

Bonita Highlands Homeowners' Association
Board of Director's Meeting Minutes

April 12, 2022 – Zoom Video Conference

1. Call to Order.

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:

1) Board of Directors (present unless noted as absent)

Caroline Pierce – President Mike Parnell – Vice President

Sharon Clayton – Treasurer Stephen Fox – Secretary Dan Diaz – Member at Large

2) 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

3) Homeowners (HO) in Attendance: Ann Sweet, Mike Sampsel, Linda Burnley, Andres and Adrian Cedeno

b. Pledge of Allegiance

c. Next Board of Directors (BOD) Meeting. The next regularly scheduled BOD Meeting will be on May 10, 2022, via a ZOOM video conference

d. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from April 12, 2022.

Motions:

1) Approve the BOD Minutes as read – MSC Parnell/Diaz; 5/0

2) Approve the BOD Executive Minutes – MSC Pierce/Fox; 4/0

2. Homeowners Appearances:

a. Homeowner Appeals to Notices or Fines.

5730 Central – HO and son appeared to contest fines/letter for non-compliance issues.

The board requested SCRs for roof additions and structure at the back of the property.

Home reported to S.D. County for noncompliance. S. D. County to send letter regarding non-compliance. Fines held in abeyance.

b. Open Forum for Homeowners. None.

3. Committee and Staff Reports.

a. Welcoming Committee – Ray Snider

1) Ray visited one new HO and found four were not home.

b. Requests for Structural Modifications (ACC-A) – John and Ana Maria Gilman

- 1) 3803 Wild Oats – replace front door – approved – no permit – exp 8/12/22
- 2) 3663 B B B – relandscape front yard – approved – no permit – exp 8/12/22
- 3) 3815 Corral Canyon – exterior paint – approved – no permit – exp 8/12/22
- 4) 5611 Galloping Way – patio/patio cover – no permit – exp 8/22/22
- 5) 5923 Steeplechase Road – artificial turf – approved – no permit – exp 8/12/22
- 6) 3627 B B B – ADU – approved – permit required – requested that wooden fence behind ADU be replaced after construction complete – exp 8/12/22
- 7) 3721 B B B – solar – approved – permit reqd. – exp 8/12/22
- 8) 5932 Blacksmith – solar – approved – permit reqd. – exp 8/12/22
- 9) 3835 Wild Oats – solar – approved – permit reqd. – exp 8/12/22
- 10) 5604 Central – replace HVAC – approved – permit reqd. exp 8/12/22

Properties to be discussed:

- 1) 4145 Country Trails – proposed room addition – requires completed SCR
- 2) 5643 Loping Lane – Completed JADU - \$500 BHHA fee due
- 3) 3627 Corral Canyon. – nearly completed JADU - \$500 BHHA fee due
HOs must reside on premises. HOs need to inform HOA of residents

c. Architectural Control Committee Report (ACC-C) – Sylvia Tucker

- 1) 3651 Belle Bonnie Brae – Shrubs growing in open space. Prior fines totaling \$200 need to be Rescinded per OSC chair.
- 2) 3727 Belle Bonnie Brae – Nuisance complaint regarding barking dogs; no fine as dogs are gone.
- 3) 5730 Central – Unpermitted ADU with no SCR, with less than 4’ setback; \$200 fine. HO responded but did not address ADU issue or provide SCRs as requested. Fines held in abeyance pending S.D. County response. VP Parnell to ask S.D. County about unpermitted building and code violations.
- 4) 5933 Central – Parked Toyota on rock landscaping on unauthorized driveway; \$100 recommended. HO has not responded.
- 5) 3933 Corral Canyon – Weed barrier by sidewalk exposed; recommend \$100. HO paid \$400 fine balance but has not responded.
- 6) 4343 Corral Canyon – Front yard bare dirt; fine balance \$1,250; recommend \$200. HO responded but has not provided a timeline for repair or an SCR. \$950 owed for prior landscaping fines.
- 7) 3661 Filly – Weeds growing in rock landscaping; recommend \$100. HO responded saying removed. Inspection shows weeds in rocks.
- 8) 3908 Rock River – 2 stored cars, trash cans out. HO in process evicting tenants, received court order to proceed with eviction. Extend time as evicted tenants are still there. Prior fine of \$100 in abeyance until May. HO owes \$1,100 for prior similar fines.

