

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

August 9, 2022 – Zoom Video Conference

1. Call to Order.

The meeting was called to order by the Caroline Pierce (President) who welcomed everyone and highlighted the guidelines for the meeting. It was conducted by “Roberts Rules of Order”, with those wishing to speak before the Board addressing the chair, recognized, identifying themselves by name and Highlands’ address. The chair limited comments to a reasonable time per individual to ensure adequate time for all individuals to speak. The Recording Secretary stated the meeting was being recorded to assist in taking Minutes.

a. Roll Call:

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

Caroline Pierce – President Mike Parnell – Vice President
Stephen Fox – Secretary
Dan Diaz – Member at Large

2) Staff Members (present unless noted as absent)

Sandra Jones – F.O. John Gilman -- ACC-A Sylvia Tucker – ACC-C (absent)
James Endicott – O.S.C.
Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee

3) Homeowners (HO) in Attendance: Ann Sweet, Mike Sampsel, Adrian Ceden, Jacob Wright, Liz Wetter

4) Before the meeting began, President Pierce resigned as President indicating Mike Parnell would be President and she Vice President.

Motion: Mike Parnell moved that the board approve Liz Wetter as the new BHHA Treasurer. Motion was Seconded and Carried (MSC), Parnell/Diaz 4/0.

5) President Parnell then listed the new slate of officers for the BOD: M. Parnell, President, C. Pierce V.P., L. Wetter Treasurer, S. Fox Secretary and D. Diaz member at large.

Motion: S Fox made a motion to approved the new board positions as stated. MSC, Fox/Diaz 5/0

b. Pledge of Allegiance

c. Next Board of Directors (BOD) Meeting. The next regularly scheduled BOD Meeting will be on September 13, 2022, via a ZOOM video conference

d. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from June 9, 2022, Homeowners’ Meeting and the associated Executive Session Minutes.

Motions:

- 1) Approve the June 9, 2022, BOD Minutes as read. MSC, Fox/Pierce 4/0
- 2) Approve the June 9, 2022, BOD Executive Session Minutes. MSC, Fox/Diaz 4/0

2. Homeowners Appearances:

- a. **Homeowner Appeals to Notices or Fines.** No appeals were made.
- b. **Open Forum for Homeowners.** No comments were made by any of the homeowners.

3. Committee and Staff Reports.

a. Welcoming Committee – Ray Snider

- 1) Ray was able to visit three new Homeowners. VP Pierce asked about the quotes for replacement “welcoming mugs” and asked that Ray get a sample of each. Until a decision is made regarding buying more mugs, continue visiting new homeowners with welcome bags.

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

- 1) 5938 Steeplechase – 6’ vinyl fence, restucco walls, remove pavers and replace with concrete – approved – no permit – exp 12/09/22
- 2) 3626 Country Trails – remodel front entry– approved – no permit – exp 12/09/22
- 3) 5942 Lazy Trail – brick border around front lawn – on hold – no permit –
- 4) 5811 Leadrope – new windows – approved – no permit – exp 12/09/22
- 5) 5748 Good Karma –stain wood fence– approved - no permit – exp 12/09/22
- 6) 5620 Central – artificial turf – approved – no permit – exp 10/14/22
- 7) 4127 Country Trails - garage door - approved – np permit – exp. 12/09/22
- 8) 3726 Corral Canyon – patio cover – approved – np permit – exp 12/09/22
- 9) 5969 Central –paint – approved – no permit – exp 12/09/22
- 10) 5730 Country Trails – ADU Patio cover east side, patio cover west side – Hold
- 11) 5915 Blacksmith – solar – approved – permit required – 12/09/22
- 12) 5755 Sprinter – solar – approved – permit required – 12/09/22
- 13) 5425 Horse Ridge – solar – approved – permit required – 12/09/22
- 14) 5923 Steeplechase – solar – approved – permit required – 12/09/22
- 15) 5620 Central – solar – approved – permit required – 12/09/22
- 16) 3814 Corral Canyon – solar – approved – permit required – 12/09/22
- 17) 3851 Wild Oats – remodel master bath – approved – permit required – 12/09/22
- 18) 3648 Belle Bonnie Brae – replace electric panel, remodel kitchen and bathroom – approved – permit required – 12/09/22
- 19) 3726 Corral Canyon – repair roof under solar panels – approved – no permit – 12/09/22
- 20) 5735 Good Karma and 5718 Yearling – interior remodels

21) 3633 Belle Bonnie Brae – vinyl split rail fence and arbor that were approved. Arbor to be covered with greenery as vines are planted to crawl up sides.

Motion: S Fox made a motion to approve the ACC-A Report as presented. MSC, Fox/Pierce 5/0.

c. Architectural Control Committee Report

The President noted that Sylvia Tucker had submitted her resignation.

Motion: C Pierce made a motion to accept the resignation as submitted. MSC, Pierce/Fox 5/0.

The President said the job will be posted in September newsletter and two weeks allowed for applicants to Apply. M Parnell said he would be the interim ACC-C with help from John Gilman.

Motion: S Fox made a motion to accept M Parnell as the temporary ACC-C person. MSC, Fox/Wetter 5/0

d. Open Space Committee (OSC) – James Endicott

1) Completed Projects:

- a) Contracted open space mowing complete.
- b) Brow ditches were cleaned at end of July per contract
- c) Trail entrance maintenance has been completed per contract
- d) Backflow devices have been tested and reports have been sent to Sweetwater Authority. Two devices failed test and will be repaired by Ahlee Backflow Service.

