

Bonita Highlands Homeowners' Association

Board of Director's Meeting Minutes

November 9, 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-C Sylvia Tucker ACC-C (absent)
Michelle Kriz – O.S.c. Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee
 - B) **Pledge of Allegiance**
 - C) The next regularly scheduled meeting of the Board of Directors will be on December 14, 2021
 - D) Review and adoption of the minutes from October 12, 2021 MSC to approved the Minutes as read: MSC
2. **Homeowners Appearances:**
 - A) Homeowners appeals to violation notices or fines.
 - B) Open forum for homeowners in attendance
3. **Committee and Staff Reports.**
 - A) **Welcoming Committee** – Ray and Bobbie Snider
There were three new homeowners. Ray visited two as the third was renovating.
 - B) **Requests for Structural Modifications** (ACC-A) John and Ana Maria Gilman
 - 1) 5615 Jockey Way – artificial turf – approved – no permit – exp. 3/9/22
 - 2) 3734 Corral Canyon – re-mulching front yard – approved – no permit – exp. 3/9/22
 - 3) 5658 Sprinter – artificial turf – approved – no permit – exp. 3/9/22
 - 4) 4128 Corral Cyn. – paint – **not** approved – no permit – exp. 3/9/22
 - 5) 5964 Pathfinder – landscape – approved – no permit – exp. 3/9/22
 - 6) 5923 Snaffle Bit – paver driveway – approved – no permit – 3/9/22
 - 7) 5743 Good Karma – paint – approved – no permit – 3/9/22
 - 8) 5743 Good Karma – relandscape front yard – approved – no permit – 3/9/22
 - C) **Architectural Control Committee** Report (ACC-C) Sylvia Tucker
 - 1) 3667 Corral Cyn. – landscape cover and maintenance – fine balance \$300 –

- Recommend \$100 – held in abeyance until November 9, 2021
- 2) 3703 Corral Cyn. – side parkway area needs maintenance – fine balance \$100
Recommend \$100 – held in abeyance until November 9, 2021
 - 3) 3735 Corral Cyn – nuisance letter/barking dog – Recommend \$100 – Nuisance Complaint from several neighbors – No Response.
 - 4) 4139 Corral Cyn. – Business Occupation nuisance – Recommend \$100 – held in abeyance until Jan. 11, 2022
 - 5) 4155 Corral Cyn. – dumping material into common area – recommend \$100 – held in abeyance until December 14, 2021
 - 6) 3709 Country Trls. – stored pickup over 72 hours – fine balance \$2550 – recommend \$300 – held in abeyance until November 9, 2021 – vehicle now stored on street
 - 7) 5527 Horse Ridge – more than 8 cats on roof of home – Recommend \$100 – held in Abeyance until November 9, 2021. HO paid \$100 fine
 - 8) 3908 Rock River – stored vehicle – Fine balance \$900 – Fine held in abeyance until November 9, 2021 – Vehicle moved in driveway.
 - 9) 3908 Rock River – shrubbery in open space and brow ditch needs cleaning – Recommend \$100 – held in abeyance until November 9, 2021. Shrubbery and palms Block trail in open space.
 - 10) 5934 Rocky View – SCR for slope stabilization with no county permit – fine balance \$150 – recommend \$100 – fine held in abeyance until November 9, 2021
 - 11) 5615 Jockey Way – front lawn bare and needs maintenance – no fine recommended as HO responded and will have artificial turf installed 11/8/2021 – recommend 30 days abeyance
 - 12) 5915 Steeplechase – front lawn dead, needs ground cover – fine balance \$100. Recommend \$100 – HO has not responded.
 - 13) 5950 Steeplechase – shrubs by driveway need trimming – HO responded and Actively working on conformance issue – recommend 30 days abeyance.
- MSC: TO FINE #1,2,3,6,7,9,10,12 Diaz/Schlesinger 5/0

D) Open Space Committee (OSC) Michelle Kriz

1) Projects Completed

- Ring Road Sign Landscaping - The decomposed granite was laid by LandCare around the sign on October 22. We have yet to get the mulch to complete the ground cover on both sides of Ring Road. We are working with Tony Gomez to get a truck load of nice mulch for the project.
- Corral Canyon Green Belt Tree Work – Both trees laced, mulch left behind and will be spread by LandCare Remaining tree on schedule for next year.
Cost: \$3,312.
- Area 2 South Tree Work – Branch from large eucalyptus fell behind 3917 and was blocking the brow ditch. All work done and completed. Cost \$4,700

