

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, October 15, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 11/19/2024

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, Chris Archuleta, and Derek Powell.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Kevin Kirk.

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

ANNUAL ELECTION MEETING

The annual election meeting was called to order at 07:00PM by member Marc Winer.

Kevin Langley was present at the meeting via Zoom as the appointed inspector of election representing The HOA Election Guys.

The inspector of election confirmed that insufficient ballots were received to establish a quorum with only 99 ballots submitted out of 218 needed.

The Bylaws allow for a reduction of quorum if the annual election is reconvened for a second attempt. In addition, Kevin Langley reported that the civil code allows for quorum reduction to 20% if the election is reconvened between 20-30 days later which would only require 88 ballots. The membership present opted to reconvene the meeting for Tuesday, November 19, 2024, at 03:00PM via Zoom. The inspector of election is to prepare a notice for the reconvened meeting that is to be posted at the clubhouse for membership review.

No further business to discuss, the annual election meeting was adjourned at 07:05PM.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:05pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

The following homeowner(s) was present at the meeting: None present.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The Crown Valley Highland Board of Directors reviewed the following architectural requests.

- 29065 Ridgeview Drive (Ansgar & Dolores Olesen): The homeowner submitted a request for exterior paint to the unit. A motion was made by Chester Siembab approving the request. The motion was seconded by Derek Powell. 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 Board of Directors meeting held on September 17, 2024, along with the minutes for the executive meeting held on September 17, 2024.

A motion was made by Chester Siembab to approve the regular meeting minutes held on September 17, 2024, as presented with no corrections. The motion was seconded by Marc Winer. All in favor, motion carried.

A motion was made by Chester Siembab to approve the executive minutes for the meeting held on September 17, 2024, as presented with no corrections. The motion was seconded by Marc Winer. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of September 2024.

The Crown Valley Highland Board of Directors also discussed the status of the recent CD investments.

A motion was made by Chester Siembab and seconded by Derek Powell to approve the financial statements as presented for September 2024. All in favor, motion carried.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the 2024 Calendar for the month of October 2024. No issues or concerns discussed.

Corporate Transparency Act: The Board reviewed the new CTA regulations requiring Board members to identify themselves as Beneficial Owners of the association which include name, address, and copy of photo ID, Drivers License, or Passport. The Board tabled approval of the CTA service offered by Huntington West Properties in the amount of \$275 per year. Marc Winder agreed to contact Amelia Marques at Huntington West Properties to negotiate the price of the CTA service.

Work Order Report: In addition, the Board reviewed the work order detail report included in the October 2024 meeting packet. The Board discussed the possibility of having a vendor clean up the BBQ in the pool area over the Winter. This will be discussed at the next meeting.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Brian's Pool Plastering Project: The property manager reported that the project for the pool plastering is scheduled to begin on November 04, 2024. The Board directed the property manager to have another email blast sent out to the residents reminding the community of the pool closure that is set between 11/04/2024 and 01/01/2025. In addition, the property manager is to ensure that the pool area entrance is locked up by the vendor during the closure. The clubhouse will still be available for reservations as long as guests are told that no one is to enter the pool area past the bathrooms.

No other old business or projects to discuss.

NEW BUSINESS

Annual Election Update & Officer Position Selection: The annual election has been rescheduled for 11/19/24, at 03:00PM via Zoom. The selection of officer positions has been tabled until after the election.

2025 Draft Budget: The Crown Valley Highlands Board of Directors reviewed the 2025 draft budget. The property manager reported a deficit in the budget that would require an assessment increase. The Board directed the property manager to cut the tree trimming amount from \$30,000 annually to approximately \$15,000 annually in order to cover the deficit. The \$15,000 will be enough to cover the tree trimming expenses for the upcoming fiscal year. A motion was made by Derek Powell approving the draft budget with the approved changes without an increase to the monthly assessment. The motion was seconded by Chester Siembab. All in favor; motion carried.

Vendor Increase Notice: The Board reviewed the vendor increase notice submitted by the Soto Landscape Company. The increase was approved by the Board of Directors.

Insurance Premium Renewal Quote: The Board reviewed the insurance renewal quote submitted by Farmers Insurance Agency. The renewal quote was approved by the Board of Directors. Chester Siembab made a motion to approve the renewal policy. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Tree Trimming Estimates: The Crown Valley Highlands Board of Directors reviewed the tree trimming proposals submitted by various arborist vendors. Derek Powell made a motion to approve the bid by Colts Landscape in the amount of \$14,130. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Concrete Sidewalk Repair Quote: The Board reviewed the additional quote submitted by Colts Landscape for the concrete work damaged by the root of the tree in front of Balloch Street along Highlands Avenue. The Board directed the property manager to request a quote by Concrete Hazard Solutions using the scope issued by Colts Landscape. This agenda item was tabled for further review at the next meeting.

Proposal to Upgrade Clubhouse Access Control Board: The Board discussed the proposal to upgrade the clubhouse access control board submitted by Hills Bros Lock & Safe. The Board agreed to table the quote until July 2025.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the October 2024 Board of Directors packet including the email by Fiore, Racobs, & Powers regarding Miranda Jordan's request to speak with the association's attorney. The Board confirmed that any calls by resident Miranda Jordan will need to be charged to the resident directly.

The Board also reviewed the email by Brian's Pool Service and agreed to proceed with the vendors' recommendations for a non-slip surface at the landing area of the pool. The manager is to request a formal change order for this request.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. The property manager is to provide more information from Soto Landscape regarding the proposed turf removal. No other issues reported.

Facilities: No issues reported regarding the common area facilities.

Newsletter Articles: No new suggestions were discussed regarding newsletter articles. This agenda item was tabled to be discussed again at the next meeting.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:25pm

The next meeting is scheduled for Tuesday, November 19, 2024, and will be held at the clubhouse at 7pm.
Executive session scheduled to start at 06:30 PM.

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