

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, April 15, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 5/20/2025

BOARD MEMBERS PRESENT

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

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 7:00pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

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

- Homeowner Naduka Amaratunfe of unit 29112 Abotsinch was present to discuss with the Board of Directors about the submitted request to remodel the home and add a second story to the current single-family residence. The homeowner also confirmed that landscape changes will be submitted at a later time. The current request does not contain changes for the landscape. The architectural committee reviewed the request and expressed concerns about the height of the home on that particular street containing a flat roof. The request was turned over to the Crown Valley Highlands Board of Directors for approval. Board member Chris Archuleta made a motion to approve the architectural request as submitted. The motion was seconded by Kevin Kirk. All in favor; motion carried.
- Homeowner Sue May of unit 29312 Buckhaven was present to discuss with the Board of Directors about the submitted request to add a second story addition to their home. The Crown Valley Highlands Board of Directors reviewed the application containing a staircase viewable from the neighbor's unit. Board member Jay Ferguson made a motion to approve the architectural request as submitted. The motion was seconded by Chris Archuleta. All in favor; motion carried.
- Homeowner David Donovan of unit 23292 Telfair Drive was present to report that the swimming markers / tiles were not re-installed by Brian's Pool Plastering after the completion of the work. The Board agreed with the homeowner's complaint and informed the homeowner that a warranty claim will be submitted to the vendor with photos showing that the markers were there prior to the job. The contract with the vendor was supposed to be like for like. The property manager is to contact the vendor regarding this matter.

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.

All others were reviewed during homeowner forum. No other architectural applications were discussed.

MINUTES

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

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

A motion was also made by Kevin Kirk to approve the executive minutes for the meeting held on March 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 March 2025.

The Crown Valley Highland Board of Directors also discussed the status of the recent CD investments. Kevin Kirk made a motion to approve a CD investment in the amount of \$200,000 for 9 months at the best interest rate available. The motion was seconded by Marc Winer. All in favor; motion carried.

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 April 2025. The Crown Valley Highlands Board of Directors directed the property manager to submit a work order request to have the playground wood chips checked along with the volleyball sand. The work order should be submitted to Soto Landscape and/or playground vendor.

Work Order Report: In addition, the Board reviewed the work order detail report included in the April 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

Swell Plumbing Work: The property manager confirmed that the recent repairs to the leaking valve outside of the clubhouse were completed by Swell Plumbing.

Personal Touch Cleaning: The property manager reported that the job of cleaning the pool area furniture is still pending. More updates to be reviewed at the next meeting.

No other old business or projects were discussed.

NEW BUSINESS

RDA Proposal: The Board reviewed the reserve study quote submitted by Reserve Data Analysis (RDA) for preparation of the annual reserve study report. A motion was made by Kevin Kirk to approve the 3-year option. The motion was seconded by Derek Powell. All in favor; motion carried.

Inspector of Election Service Bids: The Board reviewed the inspector of election service quotes for the upcoming annual election. Chris Archuleta made a motion to accept the proposal submitted by the HOA Election Guys with the option for election by acclamation if eligible. The motion was seconded by Kevin Kirk. All in favor; motion carried.

Brian's Pool Service – Plastering Project: The Board of Directors reviewed the updates received by Brian's Pool Plastering including the change order for the swim marker tiles that were not re-installed after the completion of the plastering project. The Board directed the property manager to have the photo shown to the vendor proving that the swim marker tiles were there prior to the start of the project. Jay Ferguson suggested drafting a warranty claim letter to be formally sent to the vendor with demands to fix this issue. The manager is to withhold the final payment until the vendor provides a resolution. The property manager will work with Jay Ferguson on getting the letter over to the vendor. The property manager will also contact Hunter Pool Service to review the other concerns reported regarding the pool.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the April 2025 Board of Directors packet including the email by Julia Schwier regarding the details of the holiday party. The Board authorized the manager to proceed with contacting the association's attorney and insurance vendors for legal input or recommendations regarding this type of request. The Board also reviewed the email submitted by Ronald May Jr. about the parking violation dispute. The Board did not agree with Ronald May Jr.'s assessment of the issue and directed the property manager to proceed with the enforcement of the violation by sending a follow-up violation notice. The email by Keivan Zokaei was discussed by the Board of Directors requesting removal or trimming of additional trees at the front of the property. The Board directed the property manager to inform the homeowner that trees are trimmed on a schedule each Fall. The Board did not approve any more removal of trees. Lastly, the Board reviewed the email submitted by Koreen Gunter on page 111 of the April 2025 meeting packet. The manager is to include a reminder to residents in the next quarterly newsletter. No other issues discussed or reported.

Parking Lot Lights: The Board discussed the status of the light repairs in the athletic field parking lot. The property manager reported that Three Phase Electric is the preferred vendor for this job as directed by Derek Powell. The vendor has not provided scheduling of the job after multiple contact attempts by the community manager. The Board directed the manager to attempt one final time to request scheduling of the job. If no response is received, the job will be reassigned to Peak Lighting & Electrical. The vendor is to meet with Chester Siembab or Derek Powell.

Solar Repairs at Pool Area: The manager is to contact Hunter Pool Service to check on the status of the approved repairs to the solar equipment in the pool area.

Sidewalk Replacement Behind 29271 Buckhaven: The Board discussed the concrete sidewalk needing replacement as reported by Robin. The property manager is to obtain a proposal for concrete replacement in this area.

Soto Landscape Estimate: The Board reviewed the proposal submitted by Soto Landscape for the removal of material along Felton Drive as requested by the city of Laguna Niguel. The quote in the amount of \$12,950 was approved by Jay Ferguson and seconded by Chris Archuleta. All in favor; motion carried. Jay Ferguson also suggested that a notice go out similarly to what the city reported to the church located along Niguel Road and Kensington. This property has overgrown landscape that should be removed to improve visibility in the area.

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.

The manager is to add purchase of pool umbrellas to the next meeting agenda.

Newsletter Articles: The next newsletter should contain an article reminding residents that parking of any vehicles in such a way that blocks the sidewalk is strictly prohibited. The next newsletter should also include a courtesy reminder about BBQ etiquette when in use and sharing with other residents. The Board also requested articles in the next newsletter about trash cans must be out of view after trash pickup in accordance with the rules. The board will also consider utilizing Terri's recommended article.

ADJOURNMENT

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

The next meeting is scheduled for Tuesday, May 20, 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