

Bonita Highlands Homeowners' Association

Board of Directors Meeting Minutes

November 14, 2020

Open Air Meeting Upper Horse Ring

**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 call: President Seiler called roll asking each Director and Staff member to attest that to the fact they were COVID 19 symptom free. Directors Schlesinger, Clayton, Diaz and pierce were all present. Staff in attendance were: ACC-A John Gilman, OS Michelle Kriz, Financial Officer Sandra Jones, Recording Secretary Mary Ellen Phillips.
- b) Pledge of Allegiance
- c) The next regularly scheduled meeting of the Board of Directors will be on Saturday December 12, 2020 at the Upper Ring, beginning at 1:30
- d) Review and adoption of minutes from the October 10, meeting. MSC to approve minutes as read Clayton, Diaz ( 5/0).

**2) Homeowners Appearances**

- a) Homeowner appeals to violation notices or fines
  - 1. 4210 Country Trails – HO requested fine be removed and stated their reasons. President Seiler said it would be addressed in Executive Session and they would be informed of the Board's decision.
  - 2. 5717 Winners Circle – HO presented drawings of the infinity pool and new landscaping he had planned for his new home. The board requested more detailed plans from contractors regarding this proposed project.
  - 3. 5959 Central – HO appealing fine for no maintenance on their side yard. This was to be discussed in Executive Session. The HO will be notified of their decision.
- b) Open forum for homeowners in attendance
  - 1. 3742 Wild Oats – HO came with a list of complaints regarding neighbor with 7 chickens that included insects, odors and rodents.
  - 2. 3726 Corral Canyon HO came to check SCR approval.
  - 3. 5755 Sprinter – HO stated that neighbor was putting a cement slab next to the garage in the front yard for additional parking. His questioned cars parked in the front hard. He was concerned about the amount of soil added to the front yard the impact it would have on drainage, as his property is lower and would be impacted by run off. The SCR for the neighbors improvements in to be held until

further information is gathered to insure drainage is properly directed toward the street.

### **3) Committee and Staff Reports**

- a) Welcoming Committee report– Ray and Bobbie Snider.  
Ray and Bobbie have 13 new homeowners on their list to visit. Ray visited 3, 5 were not home, 4 are being renovated at unoccupied, 1 is being resold. Ray distributed 5 Vial of Life packets during his visits.
- b) Requests for Structural Modifications (ACC-A) John and Ana Maria Gilman
  1. 4210 Country Trails – re-landscape front yard – approved – no permit required.
  2. 5762 Good Karma – repair of rear slope – approved – no permit required
  3. 5959 Central – retaining wall and driveway extension – approved – no permit required
  4. 4331 Country Trails – driveway extension – approved – no permit required
  5. 5717 Winners Circle – in-ground pool – approved – permit required
  6. 5941 Steeplechase – columns at top of front steps – approved – no permit required
  7. 3726 Corral Canyon – paint – approved – no permit required
  8. 5763 Sprinter – landscape front yard and driveway extension – on hold pending further information
  9. 5969 Central – Solar – approved – permit required
  10. 5717 Winners Circle – Solar – approved – permit required.
- c) Architectural Control Committee Report ( ACC-C)
  1. 3750 Wild Oats – Nuisance complaint about chickens and rodents – no previous fines. HO sent a letter spelling out actions he needed to take before Nov. 30. No response. To be addressed in Executive session.
  2. 3709 Country Trails – Homeowner fined \$150 for truck stored in driveway – previous fine balance \$450 – HO aware of problem but continues to store truck.
  3. 5959 Central – Homeowner fined \$300 for condition of slope and side yard by driveway which need ground cover – Fine balance \$1800. HO came to meeting in August but no work has started. HO came again tonight to ask last fine be removed. To be addressed in Executive session.
  4. 5915 Steeplechase – Homeowner fined \$200 for condition of palm trees that need to be trimmed. Fine balance \$300. HO has not responded.
  5. 3643 Filly Lane – furniture stored in front yard. HO fined \$100 – Fine balance \$150 – HO has not responded.
  6. 5805 Blacksmith – Right side of driveway needs ground cover – Fined \$100, Fine balance \$100. HO has not responded.
  7. 5736 Barley Court – Homeowner fined \$100 – parkway on Central needs ground cover – Fine balance \$100– HO has not responded.  
Motion was made to accept all fines, except #1 and #3. MSC Diaz, Clayton 5/0.  
#1 and #3 to be discussed in Executive session.
- d) Open Space Committee (OSC) Michelle Kriz

Projects Completed

- Area 9 – Upper brow ditch clean and stabilization of slope/billed.
- Area 2 – Sprinter Lane – tree removal/ billed
- Area 3 - East Corral Canyon – tree removal/billed (there were 2 dead trees)
- Area 5 – West Corral Canyon to Ring Road – tree removal/billed

