

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, February 20, 2024, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 3/19/2024

BOARD MEMBERS PRESENT

Marc Winer, Chester Siembab, Derek Powell, Chris Archuleta, and Kevin Kirk

BOARD MEMBERS ABSENT/EXCUSED

Absent: None

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

The regular Board of Directors meeting was called to order at 7:00 pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

Homeowner Bill Rotberg of unit 29401 Troon Street was present to address his concerns about the back slopes and maintenance of the private coverts. The Board informed Mr. Rotberg that the private coverts fall under the responsibility of each homeowner for maintenance. The Board directed the property manager to include a newsletter reminder regarding regular maintenance of the v-ditches and coverts in the private back slopes.

Homeowner Nancy Kurtz of unit 29135 Abotsinch was present to request that the Board of Directors consider installing a monument sign at the southeast corner of Highlands Avenue and Niguel Road. A motion was made by Kevin Kirk authorizing the property manager to proceed with a request for proposal to install a new monument sign at this location. The motion was seconded by Derek Powell. All in favor; motion carried. The estimate will be reviewed as an agenda item at the March 2024 Board of Directors meeting.

ARCHITECTURAL REQUEST APPLICATIONS REVIEWED BY THE BOARD

Architectural Committee: The architectural committee was not present to provide an oral report on recent architectural application requests.

The Board of Directors reviewed all other architectural applications approved by the architectural committee via online the owner's portal. The Board reviewed approved architectural request for unit 29602 Colebrook Drive (Kevin Kirk) and discussed the issues reported by the neighboring unit stating that they were never notified regarding the proposed work occurring at the unit. The Board addressed these concerns with the homeowner who was responsible for obtaining all neighbor awareness signatures on the forms. Kevin Kirk agreed to send a copy of the approved plans to the neighbors (Michael and Laura Laverty).

In addition, the Board reviewed the revised architectural application submitted by unit 29292 Ridgeview for homeowner Mehran Tazafoli and Reza Hatam. Chris Archuleta made a motion to approve the revised architectural application. The motion was seconded by Derek Powell. All in favor; motion carried.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on January 16, 2024, along with the minutes for the executive meeting held on January 16, 2024.

A motion was made by Kevin Kirk to approve the regular meeting minutes held on January 16, 2024, with no corrections. The motion was seconded by Chester Siembab. All in favor, motion carried.

A motion was made by Kevin Kirk to approve the executive minutes for the meeting held on January 16, 2024, as presented. The motion was seconded by Chester Siembab. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of January 2024 and discussed the amount in each reserve account.

In addition, the Board of Directors discussed CD investments. The Board approved to renew the CD maturing on 02/26/2024 - \$100,000 for 9 months at the best available interest rate.

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

Lastly, the Board of Directors reviewed the Payment of Expenses form submitted by Huntington West Properties. The Board agreed that all approval of invoices will require two signatures or votes to approve payment. One of the signatures or votes shall be Board President Marc Winer, the second being Board Treasurer Derek Powell. Motion by Marc Winer; seconded by Chester Siembab. All in favor; motion carried.

MANAGEMENT REPORT

The Board reviewed the 2024 Calendar for the month of February 2024. The Board of Directors directed the property manager to provide Derek Powell with the contact information for vendor Superior Access Gates. Derek Powell is to contact the vendor and discuss battery backup replacement if necessary.

In addition, the Board reviewed the work order detail report and violation detail report included in the February 2024 meeting packet. The Board requested that the inspection dates be moved to a week prior to the Board meetings.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Swell Plumbing Maintenance: The drain repairs with Swell Plumbing were successfully completed.

Annual Termite Inspection: The annual termite inspection and treatment at the clubhouse building was successfully completed by Reynolds Termite Company.

No other old business or projects to discuss.

NEW BUSINESS

Upgrade Surveillance System Estimate: The Crown Valley Highlands Board of Directors reviewed the estimate submitted by Hiprotek to upgrade the current surveillance system. Kevin Kirk made a motion to approve the quote and add the installation of one camera facing the athletic field area. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Estimate for Asphalt / Seal Coat: The Board reviewed the seal coat and asphalt proposal submitted by El Camino Asphalt. The Board agreed that the proposed work to the clubhouse parking lot is not needed yet. The Board discussed changing the scope of work to only include the patching of cracks along the walking trails. This agenda item was tabled for further review and discussion at the March 2024 Board meeting.

Renewal of Attorney Service Agreement: The Board reviewed the renewal contract by Fiore, Racobs & Powers. Kevin Kirk made a motion to approve the renewal of the mini retained agreement for \$1,000. The motion was seconded by Chris Archuleta. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the February 2024 Board of Directors packet. The Board reviewed that email by Alan Smith Pools confirming that the issues discovered at the pool area are not covered under warranty. The property manager confirmed that the vendor will submit an estimate for a solution to the problem that the Board can consider at the next meeting. No other issues to discuss.

Hunter Pool Services & Payments: The Board agreed that Hunter Pools will begin to bill one price year-round rather than two prices for Summer and Winter prices every 6 months.

Request to Install Additional Pickleball Court: The Board reviewed the request to install a second pickleball court. The property manager is to submit a work order request to have the surface of the current pickleball and basketball courts repaired from all cracks and new stripes painted on the current basketball court with pickleball lines. In addition, the property manager is to obtain proposals for the installation of 3- or 4-foot chain link fence around the pickleball court area.

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

- Estimate #: 5514 - \$1,450
- Estimate #: 5487 - \$750
- Estimate #: 5488 - \$650.

A motion was made by Kevin Kirk to approve the estimate(s). The motion was seconded by Chester Siembab. All in favor; motion carried.

COMMITTEE REPORTS:

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping.

Facilities: Nothing new to report at this time.

Newsletter Articles: The Board of Directors will be submitting an article for the next newsletter before March 15th, 2024.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:15pm

The next meeting is scheduled for March 19, 2024, and will be held at the clubhouse at 7pm. Executive session scheduled to start at 06:30PM.

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