

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, September 19, 2023, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 10/17/2023**

**BOARD MEMBERS PRESENT**

Marc Winer, Chester Siembab, David Thompson, Chris Archuleta, and Kevin Kirk (via telephone).

**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 7:00 pm by Board President, Marc Winer.

**ELECTION CANDIDATE FORUM:**

- Homeowner Jay Ferguson was present to introduce himself to the community as a candidate of the upcoming election of the Board of Directors.
- Homeowner Derek Powell was present to introduce himself to the community as a candidate of the upcoming election of the Board of Directors.
- Homeowner Chris Archuleta was present to introduce himself to the community as a candidate of the upcoming election of the Board of Directors.
- Homeowner David Thompson was present to introduce himself to the community as a candidate of the upcoming election of the Board of Directors.
- Homeowner Brian Prather was not present for the candidate forum.

**HOMEOWNER DISSCUSSION AND CORRESPONDENCE:**

Homeowner Jay Ferguson of unit 29616 Colebrook Drive was present to applaud the board for keeping the monthly assessment dues low with no increase for the past several years.

**ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD**

Architectural Committee: The architectural committee provided an oral report on recent architectural application requests. The following application was discussed:

- Unit 29301 Tierree Street (Ryan Tran): Request to install star jasmine to cover the chain link fence in the backyard. The application was approved by the Board of Directors contingent that the work will be reviewed in 6 months for further evaluation.

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 August 15, 2023.

A motion was made by Chester Siembab to approve the regular meeting minutes held on August 15, 2023, with no corrections. 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 August 15, 2023, as presented. The motion was seconded by Dave Thompson. All in favor; motion carried.

### **FINANCIAL REPORT**

The Board reviewed the financial statements for the month of August 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 asked the property manager to request a credit for the AT&T expenses and inquire as to why the cost has gone up.

### **MANAGEMENT REPORT**

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

The Board requested that a work order be issued to Soto Landscape to provide an estimate for the maintenance of the backslope area near the pool area.

In addition, the Board reviewed the work order detail report and violation detail report included in the September 2023 meeting packet. No questions or concerns presented at this time.

### **OLD BUSINESS**

No old business was discussed.

### **NEW BUSINESS**

Annual Election Update: The Board discussed the annual election meeting progress. The election ballots were mailed out to the membership and are due before the election meeting. The election is scheduled for the next meeting to be held on October 17, 2023, at 07:00PM.

Proposed 2024 Budget: The Board reviewed the revised 2024 budget with an excess in funds after the approved increase of \$40 per quarter for each unit was applied to the budget. Dave Thompson made a motion to apply and distribute the excess of funds between account #6434 and #6407 to balance out the budget. The motion was seconded by Chris Archuletta. All in favor; motion carried.

Insurance Renewal Quote: The Board reviewed the insurance renewal bid submitted by Prendiville Insurance Agency. A motion was made by Marc Winer to approve the renewal proposal. The motion was seconded by Chris Archuletta. All in favor; motion carried.

Review Vendor Services: The Board discussed and approved the increase letter by Personal Touch Cleaning. The increase will be incorporated into the 2024 budget.

Tree Trimming Estimate: The Board reviewed the estimate submitted by Colts Landscape for the recommended tree trimming work. A motion was made by David Thompson to approve the proposal by Colts Landscape. The motion was seconded by Chester Siembab. All in favor; motion carried. The property manager will coordinate the scheduling of the work.

Pool Estimate: The Board reviewed the estimate submitted by OC Pool Boys for weekly pool maintenance. The property manager will inquire from the vendor what their cost is for emergency service calls and revise the bid to reflect 3 services per week in the Summer months and 2 service per week in the

Winter months. The Board will then review the revised proposal and discuss the possibility of meeting with the vendor.

Peak Lighting Quote: The Board reviewed the estimate by Peak Lighting for electrical upgrades in the pool area. A motion was made by Dave Thompson to approve the quote. The motion was seconded by Chester Siembab. All in favor; motion carried.

Drain Repair Estimate: The Board discussed the drain repairs needed at the pool area and reviewed the estimate submitted by All Drains Plumbing. The manager reported that there is a quote pending by Jeff Philips with Swell Plumbing. The Board opted to table this agenda item to review further at the next meeting.

The Board reviewed all homeowner correspondence found in the September 2023 Board of Directors packet. No issues or action items required at this time.

**COMMITTEE REPORTS:**

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

Facilities: Chester Siembab reported his recent discussion with a resident of the community addressing concerns about safety. The Board directed the property manager to check on the signs posted at the pool entrance regarding CPR information and any liability for having outdated information. More information to be discussed at the next meeting.

Newsletter Articles: No newsletter articles were requested this month.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 08:25pm

The next meeting is scheduled for October 17, 2023, and will be held at the clubhouse at 7pm. Executive session scheduled to start at 06:30PM.

**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