

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, May 16, 2023, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 6/20/2023**

**BOARD MEMBERS PRESENT**

Marc Winer, Chester Siembab, and David Thompson.

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: Chris Archuleta and Kevin Kirk

**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:**

No homeowner comments were received.

**ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD**

- Architectural Committee: The architectural committee provided an oral report on recent architectural application requests. 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 April 18, 2023.

A motion was made by Chester Siembab to approve the regular meeting minutes held on April 18, 2023, as presented. The motion was seconded by Dave Thompson. All in favor, motion carried.

A motion was made by Dave Thompson to approve the executive minutes for the meeting held on April 18, 2023 as presented. The motion was seconded by Chester Siembab. All in favor; motion carried.

**FINANCIAL REPORT**

The Board reviewed the financial statements for the month of April 2023.

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

The Board agreed to reimburse Cindy Nelson at unit 29422 Troon Street for the clubhouse improvements and upgrades purchased with her own funds. Cindy provided a copy of receipts for all the expenses.

**MANAGEMENT REPORT**

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

The Board reviewed the inspection/violation reports along with the workorder logs. No other action required at this time.

### **OLD BUSINESS**

Review Committee Volunteers: Management reported that no new committee volunteers or requests have been submitted.

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**

Annual Election Update: The Board discussed the annual election meeting progress. The candidate applications were mailed out to the membership and are due by August 07, 2023.

Safe Park Quotes: The Board reviewed the proposals by Safe Park to replace the swing set and to provide the playground inspection. A motion was made by Chester Siembab to approve both quotes by Safe Park. The motion was seconded by Dave Thompson. All in favor; motion carried. Huntington West Properties will schedule the work as soon as possible.

Plans to Upgrade Clubhouse: The architectural committee presented a few different ideas to upgrade the clubhouse in various ways along with the proposed budget for the upgrades.

A motion was made by Marc Winer to table the discussion of clubhouse upgrades for the June 2023 Board of Directors meeting when all 5 members are in attendance. The motion was seconded by Dave Thompson. All in favor; motion carried. The property manager will include the various bids submitted by the architectural committee and other vendors in the next meeting packet.

Shades/Blinds: The property manager will follow up with 3 Blind Mice for the scheduling of the approved roller shades at the clubhouse windows.

Pickleball Court Project: The Board of Directors reviewed the revised bid for the additional pickleball courts by El Camino Asphalt. The Board determined that the cost is too expensive at this time, especially with an assessment increase pending in 2024. The Board agreed to table the discussion of the pickleball court proposal until the next meeting in June 2023.

The Board reviewed the homeowner correspondence found in the May 2023 Board of Directors packet. The Board agreed to approve the outstanding invoice due to Three Phase Electric on page 110 of the packet for previous work done under work order #:30756-1.

### **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 07:51pm

The next meeting is scheduled for June 20, 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