- 9) 5034 Rocky View – SCR for slope stabilization but no county permit. Fine balance \$1,450; recommend \$300. HO responded and protested fines being levied however, he has had 2 years to obtain a permit and provide a plan of action. HO’s failure to repair his rear slope leaves adjacent properties at risk.
- 10) 5950 Steeplechase – \$100 fine balance. HO responded and is cutting branches. Have requested HO get tallest branches trimmed. Hold fine in abeyance for one month.

Motion: Approve all fines as listed – MSC Parnell/Fox; 5/0.

d. Open Space Committee (OSC) – Michelle Kriz

- 1) **Completed Projects:** Trail Maintenance, trail entrances and horse rings. Routine Maintenance tasks completed.
- 2) **Ongoing Projects:**
 - a) 4152 Country Trails Slope Repair. Start date penciled in for mid may. LandCare has been secured to complete prep work outlined by HEW. OSC contacted GEI to set up “pre-job” meeting.
 - b) Brow ditch repair. Bid \$64,605 to repair/replace damaged brow ditches and replace bridge over brow ditch behind Filly Lane. 4/1/2022 Dan Diaz, Mike Parnell, OSC met with Keith Thacker from Crimson Marie Company for second bid. Mr. Thacker suggested we contact an engineer to make sure ditch can handle volume of water as sections of the ditch were displaced by recent heavy rain. He also noted sidewalk culvert on Corral Canyon has 4” opening. OSC contacted S.D. County Trail Rep for referral to address this problem. VP Parnell to talk to S.D. County regarding culverts and to head Committee (Parnell, Diaz, Kris) to review brow ditches and associated culverts.
 - c) Wild Oats Lane trail erosion/sewer access road. After review of plot maps, this Trail has been given as a dedicated access road. A gravel trail is not suitable for the type of truck the S.D. County Sanitation Dept uses to service the sewer line. OSC to pursue this with the S.D. County.
 - d) S.D. County Parks Dept Highlands tour. OSC trying to get S.D. County Trail Rep to come out. OSC to schedule a meeting with S.D. County for May.
- 3) Open Space Chair to resign when her home sells. Will put a “want ad” in newsletter and FLASH to announce part time/paid HOA position.

Motions:

- a) Eucalyptus trimming On Pony Lane; \$2375 – MSC Clayton/Diaz; 5/0
 - b) Central Ave Park grass area eucalyptus trim and palm removal; \$3060 – MSC Parnell/Diaz; 5/0
- e. Financial Officer (FO) – Sandra Jones**
- 1) Escrow Report – 4 Demands – 3 Closings
 - 2) 578/667 (86%) Assessments paid as of 4/11/2022

Motions.

- a) Approve March 31, 2022, Reports: Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (Collections), and Payroll Summary – MSC Clayton/Fox; 5/0
 - b) Do not renew FAX subscription in August – MSC Parnell/Fox; 4/0. Begin removing FAX # from letter head and documents as they are reprinted.
- 4. Written Communication Log.** The BHHA Written Communication Log was reviewed and accepted.
- 5. Community Actions and Issues.** Nothing New to Report.
- 6. Old Business.**
- a. FAX subscription (addressed in FO report)
- 7. New Business.**
- a. Rewrite SCR Form to include a line for Solar.
 - b. Rewrite SCR Approval Form. (Sandra Jones and John Gilman)
- 8. Board Member Comments.** Nothing New to Report.
- 9. Set Agenda for next meeting.**
- a. Revising Rules and Regulations
 - b. Creating Conflict of Interest Policy
 - c. Report from Brow Ditch/Culvert Committee.
- 10. Adjournment: 8:25 p.m.**
- 11. Executive Session.** The BOD held an Executive Committee Session after this meeting.

Respectfully submitted



Mary Ellen Phillips – BHHA Recording Secretary