

Bonita Highlands Homeowners' Association

Board of Director's Meeting Minutes

August 10, 2021, Zoom Video Conference

1. **Call to Order:** Notice: we would appreciate all guests identifying themselves to the Zoom host. 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. This meeting is being recorded to assist the secretary in taking minutes. Thank you for your cooperation.

A) Roll Call:

Board of Directors (present unless noted as absent)

Mike Seiler – President Dave Schlesinger – Vice President Sharon Clayton – Treasurer Caroline Pierce – Secretary Dan Diaz – Member at Large

Staff Members (present unless noted as absent)

Sandra Jones – F.O. John & Ana Maria Gilman ACC-A Sylvia Tucker ACC-C
Michelle Kriz – O.S.C. Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee

Guests: Mr. Nelson, Ms. Williamson, Dr. Sherman, Mr. Tieber, Mr. Mesa, Mr. Sampsel, Mr. Kristiansen, Mr. Fox, Ms. Sweet, Ms. Vargas

B) **Pledge of Allegiance**

- C) The next regularly scheduled meeting of the Board of Directors will be on September 14, 2021, Via Zoom VTC

- D) Review and adoption of the minutes from June 8, 2021, Moved, Seconded, Curated (MSC) Clayton/Diaz 5/0
Adopt minutes as read.

2. **Homeowners Appearances:**

A) Homeowners appeals to violation notices or fines.

1. 3636 Belle Bonnie Brae – HO did not submit SCR for concrete as he understood R&Rs to mean “structural” changes as he was replacing unsafe concrete in kind. Ask to Submit SCR for work done.
2. 5747 Sprinter – HO sent photos and attended meeting to say work on parkway was Complete as requested.

B) Open forum for homeowners in attendance

1. 5923 Steeplechase – HO wanted to commend OSC Michelle Kriz for the work in the Open Space... A job well done and much appreciated.
2. 3636 Belle Bonnie Brae – HO concerned about brush and overgrowth in Open Space

Behind home. Wondered who was responsible. OSC said trees skirted in 2020
But she would walk area next week and make recommendations to landscaper.

3. A homeowner expressed concerns about:

- Water leak and pavement at corner of Steeplechase and Corral Cyn. Pres. Seiler provided update from Sweetwater Planning Group that leak stopped and permanent repair would begin in next two weeks.
 - Concern about continuing work at lot 425 and wondered when SCR work would be complete.
 - Concerned that a wall being built on Central would be higher than three feet and require a permit from the county.
 - Continuing concern about encroachment. Encroachment issue was discussed in OSC report and tabled until 2022.
4. HO on Steeplechase concerned about open space behind his home. That area To be discussed during the Open Space report.
5. HO on Good Karma advised John that 3 SCRs had been submitted (SCRs approved On ACC-A report) and there was additional info emailed re: fencing.

3. Committee and Staff Reports.

A) Welcoming Committee – Ray Snider

Ray thanked Caroline Pierce and Sandra Jones for taking over his duties during his absence.

B) Requests for Structural Modifications (ACC-A) John and Ana Maria Gilman

1. **3763 Wild Oats** – paver driveway, walkway, landscape, patio cover – approved – exp 12/10/21 – no permit
2. **5762 Good Karma** – reroof – approved – exp 12/10/21 – **permit required**
3. **3911 Rock River** – patio cover – approved – exp. 12/10/21 – no permit
4. **5620-5628 Central** – new fences – approved – exp. 12/10/21 – no permit
5. **5429 Annie Laurie** – replace windows – approved – exp 12/10/21 – no permit
6. **5748 Good Karma** – replace windows, replace fences – approved – exp 12/10/21 – no permit
7. **3636 Belle Bonnie Brae** – paint – approved exp 12/10/21 – no permit
8. **5957 Lazy Trail** – artificial turf – approved – exp 12/10/21 – no permit
9. **3742 Country Trails** – natural gas generator – approved – exp 12/10/21 – permit Required as well as a sound abatement structure.
10. **5918 Wheatstalk** – replace windows – approved exp 12/10/21 – no permit
11. **5735 Central** – paver driveway and walkway – approved – exp 12/10/21- No permit
12. **3726 Corral Cyn** – rain gutters – approved – exp 12/10/21 – no permit
13. **5410 Mirar Ct** – re-roof – approved – exp 12/10/21 – **permit required**

14. **4210 Country Trls** – walkway, retaining wall deck – approved – exp 12/10/21
Permit required
15. **5748 Good Karma** – Solar panels – approved – exp 12/10/21 – **permit required**
16. **5963 Steeplechase** – solar panels – approved – exp 12/10/21 – **permit required**
17. **4019 Corral Cyn** – solar panels – approved – exp 12/10/21 – **permit required**
18. **3911 Rock River** – solar panels – approved – exp 12/10/21 – **permit required**

