

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, March 19, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 4/16/24

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, Derek Powell, and Chris Archuleta

BOARD MEMBERS ABSENT/EXCUSED

Absent: Kevin Kirk

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 James Quigley of unit 23526 Belmar Drive was present to request changes to the athletic field that include addition of a second pickleball court and the installation of a fence around the current pickleball court area. The Board of Directors advised the homeowner that both of these requests are on the agenda for discussion during the meeting.

Homeowner Rachel Kirk of unit 29602 Colebrook was present to request that the minutes, agenda, and other association documents be uploaded to the Crown Valley Highlands website. The property manager advised that these documents are uploaded monthly into the homeowner's portal via Appfolio but will also be placed into the HOA website when possible. Rachel also inquired about the status of landscape meetings since the landscape committee is not currently meeting on a monthly basis. Lastly, Rachel was there to inform the Board of Directors that she is not involved in the posting of updates on the "Next Door" app.

Homeowner Lilly Delius of unit 23252 Cheswald Drive submitted a written statement to be shared during homeowner forum requesting that the pool temperature be increased to 84 degrees. The pool is currently set at 81 degrees. The request was not approved by the Board of Directors as 81 degrees is the recommended temperature advised by the professional pool vendor.

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.

There is currently one architectural request application pending approval from the architectural committee on the portal from Joshua Small at unit 29222 Balloch Street for exterior painting. The homeowner has been notified that neighbor awareness signatures are needed to approve the request.

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 February 20, 2024, along with the minutes for the executive meeting held on February 20, 2024.

A motion was made by Chester Siembab to approve the regular meeting minutes held on February 20, 2024, with no corrections. The motion was seconded by Derek Powell. All in favor, motion carried.

A motion was made by Chester Siembab to approve the executive minutes for the meeting held on February 20, 2024, 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 February 2024.

In addition, the Board of Directors discussed CD investments. The Board approved to renew the CD that matured on 03/12/2024 - \$200,000 for 12 months at the best available interest rate.

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

Lastly, the Board of Directors requested that another notice be sent to the community regarding the assessment increase that took effect January 01, 2024, via newsletter and email blast.

MANAGEMENT REPORT

The Board reviewed the 2024 Calendar for the month of March 2024. New umbrellas for the pool area will not be needed this year. The Board of Directors directed the property manager to request proposals for the inspector of election service needed for the annual election.

The year-end tax and financial audit were signed by Board President Marc Winer at the meeting.

In addition, the Board reviewed the work order detail report and violation detail report included in the March 2024 meeting packet. Hearings will be scheduled for Tuesday, April 16, 2024, at 06:30PM for all homeowners with open violations that have received two prior violation notices.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Asphalt / Seal Coat Project: The Board agreed that the proposed work to the clubhouse parking lot is not needed yet. The Board discussed changing the scope of work to only include the patching of cracks along the walking trails. This agenda item was tabled for further review and discussion at the next Board meeting.

Surveillance Camera Upgrades: The Board discussed the completion of the surveillance system upgrades done by Hiprotek. No issues with the upgrades. This item is to be removed from the agenda.

No other old business or projects to discuss.

NEW BUSINESS

Install New Monument Sign: The Board reviewed the proposal submitted by Vasin Sign Solutions to install a new monument sign at the Southeast corner of Highlands Avenue and Niguel Road. Marc Winer made a motion to approve the quote at a cost of \$4,396.45. The motion was seconded by Derek Powell. All in favor; motion carried. The new monument should not include any address numbers on it.

Athletic Field / Pickleball Court Upgrades: The Board of Directors reviewed the estimate submitted by A1 Fence Company for the installation of a fence around the existing pickleball court. The estimate totaling \$21,982 was not approved by the Board due to the cost. Derek Powell made a motion that two additional pickleball courts should be striped in white lines above the current basketball court blacktop (overlay only). The existing basketball stripes should be repainted yellow. The motion was seconded by Marc Winer. All in favor; motion carried.

Pool Plastering Maintenance: The Board reviewed the proposal submitted by Alan Smith Pool Services for the option to revive and shine the current pool and the option to replaster to entire pool. The Board requested that the property manager obtain more quotes on both options using the same scope of work submitted by Alan Smith Pool Services. This agenda item was tabled for further review until next meeting.

Hunter Pools Quote: The Board reviewed the quote submitted by Hunter Pools to replace one of the pool lights. This estimate was tabled to be reviewed in conjunction with the pool replaster project.

Landscape Quotes: The Board reviewed quotes submitted by The Soto Landscape Company for landscape upgrades. The following quotes were approved by the Board.

- Estimate #: 5526 in the amount of \$1,025.
- Estimate #: 5525 in the amount of \$8,975

Motion to approve the quotes was made by Chester Siembab. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the March 2024 Board of Directors packet. The Board reviewed that email by Jackie Anderson reporting homeless issues in the area (pg. 99). This was determined to be a city of Laguna Niguel issue. No action from the HOA was taken.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. The Board directed the property manager to request an estimate from the landscape company for installation of seasonal flowers at the front planter at the clubhouse entrance.

Facilities: Nothing new to report at this time.

Newsletter Articles: The Board of Directors will be submitting an article for the next newsletter before June 15th, 2024. The Board requested an article be included in the next newsletter reminding residents that vehicles cannot be parked in the driveways in such a way that it blocks the sidewalk or street. Many vehicles are impeding the walkway which creates a safety hazard for walkers. This issue is also to be emailed to the community informing residents that the city will begin enforcing vehicles that block the sidewalk or street.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:25pm

The next meeting is scheduled for Tuesday, April 16, 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