

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, August 20, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 9/17/2024

BOARD MEMBERS PRESENT

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

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 DISSCUSSION AND CORRESPONDENCE:

The following homeowners were present at the meeting:

- Lilly Delius of unit 23252 Cheswald Drive was present to discuss pool issues with the Board such as the temperature of the water, overcrowded pool, and alleged non-residents using the pool. The Board clarified that the rules permit up to 4 guests in the pool area per household. The association cannot prohibit residents or their guests from using the amenities. Lilly Delius requested that the rules be amended to limit a maximum of 2 guests per household. The Board is to take the suggestion under advisement.
- Resident Miranda Jordan of unit 29772 Ellendale was present to request a code of conduct policy while on community common area and wanted to address the overall safety/security in the pool area due to recent incidents suffered between her and another resident. The Board clarified that Miranda Jordan is not a homeowner nor a trustee of the trust and is not able to partake of the meeting. Miranda Jordan presented a temporary restraining order obtained against another resident of the community that expires on September 04, 2024. The Board informed Miranda that the association's attorney will reviewing all emails submitted regarding the events reported and will provide input on legal guidance for this matter.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

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

- 29342 Troon Street (Allen Sarkeshik): The homeowner submitted plans to upgrade the hardscape and home without the proper application. The property manager will email a copy of a blank architectural request to the homeowner. Once the homeowner submits the application, the plans and request will be submitted to the Board of Directors / Architectural Committee for review and approval.
- 29781 Preston Drive (Kim Knowlton): The homeowner submitted a request to replace the front enclosure fence. A motion was made by Derek Powell approving the architectural request submitted. The motion was seconded by Chester Siembab. All in favor; motion carried.

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 July 16, 2024, along with the minutes for the executive meeting held on July 16, 2024.

A motion was made by Chester Siembab to approve the regular meeting minutes held on July 16, 2024, as presented with no corrections. The motion was seconded by Derek Powell. All in favor, motion carried.

A motion was made by Marc Winer to approve the executive minutes for the meeting held on July 16, 2024, as presented with one correction. The motion was seconded by Derek Powell. All in favor; motion carried.

FINANCIAL REPORT

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

The Crown Valley Highland Board of Directors also discussed the status of CD investments. The Board directed the property manager to take \$200,000 from the reserves/operating and invest in a 6-month CD at the best available interest rate. The property manager is to check with Wells Fargo advisors to confirm if the next CD is scheduled to mature within the next 3 months.

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

MANAGEMENT REPORT

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

The property manager provided an update on the annual election meeting for 2024. The ballots and candidate statements are scheduled to be mailed out to the membership by the inspector of election service in the month of September 2024. The annual election is scheduled for 10/15/2024 at 07:00PM via Zoom.

The property manager is to schedule the annual tree trimming job walk with Robin and the landscape committee in September 2024.

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

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. The property manager is to have a work order submitted to Brian's Pool Plastering requesting a change order to make the pool steps a non-slip surface.

No other old business or projects to discuss.

NEW BUSINESS

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. Chester Siembab made a motion to approve the new

policy with a revision that replaces the word “community” with “common area to make the policy clearer. The motion was seconded by Kevin Kirk. All in favor; motion carried. The property manager is to check with the attorney on the final draft and requirements to formally adopt the policy.

AT&T Contract Renewal: The Board reviewed the AT&T contract renewal price and terms. The cost of the renewal will be \$180 per month before taxes. A motion was made by Derek Powell to approve and renew the AT&T contract. The motion was seconded by Chester Siembab. All in favor; motion carried.

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 August 2024 Board of Directors packet including the email by homeowner of unit 29031 Ridgeview Drive reporting a dying tree adjacent to the property. A work order will be issued to Soto Landscape Company to assess the tree. In addition, the Board reviewed the email by homeowner Reed O’Connell complaining about pickleball noise occurring early morning before 07:00AM. The Board discussed including an article about being courteous to neighbors and refraining from playing pickleball from dusk until 08:00AM. No official rule change is needed or considered at this time.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. The next landscape job walk is scheduled for August 26th, 2024 between Robin and Soto Landscape.

Facilities: No issues reported regarding the common area facilities.

Newsletter Articles: An article is to be included in the next newsletter informing homeowners of the plastering project start date and details. An article is also to be included reminding residents that the clubhouse will still be available for reservations during the pool plastering project.

ADJOURNMENT

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

The next meeting is scheduled for Tuesday, September 17, 2024, and will be held at the clubhouse at 7pm. Executive session scheduled to start at 06:15PM.

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