

Crown Valley Highlands Community Association
Approved Minutes for the meeting conducted on
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

Nothing at this time.

MINUTES & FINANCIAL REPORT

A motion was made by Director Kirk, 2nd by Director Matlock to approve the February 14, 2018 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Director Kirk, 2nd by Director Powell to approve the February 2018 financial statements. All in favor, motion carried.

COMMITTEE REPORTS

Architectural Committee:

23551 Porter Street:

The Committee reviewed and discussed the home improvement application to an addition that was built by the previous homeowner and needs to be brought up to code. Director Winer made a motion to approve the application as presented. Director Powell seconded the motion. All in favor, motion carried.

23312 Telfair:

The Committee reviewed and discussed the home improvement application to build a block wall at the rear of his property. 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 February 2018.

Facilities Committee:

Director Powell addressed the Board regarding the following items:

- 1) Parking Lot LED Light: – The Board reviewed the proposal from Three Phase Electric to change the parking lot lights to LED light fixtures for \$6,836.00. Director Powell made a motion to approve the proposal as presented. Director Kirk seconded the motion. All in favor, motion carried.

- 2) Clubhouse Parking Lot Gate Operator - Director Powell addressed the Board regarding the gate operator for the clubhouse parking lot and stated that Hills Brothers lock and Safe came out and serviced the gate operator.

Communications Committee:

Nothing to report

Landscape Committee:

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

MANAGEMENT REPORT

Delinquent Accounts:

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

2018 Annual Calendar:

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

BUSINESS

V-Ditch Removal & Replacements:

Brian Fox of Fox Construction addressed the Board regarding the proposal to replace the V-ditches on Kensington and Colebrook. After review and discussion, Director Winer made a motion to approve the proposal as presented. Director Kirk seconded the motion. All in favor, motion carried.

Clubhouse Spring Cleaning Proposal:

The Board reviewed a proposal from Personal Touch to clean the pool furniture and the clubhouse. Director Kirk made a motion to approve only the cleaning of the lounges and chairs at this time. Director Winer seconded the motion. All in favor, motion carried.

2017 Tax Returns:

Director Winer signed the 2017 State and Federal tax returns.

Draft 2017 Financial Review:

Management provided a draft copy of the 2017 financial audit done by Robert Owens, CPA. A motion was made by Director Kirk, and seconded by Director Winer to approve the draft and sign the client representation letter provided. 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 8:15 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