

**Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

July 16, 2019

23372 Niguel Rd. Laguna Niguel, CA

Approved

**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.

29055 Ridgeview – Replace existing living room window with a new window of the same size.

29492 Sedwick Circle- Painting of home

29492 Sedwick Circle- Foundation repair of home-Stabilization

29492 Sedwick Circle- Fencing of front yard

29202 Balloch Street- Paint front door only. Dun Edwards Luna Pier.

**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 Powell to approve the June 18, 2019 minutes as submitted. All in favor, motion carried.

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Powell to approve the June 18, 2019 Executive Session minutes as submitted. The session was held to address a hearing and an IDR resolution. All in favor, motion carried.

The Board reviewed the current financial statement and noted that \$12,545.85 had been earned on interest to date this year from the CD investments. The manager will contact the CPA to find the best way to reduce taxes on this income and report at the August meeting. A motion was made by Director Winer, 2<sup>nd</sup> by Director Powell to approve the June 30, 2019 financial statements, pending final review by CPA. Current cash balance as of June 31, 2019 was \$1,162,000.28. All in favor, motion carried.

**COMMITTEE REPORTS**

**Landscape**

The Board discussed the recent problems with the slope behind Felton that has had problems in the past with stuck valve and irrigation issues that have damaged the slope and cost the association in water usage penalties. The Board was unhappy with the response time of Soto Landscape to address the issue on the recent after hour service call.

The Board reviewed the bid to fully address the slope irrigation at a cost of \$7930.00. This would include valve replacement, irrigation lines and heads on this slope. A motion was made by Director

Matlock, 2<sup>nd</sup> by Director Kirk to approve the bid from Soto Landscape as presented. All in favor, motion carried.

The Board reviewed the bid to install an additional 1 1/2 inch valve on Niguel/ Highland Park area that was needed due to low water pressure. The cost of the bid was \$760.00A motion was made by Director Matlock, 2<sup>nd</sup> by Director Winer to approve the bid from Soto Landscape as presented. All in favor, motion carried.

### Facilities

Director Powell reported that Three Phase Electric still does not have the new irrigation pedestal running and he is still waiting for them to complete the work on the pool area lighting. The checks for this vendor will be held till Derek gives the approval.

### MANAGEMENT REPORT

The Board reviewed the 2019 Calendar for the month of July 2019. No action required.

The Board reviewed the inspection and Workorder logs.

### BUSINESS

The manager only received one response regarding the consideration of adding a walking track on the grass area from homeowners on the items presented in the newsletter for improvements in the community. At this time the improvements were tabled till August

### **Penalty Assessment and Fob Policy**

The policy was mailed to all owners with the June newsletter in late June. There has been nor response from the members of the community against the adoption. The policy will address owners in dues arrears of more than 60 days or those have unpaid fines of \$100.00 or more due to violations. Fobs will be turned off that give access to the pool and clubhouse privileges until the account is brought current. A motion was made by Director Kirk, 2<sup>nd</sup> by Director Ansar to formally adopt the policy effective August 1, 2019. All in favor, motion carried.

### **Association Records Retention Policy**

The Board reviewed the policy options for record storage for the community. Currently the management firm has been storing a number of years of records for the community. By law, records other than legal documents, maps, minutes and architectural plans for the common area only need to be kept for 7 years. The Association currently pays for storage of all records at a cost of \$2.00 per box per month. The cost to destroy a box of records is \$10.00 per box and will be overseen by the management firm to destroy. Electronic files stored in Recollect program will remain in system. A motion was made by Director Winer to destroy records past 7 years other than the required documents. Motion was 2<sup>nd</sup> by Director Kirk. All in favor, motion carried.

The Board reviewed the amendment to the landscape contract notice of increase from Soto Landscape which would increase the landscape contract from \$7000.0 per month to \$7500.00 per month effective January 1, 2020. Due to the recent events with irrigation and maintenance the Board tabled the contract amendment for the August meeting.

Board member applications will be mailed to the members this month for the upcoming Annual Election in October. There will be two positions open on the board of Directors. Director Matlock and Director Kirk's terms will be ending. Board members serve a two year term. All board members will be required to sign a code of Ethics at the Annual meeting.

**Accounts Receivable Action on Delinquent Accounts:**

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Powell to approve a lien on APN#655-021-43 on Felton Drive for arrears on account in excess of \$1,000.00. All in favor, motion carried.

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Powell to approve a lien on AP#655-152-04 on Ridgview Drive for arrears on account in excess of \$1,000.00. All in favor, motion carried.

**HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW**

No action was taken on a homeowner brought to a hearing for landscape concerns. The matter is being addressed.

**ADJOURNMENT**

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

August 20, 2020  
Approved date