

# **Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

**February 14, 2018**

(Approved March 14, 2018)

## **BOARD MEMBERS PRESENT**

Robin Matlock, Marc Winer, Derek Powell, Kevin Kirk & Chris Archuleta.

## **CALL TO ORDER**

The monthly meeting was called to order at 6:30 PM.

## **HOMEOWNER DISCUSSION**

The homeowner of 29612 Quigley spoke regarding the slope at the rear of his property. He stated he has started to clear the area mentioned in the letter sent to him on February 2, 2018. He has roughly 1/3 of it complete and will finish it in the next month.

The homeowner of 29555 Kensington Drive spoke regarding slopes of three properties on Quigley that are in need of clearing. The Board stated that they have sent letters to the homeowners of 29622, 29612, and 29592 Quigley requesting that they trim and clear there slopes immediately.

## **MINUTES & FINANCIAL REPORT**

A motion was made by Director Matlock, 2<sup>nd</sup> by Director Powell to approve the January 10, 2018 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Powell to approve the January 2018 financial statements. All in favor, motion carried.

## **COMMITTEE REPORTS**

### **Architectural Committee:**

#### **29145 Abotsinch Street:**

The Committee reviewed and discussed the home improvement application to install new landscaping. Director Winer made a motion to approve the application as presented. Director Powell seconded the motion. All in favor, motion carried.

#### **23511 Belmar Drive:**

The Committee reviewed and discussed the home improvement application to:

- a) Replace windows with new dual pane windows.
- b) Replace roof with same composition shingles that are existing.

Director Winer made a motion to approve the application as presented. Director Powell seconded the motion. All in favor, motion carried.

29552 Sedgewick Circle:

The Committee reviewed and discussed the home improvement application to

- a) Demolish old driveway and walkway and install new pavers
- b) Replace existing pony wall with new wall with stone façade.

Director Winer made a motion to approve the application as presented. Director Powell seconded the motion. All in favor, motion carried.

29632 Colebrook Drive:

The Committee reviewed and discussed the home improvement application to

- a) Repaint the exterior of home.
- b) Replace existing light fixtures with new black fixtures.
- c) Replace existing mailbox with new mailbox.

Director Winer made a motion to approve the application as presented. Director Powell seconded the motion. All in favor, motion carried.

The board reviewed and discussed the community inspection report from November 2017. The Board stated that Management can do the inspections from now on without the Board being present.

23312 Telfair Drive:

Management stated that a letter was sent to the homeowner of 23312 Telfair Drive to cease and desist the construction of a block wall at the rear of the property until an application and plans have been submitted to the Board for approval.

**Facilities Committee:**

Director Powell addressed the Board regarding the following items:

- a. Pool Filters and Heaters – Director Powell stated that the installation of the new heaters and filters were completed by Wet Willy'z Pool Service. He stated there was extra work involved with the installation of a stainless steel ventilating system for the heaters. Director Powell authorized the payment of \$1,500.00 for the extra work.
- b. Battery Back-Up System - Director Powell addressed the Board regarding the need to make sure the battery back-up system for the computer that operates the access fobs to the pool and clubhouse is working properly. Director Powell stated that Hill's Brothers Lock and Safe added new batteries for the system on February 7, 2018. Management stated that the batteries should be checked each year and will add it as a yearly calendar item.
- c. BBQ Fan - Director Powell addressed the Board regarding the need to repair the BBQ exhaust fan for the clubhouse. Triton Air provided a proposal to replace the fan and ducting for \$2,611.52. A motion was made by Director Kirk to approve the proposal as presented. Director Powell seconded the motion. All in favor, motion carried.

- d. Parking Lot Light Poles: – Director Powell addressed the Board regarding numerous light poles in the clubhouse parking lot that are out and requested that Management get Peak Lighting to repair the light pole fixtures and have them provide a quote to change them from high pressure sodium to LED light fixtures.
- e. Clubhouse Parking Lot Gate Operator - Director Powell addressed the Board regarding the gate operator for the clubhouse parking lot and requested that Hill's Brothers Lock and Safe be contacted to service the operator. Management stated that he will add the servicing the gate operator on the annual calendar.

**Communications Committee:**

Nothing to report

**Landscape Committee:**

The Board reviewed the monthly landscape report from Soto landscaping for the month of January 2018.

**MANAGEMENT REPORT**

Delinquent Accounts:

The manager updated the Board on the accounts receivable. No action to be taken at this time

Certificate of Deposits:

Management reported to the Board that there were two (2) CD's purchased from Wells Fargo Securities for \$100,000 each with a maturing date of 12 months.

2018 Annual Calendar:

The Board reviewed the 2018 Calendar for the month of February 2018.

- Management has provided all tax information to the CPA to prepare the 2017 State and Federal taxes and will have them for approval at the next meeting.
- Management has mailed out all 1099 forms to the Association vendors for 2017.
- Management will add battery servicing for the pool and clubhouse fob entry system once per year to the annual calendar.
- Management will add gate operator servicing once per year to the annual calendar.

Slope Maintenance Letters:

Management stated that letters to the homeowners of 29622, 29612, and 29592 Quigley were sent requesting that they trim and clear there slopes immediately and to attend the meeting on February 14, 2018 to speak with the Board.

**BUSINESS**

V-Ditch Removal & Replacements:

Director Powell stated that Director Kirk and himself met with Brian Fox, of Fox Construction on January 26, 2018 and inspected the V-ditches on Kensington and Colebrook for a revised proposal for repair and replacement. Management informed the Board that Brian Fox has not completed the revised quote to repair the V-ditches but will email it to the Board as soon as he receives it from Fox Construction.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned into closed session to review matters of delinquency at 7:50 PM.

Secretary's Certificate:

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

*Russell J. Bond*

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Name, Secretary or Acting Secretary

3/14/2018

Date