

**Crown Valley Highlands Community Association**  
Minutes for the meeting conducted on  
November 15, 2022, at 7:00PM  
Meeting held at the Clubhouse-23372 Niguel Road, Laguna Niguel  
**Approved 1/17/2023**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: Kevin Kirk

**MANAGEMENT PRESENT**

Andrew Marques with Huntington West Properties, Inc.

**CALL TO ORDER:**

7:00pm by Mr. Winer

**HOMEOWNER DISSCUSSION AND CORRESPONDENCE:**

Homeowner Judy Turk of 29232 Tieree Street attended the meeting and indicated to the board that she had submitted an architectural application to install solar panels and was at the meeting with hope of having the application approved at the meeting.

The homeowner from 29291 Tieree Street Wenqian Shu attended the meeting and requested of the board permission to submit a joint architectural application with her neighbor for the building of a new fence. The board requested that the applications be separate.

**ARCHITECTURAL REQUEST APPROVED BY THE BOARD**

29232 Balloch new siding and window replacement Mr. Thompson motioned to approve 2<sup>nd</sup> by Mr. Siembab, all in favor. Motion carried

29582 Quigley Street – Application to install solar panels Mr. Thompson motioned to approve 2<sup>nd</sup> by Mr. Siembab, all in favor. Motion carried

23222 Cheswald- Application to install solar panels Mr. Thompson motioned to approve 2<sup>nd</sup> by Mr. Siembab, all in favor. Motion carried

29311 Troon Street- Application to install solar panels Mr. Thompson motioned to approve 2<sup>nd</sup> by Mr. Siembab, all in favor. Motion carried.

29162 Abotsinch Street Application to install New Asphalt shingle roof (color graphite) was approved by a motion made by Mr. Siembab and 2<sup>nd</sup> by Mr. Thompson, all in favor. Motion carried.

29232 Tieree Street, Application to install solar panels motion to approve was made by Mr. Thompson 2<sup>nd</sup> by Mr. Siembab, all in favor. Motion carried.

The Board reviewed an application that was received from 23501 Porter Circle homeowner Laura Haug to repaint the exterior of the home with the same colors. Mr. Archuleta will confirm that the house is not already painted without the board's approval. The board authorized the manager based on Mr. Archuleta report to approve the application if the house is not already painted.

Ryan Tran homeowner at 29622 Deervale attended the meeting at the request of the board for a hearing regarding a chain-link fence installed at his home without obtaining, the approval of the Board of Directors prior to its installation. Mr. Tran was served a cease-and-desist order by the manager Andrew Marques.

Mr. Tran who had received an architectural approval to install a vinyl fence on his property pointed to the second page of his application informing the board that he had as a second option the chain-link fence. The Board advised Mr. Tran that chain-link fences were prohibited within the community per the CC&Rs

Mr. Tran was granted 60 days to remove the chain-link fence and submit a new application for the replacement fence. Mr. Tran confirmed he understood the decision of the board and will comply.

### **MINUTES**

A motion was made by Mr. Siembab, 2<sup>nd</sup> by Mr. Thompson to approve the October 18, 2022, minutes. Mr. Archuleta abstained due to absence. Majority in favor, motion carried.

A motion was made by Mr. Powell, 2<sup>nd</sup> by Mr. Thompson to approve the October 18th, 2022, executive minutes. Mr. Archuleta abstained due to absence. Majority in favor, motion carried.

### **FINANCIAL REPORT**

The Board reviewed the current financial statements for the month of October 2022. A motion was made by Mr. Thompson, 2<sup>nd</sup> by Mr. Siembab, to approve the financial statements, pending final review by CPA. Current cash balance as of 10/31/2022 was \$1,286,581.75. All in favor, motion carried.

Mr. Derek Powell requested of the President of the board Mr. Marc Winer to be excused from the meeting as his term was ended with the announcement of the results of the annual meeting.

Mr. Winer made a motion to appoint Mr. Powell as the Chairman of the Facilities Committee. The motion was 2<sup>nd</sup> by Mr. Dave Thompson, all in favor the motion carried.

Mr. Powell accepted the appointment. Mr. Powell was excused as a member of the Board

Mr. Powell, Facilities Chairman then presented his report on the facilities for the last month. He spoke about the tenting of the clubhouse for termites mentioning that when the tent was removed there were repairs needed for the ends of the rafter tails and top wall plate beams. These were patched and primed by the termite company. He further noted that the board must decide if they need to repaint the clubhouse complete or do touch up painting of the primed areas of the clubhouse.

Mr. Powell also spoke about the equipment in the pool pump room. He stated that one of the pool pumps was out of service and was awaiting the arrival of a part to have repairs completed. He also stated that one of the pool heaters was turned off as the result of the pump being down for service.

Mr. Powell left the meeting at 7:15pm

Mr. Winer requested that it be noted in the minutes that Mr. Kevin Kirk was not present at the meeting.

### **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.

Management informed the Board that they were experiencing difficulties in getting 3 Blind Mice to submit their paperwork including their insurance policy. This is delaying the signing of the approved contract for them to supply and install the new blinds in the clubhouse.

Management presented the board with a proposal from Owens CPA to complete the taxes and audit of the association for the 2022 year-end. Mr. Winer made a motion to approve the proposal. The motion was 2<sup>nd</sup> by Mr. Thompson, all in favor.

Management presented the Board with a community flyer reminding residents to keep their storm swells on the slopes clear of debris so as to allow for the free flow of water during the rains. The board directed that the flyer be posted to the community's website.

### **NEW BUSINESS**

The board made the following appointments for office holders as the result of the election result. Mr. Marc Winer, President, Mr. Chester Siembab, Vice President, Mr. Chris Archuleta, Secretary Mr. Dave Thompson, Treasurer and Mr. Kevin Kirk, Member at large.

The Board reviewed the Landscape report submitted by Soto Landscaping and the Landscape Committee.

The board requested that applications for the rental of the clubhouse be directed to the board. Key fobs are to be activated on the day of the rental and remain active for two days after. Mr. Winer and Mr. Siembab will undertake the duties of inspecting the clubhouse and approval of the return of the rental deposit.

### **ADJOURNMENT**

There being no further business before the Board, a motion to adjourn the meeting was made by Mr. Siembab motion was 2<sup>nd</sup> by Mr. Thompson. The meeting was adjourned at 7:55pm

The next meeting is January 17th,2023 and will be held at the clubhouse at 7pm.

### **Secretary's Certificate:**

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

*Andrew N. Marques*

Andrew N. Marques  
Acting Secretary

1/17/2023  
Approved date