

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, July 18, 2023, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 8/15/2023

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, David Thompson, Chris Archuleta and Kevin Kirk (via phone).

BOARD MEMBERS ABSENT/EXCUSED

Absent: None

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

The meeting was called to order at 7:03 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

Homeowner Ryan Tran of unit 29301 Tierce was present to discuss with the Board of Directors the architectural violation and the association's request of having the chain link fence removed from the property as it is against the rules and regulations. The homeowner claims that he should not be responsible for removing the chain link fence after the Board approved the previous application containing this option. Kevin Kirk made a motion to table this issue until the next meeting for further discussion. The motion was seconded Dave Thompson. All in favor; motion carried.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The architectural committee provided an oral report on recent architectural application requests. The following applications were discussed:

- Unit 29381 Troon: Request for hardscape changes to the exterior of the unit. The application was approved by the architectural committee with the contingency that the homeowner would submit the final landscape plans for review and approval.
- Unit 29162 Ridgeview: Request to repaint the exterior trim of the unit. The Board requested further clarification if the painting will be done to the entire exterior of the home or only the wood trim. Approval of the request is pending clarification of this question.

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

MINUTES

The Board reviewed the minutes for the meeting held on June 20, 2023.

A motion was made by Chester Siembab to approve the regular meeting minutes held on June 20, 2023, with no corrections. The motion was seconded by Chris Archuleta. All in favor, motion carried.

A motion was made by Chester Siembab to approve the executive minutes for the meeting held on June 20, 2023, as presented. The motion was seconded by Kevin Kirk. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of June 2023.

A motion was made by Marc Winer 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 July 2023.

The Board requested a community wide tree trimming quote from The Soto Landscape Company.

The Board reviewed the inspection/violation reports along with the workorder logs. No other action required at this time.

OLD BUSINESS

The Board of Directors discussed the following pending items:

Swing Set Repairs: The installation of the new swing set is pending installation by SafeParks Inc. The vendor is pending the arrival of the parts needed for the installation.

Triton Air Proposal: The Board reviewed completion of the proposal submitted by Triton Air for the installation of 2 new exhaust fans in the pool pump room. This item can be removed from the agenda.

The Board discussed the unfinished painting of the termite treated wood at the exterior of the clubhouse. The property manager is to coordinate with Hills Brothers to have the cameras temporarily removed so that Reynold's Termite can complete the painting of the wood using the leftover paint in the storage room.

NEW BUSINESS

Annual Election Update: The Board discussed the annual election meeting progress. The candidate applications were mailed out to the membership and are due by August 07, 2023.

Pool Drainage Maintenance: The Board of Directors discussed the recent drainage issues at the pool area along with the submitted pictures / videos captured during the plumbing service from All Drains. The vendor submitted a formal quote for the hydro jetting of the drain lines to clear any issues causing blockage. The Board reviewed the submitted quote. Kevin Kirk made a motion to accept estimate #0035 in the amount of \$1,000. The motion was seconded by Chris. All in favor; motion carried.

Plans to Upgrade Clubhouse: The architectural committee presented additional bids from various vendors to upgrade the clubhouse in various ways. Chester Siembab made a motion to approve the submitted proposal by Excel Maintenance Solutions for bathroom upgrades in the amount of \$1,800. The motion was seconded by Chris Archuleta. Kevin Kirk voted in favor of the motion. Marc Winer and Dave Thompson voted against the motion. Majority in favor of the motion; motion carried.

Shades/Blinds: The property manager will follow up with 3 Blind Mice for the scheduling of the approved roller shades at the clubhouse windows.

Playground Inspection Report: The Board of Directors reviewed the inspection report by SafeParks Inc. In addition, the vendor submitted the repairs to correct the inspection issues. A motion was made by David Thompson to approve the estimate. The motion was seconded by Chris. All in favor; motion carried.

Website Upgrade: The property manager reviewed with the Board a proposal for website upgrades and services since the current vendor is not responsive. The Board did not consider the proposal at this time and requested this item to be removed from the agenda.

Soap Dispenser: The Board of Directors reviewed the estimate and options to install a new soap dispenser at the men's restroom for the pool area by Personal Touch Cleaning. Option #6 was selected. A motion was made by Chris to approve the estimate with option #6. The motion was seconded by Marc. All in favor; motion carried.

The Board reviewed the homeowner correspondence found in the July 2023 Board of Directors packet. No issues or action items required at this time. The Board directed the property manager to turn off the fob for unit 29622 Kensington since they had not paid the fob fees.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. No action required.

Facilities: Derek Powell resigned from his position of facilities director. Chester Siembab was appointed to be the new chairman of the facilities committee.

Newsletter Articles: No newsletter articles were requested this month.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:10pm

The next meeting is scheduled for August 15, 2023, 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