

Crown Valley Highlands Community Association

Minutes for the meeting conducted on

October 15, 2019

23372 Niguel Rd. Laguna Niguel, CA

Approved

An attempt was made to hold the Annual Meeting. Insufficient quorum of 87 votes was received. 25% is required. Attempt will be made on November 19, 2019.

BOARD MEMBERS PRESENT

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

CALL TO ORDER-Architectural Session

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

- 29122 Kensington –replacement of driveway and fence

Adjournment of Architectural Session -6:55pm

BOARD MEETING CALL TO ORDER -7:00pm

BOARD MEMBERS PRESENT

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

MANAGEMENT PRESENT

Bonnie Atkinson, CACM with Huntington West Properties, Inc.

MINUTES & FINANCIAL REPORT

A motion was made by Director Kirk, 2nd by Director Powell to approve the September 17, 2019 minutes as submitted. All in favor, motion carried.

A motion was made by Director Kirk, 2nd by Director Ansar to approve the September 17, 2019 Executive minutes as submitted. All in favor, motion carried.

A motion was made by Director Ansar, 2nd by Director Powell to approve the September 2019 financial statements, pending final review by CPA. Current cash balance as of 9/30/19 was \$1,147,243.58. All in favor, motion carried.

COMMITTEE REPORTS

Landscape

Director Matlock and the manager walked with Dave Ramos from Harvest Landscape for the tree trimming and removal bid for this year. To expedite the process and get on the schedule as quickly as possible this will be approved by unanimous vote via email as soon as it is received.

The manager presented a portion of the proposed slope policy for the community. Soto Landscape was unable to provide a planting list, but the manager and Director Matlock have come up with suitable slope plants.

A time line and costs are needed from Soto Landscape for the complete renovation of the irrigation system. The manager will make a formal request to Joe Soto who has been unable to provide this.

Facilities

The Board reviewed the bid from Three Phase Lighting for pool area lighting. Director Powell stated this was no longer needed.

MANAGEMENT REPORT

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

The Board reviewed the Calendar for the month of November 2019. No action needed.

The Board reviewed the inspection and Workorder logs. No action needed

BUSINESS

The Board reviewed the proposed bid from Marca Construction for destructive testing of the walkway from Jarrett Circle to Colebrook. The walkway has become severely cracked and capstones have detached from the retaining wall. A motion was made by Director Kirk, 2nd by Director Powell to approve the bid at a cost of \$2000.00. All in favor, motion carried. A preliminary report will be furnished for review at the November meeting.

The Board reviewed the proposed bid from Vasin Sign for a single sided entry sign at the clubhouse area for the community. Sign will have the name of the association as well as the address numbers. Sign will be approximately 6' w x 3' t x 6' t overall, Backer panel aluminum composite - custom routed & painted with a protective matte laminate. Mount sign to two 4" x 4" x 8' aluminum. A motion was made by Director Matlock, 2nd by Director Powell to approve the bid at a cost of \$3930.0. A proof will be emailed to all directors before final commission. All in favor, motion carried.

The bid for the BBQ for the pool area was tabled at this time. This will be considered with the clubhouse renovation project that has not been proposed at this time.

The Board reviewed the proposed bids from Orange County Fence and Pyramid Fencing for a 915 foot, 6ft high black vinyl coated fence with two access gates for maintenance for the community park area. The purpose of the fence is to secure the community fence from access from neighboring communities who have been regularly using the grass area, creating liability for the CVHCA community. Bids: OC Fence \$33,971.30 and Pyramid Fencing \$50,325.00. A motion was made by Director Winer, 2nd by Director Powell to approve the bid from Orange County Fence at \$33,971.30. Director Powell will personally meet with Jeff Finn from OC Fence and oversee the project. All in favor, motion carried.

The Board reviewed the final draft of the proposed budget for the coming fiscal year. There will not be an increase in dues. A motion was made by Director Kirk, 2nd by Director Matlock to approve the budget as presented. All in favor, motion carried.

The Board reviewed the proposed bid from CPA Robert Owens for the audit and taxes preparation for the 2019 fiscal year end. A motion was made by Director Kirk, 2nd by Director Powell to approve the proposed agreement of \$1400.00. All in favor, motion carried.

HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW

No concerns were brought to the attention of the Board and management other than general discussion.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:10pm 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

November 19, 2019

Approved date