

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, January 21, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 2/18/2025

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 7:20pm by Board President, Marc Winer.

HOMEOWNER DISSCUSSION AND CORRESPONDENCE:

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

- Homeowner Mohammad Moshfeghi of unit 23511 Calverton Circle was present at the meeting to discuss issues with his account. The homeowner is disputing late charges due to a missing payment. The Board of Directors directed the property manager to provide an account ledger to the Board for review to verify if the payment was received and posted on the account. Mr. Moshfeghi provided the manager with a copy of the of the check that was previously mailed to verify proof of payment. The manager reiterated that the check may have been mailed but was never received, cashed, and posted with Pacific Premier Bank and still outstanding and due by the homeowner. This agenda item was tabled for further review at the next meeting along with the homeowner's account ledger.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The Crown Valley Highland Board of Directors reviewed the architectural request applications that were approved via AppFolio by the architectural committee. In addition the Board reviewed the architectural applications submitted by the following homeowners:

Homeowner Abraham and Julie Tarango of unit 29552 Colebrook Drive. Jay Ferguson made a motion to approve the submitted application as is. The motion was seconded by Kevin Kirk. All in favor; motion carried.

Homeowner Sulton Abassi of unit 29662 Quigley Drive. Kevin Kirk made a motion to approve the submitted application as is. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Homeowner Carlos and Cindy of unit 29222 Ridgeview Drive. Kevin Kirk made a motion to approve the submitted application as is. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Homeowner Quincey Collins of unit 29621 Kensington Drive. The application was approved by the architectural committee prior to the meeting.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on November 19, 2024, along with the minutes for the executive meeting held on November 19, 2024. In addition, the Board reviewed the minutes for the annual meeting held November 19, 2024.

A motion was made by Kevin Kirk to approve the regular meeting minutes held on November 19, 2024, as presented with no corrections. The motion was seconded by Chris Archuleta. All in favor, motion carried.

A motion was also made by Kevin Kirk to approve the executive minutes for the meeting held on November 19, 2024, as presented with no corrections. The motion was seconded by Jay Ferguson. All in favor; motion carried.

Lastly, a motion was made by Kevin Kirk to approve the election / membership minutes for the annual meeting held on November 19, 2024, as presented with no corrections. The motion was seconded by Derek Powell. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of November and December 2024.

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

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

Derek Powell submitted a reimbursement request along with a receipt for a purchased lock used at the pool gate in the amount of \$10.02. Huntington West Properties is to process a reimbursement payment.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the 2025 Calendar for the month of January 2025. The Crown Valley Highlands Board of Directors confirmed that slurry seal is not needed this year. All other calendar items reviewed with no issues reported.

Work Order Report: In addition, the Board reviewed the work order detail report included in the January 2025 meeting packet. No issues or concerns were discussed regarding the work order report.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Brian's Pool Plastering Project: The property manager reported on the status of the pool plastering project which is currently underway. The inspection with the OC Health Agency is scheduled for January 24, 2025. This agenda item was tabled for further updates at the next meeting.

No other old business or projects were discussed.

NEW BUSINESS

Triton Air Proposal: The Board of Directors reviewed the recently completed work by Triton Air in addition to the proposed service contract. The Board confirmed that the additional service contract was not needed at this time. No other issues discussed or reported regarding the recent work.

Colts Landscape Charge Order: The Board reviewed the change order submitted by Colts Landscape for the removal of a large tree posing a safety risk in the amount of \$2,550. A motion was made by Kevin Kirk to approve the quote and proceed with the scheduling of the tree removal. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the January 2025 Board of Directors packet. The Board discussed the email submitted by homeowner Jason Griffiths requesting a timeline extension for the items requiring maintenance at the property. Jay Ferguson made a motion to suspend and reverse all fines and authorize an extension until March 18, 2025. The motion was seconded by Kevin Kirk. All in favor; motion carried.

The Board also reviewed the correspondence by Sheila Henry requesting an extension for the delinquent assessments and the items requiring maintenance at the property. Jay Ferguson made a motion to suspend all fines, however, the repairs will be required within 60 days. The motion was seconded by Kevin Kirk. All in favor; motion carried. The property manager is to send a copy of the notice of delinquent account and any other correspondence regarding the required maintenance to Jay Ferguson and Kevin Kirk.

The Board reviewed the emails by homeowner Lilly Delius requesting new umbrellas at the pool area. Lilly offered to serve on a committee to help select new pool furniture. In addition, Lilly Delius submitted emails about a neighbor to the front of her property who constantly has the garage door open. The Board reviewed and determined this to be a non-issue since there is no violation of the current rules and regulations. The Board will not require a committee at this time but will consider the request for new umbrellas in the near future.

Marc Winer reported that a letter will be drafted to the city reporting several landscape issues and concerns. The property manager is to submit the letter to the city of Laguna Niguel once received.

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. The property manager will check on the possibility of eliminating the need for a physical check on the clubhouse applications and confirm if the charges from any damages during a clubhouse rental can be assessed directly to the homeowner's account.

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 08:10pm

The next meeting is scheduled for Tuesday, February 18, 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

Approved Date