

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, January 20, 2026, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 2/17/2026

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT/EXCUSED

Absent: Jay Ferguson.

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 Thomas Stewert of unit 23323 Telfair Drive was present to discuss the status of the property line survey project.

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:

Homeowner Stacy Malone of unit 29191 Kensington Drive was present to submit an architectural request application for installation of a new wood fence.

Homeowner James Geisendorfer of unit 23282 Telfair Drive was present to submit an architectural request application to repaint the exterior of the home.

Homeowner Thomas Stewert of unit 23323 Telfair Drive was present to submit an architectural request application to replace the wood fence between 23323 and 23312 Telfair with a slump block fence.

A motion was made by Chris Archuleta to approve all three of the submitted architectural request applications. The motion was seconded by Chester Siembab. All in favor; motion carried.

The Board of Directors also directed the community manager to contact three homeowners regarding the status of completion of their previously approved architectural applications. Many months have passed since the approval and the work has not yet been completed for unit 29432 Kensington, 29351 Kensington, and 29112 Abotsinch.

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. A motion was made by Chester Siembab and seconded by Kevin Kirk to approve the minutes as presented without correction. All in favor; motion carried.

The Board also reviewed the minutes for the meeting held on November 18, 2025, for both the general and executive session. A motion was made by Kevin Kirk and seconded by Chester Siembab to approve the minutes as presented without correction. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed and accepted the financial statements for the month of November 2025. A motion was made by Kevin Kirk to accept the financial statements as presented. The motion was seconded by Chris Archuleta. 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 for the same amount and time at the best available interest rate.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the monthly maintenance calendar for the month of January 2026. The Board agreed that no slurry seal is required for 2026. Instead, further review of this will be tabled until 2027. The Board reported no issues with the current janitorial services or legal services rendered to the community. Additionally, no issues were discussed or reported regarding the year-end financial audit process.

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 community manager will contact The Soto Company Inc to check on the status of re-routing the irrigation lines affecting the pickleball court. 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 completion status of the annual tree trimming approved with Colts Landscape. Kevin Kirk is to send a photo of an additional tree that should be considered for removal as a change order. The Board reviewed 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

Fiore Racobs & Powers Retainer Contract: The Crown Valley Highlands Board of Directors reviewed the 2026 rates and fee scheduled submitted by Fiore Racobs & Powers attorney office along with the retainer agreement proposal. Chris Archuleta made a motion to approve the mini retainer agreement for a cost of \$800. The motion was seconded by Kevin Kirk. All in favor; motion carried.

New Laws for 2026: The Board reviewed the new laws impacting or affecting homeowner associations. The Board discussed the difficulty in enforcing rule violations now with AB130.

Turf Rebate Project: The Board reviewed the update from The Soto Company Inc including the revised turf rebate proposal. A motion was made by Kevin Kirk and seconded by Chester Siembab to approve the revised rebate estimate. All in favor; motion carried.

Status of Property Line Survey Update at 23323 Telfair: The community manager and Board of Directors reported the latest updates regarding the survey project results. The survey conducted with Borchard Surveying & Mapping Inc confirmed that the olive trees in question were part of the homeowner's lot and the proper dividing line was established between the owner's lot and the common area. The homeowners of unit 23323 Telfair Drive requested compensation in the amount of \$6,000 for the five (5) olive trees that were removed by The Soto Company Inc as requested by the city of Laguna Niguel, CA. The homeowner's reported that the trees removed have an estimated value of \$1,200 per tree. Additionally, the homeowners requested removal of two (2) large Eucalyptus trees along Niguel Road & Quigley Drive across Felton Drive as possible compensation in lieu of monetary compensation for the trees lost in this process. Marc Winer agreed that the association should not have authorized removal of the trees not knowing that the area was not part of the common area, however, monetary compensation of this amount is not feasible. The Board agreed to evaluate if removing the two Eucalyptus trees is a possible alternative. The Board directed the community manager to authorize The Soto Company to mark the boundaries with permanent markers and request a proposal to layout pavers or stones to clearly distinguish the dividing line. Additionally, The Soto Company will provide a quote for the replacement of 5 Olive trees.

Emails & Correspondence: The Board reviewed the emails and correspondence included in the January 2026 meeting packet. The Board reviewed the emails submitted by resident Josh and Koreen Gunter about landscape maintenance required at the rear of property 29032 Ridgeview. The Board reviewed change order #012026-1031 in the amount of \$1,850 submitted by Colts Landscape to address these issues. A motion was made by Marc Winer and seconded by Chris Archuleta authorizing approval of this work. All in favor; motion carried. No other issues reported or discussed. The remaining items requested by Josh and Koreen Gunter were rejected by the Board.

Review Clubhouse Rental Policy & Deposit Requirement Amendment: The Board discussed the proposed changes for the clubhouse rental policy and deposit requirement. Marc Winer made a motion to amend the rental policy to no longer require residents to submit a deposit check when reserving the clubhouse. The motion was seconded by Kevin Kirk. All in favor; motion carried.

COMMITTEE REPORTS:

Landscape Report: The Board reviewed the landscape report submitted by Soto Landscaping. The Board directed the manager to request pickup of the landscape clippings at Highlands Park and surrounding common areas by The Soto Company Inc. Additionally, the Board discussed Robin Matlock's recent resignation from the landscape committee chairperson. Chris Archuleta agreed to fill in her role and duties for now. No other issues reported or discussed regarding landscape.

Facilities Report: The Board discussed the water heater for the pool area shower. Kevin Kirk agreed to adjust the temperature in the shower as residents report it being too hot. No other issues reported or discussed regarding the facilities.

Newsletter Articles: No new newsletter articles discussed.

