

Crown Valley Highlands Community Association
Minutes for the meeting conducted on
August 16, 2022 at 7:00PM
Meeting held at the Clubhouse-23372 Niguel Road, Laguna Niguel
Approved

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, and Derek Powell and Chris Archuleta.
Absent: David Thompson

MANAGEMENT PRESENT

Bonnie Atkinson, CACM with Huntington West Properties, Inc.

CALL TO ORDER:

7:08pm by Director Winer

Architectural-Approved by Board

- 29591 Kensington Drive- Replacement of front landscape grass with turf.
- 29301 Tierree Street- fence replacement
- 23312 Telfair Drive-Adding square footage, 2 bedrooms and extending kitchen and living spaces.

HOMEOWNER SESSION

Discussions regarding renting the clubhouse for meet and greets with local candidates. An owner can rent the clubhouse but this will not be advertised by the association or through the association message system. Renting owner assumes liability and cost of rental.

Concerns regarding trees and safety in the community. The manager informed owners that there is a tree walk scheduled for 9/8/22.

MINUTES & FINANCIAL REPORT

A motion was made by Director Siembab, 2nd by Director Powell to approve the July 19, 2022 minutes. All in favor, Motion carried.

A motion was made by Director Siembab, 2nd by Director Winer to approve the July 19, 2022 executive minutes. All in favor, Motion carried.

The Board reviewed the current financial statements for the month of July 2022. A motion was made by Director Archuleta, 2nd by Director Seimbab, to approve the financial statements, pending final review by CPA. Current cash balance as of 7/31/2022 was \$1,293,551.29. All in favor, motion carried.
CD Investment review- A CD is maturing for 200K that will be reinvested for a term of 12 months at the best rate possible with Wells Fargo Advisors.

MANAGEMENT REPORT

The Board reviewed the 2022 Calendar for the month. No action needed.
The Board reviewed the inspection and Workorder logs. No action needed.
The Board reviewed the landscape report. Soto Landscape is working on a rebate program for turf removal and drought tolerant planting in the Highland/Niguel park area.

Facilities & Clubhouse

The Board reviewed the bid for playground safe wood chips from Davebang Associates. A motion was made by Director Archuleta, 2nd by Director Siembab to approve the bid for 34 cubic yards of playground bark at a cost of \$3,681.04. All in favor, Motion carried.

Changes were made to the clubhouse application to remove the reference to keys as fobs are currently used for clubhouse rentals.

The clubhouse is in need of a termite inspection and treatment. The manager will contact Reynold Termite Control to inspect the clubhouse and present a bid for treatment.

Rules Updates

The revised Pool Rules were reviewed by the Board. A motion was made by Director Powell, 2nd by Director Siembab to approve the new rules. These rules will be mailed to owners and on the agenda for the September 20th meeting for final adoption. A new pool sign will be ordered once the rules are formally adopted. All in favor, motion carried.

The revised Fob fine Policy was updated to include a fine for copying and sharing of the fobs. The board has discovered that a local hardware store can easily copy the fobs and a number of owners are abusing the pool privileges due to this. A motion was made by Director Winer, 2nd by Director Siembab to approve the new Fob Fine Policy. These rules will be mailed to owners and on the agenda for the September 20th meeting for final adoption. All in favor, motion carried.

Overgrown area behind the Lochlomon homes

Orange County Fire Authority is taking no action on the overgrown area behind Lochlomon. Marc will make contact someone at City Hall to see if he can further this concern.

2023 Budget

The Board reviewed the proposed budget and reserve study for the 2023 fiscal year. The reserve study shows the association funded at a healthy 99%. For this reason the manager is not proposing any increases for the next fiscal year. There are a number of items regarding landscaping that have reached their life cycle. The Board requested that the manager send a bid request to Soto landscape to provide a bid for those items. A motion was made by Director Siembab, 2nd by Director Powell to approve the presented budget. All in favor, motion carried. The annual mailing will be completed in October.

Accounts Receivable Review

The delinquency report was reviewed by the Board. There are currently 23 accounts in arrears. The manager will proceed on pre-liens on all account in arrears past 60 days with Capital Assessment. A Foreclosure was addressed in executive session on an owner. A motion was made by Director Powell, 2nd by Director Winer to move forward with lien approval with Capital Assessment on the following accounts. All in favor, motion carried.

- HWP Account #1698 Lien approved

ADJOURNMENT

There being no further business before the Board, a motion to adjourn the meeting was made by Director Winer. Motion was 2nd by Director Archuleta. The meeting was adjourned at 8:20 PM

The next meeting is September 20, 2022 and will be held at the clubhouse.

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

September 20, 2022
Approved date