

**Crown Valley Highlands Community Association**

Minutes for the meeting conducted on

November 17, 2020

23372 Niguel Rd. Laguna Niguel, CA

Approved

**BOARD MEMBERS PRESENT**

Marc Winer, Derek Powell, David Thompson, Kevin Kirk and Chester Siembab.

**MANAGEMENT PRESENT**

Bonnie Atkinson, CACM with Huntington West Properties, Inc.

**CALL TO ORDER:**

7:00pm by Director Winer

**Architectural-Approved by Board**

- 29692 Preston Drive – Patio slab replacement

**Appointment of Officers after Annual election**

The Board approved the following appointments:

President: Marc Winer

Vice President: Derek Powell

Secretary: David Thompson

Treasurer: Kevin Kirk

Member at Large: Chester Siembab

**HOMEOWNER SESSION**

Homeowner from 29212 Tierce St. presented a request to have the 2 black bark Eucalyptus trees that are against his fence on HOA property be trimmed due to overgrowth. This will be added to the Harvest Tree trimming approval.

Homeowner also expressed concerns that his neighbor behind him will not trim his trees. The trees do not encroach over his property but are messy and block the sunlight. Homeowner was informed that this is a neighbor to neighbor issue and that he should write the neighbor and request that he trim the tree. The CC&R's do not allow the Board to intervene in this. If the owner is not successful he can contact Code Enforcement to see if they can assist.

**MINUTES & FINANCIAL REPORT**

A motion was made by Director Thompson, 2<sup>nd</sup> by Director Powell to approve the October 20, 2020 meeting minutes as presented. Director Siembab abstained. Majority in favor, Motion carried.

A motion was made by Director Thompson, 2<sup>nd</sup> by Director Powell to approve the October 20, 2020 Executive Session meeting minutes as presented. Director Siembab abstained. Majority in favor, Motion carried.

The Board reviewed the current financial statements for the month of October 2020. A motion was made by Director Kirk, 2<sup>nd</sup> by Director Thompson to approve the financial statements, pending final review by CPA. Current cash balance as of 10/31/20 was \$1,249,028.03 All in favor, motion carried.

Joseph Silva from El Camino Asphalt was present to discuss the bids presented for the following areas:

Pickleboard/Basketball court bid #12804 \$60,528.80

A motion was made by Director Powell, 2<sup>nd</sup> by Director Kirk to approve the bid as submitted. Bid does not include the nets for the court. All in favor, Motion carried.

Trail repair and slurry bid# #12802 \$3610.20 –need to add additional trail area and send to the Board for approval. Director Powell will meet with El Camino so that the asphalt repairs will be done in January. Liability issue

Clubhouse parking area asphalt/ slurry bid #12747 \$12,462.00

This includes the asphalt repairs, slurry and sandblasting and painting of all curbs.

A motion was made by Director Powell, 2<sup>nd</sup> by Director Thompson to approve the bid as submitted. Bid does not include the nets for the court. All in favor, Motion carried.

Asphalt Slurry project. In addition to the asphalt and slurry, the curbs will need to be sandblasted and painted.

## **COMMITTEE REPORTS**

### **Landscape**

Coral Tree on the corner of Niguel and Highland is aged and dying and will need to be removed. A 2<sup>nd</sup> opinion will be gained and bids will be obtained for the November meeting.

### **Facilities & Clubhouse**

Derek stated that the irrigation enclosure at the front of the clubhouse is in poor shape and in need of replacement. The condition creates a liability due to rusting and possible leakage in interior. A bid request has been sent to Soto Landscape and will be forwarded to the board once received for review and approval.

## **MANAGEMENT REPORT**

The Board reviewed the 2020 Calendar for the month.

The Board reviewed the inspection and Workorder logs.

The delinquency report was reviewed by the Board. Six accounts will be pre-liened for balances exceeding 90 days.

## **BUSINESS**

Joseph Silva from El Camino Asphalt was present to discuss the bids presented for the following areas:

Pickleboard/Basketball court bid #12804 \$60,528.80 APPROVED

Note: Pickleboard court bid was \$38,046.00. Bid was changed to include the pickleboard court as well as a half basketball court so that ball would not be played in the parking area which poses a liability. A motion was made by Director Powell, 2<sup>nd</sup> by Director Kirk to approve the bid as submitted. Bid does not include the nets for the court. All in favor, Motion carried.

Trail repair and slurry bid# #12802 \$3610.20 –need to add additional trail area and send to the Board for approval. Director Powell will meet with El Camino so that the asphalt repairs will be done in January. Liability issue

Clubhouse parking area asphalt/ slurry bid #12747 \$12,462.00 APPROVED

This includes the asphalt repairs, slurry and sandblasting and painting of all curbs.

A motion was made by Director Powell, 2<sup>nd</sup> by Director Thompson to approve the bid as submitted. Bid does not include the nets for the court. All in favor, Motion carried.

The Board reviewed the bid from Orange County Fence for the enclosure of the grass area.

A motion to approve the bid at a cost of \$9,491.00 was made by Director Kirk, 2<sup>nd</sup> by Director Siembab. All in favor, Motion carried. Director Powell will meet with OC Fence to proceed.

The Board reviewed the bid from Hills Bros Lock and Safe to install a magnetic reader for the gate that will be installed at the fence between the park fence and the pool fence. A motion to approve the bid at a cost of \$5,269.69 was made by Director Kirk, 2<sup>nd</sup> by Director Siembab. All in favor, Motion carried.

The Board reviewed the bids to remove the Coral Tree at the Highland/Niguel park area that is failing due to limb hollowness. The tree, which has been there for over 25 years, has a history of major branch failures and is a liability. Harvest Landscape informed the landscape committee that the tree should be removed as it is a liability issue.

Bids for removal and stump grinding:

- Soto Landscape: \$3,958.00
- Harvest Tree Service \$5,000.00

A motion to approve the bid from Soto Landscape at a cost of \$3958.000 was made by Director Kirk, 2<sup>nd</sup> by Director Thompson. All in favor, Motion carried.

The Board reviewed the bid for the painting of the clubhouse, bathroom and exterior BBQ patio area:

Advanced Painting \$4,840.00

Premier Painting \$3,750.00

A motion to approve the bid from Premier Painting at a cost of \$3,750.00 was made by Director Kirk, 2<sup>nd</sup> by Director Siembab. All in favor, Motion carried.

The Board reviewed the pictures presented for the clubhouse that show the history or areas of CVCA. A number of pictures were chosen. Director Winer will oversee the printing of the pictures that will be displayed after the painting of the clubhouse interior.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:45PM

The next meeting is January 19, 2021 . Due to the current pandemic, the meeting may be held on Zoom.

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*

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Name, Secretary or Acting Secretary

January 18, 2021

Approved date