

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, April 16, 2024, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 5/21/2024**

**BOARD MEMBERS PRESENT**

Marc Winer, Chester Siembab, Derek Powell, Chris Archuleta, and Kevin Kirk.

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: None.

**MANAGEMENT PRESENT**

Esteban Rodriguez with Huntington West Properties, Inc.

**CALL TO ORDER:**

The regular Board of Directors meeting was called to order at 7:02 pm by Board President, Marc Winer.

**HOMEOWNER DISCUSSION AND CORRESPONDENCE:**

Homeowner Terri Bruno of unit 29555 Kensington Drive was present at the meeting. No comments were submitted by the homeowner.

**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.

An architectural request application was submitted by homeowner Chris Archuleta at unit 29562 Deervale Circle for the installation of a patio cover at the rear yard. The Board approved 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 March 19, 2024, along with the minutes for the executive meeting held on March 19, 2024.

A motion was made by Derek Powell to approve the regular meeting minutes held on March 19, 2024, with no corrections. The motion was seconded by Kevin Kirk. All in favor, motion carried.

A motion was made by Kevin Kirk to approve the executive minutes for the meeting held on March 19, 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 March 2024.

The Board reviewed the 6-month CD maturing on April 24, 2024. The Board agreed to renew the \$150,000 CD for another 6-months at the best available interest rate. The Board also directed the property manager to contact Wells Fargo Advisors on purchasing a new \$250,000 CD for 6-months at the best

available interest rate. Motion by Marc Winer and seconded by Derek Powell. All in favor; motion carried.

Lastly, the property manager is to check on the contract expiration and renewal date for AT&T services.

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.

### **MANAGEMENT REPORT**

The Board reviewed the 2024 Calendar for the month of April 2024.

In addition, the Board reviewed the work order detail report included in the April 2024 meeting packet.

All other reports reviewed with no issues or concerns discussed.

### **OLD BUSINESS**

**New Monument Sign:** The Board of directors reviewed the submitted monument design by Vasin Sign Solutions. The proposed design was approved by the Crown Valley Highlands Board of Directors. The property manager is to proceed with the installation of the new monument sign.

No other old business or projects to discuss.

### **NEW BUSINESS**

**Reserve Study Proposal:** The Crown Valley Highlands Board of Directors reviewed the reserve study proposal submitted by RDA (Reserve Data Analysis). The cost for the updated reserve study with a field inspection is \$1,095. The Board also reviewed the 3-year contract with reduced pricing of \$650 per year. Kevin Kirk made a motion to approve the 3-year contract with RDA. The motion was seconded by Chester Siembab. All in favor; motion carried. The next field inspection is scheduled for 2024.

**Inspector of Election Service Bids:** The Crown Valley Board of Directors reviewed the various bids submitted by vendors for inspector of election services. Kevin Kirk made a motion to approve the contract submitted by The HOA Election Guys at a cost of \$2,631.60 for inspector of election services with a reduced rate of \$1,508 for election by acclamation. The motion was seconded by Chester Siembab. All in favor; motion carried.

**Pickleball Court Upgrades:** The Board of Directors reviewed the estimate submitted by El Camino Asphalt to stripe two new pickleball courts on the current basketball court. Basketball stripes to be changed from white to yellow. Kevin Kirk made a motion to approve the estimate totaling \$1,900. The motion was seconded by Chris Archuleta. All in favor; motion carried.

**Fence Around Pickleball Court:** The Board also reviewed 4 estimates to install a 3-foot fence around the current pickleball courts. The Board tabled further review of these estimates for a future meeting.

**Pool Plastering Maintenance:** The Board reviewed the proposals submitted by various pool vendors for plastering of the association pools. Kevin Kirk made a motion to approve the contract submitted by Brian's Pool Plastering. The motion was seconded by Chris Archuleta. The job is to be scheduled for after November 01, 2024. The property manager is to schedule a job walk with the foreman and the Board to discuss the additional options listed on the contract.

Landscape Quote(s): The Board reviewed quote(s) submitted by The Soto Landscape Company for landscape upgrades. The following quotes were approved by the Board.

- Estimate #: 5570 in the amount of \$360.

Motion to approve the quote was made by Kevin Kirk. The motion was seconded by Chester Siembab. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the April 2024 Board of Directors packet. No questions or concerns discussed regarding the homeowner correspondence.

**COMMITTEE REPORTS:**

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

Facilities: The Board directed the property manager to check if the exit button at the athletic field is necessary or mandatory.

Newsletter Articles: No new newsletter suggestions.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 07:45pm

The next meeting is scheduled for Tuesday, May 21, 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

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Approved Date