

Bonita Highlands Homeowners' Association

Board of Directors Meeting Minutes

October 10, 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) Before Roll Call, President Seiler introduced our new Director Caroline Pierce, who will serve out the remainder of Director Gary Snyder's term. Roll call then identified that Directors Seiler, Schlesinger, Clayton, Diaz and Pierce were present. Staff present were FO Jones, ACC-A John and Ana Maria Gilman, ACC-C Tucker, OS Kriz. Welcoming Committee Ray Snider and RS Phillips. Per new regulations all Directors and Staff present attested to the fact they were COVID 19 symptom free.
- b) Pledge of Allegiance
- c) The next regularly scheduled meeting of the Board of Directors will be on Saturday November 14, 2020 at the Upper Ring, beginning at 2:00
- d) Review and adoption of minutes from the September 12, meeting. MSC to approve minutes as read Clayton, Schlesinger 5/0).

**2) Homeowners Appearances**

- a) Homeowner appeals to violation notices or fines
  - 1. HO on Wild Oats came to address the "chicken" issue and explain why having this was important to his family and what he had done to prevent any rodent issues. The board is to address this in executive session
- b) Open forum for homeowners in attendance
  - 1. Mr. Sampsel, expressed his disappointment with the approved SCR for 3905 Rock River saying the yard was not 30% green. ACC-A reiterated that the yard was more than 30% green with hedges on both sides, adjoining bank and turf lawn.

**3) Committee and Staff Reports**

- a) Welcoming Committee report – Ray and Bobbie Snider.  
Ray and Bobbie have 9 new homeowners on their list to visit. Ray visited 4, 4 are unoccupied and 1 is a resale. Ray added Vial of Life folders in the welcome bag, along with a mug, sticker, and Highlands Rules and Regs.  
Requests for Structural Modifications (ACC-A) John and Ana Maria Gilman

1. 5835 Leadrope – landscape side yard – approved
  2. 5730 Sprinter – replace fence – approved
  3. 5941 Steeplechase – extend driveway and walkways – approved
  4. 5762 Good Karma – slope repair – hold for more information – NOT approved
  5. 4144 Corral Canyon – xeriscape front yard – approved
  6. 4011 Corral Canyon – remove planter and fill with concrete – approved
  7. 5824 – Blacksmith – paint and replace garage door – approved
  8. 3803 Wild Oats – replace garage doors – approved
  9. 3742 Wild Oats – paint – approved
  10. 3702 Country Trails – landscape front yard – approved
  11. 5613 Loping Ln – HVAC system – approved – permit required
  12. 5949 Steeplechase – Solar – approved – permit required
  13. 5706 Sprinter – Solar – approved – permit required
  14. 3634 Corral Canyon – Solar – approved – permit required.
- b) Architectural Control Committee Report ( ACC-C)
1. 3750 Wild Oats – Nuisance complaint about chickens and rodents – no previous fines – recommend \$150 fine. (HO spoke at meeting in support of his chicken coop, **(To be addressed in executive session)**)
  2. 3709 Country Trails – Homeowner fined \$150 for truck stored in driveway – previous fine balance \$300 – 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 \$1500. HO came to meeting in August but no work has started.
  4. 5915 Steeplechase – Homeowner fined \$100 for condition of palm trees that need to be trimmed. Fine balance \$200. HO has not responded.
  5. 4210 Country Trails – Homeowner fined \$200. Front yard and parkway need to be weeded and maintained. Fine balance \$500. HO has not responded.
  6. 5519 Horse Ridge – Homeowner fined 0. Fine balance \$100 – Ho sent email (after receiving fine letter) that work had been completed 9-10-20. **(Fine rescinded.)**
  7. 3643 Filly – Homeowner fined \$100 – a piece of furniture is stored in the yard. Fine balance \$50. HO has not responded.
  8. 4331 Country Trails – Fined \$100 – area next to driveway needs ground cover – Fine balance 0. HO has not responded. **(Fine held in abeyance for 30 days.)**
  9. 3657 Belle Bonnie Brae – Homeowner fined \$100 – yard needs water and maintenance – Fine balance \$100 – HO has not responded.
  10. 5805 Blacksmith – Homeowner fined \$100 – Right side of driveway needs ground cover – Fine balance 0. HO send a letter saying work would be done this weekend. **(Fine in Abeyance until November meeting.)**
  11. 5736 Barley Court – Homeowner fined \$100 – parkway on Central needs ground cover – Fine balance 0 – HO has not responded.
  12. 5781 Sprinter – Homeowner fined \$100 – two large piles of dirt and mulch in driveway since 8/17/2020. Fine balance 0. HO has not responded.  
Fines approved (with bolded exceptions) MSC Clayton/Diaz 5/0

c) Open Space Committee (OSC) Michelle Kriz

Open Space Chair to draft a letter to S & H Tree Service for falsely claiming to have a bond on file for work within the Highlands Open Space. They misled both the homeowner and the HOA.