- Tree/Shrub budget \$45,00 Total Spent to date - \$45,000

2) Projects Ongoing –

- 4152 Country Trails Slope Repair – GEI soils report complete along with recommendation for stabilization of the slope behind this property. GEI recommended two contractors they feel capable of this type of slope repair. MSC: OSC to get bids from three contractors who would perform slope stabilization under GEI supervision. Diaz/Clayton 5/0
- Bonita Highlands Sign on Lot 50 – The committee recommended painting the sign as moving it might not be an option. An additional sign could be added near the trail entrance on Corral Canyon and Central. No motions made.
- There are many instances of trees planted by HOs on HOA property and initially maintained by HO who planted them. With homes reselling, new owners may not want the expense or maintaining the trees. There is no policy regarding such trees. OSC to create a list of HOs who have trees in OS and confirm by letter that HO is responsible for maintenance and that new owners must accept responsibility for trees or cut them down. Dan and Michelle to work out process
- Red Curbs in the Highlands – It is illegal for the association or individuals to paint curbs red. OSC is in contact with County Traffic Division to determine if we have a need for red curbs. The red curbs mark trail entrances and OSC will continue to work toward getting those curbs classified as red curbs.

3) Projects recommended for next year's budget.

- Brow Ditch replacement – OSC to investigate companies to replace damaged brow ditches.
- Split Rail fence replacement – Corky McMillin used split rail fences at trail entrances to designate property line from homes bordering trail. Over the years some have been replaced, some need replacing, and some have been removed all together. According to OS files, 534 feet of fence was replaced in 2006 at a cost of \$9.05 per ft. OSC to check cost of vinyl vs split rail replacement.
- LandCare contract to be discussed in Executive Session.

E) **Financial Officer** – Sandra Jones

1) YTD Balance Sheet

- Operating Accounts: 9/30/2021 Beginning balance \$327,725.74. Ending balance 10/31/2021 \$307,589.03.
- Motion to transfer \$75,000.00 to operating account MSC Clayton/Diaz 5/0
- Reserve Accounts: 9/30/2021 Beginning Balance: \$241,597.03. Ending Balance \$241,151.85.

NOTE: Money BHHA has set aside to defray the future repair or replacement of, or additions to, those major components which we are obligated to maintain. (Civ, Code 4177)

2) Total Cash on hand \$548,740.95

3) Escrow Report: October 2021: 0 Demands Issued/2 Closings

4) Reserve Study/ Audit & Tax Filings/Budget

- 1st reading of the Budget Annual Assessment \$445
- Slope repair estimated between \$40,000-\$60,000, Does it include peripheral cost, i.e., safety, storage, drainage during project?
- Slope Repair: What is the Cost of GEI to certify the project.
- Brow Ditch repair. Need estimates.
- BHHA Board removed component Fencing/Railings/Gates from the 2018-2019 Reserve Study, so where will the funds come from to replace fence?

5) 2nd Reading of the budget, December 14, 2021, HOA Board Meeting.

6) New/Old Business:

- Old/ Sexual Harassment training must be completed by December 31, 2021 (2 of 5 employees have completed)
- Old/ As of 11/8/2021, one assessment check is outstanding

7) Delinquent Receivables Acct. balances \$2,159.59

BOD motion: Motion to approve October 31,2021 reports: Balance Sheet, Profit and Loss, Budget vs Actual, Bank Reconciliations, General ledger, Check Register detail, Delinquent Receivables (collections) and Payroll Summary. MSC Clayton, Diaz 5/0

4. **Written Communication Log** – reviewed/complete

5. **Community Actions and Issues:** Corral Canyon (leak) was repaired and repainted by SD County with reduced speed painted on the asphalt.

6. Old Business

- ADR update will take place during Executive session
- Candidate update: 2 candidates have filed form

7. New Business

- First reading of Budget presented during Financial Officer's report
- Electronic Transfer Consent (ETC) to be sent by RS to longtime resident/acquaintances

8. Board Member Comments - none

9. Set Agenda for next meeting.

10. Adjournment 8:45

11. Executive Session was held.

Respectfully submitted



Mary Ellen Phillips
BHHA Recording Secretary