsletter suggestions. The property manager will provide the Board with a reminder that articles need to be provided by June 15, 2024.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:26pm

The next meeting is scheduled for Tuesday, June 18, 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