

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, November 18, 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, and Kevin Kirk present via telephone.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Chris Arhuleta.

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 7:00 pm by Board President, Marc Winer.

HOMEOWNER FORUM:

Homeowner Christopher Lawrence of unit 29821 Preston Drive was present at the meeting to report issues with his neighbor who has signs on the front lawn area and trash cans visible from the street. Additionally, the neighbor has an unmaintained v-ditch area. The community manager is to review the CC&Rs for any restrictions or rules regarding signage. The Board directed the manager to have a violation notice sent to the neighbor for trash cans visible from the street and required maintenance of the v-ditch.

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 29452 Troon Street (Ryan & Ria Mudd). A motion was made by Chester Siembab to approve the request as submitted. The motion was seconded by Marc Winer. All in favor; motion carried.
- Unit 23282 Telfair Drive (James Geisendorfer) for addition of a bathroom / atrium. A motion was made by Chester Siembab to approve the request as submitted. The motion was seconded by Jay Ferguson. All in favor; motion carried.

No other architectural applications were discussed.

MINUTES

The Board reviewed the minutes for the meeting held on October 21, 2025, for both the general and executive session. The Board agreed to table review and approval of both the general and executive session minutes until the next Board meeting since some of the board members did not receive the meeting packet by the U.S Postal Service.

FINANCIAL REPORT

The Board reviewed and accepted the financial statements for the month of October 2025. A motion was made by Kevin Kirk to accept the financial statements as presented. The motion was seconded by Jay Ferguson. 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 November and December 2025. The manager confirmed that the annual tree trimming is scheduled for the first week of January 2026. 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 warranty claim work is scheduled by Brian's Pool Plastering to begin on Monday, February 02, 2026. The community manager will send an email blast, post a physical notice at the pool area entrance, and include an article in the next newsletter that the pool will be closed for about 7-days from Monday, February 02, 2026, to Monday, February 09, 2026. This agenda item was tabled for further updates at the next meeting.

Pickleball Court Issues: The Board approve estimate #6025 submitted by the Soto Landscape Company in the amount of \$6,800 for trenching and re-routing of the irrigation sprinkler lines near the pickleball court. A motion was made by Chester and seconded by Jay Ferguson to approve this quote. 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.

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, the status of solar equipment upgrades, and the status of the cornhole game purchase to be installed inside the pool area by the hibachi ball game. Manager will check on possible stakes that hold the corn hole bags. No other pending projects discussed.

NEW BUSINESS

Soto Landscape Estimates: The Board reviewed the following estimates submitted by The Soto Landscape Company.

- Estimate #6019 - \$275. A motion was made by Marc Winer to approve the estimate as submitted. The motion was seconded by Chester Siembab. All in favor; motion carried.
- Estimate #6011 - \$5,950. A motion was made by Jay Ferguson to approve the estimate as submitted. The motion was seconded by Kevin Kirk. All in favor; motion carried.

Approved 2026 Budget & Annual Mailing Disclosures: The Board reviewed the approved 2026 budget and the annual mailing disclosure forms mailed out to the membership in accordance with California Civil Code 30 days prior to the start of the new fiscal year. No issues discussed or reported regarding the annual mailing.

Emails & Correspondence: The Board reviewed the emails and correspondence included in the November 2025 meeting packet. No issues reported or discussed.

Review Clubhouse Rental Policy & Deposit Requirement Amendment: The Board directed the community manager to include this topic as an agenda item for the next meeting to consider revisions to the current clubhouse rental policy and deposit requirement.

COMMITTEE REPORTS:

Landscape & Facilities: The Board reviewed the landscape report submitted by Soto Landscaping and the facilities report. No issues reported or discussed.

Newsletter Articles: An article advising closure of the pool starting February 02, 2026, will be included in the next quarterly newsletter.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 07:48 pm

The next meeting is scheduled for Tuesday, January 20, 2026, 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