

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, November 19, 2024, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 1/21/2025**

**BOARD MEMBERS PRESENT**

Marc Winer, Kevin Kirk, Jay Ferguson, Chris Archuleta, and Derek Powell.

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: None.

**MANAGEMENT PRESENT**

Esteban Rodriguez with Huntington West Properties, Inc.

**CALL TO ORDER:**

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

**ANNUAL ELECTION UPDATE & OFFICER VOTE**

The Board of Directors discussed the results of the annual election and voted on officer positions in accordance with the Crown Valley Highlands Bylaws. Nominations were as follows:

Board President: Marc Winer was nominated as Board President by Derek Powell. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Vice President: Derek Powell was nominated as Vice President by Marc Winer. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Board Secretary: Kevin Kirk was nominated as Board Secretary by Marc Winer. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Board Treasurer: Jay Ferguson was nominated as Board Treasurer by Marc Winer. The motion was seconded by Derek Powell. All in favor; motion carried.

Chris Archuleta will serve as a member at large.

**HOMEOWNER DISCUSSION AND CORRESPONDENCE:**

The following homeowner(s) was present at the meeting:

- Homeowner Az Zokaei of unit 29292 Ridgeview Drive was present at the meeting to submit an architectural request application for improvements to the landscape, driveway, and backyard walls that will be replaced. Chris Archuleta made a motion to approve the submitted application as is. The motion was seconded by Marc Winer. All in favor; motion carried.
- Homeowner Yundie Xie of unit 29596 Colebrook Drive was present at the meeting to submit an architectural request application for the installation of a new roof, new garage door, new security gate, and new plaster coating. A motion was made by Chris Archuleta to approve the submitted application as is. The motion was seconded by Marc Winer. All in favor; motion carried.

- Homeowner William and Michele Sooy of unit 29412 Kensington Drive were present at the meeting to submit an architectural request application for landscape/hardscape improvements on the exterior of the property. A motion was made by Chris Archuleta to approve the submitted application as is. The motion was seconded by Derek Powell. All in favor; motion carried.

### **ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD**

Architectural Committee: The Crown Valley Highland Board of Directors reviewed the architectural request applications that were approved during the open homeowner forum. No other applications were discussed or submitted.

The Board of Directors reviewed all other architectural applications approved by the architectural committee via online the owner's portal.

The Board agreed to add Chester Siembab to the architectural committee. A motion was made by Marc Winer authorizing this change. The motion was seconded by Chris Archuleta. All in favor; motion carried.

### **MINUTES**

The Board reviewed the minutes for the Board of Directors meeting held on October 15, 2024, along with the minutes for the executive meeting held on October 15, 2024.

A motion was made by Derek Powell to approve the regular meeting minutes held on October 15, 2024, as presented with no corrections. The motion was seconded by Marc Winer. All in favor, motion carried.

A motion was also made by Derek Powell to approve the executive minutes for the meeting held on October 15, 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 October 2024.

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

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

### **MANAGEMENT REPORT**

Calendar Review: The Board reviewed the 2024 Calendar for the months of November and December 2024. The property manager confirmed that the tax audit is in process with the CPA (Owens, Moskowitz, & Associates). The property manager also confirmed that the tree trimming project is scheduled for the week of December 09, 2024, through December 12, 2024. Lastly, the property manager confirmed that the approved budget for fiscal year 2025 along with the annual disclosure forms were mailed out to the community membership in accordance with California Civil Code. No other issues or concerns reported.

Work Order Report: In addition, the Board reviewed the work order detail report included in the November 2024 meeting packet. No issues or concerns were discussed regarding the work order report.

Corporate Transparency Act: The Crown Valley Highlands Board of Directors reviewed the CTA service offered by Huntington West Properties. A motion was made by Marc Winer to accept the service and authorize signing of the required forms. The motion was seconded by Jay Ferguson. All in favor; motion

carried. The Board agreed to have the requested information including a copy of photo ID or drivers license submitted to the management company to comply with the federal mandates.

All other reports reviewed with no issues or concerns discussed.

### **OLD BUSINESS**

**Tree Trimming Project:** The tree trimming project is scheduled with Colts Landscape & Tree Service for the week of 12/09/2024 – 12/13/2024. The Board reviewed the request by homeowner Troy Shafer to add a few additional overgrown trees to the tree trimming scope of work. The Board approved the request.

**Brian's Pool Plastering Project:** The property manager reported on the status of the pool plastering project which is currently underway. The Board directed the property manager to pay all invoices as they are submitted outside of the normal pay cycle to prevent delays or halts with the project. The vendor is to continue with each phase as soon as possible rather than waiting for progress payments at the end of the month.

No other old business or projects were discussed.

### **NEW BUSINESS**

**Triton Air Proposal:** The Board reviewed the quote submitted by Triton Air. A motion was made by Chris Archuleta to approve the quote submitted. The motion was seconded by Jay Ferguson. All in favor; motion carried.

**Concrete Sidewalk Repair Bid:** The Board of Directors reviewed the quote submitted by Colts Landscape and Concrete Hazard Solutions for the repair of the lifted concrete along Highlands Avenue. The Board agreed to remove the tree causing the lifting of the sidewalk during the upcoming tree trimming. A motion was made by Derek Powell and seconded by Kevin Kirk to authorize the tree removal. The property manager is to coordinate this work with Colts Landscape. All in favor; motion carried. In addition, Jay Ferguson made a motion to authorize the concrete repair work by Colts Landscape not to exceed \$4,700. The motion was seconded by Marc Winer. All in favor; motion carried.

**Correspondence & Emails:** The Board reviewed all homeowner correspondence found in the November 2024 Board of Directors packet. The Board directed the property manager to have a cease and desist letter sent to homeowner Moshfeghi at unit 23511 Calverton Circle for unauthorized work on the roof.

### **COMMITTEE REPORTS:**

**Landscape:** The Board reviewed the landscape report submitted by Soto Landscaping. No issues discussed or 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 07:55pm

The next meeting is scheduled for Tuesday, January 21, 2025, 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

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Approved Date