

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, July 15, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 08/19/2025

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, and Chris Archuleta present.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Kevin Kirk and Jay Ferguson absent.

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:06 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

The following homeowner(s) were present at the meeting:

- Homeowner of unit 29402 Troon Street (Jochen Matthes) was present at the meeting to inquire about the recent letter received by the community manager prohibiting the RV from parking on the street after receiving complaints from the neighboring units. The Board clarified to the manager and the homeowner that it is only a violation if parked on the driveway or lot. If the RV is parked on the street, it is the city's responsibility to enforce, not the HOAs. The Board instructed the property manager not to send any other letters for RVs parked on the street. Instead, the property manager is to inform residents who complain to contact the city of Laguna Niguel for proper enforcement. The Board also reviewed photos from the homeowner included on page 127-128 of the July 2025 meeting packet showing a camper style van the homeowners are planning to purchase. They requested the Board to confirm if the vehicle complies with the CC&Rs to be able to park on the driveway. The Board agreed that the van on the photos is acceptable to park on the driveway and does not violate any rules or CC&Rs.
- Homeowner of unit 29782 Ellendale Drive (Stewart McCombs) was present to discuss with the Board the issue of the landscape / olive trees that were cleared out by Soto Landscape as authorized by the Crown Valley Highlands Board of Directors after receiving a demand from the city of Laguna Niguel due to the safety risk related to visibility issues for drivers caused by the overgrown landscape on the corner of Felton Drive and Highlands / Niguel Road where the property line meets between common area and the homeowner's lot. The homeowners report that the landscape that was cleared was part of the homeowner's lot. The Board informed the homeowner that the area authorized for clearing was thought to be common area. Based on the discussion and limited information available, the Board agreed to direct the community manager to hire a qualified vendor to survey the land to determine where the property line divides. After determining the exact property line, the Board will work with the homeowner on determining the appropriate recompensation or solution if their personal trees were removed. The manager will coordinate with the homeowner for the land survey service and coordinate with the landscape team to properly mark the boundaries. A motion was made by Marc Winer approving the authorized action item. The motion was seconded by Chris Archuleta. All in favor; motion carried.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The Crown Valley Highland Board of Directors reviewed the architectural request applications that were approved via AppFolio by the architectural committee. The Board also reviewed the following architectural request applications at the meeting:

- Unit 29402 Troon Street: Request to extend the concrete driveway.
- Unit 23511 Calverton Circle: Request to paint the exterior of home.
- Unit 23232 Cheswald: Request to replace roof.

A motion was made by Chris Archuleta approving all three of the submitted applications. The motion was seconded by Chester Siembab. All in favor; motion carried.

No other architectural applications were discussed.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on June 17, 2025, along with the minutes for the executive meeting held on June 17, 2025.

A motion was made by Chester Siembab to approve the regular meeting minutes held on June 17, 2025, as presented with no corrections. The motion was seconded by Chris Archuleta. All in favor, motion carried.

A motion was also made by Chester Siembab to approve the executive minutes for the meeting held on June 17, 2025, as presented with no corrections. The motion was seconded by Chris Archuleta. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of June 2025.

A motion was made by Marc Winer and seconded by Chester Siembab to approve the financial statements as presented for June 2025. All in favor, motion carried.

Lastly, the Board also approved the property manager to automatically renew CDs upcoming on maturity dates for the same amounts and terms at the best interest rates available.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the 2025 Calendar for the month of July 2025.

Work Order Report: In addition, the Board reviewed the work order detail report included in the July 2025 meeting packet. No issues or concerns were discussed regarding the work order report.

Bank Ratings: The Board of Directors reviewed the bank ratings submitted by the community manager for both UMPQUA Bank and Pacific Premier Bank. No issues reported with the bank ratings for both banks.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Brian's Pool Service - Plastering Warranty Claim: The Board of Directors discussed the status for the pending warranty claim with Brian's Pool Plastering. Jay Ferguson still working on providing a follow up letter. This agenda item was tabled for further updates at the next meeting.

Solar Equipment Upgrade: The proposal for the solar equipment upgrades are pending and scheduled to be submitted by the next meeting.

Holiday Market Request: The Board discussed the holiday market request submitted by homeowner Julia Schwier at 23292 Cheswald Drive. The homeowner was invited to the meeting to discuss the details of the holiday market request submitted to allow the Board to make a decision. After discussion, the Board tabled the discussion of this agenda item and agreed to make a final decision by August 2025 Board of Directors meeting. The homeowner agreed that if the holiday market is approved, each vendor would be insured and would be told to add Crown Valley Highlands as additionally insured to each of their policies. The manager will send all of the legal requirements suggested by the attorney to Julia Schwier to confirm if she would agree to any of the recommended stipulations. This agenda item was tabled for further review at the August 2025 meeting.

NEW BUSINESS

Reserve Study Summary Report: The Board reviewed the recently submitted reserve study report by Reserve Data Analysis (RDA) indicating that the reserves are fully funded at 100%. A motion was made by Chester Siembab to approve the reserve study report as submitted. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Annual Election Update: The Board reviewed the status of the annual election. The property manager reported that the candidate nomination period ends on August 04, 2025. Currently, Chris Archuleta and Chester Siembab are up for re-election.

Soto Landscape Wood Chip Installation Bid: The Board reviewed the proposal submitted by The Soto Landscape company for installation of new wood chips at the community playground area in the amount of \$2,750. Chris made a motion to authorize approval of the quote. The motion was seconded by Chester Siembab. All in favor; motion carried.

Soto Landscape Pressure Regulator Bid: The Board also reviewed the proposal submitted by the Soto Landscape company for installation of 3 pressure regulators at locations affected by mainline breaks in the amount of \$9,000. A motion was made by Chris Archuleta to approve the quote as submitted. The motion was seconded by Chester Siembab. All in favor; motion carried.

Turf Rebate Removal Project: The Board reviewed the suggestion by Soto Landscape for the turf rebate removal project and agreed to proceed with a proposal request from Soto Landscape for the turf removal and rebates. The property manager will work with Joe Soto on this project. This agenda item was tabled for further updates at the next meeting.

Colt's Landscape Tree Removal Quote: The Board reviewed the quote to remove a tree posing safety risk in the amount of \$4,200 located below the slope of unit 29402 Troon Street. A motion was made by Chester Siembab and seconded by Chris Archuleta. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the July 2025 Board of Directors packet. No issues discussed or reported.

COMMITTEE REPORTS:

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

Facilities: The Board authorized the community manager to have a work order issued to Superior Gates to fix the crooked exit sign on the left side of the parking lot.

Newsletter Articles: No newsletter articles discussed or suggested at the meeting.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:15pm

The next meeting is scheduled for Tuesday, August 19, 2025, and will be held at the clubhouse at 7pm.
Executive session scheduled to start at 06:30 PM.

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