

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting
Held On Tuesday, September 15, 2026
Meeting Held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 10/20/2026

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, Jay Ferguson, and Chris Archuleta were present, establishing a quorum.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Kevin Kirk.

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 07:00 pm.

HOMEOWNER FORUM:

Homeowner Derek Powell was present at the meeting. No comments were submitted during the open homeowner's forum.

MINUTES

The Board reviewed the minutes for the meeting held on August 18, 2026, for both the general and executive session. A motion was made by Chester Siembab and seconded by Chris Archuleta to approve the minutes of the general and executive session as presented without corrections. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of August 2026. No issues were reported or discussed.

A motion was made by Chris Archuleta to approve the financial statements as presented. The motion was seconded by Marc Winer. All in favor; motion carried.

The Board also reviewed the status of the CD investments. No issues were reported or discussed.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the monthly maintenance calendar for the months of September & October 2026. No major issues were reported or discussed. The community manager is to set up an arborist walk with Chris Archuleta, the Board, and three (3) arborist vendors. The walk is to be scheduled for late October 2026.

Work Order Reports: The monthly work order report was reviewed by the Board of Directors. No major issues were reported or discussed. A work order is needed for The Soto Company to trim the overgrown agapanthus hedges at the pool area fence.

OLD BUSINESS

Brian's Plastering Warranty Claim / Clubhouse Flood Update: The Board agreed to accept the insurance payout offer of approximately \$10K since the other approximately \$5K is not covered due to no coverage for mold / asbestos testing for the insured, Brian's Plastering.

Status of Turf Rebate Project: The turf rebate project is in the works. All is progressing well and no issues were reported.

Status of Annual Election: The annual election is pending and is on the schedule for the October 2026 Board of Directors meeting.

Pending Projects: The Board discussed the vehicle arm bar damage. The community manager reported that the invoice for the charges has not been received or billed yet. The charges cannot be sent to the homeowner until the invoice is received.

NEW BUSINESS

Review Proposed Annual Budget for 2027 Fiscal Year: The Board discussed the proposed draft budget for the 2027 fiscal year with a projected deficit reported by the community manager in the amount of \$15,912.92, which would require a \$10 increase per quarter per unit. The Board is to review the draft carefully for approval at the October 2026 Board of Directors meeting.

Updated Reserve Study Report: The Board reviewed the updated reserve study report prepared by RDA, which reports the reserves at 100%. The report was approved by the Board.

Personal Touch Cleaning Service Bid: The Board reviewed the bid submitted by Personal Touch Cleaning Service. The bid was declined for Fall 2026 since the service is not needed until Spring 2027.

Insurance Renewal Quotes: Due to the decline to bid by other insurance vendors, the Board agreed to approve the renewal offer submitted by Prendiville Insurance Agency. A motion was made by Marc Winer and seconded by Jay Ferguson. All in favor; motion carried.

Review Order Details for New Picnic Tables & Trash Cans: The Board reviewed the order details for two (2) new picnic tables and two (2) new trash cans. No major issues were reported or discussed.

Emails & Correspondence: The Board reviewed the emails and correspondence, including a request from Nina Kubicek regarding a change in the pesticides used by The Soto Company. No major issues were reported or discussed by the Board regarding this change. The Board also reviewed an email from Greg Nelson at unit 29672 Quigley regarding parking issues. The Board agreed that the HOA cannot do anything to enforce this matter. The community manager is to advise the homeowner.

COMMITTEE REPORTS:

Landscape Report: The Board reviewed the landscape report. No major issues were reported or discussed.

Facilities Report: None. The community manager is to provide Chris Archuleta with the contact information for the Laguna Niguel parking enforcement officer.

Newsletter Articles: Once the HOA assessment fee increase is approved, a newsletter reminder is to go out.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:00 pm

The next meeting is scheduled for Tuesday, October 20, 2026, and will be held at the clubhouse at 7pm.
Executive session scheduled to start at 06:45 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