

**Crown Valley Highlands Community Association**  
Approved Minutes for the meeting conducted on  
March 19, 2019  
23372 Niguel Rd. Laguna Niguel, CA

**BOARD MEMBERS PRESENT**

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

**CALL TO ORDER-Architectural Session**

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

- 29632 Kensington- Driveway replacement
- 23261 Telfair- Painting of exterior of home
- 29032 Ridgeview- Painting of exterior of home

**Adjournment of Architectural Session -6:50pm**

**BOARD MEETING CALL TO ORDER by Director Winer-7:00pm**

**BOARD MEMBERS PRESENT**

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

**MANAGEMENT PRESENT**

Bonnie Atkinson, CACM with Huntington West Properties, Inc.

**MINUTES & FINANCIAL REPORT**

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Kirk to approve the January 15, 2019 minutes as submitted. Motion was 2<sup>nd</sup> by Director Ansar. All in favor, motion carried.

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Kirk to approve the January 15, 2019 Executive Session minutes as submitted. Motion was 2<sup>nd</sup> by Director Ansar. All in favor, motion carried.

NOTE: There was no meeting in February 2019 due to manager illness.

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Matlock to approve the January 2019 financial statements, pending final review by CPA. Current cash balance as of January 31, 2019 of \$1,083,024.33. All in favor, motion carried.

**COMMITTEE REPORTS**

Landscape- Due to the age of the tree we have Soto Landscape has had to remove two trees in the recent month. Director Matlock and the manager will schedule a walk with in May to discuss tree replacement in some areas as well as meet to discuss the possible actions to take based on the report received from the Moulton Valley Water District.

**MANAGEMENT REPORT**

Delinquent Accounts: The manager submitted the updated accounts receivable report. The manager will address delinquencies per the collection policy. No lien action at this time.

The Board reviewed the 2019 Calendar for the month of March/April 2019.

The Board reviewed the inspection and work order logs. Letters will be sent to owners on Preston that face Highland regarding slope overgrowth and maintenance.

### **BUSINESS**

The Board reviewed the new map books submitted by RB Graphics. The manager will update the cover picture on the book. The park location should read CVHCA Park.

The Board reviewed the bid submitted by Harvest Landscape for the removal of 4 trees that need to be removed due to age and liability concerns. The Board is waiting for a second bid from Gonzales Tree Service as well. The Board approved for Directors Matlock to approve the best bid once received. NOTE: Gonzales Tree Service was approved at a cost of \$5,100.00 for the removal of 3 Eucalyptus trees and 3 Sycamore trees.

### Taxes 2018

The Audit Representation letter and Taxes for 2018 were signed.

### Newsletter Items-April

Glass in the pool area is becoming a problem.

Homes with slopes needed to be reminded to address landscape regularly.

Fences that face slope areas require a gate for access to main tin the slope area.

### **HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW**

29062 Colebrook requested that more trees be planted in the community for trees that have been removed in the recent year.

29042 Ridgeview inquired on the purchase of association land behind his home and the steps and costs to consider the pursuing of this. This was a discussion only. No action is being taken at this time.

29432 Kensington was present to discuss steps for a total home remodel. Plans will be submitted at a later date.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:35pm 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.

*Bonnie Atkinson*

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

April 16, 2019  
Approved date