

# CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION

CVHCA.COM APRIL 2023

## Email Update Request

The Crown Valley Highlands Board of Directors requests that each homeowner ensure that the email addresses that they have provided to the management company are valid, working email addresses. The Association uses email to communicate with homeowners in between meetings about various issues that may be happening in the community. Each year homeowners receive a 4041 form from the management company. The management company asks that these forms be returned timely, as that is how we can ensure that we have the correct contact information for all homeowners and their tenants. If you need to update your email address with management, please email [customerservice@huntingtonwest.com](mailto:customerservice@huntingtonwest.com) with what the change should be. Please remember to include your name and property address in your email, so that the right account is updated.

## Manager Change

Due to some personnel changes in our company, Esteban Rodriguez has been assigned as your community manager. Jennifer Marques is his assistant. Please direct all communications for Crown Valley Highlands to Esteban and Jennifer. Esteban's email is [esteban@huntingtonwest.com](mailto:esteban@huntingtonwest.com) and he can be reached via phone at 714-891-1522 ext. 233. Jennifer's email is [jennifer@huntingtonwest.com](mailto:jennifer@huntingtonwest.com) and she can be reached via phone at 714-891-1522 ext. 227.

## Trash Can Reminders

The Association would like to remind all residents that trash cans must be stored out of view no more than 24 hours after scheduled trash collection. Please ensure that you bring in your trash cans and place them out of view from the common street within this 24-hour time frame.

## Architectural Requests

The Crown Valley Highlands Board of Directors encourages all homeowners to submit their Architectural Requests through their Personal Secured Portal. The Board would also like to remind all homeowners that their Architectural requests should contain detailed information about the project to be done. This includes providing paint chips for painting projects, location, product dimensions or brochures that show the Board what changes are being made. Applications that lack detail are subject to denial and requests for more information.

## Committees

If you are interested in serving on one of the committees found in the Crown Valley Highlands legal documents, please submit your interest in writing to the property manager, Esteban Rodriguez. You may email Esteban at [esteban@huntingtonwest.com](mailto:esteban@huntingtonwest.com). Interest for committees will be gauged by the number of responses received from homeowners.

## Management Company:

Huntington West Properties, Inc.  
13812 Goldenwest Street #100  
Westminster, CA 92683  
Phone: (714) 891 - 1522  
Fax: (714) 897 - 9120



## BOARD MEETING

**Next Board Meeting**  
**April 18, 2023**  
**at the clubhouse**  
**7:00pm**

### Board Members

Marc Winer, President  
Chester Siembab, Vice President  
Chris Archuleta, Secretary  
David Thompson, Treasurer  
Kevin Kirk, Member at Large

### Account Manager

Esteban Rodriguez  
(714) 891-1522 ext.233  
[esteban@huntingtonwest.com](mailto:esteban@huntingtonwest.com)

### Manager's Assistant

Jennifer Marques  
(714) 891-1522 ext.227  
[jennifer@huntingtonwest.com](mailto:jennifer@huntingtonwest.com)

### Customer Service & Clubhouse

Rhoberta Paz  
(714) 891-1522 ext.230  
[rhoberta@huntingtonwest.com](mailto:rhoberta@huntingtonwest.com)

### Helpful Numbers

City 949-362-4300  
Sheriff 949-362-4343  
Fire 714-744-0400

### **Board & Architectural Meetings**

Board meetings are held on the 3rd TUESDAY of the month at 7pm at the Association clubhouse located at: 23372 Niguel Rd. Laguna Niguel

**Architectural Application**  
Review is done at the beginning of every board meeting on the 3rd Tuesday of each month at The Clubhouse

**Payment Information**  
Make check payable to Crown Valley Highlands. Write your account number on your check. Mail check to P.O. Box 512229  
Los Angeles, CA 90051-0229