

Crown Valley Highlands Community Association
Minutes for the Annual Election & Board of Directors Meeting Held on
Tuesday, October 17, 2023, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 11/21/2023

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, David Thompson, Chris Archuleta

BOARD MEMBERS ABSENT/EXCUSED

Absent: Kevin Kirk

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

ANNUAL ELECTION MEETING

The annual election meeting was called to order at 07:00PM by member Marc Winer.

Kevin Langley was present at the meeting via Zoom as the appointed inspector of election representing The HOA Election Guys.

The inspector of election confirmed that insufficient ballots were received to establish a quorum with only 114 ballots submitted.

The Bylaws allow for a reduction of quorum when during a second attempt to hold the annual election with a reconvened meeting. The membership opted to reconvene the meeting for Monday, October 30, 2023 at 05:00PM via Zoom.

No further business to discuss, the annual election meeting was adjourned at 07:06PM.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:07 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.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on September 19, 2023.

A motion was made by Chester Siembab to approve the regular meeting minutes held on September 19, 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 September 19, 2023, as presented. The motion was seconded by Dave Thompson. All in favor; motion carried.

FINANCIAL REPORT

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

A motion was made by Chris Archuleta and seconded by Dave Thompson to approve the financial statements as presented. All in favor, motion carried.

MANAGEMENT REPORT

The Board reviewed the 2023 Calendar for the month of October 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 October 2023 meeting packet.

The Board requested that the property manager follow up with Colts Landscape on the status of the scheduling for the tree trimming and request the additional removal of two trees at the rear of the pool area. In addition, the Board requested a work order be issued to Hill's Bros for a proposal to upgrade the camera equipment. The property manager will also inquire if wireless (cellphone) service will work for the entry fob system.

OLD BUSINESS

Tee Trimming: The tree trimming is tentatively scheduled for Monday, October 30, 2023 with Colts Landscape.

NEW BUSINESS

Annual Election Update: The Board discussed the annual election meeting progress. The election of officers has been tabled for the November 2023 Board of Directors meeting after the reconvened election meeting.

Proposed 2024 Budget: The Board reviewed the finalized 2024 budget with the approved increase of \$40 per quarter for each unit incorporated in the budget. Marc Winer made a motion to proceed with the annual mailing of the budget and disclosure forms as required by California Civil Code. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Insurance Renewal Documents: The Board reviewed the signed insurance renewal documents submitted to Prendiville Insurance Agency confirming coverage for the HOA. No questions or concerns at this time.

Pool Estimate: The Board reviewed the revised estimate submitted by OC Pool Boys for weekly pool maintenance. The property manager invited the vendor to attend the meeting for questions and discussion about the pool services. The vendor confirmed the cost for emergency service calls. The Board also reviewed the estimate received by Hunter Pools. This agenda item was tabled for further review at the November 2023 Board of Directors meeting.

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 on the scope of work needed to resolve the drainage issues. The Board opted to table this agenda item to review further at the next meeting. The property manager is to invite Jeff Philips to the November 2023 Board meeting.

Triton Air Maintenance Report: The Board reviewed the recent maintenance report submitted by Triton Air. No issues discussed at this time.

The Board reviewed all homeowner correspondence found in the October 2023 Board of Directors packet.

The Board reviewed the correspondence submitted by homeowner Cindy Nelson requesting weekly mowing of the common area grass. The property manager will ask Joe Soto on his thoughts of this request and provide the cost of increase if approved.

Discuss Non-Slip Surface for Pool Area: Marc Winer reported concerns with slipping issues at the entrance of the pool area gate up to the deck. The property manager will request bids for sandblasting the area to be reviewed at the next meeting.

New Pool Rules: The Board of Directors discussed the recent issues with residents moving the pool tables. The Board opted to table this discussion for another time. No rule revisions are required at this time.

In addition, the property manager updated the Board on the recent complaint received by a homeowner regarding CPR requirements. Per the American Heart Association, traditional CPR is still recommended for pool areas.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. Two proposals were reviewed and approved by the Board of Directors including the following:

- Estimate #:5451 in the amount of \$625 to remove Acacia approximately 10 feet away from wooden fence as a fire hazard.
- Estimate #5450 in the amount of \$750 to remove Agave and Cactus 5 feet from steps along Felton.

Facilities: Nothing new to report at this time.

Newsletter Articles: No newsletter articles were requested this month.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:00pm

The next meeting is scheduled for November 21, 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