

Bonita Highlands Homeowners' Association

Board of Directors Meeting Minutes

March 10, 2020

1) Call to Order:

NOTICE: We would appreciate it if everyone would sign in on the sign-in sheet at the back of the room. This meeting is conducted by *Roberts Rules of Order*. Please address the chair and be recognized before speaking. Also, please identify yourself by name and Highlands' property address. All comments are limited to three minutes per individual. The meeting is being recorded to assist the secretary in taking minutes. Thank you for your cooperation.

a) Roll: Vice President Virginia Stewart. President Seiler was absent, all other board members and staff were present.

b) Pledge of Allegiance

After the pledge, VP Stewart asked Dave Schlesinger to give those in attendance an update of the passing of Mike's wife Jackie. Dave informed every one of the details, time and location of the viewing.

c) The next regularly scheduled meeting of the Board of Directors will be on Tuesday April 14, 2020

d) Review and adoption of minutes from the Annual Meeting held on March 2, 2020
MSC Clayton, Snyder, 4-0

2) Homeowners Appearances

a) Homeowner appeals to violation notices or fines. No homeowners were appealing fines of notices.

b) Open forum for homeowners in attendance

Mr. Sampsel spoke to the current water levels at the Sweetwater Reservoir saying that current levels could create a drought year scenario and the related price hike. As the Fire Chief mentioned fire code requirements for ADUs and JADUs at the annual meeting, Mr. Sampsel suggested the ACC-A mention fire requirements as any SCRs are received regarding ADUs and JADUs.

3) Committee and Staff Reports

a) Welcoming Committee report: Ray and Bobbie Snider visited 4 new homeowners. They found two at home and were able to welcome them with mugs and HOA information. Two were not home and they tried several times to connect with these homeowners. A discussion ensued about alternative approaches when HOs were not at home. Nothing was decided.

b) Requests for Structural Modifications (ACC-A)

1. 5934 Rocky View – re-enforce slope – approved – building permit required.

2. 4354 Country Trails – pool, cement patio and pergola – approved – permit required

3. 3426 Corral Canyon – remove wall and fence along Ring road. On hold for more information
 4. 5628 Loping Lane – replace windows and garage door – approved – no permit required
 5. 3847 Corral Canyon – solar panels – approved – permit required
 6. 5946 Steeplechase – solar panels – approved – permit required
 7. 6046 Central – master bath remodel – approved (although no exterior changes, county required approval before issuing permit) permit required.
- c) Architectural Control Committee Report (ACC-C)
1. 3934 Corral Canyon – stored van in driveway – fine balance \$3450 – recommend \$150. HO has not responded. Small claims action April 17, 2020.
 2. 5416 Horse Ridge – Christmas lights on home – fine balance \$500. Recommend \$200. HO has not responded.
 3. 5951 Central – garage door and house trim need to be painted – fine balance \$900 – recommend \$100. Letter was send to HO with SCR. First notice sent 3/3/2020. No response from HO.
 4. 6014 Blacksmith – Needs ground cover in front yard. – 3 expired SCRs – fine balance \$700 recommend \$400 as a \$200 fine was held in abeyance last month pending completion of work. No change.
 5. 3827 Wild Oats – Complaint received about 5 dogs causing a nuisance. – No fine balance. HO said she does not have 5 dogs, neighbor’s dogs getting into her yard.
 6. 3709 Country Trails – Stored truck (over 72 hours) – fine balance \$300. Recommend \$150. HO has not responded.
 7. 5959 Central – slope and side of driveway need ground cover – Fine balance \$900. Recommend \$200. HO has not responded.
MSC Clayton, Snyder 4-0 to accept fines as recommended.
- d) Open Space Committee (OSC)
1. Trails – deep ruts have been filled in. Overgrown plant material has been removed _shrubs and small trees, etc.) The deep ruts were at the south end of Country Trails, the area between Country Trails and Steeplechase and also in the area between Jockey Way and Yearling Court. New Way donated 20 yards of dirt and the HOA bought 20 yards of dirt to repair trail erosion.
 2. 5141 Steeplechase – Rocks have been stacked in brow ditch by homeowner to divert water. The rocks will be removed.
 3. Irrigation – Good news is that irrigation systems in the Highlands have been shut off for two months. The bad news is that an inspection of the sprinkler heads revealed that most were broken or not performing properly. All heads will be replaced. This has never been done before that Glenn know of. Money saved on water being spread effectively will pay for the new heads.
 4. Glenn will be vacating his position effective April 30, 2020.

Maintenance costs March 2020

Item number	Delivery order	Cost
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2B	Mow grass – bi weekly	\$2,512
10	Irrigation	880
Total		\$3,392

e) Financial Officer (FO)

1. Balance sheet
2. P and L- Budget vs Actual
The sooner we have an open space contract the better for us financially. Services provided per contract are less expensive than service without a contract.
3. Escrow report – 3 demands sent, 2 closings
4. Reserves/Reserve study
Level II Reserve Study final for FY 2020-2021. Finalized 2/18/2020
Level III Reserve Study for FY 2021-2022. Update with NO onsite Inspection. Proposed cost \$350. MSC Clayton/Snyder 4-0
5. New/Old Business
2020-2021 Annual Budget (collection policy and escrow document fee disclosure) mailed 2/24/2020
Annual Courtesy Notice of Assessment due Mailed 2/27/2020

Motion to approve: 2/29/2020, 2020 reports, Balance sheet, Profit and Loss budget vs actual, Bank reconciliations, General ledger, Check register Detail, Delinquent Receivables (collections) and Payroll Summary. MSC Clayton/Snyder 4-0

- 4) Written Communication – reviewed and accepted
- 5) Community Actions and Issues – none
- 6) Old Business
 - a) Rules and Regulations need to be mailed to every homeowner – motion to send first class mail within 30 days. MSC Clayton/Snyder 4-0
 - b) Open Space Contract meeting to be held March 12. Those attending: Dave Schlesinger, Glenn Kopp, Michelle Kriz and Daniel Diaz. Dave has 5 points to be added to the scope of the contract.
 - c) Ring Road Encroachment – Solutions are in progress as HOA awaits confirmation of actions and time line from homeowners.
- 7) New Business
 - a)
 - b)
- 8) Board Member Comments
- 9) Set Agenda for next meeting
 - a) Open Space Contract
 - b) Ring Road Encroachment Update

c) Sign up for State Mandated Calsavers

10) Adjournment – 7:30

11) Executive Session not held.

Respectfully submitted

A handwritten signature in dark ink, appearing to read 'MEP', with a long horizontal flourish extending to the right.

Mary Ellen Phillips
BHHA Recording Secretary