

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, January 16, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 2/20/2024

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 7:00 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

Homeowner Rachel Krik at unit 29602 Colebrook Drive was present to inquire about the status of landscape job walks and how frequently they will be scheduled for 2024.

The Board of Directors informed Rachel that Robin Matlock is working directly with The Soto Landscape Company on the scheduling of any landscape job walks.

The property manager was directed to invite Rachel Kirk on all future landscape job walks.

Lastly, the homeowner inquired about any plans to drop the pool temperatures. The Board stated that there are no active plans to drop the pool temperature at this time.

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.

In addition, the Board reviewed the revised architectural application submitted by unit 23531 Porter Circle for homeowner Carlos Maynetto. Derek Powell made a motion to approve the revised architectural application. The motion was seconded by Chester Siembab. All in favor; motion carried.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on November 16, 2023, along with the minutes for the executive hearing meeting held on December 11, 2023.

A motion was made by Kevin Kirk to approve the regular meeting minutes held on November 16, 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 November 16, 2023, as presented. The motion was seconded by Chester Siembab. All in favor; motion carried.

A motion was made by Chester Siembab to approve the executive hearing minutes for the meeting held on December 11, 2023, as presented. The motion was seconded by Derek Powell. All in favor; motion carried.

FINANCIAL REPORT

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

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

MANAGEMENT REPORT

The Board reviewed the 2024 Calendar for the month of January 2024. The Board of Directors directed the property manager to request an inspection and proposal for the seal coat of the clubhouse parking lot along with the asphalt walkways throughout the community. A work order will be issued to El Camino Asphalt. No other questions or concerns presented at this time.

In addition, the Board reviewed the work order detail report and violation detail report included in the January 2024 meeting packet. The property manager is to mark all violations that are completed to shorten the report.

The property manager is also to mail a cease-and-desist letter to unit 29292 Ridgeview for unauthorized work underway on the exterior of the home. The property manager will also be sending a letter about overgrown landscape on their property lot.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Tree Trimming: The property manager confirmed that the tree trimming work throughout the community is now completed.

The property manager will also follow up with Alan Smith on the various issues reported at the bottom of the pool and the status of the proposal for camera upgrades.

NEW BUSINESS

Landscape Estimates: The Crown Valley Highlands Board of Directors reviewed the landscape estimates submitted by Soto Landscape. Kevin Kirk made a motion to approve all 3 estimates listed below:

- Estimate #: 5498 - \$575
- Estimate #: 5487 - \$750
- Estimate #: 5488 - \$650.

The motion was seconded by Chester Siembab. All in favor; motion carried.

Drain Repair Estimate: The Board discussed the drain repairs needed at the pool area and reviewed the estimate submitted by Jeff Philips with Swell Plumbing. Chester Siembab made a motion to approve

Swell Plumbing's estimate #: 1964 in the amount of \$5,950. The motion was seconded by Derek Powell. All in favor; motion carried. The property manager is to schedule the job and post notices at the front of the pool gate regarding the pending work. The manager will also place the maintenance of the drains on the annual calendar.

Termite Renewal Service: The Board of Directors reviewed the renewal letter by Reynolds Termite Company. A motion was made by Kevin Kirk to approve the renewal service. The motion was seconded by Chester Siembab. All in favor; motion carried. The property manager will coordinate with the vendor for the annual inspection and termite treatment.

Janitorial Service Agreement: The Board of Directors reviewed the current service agreement with Personal Touch Cleaning. No action necessary at this time.

The Board reviewed all homeowner correspondence found in the January 2024 Board of Directors packet. No other issues to discuss.

Quarterly Newsletters: The Crown Valley Highlands Board of Directors agreed to send an article to the property manager before the 15th of each month to be included in future quarterly newsletters. The property manager will also be sending an email reminder to the Board requesting any newsletter article suggestions before the 15th.

COMMITTEE REPORTS:

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

Facilities: Nothing new to report at this time.

Newsletter Articles: The Board of Directors will be submitting an article for the next newsletter before March 15th, 2024.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:52pm

The next meeting is scheduled for February 20, 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