

**Crown Valley Highlands Community Association**  
Approved Minutes for the meeting conducted on  
November 14, 2018  
23372 Niguel Rd. Laguna Niguel, CA

**BOARD MEMBERS PRESENT**

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

**CALL TO ORDER-Architectural Session**

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

Homeowner Michael Hogan was present to show samples of artificial turf for the Board to consider samples presented by David Vega of OC Turf and Putting Green (OCT&PG).

**Approved Architectural**

29611 Kensington Drive- deck and wall replacement

29221 Tierce- Turf replacement

29332 Tierce –Installation of a 3 foot retaining wall in front of home

29601 Ridgeview-Patio cover replacement

29772 Preston-front landscape improvements

**Adjournment of Architectural Session -6:55pm**

**ANNUAL MEETING CALL TO ORDER -7:00pm**

Annual meeting was successfully held. Annual minutes (separate) will reflect election results.

**BOARD MEETING CALL TO ORDER by Director Winer-7:25pm**

**BOARD MEMBERS PRESENT**

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

**HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW**

The manager reminded those present that the monthly meeting will be moved to the third Tuesday of the month effective January 2019.

Homeowner on Cheswald expressed concerns that the RV parking on Preston in the driveway has not been addressed by the Board and the appearance of the RV affects the look of the community and the sale of her home according to her realtor.

**MINUTES & FINANCIAL REPORT**

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

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

A motion was made by Director Powell, 2<sup>nd</sup> by Director Kirk to approve the October 2018 financial statements. Current cash balance as of October 31, 2018 of \$1,081,508.26. All in favor, motion carried.

## **COMMITTEE REPORTS**

Landscape- The manager has been in contact with Angel Juarez of the MNWD to begin the process of possible rebates for the community.

The irrigation controller off of Highland Drive was replaced by Soto Landscape at a cost of \$1,652.00. This was approved via email by the Board.

## **MANAGEMENT REPORT**

Delinquent Accounts: The manager updated the Board on the accounts receivable. No action required at this time.

### **2018 Annual Calendar**

The Board reviewed the 2018 Calendar for the month of December 2018. Tree trimming will be completed over the next 60 days and there is no meeting in the month of December.

## **BUSINESS**

The Board reviewed the bid from RB Graphic Design for a map of the community. The Board was not happy with the style presented by Vasin Sign. The bid from RB Graphic includes a satellite imagery map showing individual lot addressed and printable files for future changes at a cost of \$675.00. A motion was made by Director Kirk, 2<sup>nd</sup> by Director Winer to approve the bid as presented. There are no payments until the project is completed. All in favor, motion carried.

The Board reviewed the final proposed budget for the 2019 Fiscal year end. A motion was made by Director Powell, 2<sup>nd</sup> by Director Matlock to approve the budget with no increase in dues. All in favor, motion carried.

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:40pm to enter 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.

*Bannie Atkinson*

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Name, Secretary or Acting Secretary

January 15, 2019  
Approved date