

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, April 18, 2023, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 5/16/2023**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: Chris Archuleta

**MANAGEMENT PRESENT**

Esteban Rodriguez with Huntington West Properties, Inc.

**CALL TO ORDER:**

The meeting was called to order at 7:00 pm by Board President, Marc Winer.

**HOMEOWNER DISCUSSION AND CORRESPONDENCE:**

Homeowner Lilly Delius of unit 23252 Cheswald Drive was present at the meeting requesting that the temperature of the pool heater be set at 81 degrees Fahrenheit. The Board of Directors will consider this request and provide an update to the homeowner within 7 business days through the property manager.

**ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD**

- 29101 Ridgeview Drive – Application to replace the garage door chained link fence with a wood fence was reviewed by the Board & Architectural Committee. This request was approved by the architectural committee.
- 29331 Kensington Drive – Application to install a backyard patio cover. This application was approved by the architectural committee.

Architectural Committee: The Board of Directors reviewed all other architectural applications approved by the architectural committee via online the owner's portal.

**MINUTES**

The Board reviewed the minutes for the meeting held on March 21, 2023.

A motion was made by Chester Siembab to approve the regular meeting minutes held on March 21, 2023, as presented. The motion was seconded by Kevin Kirk. All in favor, motion carried.

A motion was made by Chester Siembab to approve the executive minutes for the meeting held on March 21, 2023 as presented. The motion was seconded by Kevin Kirk. All in favor; motion carried.

**FINANCIAL REPORT**

The Board reviewed the financial statements for the month of March 2023. The Board directed the property manager to renew the CD maturing on May 15, 2023, at the best available rate.

A motion was made by Dave Thompson and seconded by Chester Siembab to approve the financial statements as presented. All in favor, motion carried.

## **MANAGEMENT REPORT**

The Board reviewed the 2023 Calendar for the month of April 2023.

The Board directed the property manager to ensure that the taxes and year end financials are sent out in a timely manner. In addition, the property manager will obtain a quote for the playground inspection required.

The Board reviewed the inspection/violation reports along with the workorder logs. Management will check on the scheduling of the pending work order assigned to Three Phase Electric. No other action required at this time.

## **OLD BUSINESS**

Review Committee Volunteers: Management reported that no new committee volunteers or requests have been submitted. Homeowner Terri Bruno is to submit a committee charter for the Board's review and consideration to a committee she expressed interest in serving.

Plans to Upgrade Clubhouse: The architectural committee presented a few different ideas to upgrade the clubhouse in various ways.

- Lighting: The committee presented various options to upgrade the current light fixtures at the clubhouse by repainting them. The Board directed the committee to provide options to replace the fixtures with a new style altogether. The committee will work on presenting other options for new light fixtures.
- Shades/Blinds: The Board reviewed the revised bid submitted by 3 Blind Mice for the rolling shades instead of blinds. Marc made a motion to approve the quote for the installation of new shades at the front entry windows of the clubhouse in the amount of \$2,478.40. The motion was seconded by Kevin Kirk. All in favor; motion carried.
- Storage Rack: The Board reviewed the options to install a storage rack for chairs and tables at the clubhouse. The architectural committee will provide pricing options for this item at the next meeting.
- Staircase Carpet: The Board discussed the possibility of upgrading the carpet at the clubhouse. Management will work on a proposal for new carpet to be presented at the next meeting.
- Countertop Upgrades: The Board also reviewed options to replace and upgrade the kitchen countertops. Pricing is to be submitted by the architectural committee at the next meeting.

The architectural committee submitted a proposed budget for these listed upgrades. Marc Winer made a motion to approve a budget not to exceed \$15,000 for the various clubhouse upgrades. The motion was seconded by Kevin Kirk. All in favor; motion carried.

Pickleball Court Project: Chester Siembab provided an oral report about the meeting held with El Camino Asphalt to discuss the pickleball court project. Management is awaiting the revised proposal. The agenda item is tabled until the next meeting.

The Board discussed the unfinished painting of the termite treated wood at the exterior of the clubhouse. The 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 after the rains clear.

## **NEW BUSINESS**

The Board reviewed the homeowner correspondence found in the April 2023 Board of Directors packet.

General Pest Control Quote: The Board of Directors reviewed the proposal submitted by Accurate Termite & Pest Control services for the clubhouse. A motion was made by Dave Thompson to accept the contract. The motion was seconded by Kevin Kirk. All in favor; motion carried. Management will schedule the new services as soon as possible.

Review Inspector of Election Service Bids: The Board of Directors reviewed the proposals for inspector of election services for the 2023 annual election meeting. A motion was made by Kevin Kirk to accept the contract by The HOA Election Guys. The motion was seconded by Chester Siembab. All in favor; motion carried. Management will proceed with the scheduling of the annual 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: No newsletter articles were requested this month.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 08:10pm

The next meeting is scheduled for May 16, 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

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Approved Date