

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, February 18, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 3-18-2025

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT/EXCUSED

Absent: Jay Ferguson.

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:02pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

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

- Homeowner Troy Shaffer of unit 29271 Buckhaven was present to report concerns with two (2) Eucalyptus trees that are infected with Eucalyptus beetles. Marc Winer made a motion to obtain a proposal to remove both Eucalyptus trees along Highland Avenue located in the common area. The motion was seconded by Kevin Kirk. All in favor; motion carried.
- Homeowner Herbert Sier and Susan Flignor of unit 29242 Tierce were present to address concerns with the overgrown or dry landscape on various homeowner slopes that may cause fire liability or affect homeowner insurance premiums in the community. The Board clarified that the association is limited to enforcement according to what the CC&Rs / Rules & Regulations permit. The enforcement policy involves sending the appropriate letters to homeowners identified with overgrown or dry landscape during the monthly property inspections. The Board clarified that letters are followed up on regularly with scheduled hearings and fines assessed for non-compliance.
- Homeowner Terri Bruno of unit 29555 Kensington Drive was present at the meeting to address the same concerns. Terri requested to draft a newsletter article regarding raising awareness of fire hazards due to the unmaintained landscape slopes. The Board directed the property manager to have Terri's article included in the next quarterly newsletter after review and approval from the Board. Terri also requested an article to be included in the next newsletter reminding residents about the pool rules such as loud music, alcohol in the pool area, and the use of the children's pool.

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 Clarence & Judy Alberga of unit 29586 Colebrook Drive submitted a request for new concrete pouring on the driveway and front step landing. Chris Archuleta made a motion to approve the submitted application as is. The motion was seconded by Kevin Kirk. All in favor; motion carried.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on January 21, 2025, along with the minutes for the executive meeting held on January 21, 2025.

A motion was made by Kevin Kirk to approve the regular meeting minutes held on January 21, 2025, 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 January 21, 2025, as presented with no corrections. The motion was seconded by Chris Archuleta. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of January 2025.

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

A motion was made by Kevin Kirk and seconded by Derek Powell to approve the financial statements as presented for January 2025. All in favor, motion carried.

Derek Powell submitted a reimbursement request in the amount of \$24.75 along with the receipts for a sign and wall clock to be used in the pool area. Huntington West Properties is to process a reimbursement payment to Derek Powell.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the 2025 Calendar for the month of February 2025. The Crown Valley Highlands Board of Directors confirmed that the annual service to the gate operator and gate battery backup inspection is not needed at this time. This maintenance item was tabled. 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 February 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 plastering was recently completed by the vendor and the vendor is going through the start up process filling the pool. This agenda item was tabled for further updates at the next meeting.

No other old business or projects were discussed.

NEW BUSINESS

Fiore, Racobs, & Powers Retainer Bid: The Crown Valley Highlands Board of Directors reviewed the retainer agreement submitted by the attorney office of Fiore, Racobs, & Powers. Kevin Kirk made a motion to approve the full retainer at a cost of \$1,800. The motion was seconded by Derek Powell. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the February 2025 Board of Directors packet. The Board discussed the email submitted by Jay Ferguson on the umbrella options for the pool area. The Board agreed to table the purchase of umbrellas until completion of the plastering project. Marc agreed to contact Jason Hunter Pool Service to ask about recommendations for pool furniture.

The Board also reviewed the correspondence by Tyler Bochenek at 23261 Cheswald Drive regarding the basketball hoop placed on the street in front of the home. The homeowner is requesting that an exception be made to allow the basketball hoop to stay in place after receiving the violation letter from the management company. The manager explained that the letter was sent to the homeowner after a neighbor filed a complaint on this matter. The Board agreed this to be a non-issue and directed the property manager to hold off on sending any more letters on this matter. If a homeowner wishes to complain about a basketball hoop on the street, the city of Laguna Niguel should be contacted.

The Board reviewed the emails submitted by homeowner Lilly Delius about a neighbor at 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.

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: Newsletter articles to be included on the next newsletter include a reminder about the pool rules and the article submitted by Terri Bruno on potential fire hazards. 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 07:50pm

The next meeting is scheduled for Tuesday, March 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