

# **Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

**January 10, 2018**

**(Approved February 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 7:30 PM.

## **OFFICERS OF CORPORATION**

The appointment of the Officers of Corporation were decided upon on this, the first general session meeting following the annual election as follows:

Marc Winer – President  
Derek Powell – Vice President  
Robin Matlock – Secretary  
Kevin Kirk – Treasurer  
Chris Archuleta – Member at Large

## **HOMEOWNER DISCUSSION**

The homeowner of 23501 Belmar spoke regarding the property at 23511 Belmar Dr. The homeowner wanted to know what the Association could do to make sure the noise coming from the remodel of the bathroom next to his does not affect his home.

## **MINUTES & FINANCIAL REPORT**

A motion was made by Director Powell, 2<sup>nd</sup> by Director Matlock to approve the November 14, 2017 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Director Archuleta, 2<sup>nd</sup> by Director Matlock to approve the November & December 2017 financial statements. All in favor, motion carried.

## **COMMITTEE REPORTS**

### **Architectural Committee:**

There were no home improvement applications to review.

The board reviewed and discussed the community inspection report from November 2017

### **Facilities Committee:**

Nothing to report

### **Communications Committee:**

Nothing to report

### **Landscape Committee:**

The Board reviewed the monthly landscape report from Soto landscaping for the month of December 2017.

## **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. One with a maturing date of six months and one with a maturing date of 12 months.

## **OLD BUSINESS**

### V-Ditch Remove & Replacements:

The Board reviewed the proposals for the removal and replacement of damaged V-ditches in multiple locations from Brian Fox Construction. The members of the Board will meet with Brian Fox and verify the work that was completed and the repairs that still need to be done.

## **NEW BUSINESS**

### 2017 Calendar Review:

The Board reviewed the 2017 Calendar for the month of January 2018.

- Management will be reallocating the reserves to reflect the 2018 reserve study once it's completed.
- The need for slurry seal of the common area asphalt was tabled until further notice.
- Janitorial review was discussed and nothing to change or add at this time.
- The Board discussed the need for legal services and an annual retainer for legal services for the community. The Board decided to forgo a retainer at this time.

### Management Fee Increase

The Board reviewed and discussed the request for a 3% management fee increase. A motion was made by Director Powell, 2<sup>nd</sup> by Director Kirk to approve the increase as requested. All in favor, motion carried.

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned into closed session to review matters of delinquency at 8:28 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*

\_\_\_\_\_  
Name, Secretary or Acting Secretary

2/14/2018

\_\_\_\_\_  
Date

