

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, June 20, 2023, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 7/18/2023**

**BOARD MEMBERS PRESENT**

Marc Winer, Chester Siembab, Chris Archuleta and Kevin Kirk.

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: David Thompson

**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 following applications were discussed:

- Unit 29276 Ridgeview: Request to repaint exterior of the home. The application was approved by the architectural committee at the meeting.
- Unit 29381 Troon: Request for various hardscape changes throughout the lot. Marc Winer made a motion to conditionally approve the application with the condition that they remove all current chained link fences and submit any landscape plans proposed with the project. The motion was seconded by Chris Archuleta. The architectural committee agreed. All in favor; motion carried.

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 May 16, 2023.

A motion was made by Marc Winer to approve the regular meeting minutes held on May 16, 2023, with two minor corrections. The motion was seconded by Chester. All in favor, motion carried.

A motion was made by Marc Winer to approve the executive minutes for the meeting held on May 16, 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 May 2023.

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

The Board also reviewed the annual budget in the middle of the fiscal year. The Board directed the property manager to prepare the draft budget with a proposed assessment increase of \$290 per quarter per unit. The draft budget will be formally reviewed and approved at a future meeting date.

### **MANAGEMENT REPORT**

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

The Board requested that the reserve study preparation bid be obtained by Reserve Data Analysis. In addition, the Board requested bids on the annual inspection of the sidewalk swales and repairs.

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

### **OLD BUSINESS**

The Board of Directors discussed the following pending items:

Swing Set Repairs: The property manager informed the Board that the annual playground inspection has been completed and management currently awaits the report. The repairs to the swing set approved last month has not yet been scheduled with the vendor. The property manager will obtain an update on this project from the vendor.

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.

### **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.

Pool Drainage Maintenance: The Board of Directors discussed the recent drainage issues at the pool area. The manager will provide any pictures of videos captured during the plumbing service from All Drains. The vendor is to submit a formal quote for the hydro jetting of the drain lines to clear any issues causing blockage. One of the items identified during the job was a tennis ball in the line. Management will ask if Soto Landscape is able to remove the tennis ball. This issue will be tabled for further updates.

Triton Air Proposal: The Board reviewed the recent proposal submitted by Triton Air. A motion was made by Kevin Kirk to accept estimate #133858135 for the installation of 2 new exhaust fans at the pool pump room. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Plans to Upgrade Clubhouse: The architectural committee presented a revised proposal from Ripline Inc. to upgrade the clubhouse in various ways. Kevin Kirk made a motion to approve the submitted proposal dated May 24, 2023, with Option A. The motion was seconded by Chris Archuleta. All in favor; motion carried. The property manager will get a vendor packet submitted to the vendor and include Cindy in all emails to get the project moving. The architectural committee has approval to proceed with the proposed work approved with the budget presented on page 86 of the June 2023 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 discussed 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 fiscal year. The property manager is to remove this item from the agenda.

The Board reviewed the homeowner correspondence found in the June 2023 Board of Directors packet. No issues or action items required at this time. The Board directed the property manager to request irrigation upgrade bids from Soto Landscape to be placed on a future meeting agenda.

**COMMITTEE REPORTS:**

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

Facilities: Derek Powell resigned from his position of facilities director. Chester Siembab was appointed to be the new chairman of the facilities committee.

Newsletter Articles: No newsletter articles were requested this month.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 07:36pm

The next meeting is scheduled for July 18, 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