

# Crown Valley Highlands Community Association

Meeting of the Board of Directors

September 12, 2017

- I. **Call to order**
- II. **Homeowners discussion, (written & oral)**
- III. **Committee Reports**
  1. **Architectural Committee**
    1. Community inspection report
  2. **Communications Committee**
  3. **Facilities Committee.**
  4. **Landscape Committee**
    1. Monthly report from Soto Landscape.
- IV. **Approval of prior months meeting minutes**
- V. **Approval of prior month's financial statement**
- VI. **Management report**
  1. A/R report-
  2. Annual Calendar
  3. 3 Insurance renewal proposals-
- VII. **Old business**
  1. Tree trimming proposal from Harvest
  2. Tree trimming proposal from Soto-*bring to meeting*
  3. 2018 proposal budget & 2017 reserve report for review & approval
  4. V-ditch repairs in process
- VIII. **New business**
  1. Community open-field use- *discussion*
  2. Fox Construction proposal for park fencing-*estimate at meeting*
  3. Water faucet for dog use-*estimate at meeting*
  4. FOB cost from entry gate to park area-appx.-*estimate at meeting*
  5. Dog park donations: shade tree bench-etc.-*discussion*
  6. Fence off the park by the city-*discussion*
  7. Sign problems in HOA-*discussion*
  8. Broken sprinklers problems-*discussion*
  9. Excessive number of pool FOBs used-*discussion*
  10. Tax & audit proposal-Robert Owens CPA
  11. Ballot count update
  12. Homeowner correspondence
- IX. **Adjournment to Closed Session.**
  1. Status on home at 23511 Calverton-*report*
  2. Request for foreclosure procedure CVH-002-01

**The association meetings at held at 7:00 PM in the clubhouse.**

# **Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

**August 8, 2017**

**DRAFT**

## **Board Members Present**

Robin Matlock, Marc Winer & Derek Powell.

## **Call to Order**

The monthly meeting was called to order at 7:00 PM.

## **Architectural Committee**

### **Homeowner Discussion**

Resident homeowner Mr. David Thompson addressed the board regarding the general purpose park behind the clubhouse/pool area. Mr. Thompson suggested a number of ways it could be utilized.

Mr. De Koning also addressed the board on two matters. Mr. De Koning asked about the use of shade sails, the board responded that they would review his architectural application when submitted. Mr. De Koning requested two trees behind his home on the slope were dying and would like them trimmed or removed.

Ms. Marianna Retz suggested the park be more accommodating to dogs with a dog-run around the park.

The board instructed management to send a letter to the City to install a fence on the property line between the city property on Running Deer Park and the Crown Valley Heights open area behind the pool area to help deter trespassers from outside the community venturing into Crown Valley. Letter to be directed to the Director of Community Development and to cc Parks & Recreation.

## **Minutes & Financial Report**

A motion was made by Mr. Powell, 2<sup>nd</sup> by Ms. Matlock to approve the July 11, 2017 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Mr. Powell, 2<sup>nd</sup> by Ms. Matlock to approve the July 31, 2017 financial statement, 2<sup>nd</sup> by Mr. Powell. All in favor, motion carried.

## **Committee Reports**

### **Architectural Committee**

One application was received at the meeting. Mr. Powell will review and take action.

The board discussed the community inspection report.

### **Facilities Committee**

Mr. Powell provided the board with a proposal from Montano Plumbing. Mr. Winer made a motion to approve the proposal to upgrade the men's bathroom, 2<sup>nd</sup> by Mr. Powell, all in favor, motion carried.

## **Communications Committee**

No report.

## **Landscape Committee**

Ms. Matlock will contact Ramone with Harvest Landscape to walk the community related to the annual tree trimming project. Management will attend. Management will obtain other proposals from the scope of work from the Harvest proposal.

## **Management Report**

The manager updated the Board on the accounts receivable.

The Board reviewed the June 2017 Calendar. Management is to obtain 2 tree trimming bids.

## **Old Business**

Management provided two additional V-ditch proposals for the board's review. A motion was made by Mr. Powell to approve the proposal from Fox Construction, 2<sup>nd</sup> by Ms. Matlock, all in favor, motion carried.

## **New Business**

The insurance renewal was tabled until the September meeting.

Management provided a proposal 2018 budget with the new Reserve study. The board will review and make recommendation to management to finalize the budget.

Mr. Winer noted that Ms. Matlock and Mr. Clements are up for election this next term.

The board clarified the CVH FOB policy.

1. Any homeowner engaging in short term rentals is to have their FOB deactivated.
2. At the close of escrow the old owner's FOBs are to be deactivated, the new owner will need to contact HWP to have it reactivated-no charge.
3. The maximum number of FOBs for each home is two.
4. For a lost FOB the replacement is \$50.00.
5. An owner may purchase a second FOB at the cost of \$300.00, deposit refundable.
6. When a homeowner becomes 90 days in arrears in dues their FOB will be deactivated.

## **Adjournment**

There being no further business before the Board, the meeting was adjourned into closed session to review matters of delinquency at 8:48 PM.

Submitted by:

Ron Bennett,  
Acting Secretary

# **Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

**July 11, 2017**

## **Board Members Present**

Robin Matlock, Marc Winer, Woody Clements & Derek Powell.

## **Call to Order**

The monthly meeting was called to order at 7:04 PM.

## **Architectural Committee**

### **Homeowner Discussion**

Resident homeowner Mr. Riedlinger opened the discussion about the open field behind the clubhouse. Ms. Somogyi submitted a letter to the board with ideas and comments about what can be done with the open field that included a diagram of the lot referring to it as the Crown Valley Association Recreation Park. The board will consider all options for its future use.

Management will make note of this in the next newsletter.

Ms. Johnson asked about the 3 story house issue on Calverton.

## **Minutes & Financial Report**

A motion was made by Mr. Powell, 2<sup>nd</sup> by Mr. Archuleta to approve the June 13, 2017 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Mr. Winer to approve the June 30, 2017 financial statement, 2<sup>nd</sup> by Mr. Powell. All in favor, motion carried.

## **Committee Reports**

### **Architectural Committee**

Two applications were received.

The board discussed the community inspection report. In the future management is to perform the inspection with at least one board member present.

### **Facilities Committee**

### **Communications Committee**

No report.

### **Landscape Committee**

### **Management Report**

The manager updated the Board on the accounts receivable.

The Board reviewed the June 2017 Calendar. Management is to obtain 2 tree trimming bids.

**Old Business**

Mr. Powel updated the board on the new clubhouse door status and the bathroom project.

**New Business**

Management provided the proposal for repair and replacement of several v-ditches.

The board discussed the letter from a homeowner regarding the use of the open field behind the clubhouse/pool area.

Management provided the document sent by a homeowner regarding a fence and other structure being built by their neighbor. Mr. Powell agreed to meet with the neighbor.

Mr. Winer noted that Ms. Matlock and Mr. Clements are up for election this next term.

**Adjournment**

There being no further business before the Board, the meeting was adjourned into closed session to review matters of delinquency at 8:09 PM.

Submitted by:

Ron Bennett,  
Acting Secretary