

Crown Valley Highlands Community Association
Minutes for the meeting conducted on
January 17, 2023, at 7:00PM
Meeting held at the Clubhouse-23372 Niguel Road, Laguna Niguel
Approved 2/21/2023

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, David Thompson, Chris Archuleta, and Kevin Kirk

BOARD MEMBERS ABSENT/EXCUSED

Absent: None

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

7:00pm by Mr. Winer

HOMEOWNER DISSCUSSION AND CORRESPONDENCE:

The Crown Valley Highlands Board of Directors addressed the anonymous letter with the crowd in attendance of the meeting. The point was made that Derek Powell and other volunteer positions that serve on various committees were not being paid or provided compensation for their services. In addition, the Board addressed issues on the anonymous letter that includes the following:

- Complaints about the removal of the old Ficus tree.
- Discussions of the bridge that used to cross over Niguel Road which was removed according to city recommendations.
- Clarification on the matter pertaining to the review of the HOA's management company and community manager.

Homeowner Cindy Corby of 29422 Troon Street attended the meeting to express interest in serving under the architectural committee. This item will be placed on the agenda for the February 2023 meeting. The homeowner was also present to inquire about the chain link fence at unit 29301 Tierce Street which is against the CC&R's and city code.

Homeowner Meredith Philips of unit 29321 Tierce Street was present to address her concerns about the architectural approval process.

Homeowner Michelle Pollock of unit 29361 Troon Street was present at the meeting to receive clarification about a potential change in management company along with other issues addressed in the anonymous letter.

Homeowner Lilly Delius of unit 23252 Cheswald Drive was present to address issues about the pool area such as the cameras, pool furniture, request to set the temperature of the pool heater to 80/81 degrees, and inquiries about how association funds are spent. The Board clarified that gas utility expenses are very costly but her request to increase the pool heater temperature will be addressed later in the meeting during that portion of the agenda.

Homeowner Paul Ramirez of unit 29431 Thackery Drive was present to inquire about adding two new pickle ball courts. The Board directed the manager to include this topic on the February 2023 meeting agenda. The homeowner also reported issues about nonresidents using the pool area and pickleball court.

Homeowner Maryanne Thomas of unit 29682 Felton Drive was present to inform the Board that the community website contained inaccurate contact information for the community manager. The homeowner also encouraged the Board of Directors to use Robert's Rules of Orders for managing meetings. Lastly, the homeowner informed the property manager that she is having access issues with the homeowner's portal. The account manager agreed to schedule a time to assist her with access.

Homeowner Guity of unit 29171 Balloch Street was present at the meeting to inquire about plans to replant trees that were cut down in the past 2-3 years. Also requested that the pool heater be set at a higher temperature. All plans to replace trees must go through Robin who currently serves on the landscape committee.

ARCHITECTURAL REQUEST APPROVED BY THE BOARD

29651 Preston Drive – Application to install solar panel roofing was approved. Motion to approve by Chris Archuleta. Motion 2nd by Chester. All in favor; motion carried.

29586 Colebrook Drive – Application to install new front door with colors similar to the fascia board colors. Motion to approve by Chris Archuleta. Motion 2nd by Chester. All in favor; motion carried.

29301 Tierce Street - Application to replace the unauthorized chain link fence with a wood fence. The homeowner was present wishing to discuss her concerns about the approval she claims to have received from the Board for the installation of the chain link fence. The Board opted to table review of this application until the February 223 meeting when they can review the original application that was submitted. Account manager will provide the original application on the next meeting packet.

29291 Tierce Street - Application to install a fence along the slope. Motion to approve by Chris Archuleta. Motion 2nd by Chester. All in favor; motion carried.

29271 Tierce Street – Application to install a fence along the slope. Motion to approve by Chris Archuleta. Motion 2nd by Chester. All in favor; motion carried.