C) Architectural Control Committee Report (ACC-C) Sylvia Tucker

1. **3707 Country Trls.** – stored truck – fine balance \$2250 recommend \$300 – HO paid first \$450 of fines but has not moved truck nor responded.
2. **3908 Rock River Ln** – stored vehicle – fine balance \$750 (\$300 of which is from 2018) Recommend \$150 – HO has not responded.
3. **4210 Country Trl** – built deck without HOA approval or permit fine balance \$100 (paid) \$100 recommended fine removed
4. **5964 Pathfinder.** – yard need maintenance – Recommend \$100 – HO responded 7/16, but no maintenance has been done.
5. **5747 Sprinter** – Parkway area needs maintenance - \$100 fine paid – HO sent pictures 8/9/2021 – no new fine
6. **3667 Corral Cyn.** – yard needs maintenance and large tree limb needs to be cut away from sidewalk. Fine balance \$200 –\$100 recommended ACC-A Gilman and ACC-C Tucker met with Property manager. Discussed what needed to be done and HO was sent an SCR which gave him 4 months to finish yard work. SCR not received
7. **5969 Steeplechase.** – front fence/side wall need repair – recommend \$100. HO has not responded.
8. **3836 Wild Oats** – Shipping container in read side yard - \$100 fine recommended but removed as HO sent email saying trailer gone. ACC-C to confirm
9. **3851 Wild Oats** – fence/gate over 6 ft tall - \$100 fine recommended – HO has not responded about fence. 8/2/21 that residence became a rental.
10. **3774 Wild Oats** – incomplete rock walkway /landscape - \$100 fine set aside as HO responded. Fine set aside for one month.
11. **3636 Belle Bonnie Brae** – front landscaping without approval - \$100 fine set aside as HO responded 8/5 that he did not realize SCR approval required for yard work. ACC-A to review concrete and get SCR from HO for work.
12. **3933 Corral Cyn** – Front yard needs maintenance - \$100 recommended – HO has not responded.
13. **3703 Corral Cyn** – side parkway needs maintenance - \$100 fine recommended – set aside as HO responded and asked for more time.
MSC – fines as amended approved Clayton/ Diaz 5/0

D) Open Space Committee (OSC) Michelle Kriz

1. Completed projects:
 - Open Space mowing and Brow ditch cleaning complete.
 - Area 7 Tree and brush removal

- Mainline install at Ring Road
- Irrigation Upgrade/Repair Wild Oats/Country Trl. Green Space
- BHHA tree maintenance plan.

Looking Forward:

- Slope Stabilization – Geotechnical Explorations will provide site and slope observations by Principal Engineering Geologist and Senior Project Geologist including performance of top of slope improvements and surficial slope conditions. Estimate for initial on-site consultation \$500
- Motion to authorize OSC to contract with Geotechnical Exploration for formal report with recommendations on moving forward. MSC Schlesinger/Diaz 4/1 Dir. Pierce opposed. Dave and Daniel to meet with Geo Tech. with Michelle.

3. Proposals Needing Board Approval:

- Steeplechase to Central open space – remove dead brush and debris, skirt trees Area 8 bid \$2,400.00 MSC Clayton/Diaz 5/0
- Sprinter and Central – trees on brow ditch and growing over fence. LandCare to clear area of debris, skirt trees behind 5717 Sprinter Ln, remove broken, sick, or dead Eucalyptus, skirt cluster of Eucalyptus and remove pine trees growing beneath Eucalyptus. Bid \$5664.00 MSC Clayton/Diaz 5/0

E) Financial Officer – Sandra Jones

1. YTD balance sheet

- Operating Accounts 6/30/2021 Beginning balance \$475,534.59
7/31/2021 ending balance \$423,489.47.
Motion to transfer \$5,000 to NIFCU Reserve MonMkt (budgeted transfer to reserve acct) Motion to transfer \$100,00.00 WFB checking (operating acct.) MSC Diaz/Pierce 5/0
- Reserve Accounts 6/30/2021 beginning balance \$236,372.71
7/31/2021 ending balance \$207,150.84.
- MFCU 12m CD Matures 8/19/2021. Motion to transfer closing balance (approx.) \$10,600.00 to Mission Res MonMkt (01) MSC Diaz/Schlesinger 5/0

2. Total cash on hand \$659,967.68

3. Escrow Report

- June 2021: 2 demands sent/ 5 closings.
- July 2021: 3 demands & one updated demand / 1 closing

4. Reserves/Reserve study
 - Level III Reserve Study for 2022 schedules to start November 2021, \$350 with Sonnenberg and Co. CPA. MSC Diaz/Clayton 5/0
5. Old/New Business
 - Old/BHHA will require Sexual Harassment training by 12/31/2021 (5 or more Employees)
 - Old/ as of 8/7/2021 1 Assessment check outstanding.
6. Delinquent receivables Report Summary:
 - All Delinquents Acct. balances \$2881.51

MSC Diaz/Clayton to approve June 30, 2021, July 31,2021 reports: Balance sheet, Profit & Loss, Budget vs Actual, Bank Reconciliations, General ledger, Check Register detail, Delinquent Receivables (collections), and Payroll Summary. 5/0

4. **Written Communication Log** - complete

5. **Community Actions and Issues** –

- Corral Cyn at Steeplechase – Sweetwater Planning Group reported that Sweetwater Authority has determined cause of leak and put temporary patch to stop lead until further repair with more extensive digging can begin in the next few weeks.
- Future meetings will remain zoom until further notice.

6. **Old Business**

A. **ADR** – general update: BHHA lawyer contacted lawyer for HO, still awaiting response

7. **New Business**

A. OSC proposals covered in Open Space report. OSC Kriz to send violation notice to HO who has installed a water faucet in open space and HO who has newly planted trees in open space.

8. **Board Member Comments**

Get Well messages are sent on behalf of Board of Directors and Staff to Sylvia Tucker.

9. **Set Agenda for next meeting.**

10. **Adjournment:** 8:30 pm

11. **Executive Session** held

Respectfully submitted.



Mary Ellen Phillips
BHHA Recording Secretary

