

Crown Valley Highlands Community Association

Minutes for the meeting conducted on

November 19, 2019

23372 Niguel Rd. Laguna Niguel, CA

Approved

A second attempt was made to hold the Annual Meeting. Insufficient quorum of 87 votes was received. 25% is required. Final attempt will be made on January 21, 2020 meeting.

BOARD MEMBERS PRESENT

Marc Winer, Derek Powell, Mike Ansar and Kevin Kirk

CALL TO ORDER-Architectural Session

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

- 29232 Tereee Street –replacement of garage with window top style.

Adjournment of Architectural Session -6:55pm

BOARD MEETING CALL TO ORDER -7:00pm

BOARD MEMBERS PRESENT

Marc Winer, 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 Ansar to approve the October 15, 2019 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Director Kirk, 2nd by Director Powell to approve the October 15, 2019 Executive minutes as submitted. All in favor, motion carried.

A motion was made by Director Kirk, 2nd by Director Winer to approve the October 2019 financial statements, pending final review by CPA. Current cash balance as of 10/31/19 was \$1,198,602.64. In addition, there is a CD in the amount of \$100K maturing on 12/13/19, this was approved for rollover for a term of one year. All in favor, motion carried.

The next CD for 203K matures on 1/17/20.

COMMITTEE REPORTS

Landscape

The Board reviewed the approved bid for tree trimming submitted by Harvest Landscape. The approved cost was \$26,963.00 and represented the needed trimming in the entire community. A job walk was done by Landscape Chairman, Robin Matlock and the manager in October. Approval was done by email to the entire board to place on the trim schedule for January 2020

The Board reviewed the emails regarding landscape concerns in the community by Soto Landscape. The manager and Landscape Chairman have brought the concerns to the supervisor.

Facilities

The Board reviewed the bid from Three Phase Lighting for the installment of a new irrigation meter pedestal box for end of Lochlomond Drive. The current box is rusted and not closing properly. The

proposed cost was \$4665.00. A motion was made by Director Kirk, 2nd by Director Winer to approve the bid as presented. All in favor, motion carried.

MANAGEMENT REPORT

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

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

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

BUSINESS

The Board reviewed the email from homeowner Tim Bardwell requesting a meeting in 2020 for the OCFA presentation to the community in regards to Emergency Preparedness for CVHCA. The Board agreed that the manager will continue on this and request a presentation at the January 21, 2020 meeting if the director is available.

The Board reviewed the final draft of the proposed slope policy for the community. A motion was made by Director Kirk, 2nd by Director Powell to approve the policy as presented. All in favor, motion carried. This will be mailed to all homeowners and posted on the website. The policy will be effective on January 1, 2020.

Members of the Board met with Vasin Sign for the installment of the Monument sign at the community facility entrance. The landscape committee will meet with Soto Landscape for the planting in the area around the sign to be a focal point of the entry. Sign lighting will be considered at the January meeting.

Discussion regarding the progress of Marca Construction for the destructive testing of the walkway from Jarrett Circle to Colebrook. Director Kirk met with contractor and the board is waiting a final bid for repair and this will be approved by email majority due to time sensitive repairs needed.

HOMEOWNER DISCUSSION & CORRESPONDENCE REVIEW

Owner of 29262 Tereee was present to request a 6 month extension on work needed at his home. Board granted an extension till June 1, 2020.

Owner of 29692 Preston was present to discuss the newly erected fence in the common area and the concern of the community awareness of the fencing plans. The manager informed the owner that it had been on the agenda for the last three meetings as a discussion. The agenda is available on the website as well as posted at the pool area the week before the meeting and the review of fence bids were noted on the agenda

ADJOURNMENT

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

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

January 21, 2020

Name, Secretary or Acting Secretary

Approved date