

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, March 18, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 4/15/2025

BOARD MEMBERS PRESENT

Marc Winer, Kevin Kirk, Jay Ferguson, and Derek Powell.

BOARD MEMBERS ABSENT/EXCUSED

Absent: Chris Archuleta

MANAGEMENT PRESENT

Esteban Rodriguez with Huntington West Properties, Inc.

CALL TO ORDER:

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

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

The following homeowner(s) were present at the meeting:

- Homeowner Julia Schwier of unit 23292 Cheswald Drive was present to discuss with the Board of Directors about the possibility of hosting a community holiday market as outlined in her email dated 02/17/2025. The homeowner is proposing to invite about 10-15 vendors to the clubhouse facilities. The Board requested that the homeowner submit a formal plan in writing with a proposed activity and clubhouse application. Once the information is received by homeowner Julia Schwier, the manager is to submit the information to the association's attorney and insurance agent for their input to protect the association from liability.
- Homeowner Lily Delius of unit 23252 Cheswald Drive was present to inquire about the status of the pool reopening now that the plastering job is nearing completion. The homeowner also inquired about the cleaning and heating of the pool, request for new pool furniture, and request for a new pool temperature gage. The Board provided updates on each of these items. The final inspection for the pool is scheduled for March 19, 2025. Once the OC Health Agency provides clearance to open, the pool will be heater per the vendors' instructions and recommendations. The Board agreed to consider replacing the current temperature gage and agreed to consider purchasing a dozen new blue umbrellas. The manager is to try and contact Seabreeze for a catalog of pool furniture items to be reviewed at a future meeting.

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. In addition the Board reviewed the architectural applications submitted by the following homeowners:

Homeowner Vicki Wong of unit 29422 Troon submitted a request for replacement of the roof. This request was approved by the Crown Valley Highlands Architectural Committee / Board of Directors.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on February 18, 2025, along with the minutes for the executive meeting held on February 18, 2025.

A motion was made by Kevin Kirk to approve the regular meeting minutes held on February 18, 2025, as presented with no corrections. The motion was seconded by Jay Ferguson. All in favor, motion carried.

A motion was also made by Kevin Kirk to approve the executive minutes for the meeting held on February 18, 2025, as presented with no corrections. The motion was seconded by Derek Powell. All in favor; motion carried.

FINANCIAL REPORT

The Board reviewed the financial statements for the month of February 2025.

The Crown Valley Highland Board of Directors also discussed the status of the recent CD investments.

A motion was made by Kevin Kirk and seconded by Derek Powell to approve the financial statements as presented for February 2025. All in favor, motion carried.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the 2025 Calendar for the month of March 2025. The Crown Valley Highlands Board of Directors directed the property manager to request inspector of election service proposals for the 2025 annual election. The Board also directed the property manager to place the topic of purchasing new pool umbrellas and pool furniture on the next meeting agenda.

Work Order Report: In addition, the Board reviewed the work order detail report included in the March 2025 meeting packet. No issues or concerns were discussed regarding the work order report.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Brian's Pool Plastering Project: Jay Ferguson provided an update on the final inspection scheduled for March 19, 2025. The manager is to contact Jason Hunter with Hunter Pool Service to request his presence at the inspection scheduled between 1:00pm to 02:00pm.

Marc Winer made a motion authorizing one board member to be assigned as project manager moving forward for any future community projects. The motion was seconded by Kevin Kirk. All in favor; motion carried. The director selected is to be assigned at the start of each project.

The Board reviewed the approved retainer agreement by Fiore Racobs & Powers. No issues presented.

No other old business or projects were discussed.

NEW BUSINESS

Colts Landscape Tree Removal: The Board reviewed the estimate submitted by Colts Landscape to remove two Eucalyptus trees behind unit 29271 Buckhaven. A motion was made by Kevin Kirk to approve removal of both trees in the amount of \$3,600. The motion was seconded by Marc Winer. All in favor; motion carried.

Personal Touch Cleaning Estimate: The Board reviewed the proposal for Spring deep cleaning of the common area facilities submitted by Personal Touch Cleaning. Marc Winer made a motion to approve the proposal to clean the strap lounges, strap chairs, and tables contingent on verification of the quantity of each item. The motion was seconded by Jay Ferguson. All in favor; motion carried.

Swell Plumbing Estimate: The Board of Directors reviewed the quote submitted by Swell Plumbing for the repairs of the backflow device located adjacent to the clubhouse entrance. Kevin Kirk made a motion to approve the repair in the amount of \$1,260. The motion was seconded by Jay Ferguson. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the March 2025 Board of Directors packet. No issues discussed or reported.

COMMITTEE REPORTS:

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

Facilities: No issues reported regarding the common area facilities.

Newsletter Articles: No newsletter articles were suggested by the Board.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:16pm

The next meeting is scheduled for Tuesday, April 15, 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.

Esteban Rodriguez
Esteban Rodriguez
Acting Secretary

Approved Date