

Crown Valley Highlands Community Association

Minutes for the meeting conducted on
October 9, 2012

Board Members Present

Marc Winer, Robin Matlock, Woody Clements and Chris Archuleta.

Call to Order

The meeting was called to order at 7:00 PM.

Annual Meeting and Election

It was noted that a quorum had not been achieved and the annual meeting and election was tabled to November 2012.

Homeowner Discussion

Ms. Pelton of 29432 Troon was present at the meeting.

Ms. Bruno of 29555 Kensington was present at the meeting. Ms. Bruno asked about the posting of the open meeting minutes and the agenda on the web-site. Discussion was held with regard to the placement of a lost and found at the pool area. It was noted that a notice will be placed in the newsletter letting residents know to call the manager to report any lost or found items in the pool area.

Mr. Jacques of 29742 Felton was present at the meeting to address a problem he is having with the key fob. It was noted that the manager will replace the key fob. Mr. Jacques noted he had submitted a request to use the clubhouse for the Girl Scouts. The manager will make sure the application is submitted to Mr. Powell.

Mr. Cherry of 29266 Ridgeview was present at the meeting and noted he had submitted the application for the proposed addition to his home.

Committee Reports

Architectural Committee

It was noted that notice the committee and manager had performed the monthly inspection prior to the meeting.

Communications Committee

No report.

Facilities Committee

It was noted that Mr. May had started the installation of a Bocce Ball court and horse-shoe pit inside the pool area.

The Board tabled the review of the bid from Seabreeze Pool Furniture for the purchase of new and refurbishing of some of the pool furniture.

Discussion was held with regard to the pool fencing. A decision was made to reconsider the removal of the iron fence around the pool area and install vinyl coated chain link. A sample of the material will be obtained for review.

The Board reviewed and tabled a bid from Hill's Brothers for the installation of a license plate camera at the clubhouse entrance.

The Board reviewed and tabled a bid from Three Phase Electric to add an up-light and pagoda style light fixtures at the clubhouse parking lot entrance.

Landscape Committee

Ms. Matlock updated the Board on the efforts of the committee.

The Board reviewed the monthly report from the Soto Company.

The Board reviewed bids from The Soto Company as follows:

Estimate #1964 / \$1,720.00 for slope maintenance trimming on Colebrook. A motion was made by Mr. Clements, 2nd by Ms. Matlock to approve the bid at \$1,500.00. All in favor, motion carried.

Estimate #1965 / \$632.00 / for the install of a French Drain at the front planter at the meeting room entrance. The Board tabled the proposal.

Estimate #1966, / \$1,400.00 / Removal of the Agave at the end of Troon. A motion was made by Mr. Powell, 2nd by Ms. Matlock to approve the bid. All in favor, motion carried.

It was noted that the manager and Ms. Matlock would be meeting with contractors to obtain bids for the annual tree trimming.

Minutes & Financial Report

A motion was made by Mr. Clements, 2nd by Mr. Archuleta to approve the September 2012 meeting minutes as submitted. All in favor, motion carried.

A motion was made by Mr. Clements, 2nd by Mr. Powell to approve the September 2012 financial statements as submitted, subject to review by the association's CPA. All in favor, motion carried.

Management Report

The manager updated the Board on the accounts receivable.

The Board reviewed the annual calendar report for September 2012.

The manager provided information on the refund of \$527.00 for the Workers Compensation insurance premium.

The Board reviewed a bid from Robert Owens, CPA, in the amount of \$1,200.00 to perform the 2012 Annual tax preparation and review. A motion was made by Mr. Clements, 2nd by Mr. Powell to approve the bid. All in favor, motion carried.

The Board reviewed the 2013 draft budget. A motion was made by Mr. Clements, 2nd by Mr. Powell to approve the 2013 budget without an increase in the assessment. All in favor, motion carried.

Adjournment

There being no further business before the owners in open session, the meeting was adjourned at 8:25 PM.

Submitted by:

Jack L. Williams
Acting Secretary