

**Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

June 18, 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.

29045 Ridgeview –Painting of home approved

29652 Kensington – Owner presented plans but needs to re-submit with details before approval.

**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 Matlock to approve the April 16, 2019 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 May 31, 2019 financial statements, pending final review by CPA. Current cash balance as of May 31, 2019 was \$1,118,958.79. All in favor, motion carried.

**COMMITTEE REPORTS**

**Landscape**

A landscape walk is scheduled for June 25<sup>th</sup> at 8am with Soto crew, Robin and the manager. Areas of concern will be addressed and irrigation discussed.

Harvest Landscape has been approved to address a tree removal on Tierce and to trim the Coral Tree at Highland/Niguel.

**Facilities**

Three Phase Electric has installed the new pedestal and is waiting for SCE to connect. Three Phase still working on the lights at the pool area.

**MANAGEMENT REPORT**

Delinquent Accounts: The manager submitted the updated accounts receivable report.

A motion was made by Director Kirk, 2<sup>nd</sup> by Director Matlock to approve a lien on AP#655-062-07/CVH-29571 for arrears on account in excess of \$1000.00. All in favor, motion carried.

The Board reviewed the 2019 Calendar for the month of June 2019.

The Board reviewed the inspection and Workorder logs.

### **BUSINESS**

The “Summer Kick Off” event was tabled due to vendor not having availability. This will be considered in 2020.

The Board reviewed the recently completed Reserve Study and discussed reserves spending for 2019-2020. The following items were considered and will be shared with homeowners in the upcoming newsletter for feedback. The following items were brought to the table for consideration:

- Monument sign at the clubhouse
- Remodeling of the clubhouse
- Fencing of the entire grass area as well as playground to keep pets out
- Small walking/running track on grass area
- New BBQ’s for the pool area

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

The Board reviewed the proposed policy to address owners in dues arrears of more than 60 days and 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 Ansar, 2<sup>nd</sup> by Director Matlock to approve the policy as presented. All in favor, motion carried. The policy will be mailed and emailed to all owners with the July newsletter and formally adopted at the July 16, 2019 meeting to be effective on August 1, 2019.

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

29121 Kensington- The board reviewed the correspondence from the owner regarding the request to keep the playhouse castle that exceeds the fence height, which is a violation of the rules. The playhouse has been in place a number of years but was hidden by trees that were recently trimmed. The Board agreed that the playhouse must be brought down to fence height or removed. The homeowner will be given 30 days to comply.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:20pm 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

July 16, 2019  
Approved date