

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, September 17, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 10/15/2024

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab and Derek Powell.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Chris Archuleta and 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 7:03pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

The following homeowner(s) was present at the meeting:

- Carolos Maynetto of unit 23531 Porter Circle was present to discuss with the Crown Valley Highlands Board of Directors certain revisions needed to the previously approved architectural request application. The Board requested to see the revised plans and instructed the homeowner to have a new architectural request application submitted with new neighbor awareness signatures for the revised plans. The homeowner agreed to work on submitting the requested items.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

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

- 29332 Tieree Street (Ed & Carrie Torres): The homeowner submitted plans to install a patio cover at the rear yard. A motion was made by Chester Siembab approving the request. The motion was seconded by Derek Powell. All in favor; motion carried.
- 29601 Kensington Drive (Joel & Stephanie Belanger): The homeowner submitted a request to replace the existing garage door. A motion was made by Chester Siembab approving the architectural request submitted. The motion was seconded by Derek Powell. 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 including the application for unit 29342 Troon for exterior paint that was approved by the Board.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on August 20, 2024, along with the minutes for the executive meeting held on August 20, 2024.

A motion was made by Chester Siembab to approve the regular meeting minutes held on August 20, 2024, as presented 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 August 20, 2024, as presented with no 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 August 2024.

The Crown Valley Highland Board of Directors also discussed the status of CD investments. The Board directed the property manager to automatically renew all CDs maturing in October 2024 except the CD that matures on 10/07/2024 in the amount of \$200,000. The Board directed the property manager to have \$100,000 out of the \$200,000 deposited into the reserves and the remaining \$100,000 should be reinvested into a 6-month CD at the best available interest rate. All other CDs should be reinvested for the same terms and amounts. A motion by Derek Powell and seconded by Chester Siembab. All in favor; motion carried.

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

Calendar Review: The Board reviewed the 2024 Calendar for the month of September 2024. The annual tree trim walk is scheduled for Thursday, September 18, 2024, at 08:30AM at the clubhouse parking lot with Robin Matlock and various arborist vendors.

Annual Election Meeting: The property manager provided an update on the annual election meeting for 2024. The ballots and candidate statements have been mailed out to the membership by the inspector of election service. The annual election is scheduled for 10/15/2024 at 07:00PM via Zoom.

Annual Budget Draft: The property manager is to provide the draft budget for fiscal year 2025 at the next meeting for review and approval by the Crown Valley Highland Board of Directors.

Corporate Transparency Act: The Board reviewed the new CTA regulations requiring Board members to identify themselves as Beneficial Owners of the association which include name, address, and copy of photo ID, Drivers License, or Passport. The Board tabled approval of the CTA service offered by Huntington West Properties in the amount of \$275 per year. Marc Winder agreed to contact Amelia Marques at Huntington West Properties to negotiate the price of the CTA service.

Work Order Report: In addition, the Board reviewed the work order detail report included in the September 2024 meeting packet.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Brian's Pool Plastering Project: The property manager presented the proposed official start date for Brian's Pool Plastering project. The Board of Directors approved the proposed start date of November 04, 2024. The pool area is to be closed during the project. The property manager is also to have a work order submitted to Brian's Pool Plastering requesting a change order to make the pool landing area, a non-slip surface. Hunter Pool Service is to be notified about the pool closure.

No other old business or projects to discuss.

NEW BUSINESS

Soto Landscape Quotes: The Board reviewed the following estimates submitted by Soto Landscape.

- Estimate #: 5691 in the amount of \$1,250. A motion was made by Derek Powell approving the quote. The motion was seconded by Chester Siembab. All in favor; motion carried.
- Estimate #: 5689 in the amount of \$1,200. A motion was made by Derek Powell approving the quote. The motion was seconded by Chester Siembab. All in favor; motion carried.

Approved Policy for Association Video Cameras: The Crown Valley Highland Board of Directors reviewed the recently approved policy regarding the association's surveillance system and the request for copies of footage submitted by Josh Gunter at unit 29032 Ridgeview. The resident requested copies of footage of the pool area taken on August 04, 2024, between 02:30PM and 03:45PM. In addition, the resident requested copies of footage of the pool area taken on August 11, 2024, from 05:15PM to 07:00PM. The request was denied by the Board of Directors in accordance with the approved video camera policy.

Insurance Status: The manager reported that the renewal quote by Famers has not yet been received. The renewal quote is to be submitted by the Board of Directors for approval at the next meeting. The manager is to follow up with the carrier on the status of the proposal request.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the September 2024 Board of Directors packet including the email by Robin Matlock on page 98 regarding the turf removal.

The property manager is to have property inspector Gilbert Acosta to check on the trees on the slope across of unit 29782 Ellendale as requested by homeowner Jackie Anderson complaining about the overgrown trees. The manager is also to check with the Board on the light replacement requested by Terri Bruno.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. No issues reported.

Facilities: No issues reported regarding the common area facilities. Derek Powell reported that the light timers were repaired and adjusted as requested by the residents reporting that the pool area is dark during the evenings.

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 07:53pm

The next meeting is scheduled for Tuesday, October 15, 2024, and will be held at the clubhouse at 7pm. Executive session scheduled to start at 06:30 PM.

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

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Acting Secretary

Approved Date