29271 Tierce Street – Application to repaint home with the submitted color scheme. Motion to approve by Chris Archuleta. Motion 2nd by Chester. All in favor; motion carried.

29631 Quigley Street – Application to replace fence was approved. Motion to approve by Chris Archuleta. Motion 2nd by Chester. All in favor; motion carried.

MINUTES

A motion was made by Mr. Siembab to approve the Annual & Board of Directors meeting minutes held on November 15, 2022. The motion was 2nd by Mr. Archuleta. All in favor, motion carried.

A motion was made by Mr. Siembab to approve the Executive minutes for the meeting held on November 15, 2022. The motion was 2nd by Mr. Thompson. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the months of November and December 2022. A motion was made by Mr. Thompson, 2nd by Mr. Archuleta, to approve the financial statements. All in favor, motion carried.

MANAGEMENT REPORT

The Board reviewed the 2023 Calendar for the month and opted to table any action. No action needed at this time.

The Board reviewed the inspection/violation and workorder logs. No action needed.

OLD BUSINESS

Replacement of the Clubhouse Blinds: The Board of Directors reviewed the revised estimate presented by 3 Blind Mice that was previously approved. The Board of Directors opted to table review of the estimate until the February 2023 meeting. Property manager will request samples or pictures of the product and present at the next meeting.

NEW BUSINESS

The Board reviewed the homeowner correspondence found in the January 2023 Board of Directors packet. The account manager informed the Board that the approved annual budget and disclosure forms were mailed out in accordance with California Civil Code.

The Board also reviewed various emails received by vendors including the request by Wet Willy's Pool Maintenance to pay certain bills out of the normal payment cycle. The Board directed the manager to contact Wet Willy's with a notice that repair invoices over \$500 can be paid within 10 days of receipt when sent to Huntington West Properties. All other invoices will be paid under the normal payment process. The manager will coordinate efforts with the accounting department to accommodate this request.

Discussion of Gas Price Increases & Pool Heater Usage: The Board of Directors reviewed the massive increase in natural gas prices affecting the association's budget. The Board discussed the possibility of turning off the pool heater during the Winter months. After discussion and investigation, it was determined that 78 degrees is the acceptable temperature for swimming. Director Marc Winer made a motion to maintain the pool heater at a temperature of 78 degrees. The motion was seconded by Kevin Kirk. Those in favor of the motion: Chris Archuleta. Those against the motion: Dave Thompson and Chester Siembab. The motion was passed on majority vote. Management will issue a work order to Wet Willy's to have the pool heater set to this temperature and will also issue a work order to have a gauge installed at the pool area that will display the temperature of the pool. The account manager will also include an article in the next newsletter informing residents that the pool heater remains on year-round for residents to enjoy.

Review & Discuss Civil Code 5205 – Inspection of Records: The Board reviewed what the civil code states regarding members' rights to inspect records. The Board directed the property manager to put together a policy that can be adopted regarding requests to inspect records and architectural changes to the exterior of homes, along with the fee to inspect records, the period you can inspect, and any information that will be redacted. This will be placed on the agenda once the policy is ready for review.

COMMITTEE REPORTS:

Landscape: The Board did not receive the Landscape report submitted by Soto Landscaping. No action required.

Facilities: The Board discussed facilities and directed the account manager to submit a work order request to Three Phase Electric to repair a few of the parking lights outside of the clubhouse. A work order is also to be issued for a bid to upgrade the 4 light fixtures inside the clubhouse.

The Board directed the manager to check on the pool permits issued by the OC Health Care agency that expired on 12/22/2022.

Newsletter Articles: The Board directed management to include an article about information on committees and how to serve on committees according to the association's legal documents.

ADJOURNMENT

There being no further business before the Board, a motion to adjourn the meeting was made by Mr. Winer. The meeting was adjourned at 09:54pm

The next meeting is February 21,2023 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.

Esteban Rodriguez
Esteban Rodriguez
Acting Secretary

02/21/2023
Approved date