

Crown Valley Highlands Community Association
Minutes for the Board of Directors Meeting Held on
Tuesday, May 20, 2025, at 7:00PM
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA
Approved 6/17/2025

BOARD MEMBERS PRESENT

Marc Winer, Kevin Kirk, Jay Ferguson, Chris Archuleta, and Chester Siembab.

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 7:05pm by Board President, Marc Winer.

HOMEOWNER DISCUSSION AND CORRESPONDENCE:

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

- Homeowner Derek Powell of unit 29392 Thackery Drive was present at the meeting. No comments submitted.
- Homeowner Chester Siembab of unit 29322 Troon Street was present at the meeting. No comments submitted.

APPOINTING VACANT DIRECTOR:

The Crown Valley Highlands Board of Directors discussed filling in the vacant board seat in light of Derek Powell's recent resignation. Marc Winer made a motion to appoint homeowner Chester Siembab to fulfill the vacant seat. The motion was seconded by Jay Ferguson. All in favor; motion carried. Chester Siembab accepted the appointment and was formally seated on the Board of Directors effective 05/20/2025.

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 of Directors reviewed the following architectural request applications submitted:

- Unit 29171 Kensington Drive: Request to paint the exterior of home and install new front door and garage door. The request was approved by the Crown Valley Highlands Architectural Committee / Board of Directors at the meeting.
- Unit 29291 Kensington Drive: Request to install solar system on the roof. The request was approved by the Crown Valley Highlands Architectural Committee/ Board of Directors at the meeting.

No other architectural applications were discussed.

MINUTES

The Board reviewed the minutes for the Board of Directors meeting held on April 15, 2025, along with the minutes for the executive meeting held on April 15, 2025.

A motion was made by Jay Ferguson to approve the regular meeting minutes held on April 15, 2025, as presented with no corrections. The motion was seconded by Chris Archuleta. All in favor, motion carried.

A motion was also made by Chris Archuleta to approve the executive minutes for the meeting held on April 15, 2025, as presented with no corrections. The motion was seconded by Jay Ferguson. All in favor; motion carried.

FINANCIAL REPORT

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

A motion was made by Marc Winer and seconded by Chris Archuleta to approve the financial statements as presented for April 2025. All in favor, motion carried.

MANAGEMENT REPORT

Calendar Review: The Board reviewed the 2025 Calendar for the month of May 2025.

Work Order Report: In addition, the Board reviewed the work order detail report included in the May 2025 meeting packet. No issues or concerns were discussed regarding the work order report. The Board requested a work order be issued to The Soto Landscape Company for the replacement of the blue trash bin currently located at the monument sign area at the corner of Niguel Road and Highlands Avenue. The Soto Landscape can obtain the new blue trash bin currently being stored in the clubhouse storage area.

All other reports reviewed with no issues or concerns discussed.

OLD BUSINESS

Personal Touch Cleaning: The Board directed the property manager to postpone the Spring deep cleaning service of the pool area previously approved with Personal Touch Cleaning until the Spring of 2026.

No other old business or projects were discussed.

NEW BUSINESS

Annual Election Update: The Board reviewed the status of the annual election. The property manager reported that the candidate nomination period ends on August 04, 2025. Currently, Chris Archuleta and Chester Siembab are up for re-election.

Personal Touch Cleaning Proposal: The Board reviewed the proposal submitted by Personal Touch Cleaning for various improvements in the clubhouse / pool area. The Board reviewed the proposed quote and rejected the estimate. The Board is not interested in completing the recommended work at this time.

New Pool Umbrellas: The Board discussed the new pool umbrellas recently ordered. The Board authorized and directed the property manager to order 9 more of the new pool umbrellas in the same color. The umbrellas are to be sent to Kevin Kirk's address.

Parking Lot Lights: The Board discussed the recent completion of the lighting maintenance and repairs to a few of the lights in the clubhouse area parking lot. Chester Siembab reported that there is a pending proposal from the vendor for installation of LED lights throughout the parking lot area.

Brian's Pool Service - Plastering Warranty Claim: The Board of Directors reviewed the warranty letter drafted by Jay Ferguson. In addition, the Board reviewed the response received by Brian's Pool Plastering regarding the warranty claim. The vendor acknowledged and confirmed that there is a valid correction covered by the warranty and requested to schedule the work as soon as possible to prevent any delays in releasing the final payment due to the vendor. The Board discussed not being in favor of doing the work until after the off season in the Fall or Winter of 2025. Marc Winer made a motion to authorize Jay Ferguson to draft a follow up letter with a proposed solution. The motion was seconded by Chris Archuleta. All in favor; motion carried. Once the response letter is drafted by Jay Ferguson, it is to be sent to the property manager to issue to Brian's Pool Plastering. This agenda item was tabled for further updates at the next meeting.

Concrete Repairs & Sidewalk Replacement by Concrete Hazard Solutions: The Board reviewed the proposal submitted by Concrete Hazard Solutions for the repair / replacement of the damaged concrete sidewalk near Buckhaven. A motion was made by Chris Archuleta to approve the estimate in the amount of \$9,165. The motion was seconded by Jay Ferguson. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the May 2025 Board of Directors packet including the email by Jay Arthur requesting the Board to allow him more time to put away his trash bins after service due to his constant travel schedule. The Board agreed to allow until the end of Friday night each week.

The Board also reviewed the email submitted by Koreen Gunter about issues at the pool area with other users. The Board directed the property manager to include a newsletter article reminding all residents about proper pool etiquette, being considerate of other users and cleaning up trash after use of the pool facilities.

The Board also reviewed the email submitted by the Engberg residence reporting concerns with the HOA website and how accessible the minutes are containing addresses and names of homeowners in the community. The Board directed the manager to inform the homeowner that all names will be redacted from listed architectural applications in the minutes from now on to prevent further issues.

The Board also reviewed the email containing the price for a new stamp for approving architectural request applications with Staples. The Board approved the cost and authorized the order of a new stamp.

Lastly, the Board reviewed the emails submitted by homeowner Terri Bruno regarding newsletter recommendations and suggestions. Marc Winer made a motion to approve listing two of the articles suggested by Terri in the next monthly newsletter in addition to listing the website shared by Terri containing more information on fire hazard safety.

COMMITTEE REPORTS:

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

Facilities: The Board discussed upgrades to the solar equipment in the pool area. A quote from Revco Solar is pending containing a price for upgrades to the solar panel equipment to be reviewed at the next meeting.

Newsletter Articles: The next newsletter should contain an article reminding residents of the pool etiquette and include the articles recommended by Terri Bruno as authorized by the Board of Directors.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 08:01pm

The next meeting is scheduled for Tuesday, June 17, 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