

# CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION

CVHCA.COM OCTOBER 2022

## Electronic Payment an Option for Assessments

The association board and manager encourage all members to take advantage of the association's electronic payment program to pay assessments because it provides numerous advantages to you, the association, *and* the environment. For association owners, electronic payment is very convenient. Once we've set up your account, you no longer must worry about lost checks or late payments due to slow mail service. You select the date each month your assessment is paid, and then you have the peace of mind knowing your fees are paid on time. Not only does this save you time and postage, but it can eliminate late fees. If you are not already taking advantage of this option, please do so by activating your Own Personal Secured Portal through - <https://hwp.appfolio.com/connect>. **E-check payment option is free of cost to use. Payments are posted in real time.** A convenience fee applies for using your Debit or Credit Card. If you need assistance please contact [customerservice@huntingtonwest.com](mailto:customerservice@huntingtonwest.com). If you prefer to write a check **reference your account number ONLY in the memo section of your check. Your Account Number is on your statement towards the bottom left of the coupon. Mail to P.O. Box 512229, Los Angeles, CA. 90051-0229.** It is recommended that you mail your check at least **10 business days** before the late date to allow for processing with the mail and the bank.

## Updated Rules and Policies

Please find attached the **2022 Fob Policy and 2022 Revised Pool Rules** that were approved at the Board meeting on September 20, 2022. These are also available on the portal under Rules.

## Tree Trimming Time

We are now in tree trimming season. Not only will the association trimming be completed in October, this is the time for owners to review their trees for trimming. **Landscape and tree trimming recommendation list for CVHCA can be found on the portal under the landscape file.**

The **Slope Policy** will be updated at the October meeting to clarify which slopes the HOA oversees. The slope policy does not enforce neighbor to neighbor issues with trees. If you are concerned about a neighbors trees or fire hazard, please contact City of Laguna Niguel **Code Enforcement at (949) 362-4300.**

The **volleyball court** will be refurbished in October and new benches will be ordered for the recreation area.

**Annual Meeting Ballots** will be coming from HOAELECTION PROFESSIONALS. Please be sure to return your ballot promptly

## Management Company:

Huntington West Properties, Inc.  
13812 Goldenwest Street #100  
Westminster, CA 92683

Phone: (714) 891 – 1522  
Fax: (714) 897 – 9120

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## BOARD MEETING

**Next Board Meeting**  
**October 18, 2022**  
**at the clubhouse**  
**7:00pm**

## Board Members

Marc Winer, President  
Derek Powell, Vice President  
Chester Siembab, Secretary  
David Thompson, Treasurer  
Chris Archuleta, Member at Large

## Account Manager

Bonnie Atkinson  
(714) 891-1522 ext.229  
[bonnie@huntingtonwest.com](mailto:bonnie@huntingtonwest.com)

## Customer Service & Clubhouse

Rhobera Paz  
(714) 891-1522 ext.230  
[rhobera@huntingtonwest.com](mailto:rhobera@huntingtonwest.com)

## Helpful Numbers

City 949-362-4300  
Sheriff 949-362-4343  
Fire 714-744-0400

## Board & Architectural Meetings

Board meetings are held on the 3rd TUESDAY of the month at 7pm at the Association clubhouse located at:  
23372 Niguel Rd. Laguna Niguel

## Architectural Application

Review is done at the beginning of every board meeting on the 3rd Tuesday of each month at The Clubhouse

## Payment Information

**Make check payable to Crown Valley Highlands. Write your account number on your check. Mail check to P.O. Box 512229 Los Angeles, CA 90051-0229**

**CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION**  
**PENALTY ASSESSMENTS and FOB POLICY**  
**Proposed: August 16, 2022 Effective: September 21, 2022**