2) Ongoing Projects:

- a) 4152 Country Trails. Slope stabilization and repair in Open Space has been completed. Installation of slope control needs to be completed including plants, irrigation, straw wattles, landscape jute, and mulch. We have two bids for this work: LandCare at \$11,350 and Chris Conway Landscaping at \$7,913. Material for both bids was similar but the major difference being labor costs. Neither bid included plants. We have a quote from Native West Nursery for 62, one-gallon plants: \$628 delivered. Water to the area could be provided by BHHA with the installation of a backflow valve by Sweetwater Authority. Mike Parnell and Steve Fox are to meet with James and Dan regarding the water to area.
- b) Brow Ditch Repair. OSC has one bid for total replacement \$60,000. Dan Diaz and James believe that “piecemeal” repair would be more cost effective. James is tasked with finding a company to provide a quote for partial replacement and repair. Dan Diaz to provide weekly updates until Sept 9, 2022 BOD meeting.
- c) Bee hive under brow ditch behind 3742 Wild Oats must be removed before mowing. Homeowners asked that the area be mowed to some degree.

3) New Projects for approval:

- a) OSC has a recommendation for parking strip on Central to be discussed in Sept.
- b) Critter Getters hired to set traps for squirrel population. Initial cost is \$442 for set up with two follow up visits. After that, maintenance will be \$95 per treatment.

4) Homeowner Violations

- a) 4152 Country Trails – Homeowner responded to letter and will correct situation
- b) 5612 Galloping Way – Homeowner responded and will look into situation and correct
- c) 4210 Country Trails – Homeowner has not responded. Follow up letter to be sent indicating a fine will be imposed if situation not corrected regarding brow ditch flow issue.

Motions:

- S Fox made a motion to approve the invoice for Critter Getters as presented. MSC, Fox/Diaz 5/0
- S Fox made a motion to approve the OSC Report as presented. MSC, Fox/Diaz 5/0

d. Financial Officer (FO) – Sandra Jones

1) Financials

- a) Operating ending balance 07 /31/2022 \$423,700.28
- b) Reserve Accounts ending balance 07/31/2022 \$177,705.55
- c) Total Cash on hand \$601,405.83

d) Transfers:

- \$75,000.00 from MFCU to WFB checking (Operating)
- \$10,000.00 from MFCU to NICU (Budgeted Reserve Allocation)
- \$11,987.00 from MFCU to WFB checking (Slope Repair)

Motion: S Fox made a motion to approve the three transfers at noted in the Financial Report. MSC, Fox/Diaz 5/0

2) Escrow Report

- June: 2 Demands Issued, 2 Closings, 1 Cancellation
- July: 3 Demands Issued, 2 Closings

3) Reserve Study/Audit & Tax Filings/Budget

Motion. C Pierce made a motion to approve the Audited Accountant’s Report from Sonnenberg & Company CPAs. MSC, Pierce/Fox 5/0

4) New /Old Business.

- a. New: Board to review legal updates to Rules and Regulations and Architectural Guidelines and Collection Policy starting October 11, 2022 meeting. BHHA Secretary to head up review of Rules and Regs.

b. Old: Develop a Conflict-of-Interest Policy and Ethics Policy per Sonnenberg recommendation.

5) Annual Assessment collections show 667/667 paid (100%) as of June 9, 2022

6) BHHA insurance policy is less than \$15K for Sept. renewal; recommend reject the Flood and Acts of Terror riders.

Motion: S Fox made a motion to reject the Flood and Acts of Terror riders and approve the insurance policy as presented. MSC, Fox/Wetter 5/0

Motion: S Fox made a motion to accept and approve the June 30, 2022 and July 31, 2022, Reports: Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (Collections), and Payroll Summary. MSC, Fox/Diaz 5/0

4. Written Communication Log.

a) The BHHA Written Communication Log was reviewed and accepted. Mike Parnell to contact homeowner at 3934 Corral Canyon regarding unpaid fine balance.

5. Community Actions and Issues.

a) Motor bikers have been reported riding on the trails and up by the Horse Ring. Sheriff cannot respond quickly enough to catch offenders. Will continue to monitor.

6. Old Business.

a) Table SCR and Revised approval letter until September meeting.

b) Conflict of Interest (COI) and Ethics Policy to be combined into one document

c) VP Pierce to make an "auto fill" ACC-C fine warning letter.

d) Homeowners have mentioned returning to "in person" meetings at the Fire Station. Pros and Cons were discussed by Board Members. Item to be fully discussed at the September meeting.

7. New Business.

a) Two communications received from Emergency Communications tower installation company. VP Pierce responded that HOA not interested.

b) Liz Wetter provided contact information for board and staff.

8. Board Member Comments. Nothing New to Report.

9. Set Agenda for Next Meeting.

a. Revising Rules and Regulations

b. Conflict of Interest/Ethics Policy

10. Adjournment: Meeting adjourned at 8:27 pm.

11. Executive Session. The BOD held an Executive Committee Session after this meeting.

Respectfully submitted

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

Mary Ellen Phillips – BHHA Recording Secretary