

**Crown Valley Highlands Community Association**  
Approved Minutes for the meeting conducted on  
August 8, 2018  
23372 Niguel Rd. Laguna Niguel, CA

**BOARD MEMBERS PRESENT**

Robin Matlock, Marc Winer, Kevin Kirk, Derek Powell and Chris Archuleta

**CALL TO ORDER-Architectural Session**

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

**Architectural Committee Review**

- A. 23492 Belmar Drive – Painting interior courtyard wall –approved
- B. 29242 Tierce Street- Paint home- approved
- C. 29321 Buck haven- Front landscape/hardscape- approved
- D. 29641 Troon Street-replace backside of fence- approved
- E. 29782 Preston- driveway replacement- approved
- F. 29301 Troon Street –replacement of white backyard gate with similar style gate- approved
- G. 29372 Buckhaven Street-Rear patio cover and panel door –approved
- H. 29391 Thackery-32 foot,4 foot high fence –approved
- I. 23482 Belmar Drive –Back yard fence replacement with vinyl fence–approved
- J. 29041 Ridgeway Drive- Exterior painting –approved

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

**HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW**

The Board reviewed the letter regarding smoking concerns in the community. The manager urged the owner to talk directly with her neighbors in regards to her concerns since there are no existing laws regarding this in the community or the City of Laguna Niguel.

The homeowner of 29382 Thackery was present regarding the letter received for his lawn maintenance. The Board agreed to give an extension till October 15, 2018 for plans to be submitted for the landscape due to the present heat.

Discussion regarding recreational vehicles parked in the community. This will be discussed further in Executive Session.

**MINUTES & FINANCIAL REPORT**

A motion was made by Director Powell, 2<sup>nd</sup> by Director Matlock to approve the July 11, 2018 regular and executive meeting minutes as submitted. All in favor, motion carried. Executive minutes reflected homeowner request for hearing and legal action.

Financials were not available for review at the meeting. July financials will be reviewed at the September meeting

**COMMITTEE REPORTS**

**Facilities Committee**

There have been three incidents this summer of feces in the pool this summer. Each incident requires emergency service calls to close and treat the pool.

New pool umbrellas were purchased by Director Winer at a cost of \$814.46. He will be reimbursed for this purchase on behalf of the association.

Landscape Committee:

Director Matlock stated that she will be meeting soon with Harvest to discuss tree trimming for 2018.

### **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 August 2018. Ballots and candidate statements will be mailed to the members later this month.

### **BUSINESS**

A motion was made to formally adopt the Monetary Policy that was proposed June 13, 2018, mailed to Membership June 19, 2018 was made by Director Matlock, 2<sup>nd</sup> by Director Kirk. All in favor, motion carried. The policy will be effective: September 1, 2018

The Board reviewed the proposed policy for Artificial Turf installation in the community.

A motion was made to formally adopt the policy as presented was made by Director Kirk, motion was 2<sup>nd</sup> by Director Matlock. All in favor, motion carried. The policy will be mailed to all owners and formally adopted at the September 12, 2018 meeting.

The Board reviewed the notice from Personal Touch Janitorial of a 7% increase of \$350.16 per year. Effective January 1, 2018.

New Business for the September meeting:

Reserve study review

Proposed 2019 budget review

Adoption of Artificial Turf Policy

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:45 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*

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Name, Secretary or Acting Secretary

September 12, 2018  
Approved date