1. When a Homeowner has been brought to a hearing and fined for a violation of the Association's CC& R's, By-laws, or Rules and Regulations the following action will be taken.
2. A fine will be issued after hearing that must be paid within 30 days.
3. Should the infraction re-occur or continue after the prescribed time set forth in the warning letter, the offending party will be issued a second fine and the fob will be turned off to the pool area of the community.
4. Any penalty assessment, decided upon by the Board of Directors is due and payable within 30 days. If any penalty assessment remains unpaid, the amount will be subject to further collection, legal action and loss of privileges.
5. The first level for most fines shall be \$100.00. If the violation is not corrected within the specified time frame, another fine of \$200 shall be levied. If the violation is still not corrected with a new specified time, an additional \$300 fine may be levied every 30 days until corrected.
6. In the event the Association's legal counsel is required to take action to ensure compliance with the CC&Rs due to a violation, the noncomplying homeowner shall pay the actual costs incurred by the Association in such matter including, without limitation, reasonable attorney's fees.
7. Owners who are in arrears past 60 days or are in collections with the HOA attorney and/or who owe fines totaling \$100 or more are denied use of clubhouse, and pool area privileges until the account is current and the fines are paid in full.
8. Short term rentals of less than 30 days are not permitted in the CVHCA Community or in the City of Laguna Niguel. Any lot used for this purpose, will have the fob turned off for use of the community facility recreation area. A hearing before the Board will be required to reinstate privileges.
9. Copying of fobs is strictly prohibited. Any owner who copies a fob for use will have all privileges suspended and be brought to a hearing and fined. Fine is \$500.00 and the loss of fob use for 90 days.

# CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION

## 2022 REVISED POOL AND PATIO AREA RULES

PROPOSED: AUGUST 16, 2022 – EFFECTIVE SEPTEMBER 21, 2022

Respecting the Use of the Property, Facilities & Equipment Of  
The Crown Valley Highlands Community Association Recreation Club

The Crown Valley Highlands Community Association Recreation Club property (Property) is for the exclusive use of current members in good standing of the Crown Valley Highlands Community Association and their guests. The Property is the fence- enclosed area that includes the “*shallow children’s pool*”, the “*deep adult pool*”, and “*related areas*”, “*facilities*”, and “*equipment*”. Members are limited to four (4) guests that may use the Property at any one time. Larger parties require the advanced written consent of the Board of Directors. (Please contact the Management Company).

Members and their guests use the facilities entirely at their own risk. Neither the Crown Valley Highlands Community Association nor its Board of Directors are responsible for accidents or injuries.

**The pool recreation facility is for permanent residents and their guests only. The Pool Rules require all guests to be accompanied by their permanent resident tenant or owner to use the pool facility. Short term tenants do not fall under this use. For this reason, the fob will be turned off for your home if it is found to be associated with a short-term rental.**

The “Crown Valley Highlands Community Association Board of Directors” have established the following Rules. Any individuals or groups abusing the rights of use granted under these Rules, and the By-laws of the Association may have those rights suspended at the discretion of the Board of Directors.

### **THE RULES APPLY TO ALL MEMBERS AND GUESTS WHILE AT THE PROPERTY:**

Members and their Guests are expected to be considerate of others and use the pool in a safe manner. Pool area doesn't not have security. Any accident, incidents and personal safety related issue must be reported immediately to the Police Services/Sheriff at **(714) 647-7000**

Guests must be accompanied by Members who are responsible for their conduct.

Children under the age of 14 must be supervised by an adult.

The shallow pool is only for children up to 5 years and an adult must supervise those children. Children must wear appropriate leak-proof swim diapers.

No pets or animals are permitted in the pool.

Special need pets are permitted in the pool area, provided they are licensed, leashed and kept in close proximity to the owner at all times. Pet cannot be left unattended. ADA does not override public health rules that prohibit dogs in swimming pools. However, service animals must be allowed on the pool deck.

No glass containers or glass objects are permitted.

No smoking is permitted.

No diving, running or rough play is permitted.

No large flotation devices or surfboards are allowed for safety reasons. Personal size flotation devices for a single person.

Personal life saving flotation devices are permitted.

Nothing is to be thrown into either of the pools.

**Bicycles, surfboards, skateboards and roller blades are not permitted to be ridden in the patio or pool area.**

Vandalism of the pool facility or restrooms will be subject to fine, costs and loss of use privileges.

The Board of Directors may appoint Pool Monitors, or other or Staff, who will have the authority to enforce these rules and to take any action necessary to promote safe and orderly conduct. When no Club Staff are present, please report major infractions to a Board Member, or the Management Company. Management Company: Huntington West Properties, Inc.(714) 891-1522