3926 Corral Canyon – rental property has a eucalyptus that needs attention. OSC is to contact property manager regarding this issue.

Projects Completed

- Area 1 – Wild Oats Lane, Mulch spread
- Area 6 – Horse Ridge Way – additional mowing/billed
- Area 9 – Country Trails – Tree removal/billed, Brow ditch clean/billed. Upper brow ditch clean and stabilization of slope/not billed
- Area 10 – Central Avenue – Pine and Palm trees removed/not billed

Projects Ongoing

- Area 2 – Sprinter Lane – Tree removal, trail erosion repair
- Area 3 – East Corral Canyon – Tree removal
- Area 5 - West Corral Canyon to Ring Road – Tree removal, trail erosion repair
- Area 6 – Loping Lane – slope repair
- Area 8 – Steeplechase – trail erosion repair
- Area 9 – Country Trails – trail erosion repair/slope stabilization
- All Areas – Ongoing brow ditch/brush removal /cleaning

New Projects Needing Approval – none

2020-2021 Maintenance Expenses

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

Includes expenses for approved proposals no yet completed.

Looking Forward: Contract Maintenance work to include Brow Ditch Clean, Drag Trails, Trail entrances as well as ongoing maintenance. Waiting for first rain to drag the trails, begin trail repair and slope repair on Loping Lane. Working with LandCare to prepare budget/estimates on projects for next year.

Communication log included with report.

d) Financial Officer (FO) Sandra Jones

Operating Account:

1. SDCCU
2. WFB checking/savings: Checking Balance on 10/9/2020 = \$107,540 included approved transfer of \$65,000 from SDCCU MonMkt (01) and \$12,467 From RESERVES NICU
3. NICU
4. MFCU

Reserve Account:

1. NICU: Motion to transfer Res 15 month CD maturing 11/18/2020 to NICU Res MonMkt Account MSC Clayton/Schlesinger
2. MFCU

Escrow Report:

1. September 2020 - 4 demands sent, 4 Closings
2. Communication log reflects Refinance statements issued.

Reserves/Reserve Study

1. Level III 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. First reading of the proposed budget will be at the November 2020 board meeting.
2. Second Reading December 2020 Board meeting
3. Third and Final Reading January 2021 & annual assessment will be determined for 2021-2022

New/Old Business:

1. Election timeline to be instituted and By-Laws amended to reflect changes
2. President Seiler to scan timeline and make it ready to be put on website
3. FO to work with GBF to update restated bylaws to comply with new HOS elections law. MSC Diaz, Schlesinger 4/1
4. All 667 Assessments for 2020 were collected. No one referred to GBF for collections.  
MSC September 30, 2020 Financial report, Balance sheet, P & L MSC Clayton/Diaz 5/0

- 4) Written Communication Log reviewed and accepted.  
3975 Wild Oats to be discussed in executive session.  
3626 Country Trails given 30 days to drain their pool.
- 5) Community Actions and Issues
  1. County Supervisor – Nora Vargas and Ben Hueso are vying for Supervisor Cox’s seat as he is ineligible due to term limits.
  2. Josie Calderon Scott is running for Sweetwater Authority as the incumbent. Ernie Zamudio is also running for that seat.
- 6) Old Business
  1. Our new board member, Caroline Pierce, who was selected from two homeowners who had volunteered to assume an appointment to the BHHA Board seat, vacated by Gary Snyder was introduced. Both volunteers were interviewed by Board members. We all appreciate Gary Snyder’s years of service to Bonita Highlands and welcome Caroline Pierce to the board.
  2. John Gilman received a unanimous vote to add Contracting Officer’s Technical Representative to his duties. As COTR his duties include: answering minor performance questions and addressing minor performance issues put forth by the OSC. The COTR will also monitor any high priority, on-going tasks by the OSC, inform the CO of any major problems or failures, and authorize remedial or other appropriate actions as directed by the CO or the BHHA BOD for the current OS Contract period.
- 7) New Business
  1. New state mandated HOA voting guidelines will go on the website.
  2. Board authorized the purchase of 72 mugs from vendor for Welcome Committee (price the same as last order \$272) MSV Clayton/Diaz 5/0
- 8) Board Member Comments  
The Sheriff Senior patrol is on hold due to COVID 19.  
Ray Snider still calls on people on the YANA list.
- 9) Set Agenda for next meeting
- 10) Adjournment – 5:30
- 11) Executive Session was held.  
In the executive session, the board agreed to propose a 6 month trial period for the homeowner with the chickens, to allow him to keep chickens provided: (a) he had the approval of his neighbors; (b) he had reduced the number of chickens to five; (c) he moved the coop to the back of his property.

Respectfully submitted

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

Mary Ellen Phillips  
BHHA Recording Secretary