

**Crown Valley Highlands Community Association**  
Minutes for the Board of Directors Meeting Held on  
Tuesday, June 17, 2025, at 7:00PM  
Meeting held at the Clubhouse - 23372 Niguel Road, Laguna Niguel, CA  
**Approved 7/15/2025**

**BOARD MEMBERS PRESENT**

Marc Winer, Kevin Kirk, and Jay Ferguson present.

**BOARD MEMBERS ABSENT/EXCUSED**

Absent: Chris Archuleta and Chester Siembab.

**MANAGEMENT PRESENT**

Esteban Rodriguez with Huntington West Properties, Inc.

**CALL TO ORDER:**

The regular Board of Directors meeting was called to order at 7:02 pm by Board President, Marc Winer.

**HOMEOWNER DISCUSSION AND CORRESPONDENCE:**

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

- Homeowner of unit 29402 Troon Street was present at the meeting to request maintenance of a tree with visible cracks located on the slope below this property. The homeowner requested the Board to consider either trimming or removal of this tree. The Board directed the property manager to request a proposal with assessment of this tree by Colts Landscape & Arborist Company to determine if the tree or branches need to be removed for safety. The homeowner was also present to submit a architectural request application to remove all the turf located at the front yard of the property and replace with decorative rocks and succulents for a drought resistant landscape design. This request was reviewed by the Board during the architectural application portion of the meeting agenda.

**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 29402 Troon Street: Request to remove turf at the front yard and replace with rocks and succulents. A motion was made by Jay Ferguson to approve the application as submitted. The motion was seconded by Marc Winer. All in favor; motion carried. The homeowner also requested information on extending the concrete driveway. The Board informed the homeowner that a separate architectural request application would need to be submitted.

No other architectural applications were discussed.

**MINUTES**

The Board reviewed the minutes for the Board of Directors meeting held on May 20, 2025, along with the minutes for the executive meeting held on May 20, 2025.

A motion was made by Jay Ferguson to approve the regular meeting minutes held on May 20, 2025, as presented with no corrections. The motion was seconded by Marc Winer. All in favor, motion carried.

A motion was also made by Jay Ferguson to approve the executive minutes for the meeting held on May 20, 2025, as presented with no corrections. The motion was seconded by Marc Winer. All in favor; motion carried.

### **FINANCIAL REPORT**

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

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

Lastly, the Board reviewed the letter by Pacific Premier Bank and UMPQUA Bank. Jay Ferguson requested to know Pacific Premier & UMPQUA's bank rating. The property manager is to provide this information at the next meeting.

### **MANAGEMENT REPORT**

Calendar Review: The Board reviewed the 2025 Calendar for the month of June 2025. Soto Landscape is to inspect the areas for swale sidewalk repairs.

Work Order Report: In addition, the Board reviewed the work order detail report included in the June 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 Service - Plastering Warranty Claim: The Board of Directors reviewed the update from Jay Ferguson regarding the warranty claim. Jay Ferguson still working on providing a follow up letter. This agenda item was tabled for further updates at the next meeting.

The property manager reported that the concrete sidewalk replacement was completed along Buckhaven Avenue by Concrete Hazard Solutions. The property manager also reported that all 9 umbrellas were ordered and delivered to Kevin Kirk's residence.

### **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.

Revco Solar Equipment Upgrade Bid: The Board reviewed and discussed the estimate submitted by Revco Solar for upgrades to the solar panels for the pool equipment. The Board directed the property manager to prepare the last 12 months of electricity bills from So Cal Edison showing the usage for evaluation. The copy of the invoices is to be sent to the Board in addition to Marc Winer's recommended solar vendor. The information on the electric billing will help the solar vendor to submit a second proposal.

Soto Landscape Proposal: The Board reviewed the proposal submitted by The Soto Landscape company for installation of new wood chips at the community playground area and new sand refill for the volleyball court. Jay Ferguson made a motion to approve the option to install sand at the volleyball court in the amount

of \$1,250. The motion was seconded by Marc Winer. All in favor; motion carried. The option to install new wood chips at the playground was tabled to be considered at a later time.

Hunter Pool Quotes: The Board reviewed the quotes submitted by Hunter Pool Service including the proposed work to replace a non-working light fixture. Jay Ferguson made a motion to approve this quote in the amount of \$925. The motion was seconded by Marc Winer. All in favor; motion carried. Jay Ferguson also made a motion to approve the proposed work to install new mastic around the pool area in the amount of \$1,500. This work is to be scheduled on a Monday with at least 3 to 4 weeks' notice issued to the community residents. The motion was seconded by Marc Winer. All in favor; motion carried.

Vendor Increase Notices: The Board reviewed the various vendor increase notices submitted. The vendor increase notice submitted by the association's CPA service (Owens, Moskowitz, & Associates) was discussed by the Board. The Board requested to know if the 20-25% increase submitted by the vendor is non-negotiable or if the increase can be limited to 10% max. The property manager will try to negotiate the increase. The Board also reviewed the increase notice submitted by Personal Touch Cleaning. Jay Ferguson made a motion to approve the increase. The motion was seconded by Marc Winer. All in favor; motion carried.

Correspondence & Emails: The Board reviewed all homeowner correspondence found in the June 2025 Board of Directors packet including the email by William Henderson representing unit 29712 Ellendale requesting to have all the fines reversed from the account due to his father's recent passing. A motion was made by Jay Ferguson approving the reversal of all fines. The motion was seconded by Marc Winer. All in favor; motion carried. The property manager is to remove a total of \$300 in fines for this account.

The Board also reviewed the email by a resident reporting livestock (chickens) kept at the property of unit 29321 Tierree Street. The Board agreed to proceed in calling the homeowner to a hearing scheduled for July 15, 2025, at 06:45PM.

Lastly, the Board reviewed the emails submitted by homeowner of unit 23323 Telfair Drive about Olive trees removed by the association landscapers recently at the corner of Felton and Niguel Road as requested by the city of Laguna Niguel. The city demanded the trimming/removal of this area due to a safety hazard reported due to the visibility issues on the overgrown vegetation in this area. The homeowner claims that the Olive trees removed were part of his property. The Board directed the property manager to inform the homeowner that this area is part of the association's common area from the Board's understanding. The homeowner is to submit what their requested solution is for this matter for Board review and consideration.

#### **COMMITTEE REPORTS:**

Landscape: The Board reviewed the landscape report submitted by Soto Landscaping. The Board reviewed the emails submitted by Kevin Kirk and Jay Ferguson showing photos of clippings not picked up by the landscape vendor at the pool and park areas. The community manager is to contact the landscape supervisor to request improvement in this area.

Facilities: The Board authorized the community manager to order a new sign for the pool area stating "No Dogs" in the pool area.

Newsletter Articles: No newsletter articles discussed or suggested at the meeting.

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 08:30pm

The next meeting is scheduled for Tuesday, July 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

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Approved Date