Projects Ongoing

- Area 2 – Sprinter Lane and Jockey Wat – Trail Erosion Repair partially completed. Wattles need to be replaced.
- Area 3 – East Corral Canyon – Tree removal
- Area 5 –Trail Erosion Repair
- Area 6 – Loping Lane – slope repair (brow ditch has been cleaned)
- Area 8 – Steeplechase – trail erosion repair
- Area 9 – Country Trails – trail erosion repair.
- All Areas – Ongoing brow ditch/brush removal /cleaning
- All Areas – Trail dragging and trail entrance maintenance

Corral Canyon Green Space – Two Irrigation valves were replaced at a cost of \$945.00. Upon testing the valves, a break at a sprinkler heard under the electrical box installed by Espinoza Cable for the 5G upgrade was discovered. After meeting with Mr. Joe Espinoza, the sprinkler line and the head were replaced at their cost. LandCare and I also discovered another 5 heads on that line that are not working correctly and need to be replaced. A leak at the backflow valve is being addressed by Ahlee. LandCare submitted a proposal for \$162 to replace the sprinkler heads. This work will be done during the month of November.

2020-2021 Maintenance Expenses

	<u>Budgeted</u>	YTD Actual	Remaining
Maintenance Contract	\$ 91,000	\$ 61,612	\$21,708
Additional Maintenance	\$ 34,500	\$ 21, 083	13,416
From Operating Funds	\$100,000	\$ 72,900	27,100
From Reserve (Slope repair)	\$100,000	\$ 18,255	

Looking Forward: Working with LandCare to prepare budget/estimates on projects for next year, including: irrigation repair/replacement for cultivated areas, inexpensive re-landscaping of some cultivated areas and replacing bridge over brow ditch at Wild Oats Lane trail entrance. Tree and brush management recommendations for remaining areas in the Highlands are being prepared by LandCare, Tony Gomez Tree service and Michelle Kriz. Dan Diaz and Michelle are to look at the replacement bridge.

Areas of Concern

Area 11 – Fondly known as Eucalyptus Grove, should be addressed. Our remaining funds could be used to start this area.

Area 9 – Tree trimming of downed trees close to train and next to HO fences. There is a proposal for \$7,025.00 for this area that has not been activated.

Area 7 and 8 – Felipe and Salvador have walked this area and are compiling recommendations for the entire area.

Area 1 – Area behind 5866 Whirlybird Way is constantly wet and continues to be a concern.

Communication log included with report covers homeowner issues.

e) Financial Officer (FO) Sandra Jones

Operating Account:

1. SDCCU
2. WFB checking/savings
3. NICU
4. MFCU

Reserve Account:

1. NICU: \$12,467 for trail repair was transferred from Reserve operating 10/1/2020. OSM Kriz had the work for Area 6 and Area 9 approved at the August meeting by the BOD. Motion to approve the transfer of cost to repair \$2,648.00 and \$3,140.00 (\$5788.00 total) from North Island Reserve Monmkt to WBF Operating Account. MSC Clayton/Seiler 5/0
2. MFCU

Escrow Report:

1. October2020 - 5 demands sent, 3 Closings

Reserves/Reserve Study

1. LevelIII Reserve Study for FY 2021-2022. Update with no On Site Inspection Proposal \$350 accepted and rescheduled to start Nov-Dec 2020 due January 5, 2021

Budget 2021-2022 –

1. 3<sup>rd</sup> and finalreading of the proposed budget will be at the January 2021 and annual assessment for 2021-2022 will be determined by the board.

New/Old Business:

1. New: Presented Election Timeline calendar.

2. New: Insurance Inspection completed 10/27/2020. To mitigate liability in open space, post no trespassing signs on both gates leading to the horse rings; install signs on every trail entrance and replace all faded signs.

10/30/20 Delinquent Receivables total	\$ 7,754.48
All delinquent accounts' balance	57.70
GBF Collections	0.00
BK/Uncollected judgements	\$ 7,696.78

MSC Approve October 31, 2020 Financial report, Balance sheet, P & L budget vs Actual, Bank reconciliations, General ledger, check register detail, delinquent receivables (collections) and payroll summary. MSC Clayton/Schlesinger 5/0

- 4) Written Communication Log reviewed and accepted.  
3975 Wild Oats, 5966 Whirlybird to be discussed in executive session, 5763 Sprinteron hold as John gathers info. All other items on Communication log approved.
- 5) Community Actions and Issues
  1. Village 13 was discussed and the impact it would have on our area as traffic will surely increase. The project was approved 27 years ago so is probably not up for discussion although homeowners writing regarding traffic and toll road fees might have some value.
- 6) Old Business
  1. Financial Officer Jones offered the first reading of the budget and some landscaping issues were discussed. The second reading will be at the December meeting.
  2. Candidate forms were collected and all incumbents are running for the board again.
- 7) New Business
- 8) Board Member comments
- 9) Set Agenda for next meeting
- 10) Adjournment – 4:00
- 11) Executive Session was held. Respectfully submitted



Mary Ellen Phillips  
BHHA Recording Secretary