

**Crown Valley Highlands Community Association**

Approved Minutes for the meeting conducted on

July 11, 2018

23372 Niguel Rd. Laguna Niguel, CA

**BOARD MEMBERS PRESENT**

Robin Matlock, Marc Winer, Derek Powell and Chris Archuleta

**CALL TO ORDER-Architectural Session**

The architectural session was called to order at 6:30 PM.

**A. Architectural Committee Review**

- 29112 Ridgeview- Awnings on windows, forest green- approved
- 29612 Deervale-Pavers front/back yard and gate replacement-approved
- 29362 Troon- Painting of home-Approved
- 29322 Troon-window replacement-Approved

**CALL TO ORDER by Director Winer-Board meeting 7:00pm**

**HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW**

The owner of 23482 Belmar was present regarding side fence on home. Homeowner is obtaining bids to replace and will submit an application.

29232 Ridgeview Drive- Trimming of Sycamore tree. Robin will review with Harvest for tree trimming schedule.

29651 Kensington- Extension granted for fence repair till August 30<sup>th</sup>. Must submit application.

29555 Kensington Drive-requested that the newsletter state the full name of the community going forward and that new policies be added once approved.

**MINUTES & FINANCIAL REPORT**

A motion was made by Director Powell, 2<sup>nd</sup> by Director Archuleta to approve the June 13, 2018 regular and executive meeting minutes as submitted. All in favor, motion carried. Executive minutes reflected homeowner request for hearing and legal action.

A motion was made by Director Powell, 2<sup>nd</sup> by Director Matlock to approve the June 2018 financial statements. Current cash balance as of June 30, 2018 of \$996,710.13. All in favor, motion carried.

CD Investments were reviewed. No action at this time.

**COMMITTEE REPORTS**

Facilities Committee:

Three Phase Electric has reported that the lights for the poles in the clubhouse parking lot will be installed by July 25, 2018. There was a delay in the shipment for the lights.

Landscape Committee:

Director Matlock stated that she will be meeting soon with Harvest to discuss tree trimming for 2018. Soto Landscape will be asked to remove the doggie bag station on Buckhorn.

## **MANAGEMENT REPORT**

Delinquent Accounts: The manager updated the Board on the accounts receivable. Action will be taken in Executive Session.

### **2018 Annual Calendar**

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

## **BUSINESS**

The Board reviewed the bid from Reserve Data Analysis for a three year reserve study program at a cost of \$695.00 per year for a 3 year period by RDA will be an onsite study. An onsite is due every three years. A motion was made by Director Winer, 2<sup>nd</sup> by Director Archuleta to approve. All in favor, motion carried.

### **New Business for August Meeting**

Approval of Monetary Policy

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:42 PM to enter into executive session.

Secretary's Certificate:

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

*Bonnie Atkinson*

Signature

August 8, 2018

Approved date