

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, October 21, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 1/20/2026

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, Jay Ferguson, Kevin Kirk, and Chris Archuleta present.

BOARD MEMBERS ABSENT/EXCUSED

Absent: None.

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc. was present at the meeting.

CALL TO ORDER:

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

HOMEOWNER FORUM:

Homeowner Derek Powell of unit 29392 Thackery Drive was present at the meeting to report issues with the pickleball courts leaking water from underneath the surface. The Board confirmed being aware of the issue and working on it with the association's vendors. Derek also reported a gutter blockage at the clubhouse building. The Board directed the community manager to have a work order submitted to AMJ Roofing for gutter maintenance. Additionally, the Board requested the roofer to install flashing at the front door entrance of the clubhouse to prevent water leaking into the building during heavy rainstorms. The Board also requested the community manager to have a work order submitted to Hills Bros Lock & Safe to adjust the closer of the clubhouse door leading to the BBQ area.

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. The Board also reviewed the following applications submitted at the meeting:

- Unit 23291 Cheswald Drive for painting of the exterior of the home the same color as before. A motion was made by Chester Siembab to approve the request as submitted. The motion was seconded by Chris Archuleta. All in favor; motion carried.
- Unit 29161 Ridgeview for installation of solar roofing, front wood siding replacement, window changes, and front fence upgrades. A motion was made by Chester Siembab to approve the request as submitted in accordance with the submitted plans. The motion was seconded by Chris Archuleta. All in favor; motion carried.

No other architectural applications were discussed. The Board directed the community manager to remove homeowner Meredith Philips from the architectural committee on AppFolio since her property was recently sold.

MINUTES

The Board reviewed the minutes for the meeting held on September 16, 2025, for both the general and executive session.

A motion was made by Kevin Kirk to approve and accept the minutes of the September 16th, 2025, general and executive session contingent that the misspelled names are corrected. The motion was seconded by Chris Archuleta. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed and accepted the financial statements for the month of September 2025. A motion was made by Chris Archuleta to accept the financial statements as presented. The motion was seconded by Marc Winer. All in favor; motion carried.

The Board also discussed the status of recent CD investments and authorized the property manager to automatically renew all CDs that are set to mature in the coming weeks.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the monthly maintenance calendar for the month of October 2025. The property manager is to approve the financial review and audit contract with the association's certified public accountants, Owens/Moskowitz & Associates. No other issues discussed.

Work Order Reports: The monthly work order report was reviewed by the Board of Directors. No issues discussed or reported.

OLD BUSINESS

Brian's Pool Service - Plastering Warranty Claim: The Board reviewed the latest correspondence received from Brian Pickett with Brian's Pool Service. Director Jay Ferguson agreed to contact the vendor to schedule an onsite meeting to discuss how best to move forward with the pending warranty work. The goal is to have the vendor schedule the pending warranty work for the first week of February 2026. This agenda item was tabled for further updates at the next meeting.

Solar Equipment Upgrade: The proposal for the solar equipment upgrades is pending and scheduled to be submitted by the next meeting.

Turf Rebate Removal Project: This agenda item was tabled for further updates at the next meeting.

The community manager is to follow up on the status of the tree trimming schedule approved with Colts Landscape and the purchase of the cornhole games.

No other pending projects discussed.

NEW BUSINESS

Selection of Officer Positions: The Board discussed the selection of Board officer positions in accordance with the association's Bylaws. The Board agreed to keep the same positions without any changes.

Proposed / Revised Annual Budget Draft for the 2026 Fiscal Year: The Board reviewed the proposed 2026 annual budget revised to include a 5% increase for the landscape service as submitted by The Soto Landscape Company. Chris Archuleta made a motion to approve the budget with the revisions by taking the remaining deficit from the reserves by decreasing the annual funding to the reserves. The motion was seconded by Marc Winer. All in favor; motion carried.

Vendor Increase Notice: The Board reviewed the increase notice submitted by The Soto Landscape Company reporting a 5% increase to the monthly landscape service fee. A motion was made by Chris Archuleta to approve the 5% increase notice as submitted by the vendor. The motion was seconded by Marc Winer. All in favor; motion carried.

Trip Hazard Repair Quote: The Board reviewed the proposal submitted by Concrete Hazard Solutions in the amount of \$525 for repair of a concrete trip hazard in the common area. A motion was made by Chris Archuleta and seconded by Kevin Kirk to approve the estimate as submitted. All in favor; motion carried. Jay Ferguson made a motion for the vendor to add an additional repair area containing a trip hazard as a change order in the location noted by Jay. The motion was seconded by Kevin Kirk. All in favor; motion carried.

Borchard Survey Project at 23323 Telfair Drive: The property manager reported that the scheduling of the survey project at unit 23323 Telfair Drive is pending. This agenda item was tabled for further updates at the next meeting.

New Water Heater at Pool Area: The Board discussed the newly installed water heater at the pool area showers. This agenda item is considered complete and to be removed from the agenda.

Insurance Renewal Documents: The Board reviewed the signed and approved insurance renewal documents. No issues reported or discussed.

Fob System Upgrades: The Board discussed the fob system upgrade bids submitted by Hills Bros and Brivo. The Board agreed that upgrades to the fob system are not required for now and opted to keep the system as is.

Pickleball Court Issues: The Board discussed the pickleball court issues reported by various residents regarding a leak from underneath the surface of the court. The Board is pending information from El Camino's asphalt engineer regarding their assessment and repair recommendations. This agenda item was tabled for further updates at the next meeting.

Emails & Correspondence: The Board reviewed the emails and correspondence included in the October 2025 meeting packet. The Board discussed the email submitted by homeowner Rachel and Brian Bishop complaining about ongoing construction at unit 29432 Kensington Drive. The Board clarified that this is new work that was recently approved by the Board through the architectural process. The manager is to contact the homeowners on their timeline to complete the approved repairs and provide an update to the Brian and Rachel Bishop.

COMMITTEE REPORTS:

Landscape & Facilities: The Board reviewed the landscape report submitted by Soto Landscaping. Derek reported on the completion of the electrical and plumbing work for the clubhouse water heater. No other issues reported or discussed.

Newsletter Articles: No newsletter articles discussed or suggested at the meeting.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:39 pm

The next meeting is scheduled for Tuesday, November 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.

Acting Secretary

Approved Date
