

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, February 21, 2023, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 3/21/2023

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:

The meeting was called to order at 7:01 pm by Board President Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

Homeowner Cindy Corby of 29422 Troon Street attended the meeting to inquire about the maintenance of certain slopes. The Board informed the homeowner that the slopes she referenced are part of the City of Laguna Niguel's maintenance responsibility, not the HOA. In addition, the homeowner discussed the parking issues along Kensington Drive with the Board of Directors. Cindy proposed drafting a letter on behalf of the Crown Valley Highlands Board of Directors to be mailed to the city, addressing the parking issues. Cindy will lead this project with the Board's consent. The Board agreed to review and sign off on the proposed letter.

Homeowner Meredith Philips of unit 29321 Tierce Street was present to inquire about the type of chemicals or pesticides that are used by the association landscapers throughout the community. In addition, the homeowner wanted to know how often the grass areas are mowed throughout Highlands Park. The property manager agreed to obtain this information and pass on to the homeowner.

Homeowner Maryanne Thomas of unit 29682 Felton Drive was present to inquire about the job description for the facilities director. The property manager informed the homeowner that the description of all committees can be found in the HOA's legal documents such as the CC&R's and Bylaws.

Homeowner Terri Bruno of unit 29555 Kensington Drive was present at the meeting to inquire about the forming of committees. This issue is on the agenda to be discussed later in the meeting.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

29732 Preston Drive – Application to repaint the exterior of the home was reviewed by the Board. The application did not have sufficient information regarding the proposed colors and was rejected.

29111 Ridgeview Drive – Application to expand the master bedroom and living room along with the addition of a guest bed/bathroom. The request was approved by the Board of Directors.

29112 Ridgeview Drive – Application to install new roof was reviewed. The request was approved by the Board of Directors.

29611 Kensington Drive – Application to install ADA compliant walkway and bathroom was reviewed by the Board. The request was approved.

29301 Tierce Street – Application to replace the chain link fence with a wood fence was reviewed by the Board. The application did not contain specifics about the type of wood fence to be installed and required further information about the length, height, and other details. The application was rejected by the Board.

29162 Abotsinch Street - Application to repaint the exterior of the home was reviewed. The Board approved the application request.

29312 Tierce Street – Application to reduce the size of the existing pool was reviewed. The Board approved the request.

29292 Buckhaven Street – Application to install new rain gutters. The Board approved the request.

MINUTES

A motion was made by Chester Siembab to approve the regular meeting minutes held on January 17, 2023 as presented. The motion was seconded by Dave Thompson. All in favor, motion carried.

A motion was made by Chester Siembab to approve the executive minutes for the meeting held on January 17, 2023 as presented. The motion was seconded by Mr. Thompson. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of January 2023. The Board authorized management to renew the three maturing CD's at the best available rate for the same amount of time. A motion was made by Dave Thompson and seconded by Kevin Kirk to approve the financial statements as presented. All in favor, motion carried.

MANAGEMENT REPORT

The Board reviewed the 2023 Calendar for the month of February 2023. No action needed at this time. The Board reviewed the inspection/violation reports along with the 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 March 2023 meeting. Property manager will provide samples or pictures of the product and present at the next meeting.

The Board discussed the unfinished painting of the termite treated wood at the exterior of the clubhouse. Property manager is to coordinate with Hills Brothers to have the cameras temporarily removed so that Reynold's Termite can complete the painting of the wood using the leftover paint in the storage room.

NEW BUSINESS

The Board reviewed the homeowner correspondence found in the February 2023 Board of Directors packet. The account manager informed the Board of a dispute between two residents on page 183-191 of the February 2023 meeting packet. No action to be taken at this time.

The Board discussed the pool heater update and reviewed the increase on the gas utility bill. The temperature is currently set at 78 degrees and will remain that way. A pool temperature reader was installed at the pool area.

Review & Discuss Committee Volunteers: The Board reviewed the possibility of committee volunteers and directed the management company to include a newsletter article about those who are interested in serving on landscape, communication, or facilities committees are encouraged to submit their request in writing to Huntington West Properties.

Director Chris Archuleta motioned to appoint Cindy Corby Nelson and Meredith Philips on the architectural review committee with Chris serving as the chairman. The motion was seconded by Marc Winer. All in favor; motion carried.

Clubhouse Lighting Upgrades: The Board reviewed the estimate submitted by Modesto Lighting & Electrical for the upgrades to the clubhouse lighting. The Board rejected the estimate requesting to see bids to upgrade the entire fixtures. The new architectural committee will review this along with other clubhouse upgrades and provide recommendations to the Board. This agenda item will be tabled.

Monthly Pest Control Service Quote: The Board reviewed the estimate by Accurate Termite & Pest Control for monthly pest control services at the clubhouse. The Board directed the manager to revise the proposal to quarterly services only.

Fiore, Racobs, & Powers Renewal Contract: Dave Thompson made a motion to approve the small retainer contract with the Fiore, Racobs & Powers legal services. The motion was seconded by Chester. All in favor; motion carried.

Addition of Pickleball Courts: The Board reviewed the request to add a second pickleball court. The property manager is to work on this bid for review and consideration at the next meeting.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. No action required.

Facilities: No facilities report was issued this month.

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, the meeting was adjourned at 07:50pm

The next meeting is scheduled for March 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

Approved Date