

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, July 16, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 8/20/2024

BOARD MEMBERS PRESENT

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

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 7:07 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

No homeowners were present at the meeting.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The Crown Valley Highland Board of Directors reviewed the following architectural requests.

- 29351 Kensington Drive (Gillian Engberg & Jon Bernard): Request to remodel and add to an existing split level 2 story single family residence with hardscape adjustments. The architectural committee and Board of Directors approved the request.
- 23302 Telfair (Brooks Baxter): Request to replace front door with gate to create a breezeway entrance. The Board requires more details on the color, dimensions, and plans showing the door that is to be installed. The application was rejected until more information is submitted.

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 June 18, 2024, along with the minutes for the executive meeting held on June 18, 2024.

A motion was made by Derek Powell to approve the regular meeting minutes held on June 18, 2024, as presented with no corrections. The motion was seconded by Chester Siembab. All in favor, motion carried.

A motion was made by Chester Siembab to approve the executive minutes for the meeting held on June 18, 2024, as presented without corrections. The motion was seconded by Derek Powell. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of June 2024.

The Crown Valley Highland Board of Directors also reviewed the recently purchased CDs as directed by the Board at the June 2024 meeting. \$200,000 was invested into a 6-month CD at 5.25% interest rate. \$100,000 was invested into a 9-month CD at 5.05% interest rate.

Kevin Kirk issued the property manager with a check in the amount of \$300 to cover payment for a second pool fob.

A motion was made by Derek Powell and seconded by Chester Siembab to approve the financial statements as presented. All in favor, motion carried.

MANAGEMENT REPORT

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

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

The property manager provided an update on the annual election meeting for 2024. The candidate applications were mailed out to the membership on May 02, 2024. The nomination period ends on July 31, 2024.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Brian's Pool Plastering Project: The property manager is to confirm the official start date for Brian's Pool Plastering project. The pool area is to be closed during the project.

No other old business or projects to discuss.

NEW BUSINESS

Reserve Study Report: The Board reviewed the updated reserve study report submitted by RDA. The reserves are currently funded at 99%. Chris Archuleta made a motion to accept the report as presented. The motion was seconded by Chester Siembab. All in favor; motion carried.

Vendor Increase Notice: The Board reviewed the increase notice submitted by Personal Touch Cleaning. Derek Powell made a motion to approve the increase requested by the vendor. Chester Siembab seconded the motion. All in favor; motion carried.

Proposed Policy for Association Video Cameras: The Crown Valley Highland Board of Directors reviewed the membership comments and feedback about the proposed policy prepared by Fiore, Racobs & Powers regarding the association video cameras. The policy will be eligible for adoption at the August 2024 Board of Directors meeting after the 30-day comment period concludes.

Community BBQ: The Board discussed the scheduled BBQ with Huntington West Properties and Crown Valley Highlands Community Association. The BBQ is scheduled for August 24, 2024 from 11:00AM to 03:00PM.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the July 2024 Board of Directors packet including the email by homeowner Woody Clements and the picture submitted on the temporary solution to cover the RV parked within the lot. The Board directed the property manager to have a second violation notice mailed out after confirmation from Derek Powell.

Pool Safety During Construction: The Board directed the property manager to request a change order for a proposal on recommendations to make the current pool steps slip resistant. The current pool steps do not provide enough grip and can lead to safety liability with slips and falls.

COMMITTEE REPORTS:

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

Facilities: No issues reported regarding the common area facilities.

Newsletter Articles: An article is to be included in the next newsletter informing homeowners on the plastering project start date and details.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:41pm

The next meeting is scheduled for Tuesday, August 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