

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

February 8, 2022 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
Michelle Kriz – O.S.C. Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee
 - Homeowners in attendance:** Scott Jedlicka, Mike Parnell, Steve Fox, Lisa Rodrigues, Ann Sweet
 - B) **Pledge of Allegiance**
 - C) The next regularly scheduled meeting of the Board of Directors will be on March 8, 2022
 - D) Review and adoption of the minutes from Jan 11, 2022, **MSC** to approve the minutes as Read: Schlesinger/Pierce 5-0
2. **Homeowners Appearances:**
 - A) Homeowners appeals to violation notices or fines. (none)
 - B) Open forum for homeowners in attendance (none)
3. **Committee and Staff Reports.**
 - A) Welcoming Committee – Ray Snider
There are three new homeowners, but Ray found no one home.
 - B) Requests for Structural Modifications (ACC-A) John and Ana Maria Gilman
 - 1) 3831 Country Trails – solar and roof – approved – permit required – exp 6/8/22
 - 2) 5959 Steeplechase – roof – approved – permit required – exp 6/8/22
 - 3) 4111 Corral Cyn – windows – approved – no permit – exp 6/8/22
 - 4) 5909 Blacksmith – artificial turf and retaining wall – approved – no permit required – Exp 6/8/22
 - 5) 5931 Blacksmith – solar – approved - permit required – exp 6/8/22
 - 6) 4225 Country Trails - solar – approved – permit required – exp 6/8/22
 - 7) 5853 Central – solar – approved – permit required – exp 6/8/22

- 8) 3636 B B B – solar – approved – permit required – exp 6/8/22
- 9) 5754 Sprinter – solar – approved – permit required – exp 6/8/22
- 10) 5528 Horse Ridge – bath remodel – approved – permit required – exp 6/8/22
- 11) 5440 Horse Ridge – extend SCR for deck – approved – permit required exp 6/8/22
- 12) 5866 Whirlybird – Code Compliance issue – San Diego County: wall was permitted. County employee did not check into water draining from pool into the open space.
- 13) 5730 Central – HO sited in December for code violations
- 14) ADU setbacks: The new board is to take the issue of setbacks and our Rules and Regs. Caroline and Sharon are to work on this. It will entail changing the SCR form and alerting homeowners to the \$500 fee due the HOA once a permit is granted.

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

- 1) 3648 B B B – dead pine tree – fine balance \$200 – recommend \$100 – HO has not responded.
- 2) 3651 B B B – Shrubs growing in open space – fine balance \$100 – recommend \$100 Homeowner has not responded.
- 3) 3657 B B B – shrubs growing in open space – no fine as issue resolved
- 4) 3712 B B B – Rear fence falling. Repair scheduled for 2/15/2022 – fine held in abeyance until March meeting.
- 5) 3667 Corral Canyon – Landscape cover and maintenance – fine balance \$200 Recommend \$200 – no compliance noted.
- 6) 3668 Corral Canyon – Dead pine tree in front yard – recommend \$100 – Homeowner has not responded.
- 7) 3933 Corral Canyon – weed barrier by sidewalk exposed – fine balance \$200 – Recommend \$100 – Homeowner has not responded.
- 8) 4226 Corral Canyon – lawn dead and mailbox falling - recommend \$100 fine as mailbox fixed but not lawn.
- 9) 4343 Corral Canyon – front yard bare dirt – fine balance \$100 – recommend \$100 Homeowner responded but has not submitted an SCR or addressed the issue.
- 10) 5034 Rocky View – SCR for slope stabilization but no county permit. Fine balance \$850 – recommend \$300 – Homeowner responded and protested fines being levied.
- 11) 5950 Steeplechase – recommend \$100 fine – Homeowner is working on issue but it Requires professional help and equipment.
- 12) 3750 Wild Oats – front yard is bare – recommend \$100 – response received from Non-homeowner but no progress has been observed.
- 13) 5866 Whirlybird – unauthorized and unpermitted sump pump in open space – Recommend \$200 fine – homeowner has not responded.

Motion to approve all fines as listed Clayton/Diaz 5/0. Staff noted that as of 2/4/2022 all Christmas lights are down.

D) Open Space Committee (OSC) Michelle Kriz

1) Completed projects: Sprinter Lane Irrigation upgrade and planting is complete. 20 One-gallon plants were planted in that area.

2) Ongoing projects:

a) 4152 Country Trails Slope Repair: OSC presented bids on the slope repair, GEI updated drawing of designated wall lengths and LandCare bid for prep work on trail to access site. Homeowners along affected area will receive a letter informing them that drainage from their property needs to go to the front.

Motion to accept bid from Henry Earthworks as slope repair contractor.

MSC Schlesinger/Clayton 5/0

Motion to hire LandCare to complete prep work for Henry Earthworks.

(Bid \$4000) MSC Clayton/Diaz 5/0

b) 5764 Sunny View Drive: Drainage from this eroding trail at Wild Oats and Country Trails. Certified letter sent to Homeowner, Jan. 27, 2022. PO to try A second time to obtain signature. After 14 days, letter if not retrieved will be Returned to HOA. OSC contacted County Parks and Recreation Trails Division to obtain information on this issue and others concerning the trails.

c) Brow Ditch Repair: OSC awaiting a bit from Southwest V Ditch for approximately 535 linear feet of brow ditches in three locations in the Highlands.

d) Red Curbs at Trail Entrances: OSC working with County Traffic Division to have designated curbs painted red.

e) Split Rail Fence Replacement: OSC to begin inventory and photo documentation of all trail entrances to determine what needs to be replaced. Project to be pushed until later in the year in the hope that there is a stabilization in the cost of construction materials and availability. In the meantime, LandCare will remove unsightly fences.

E) Financial Officer – Sandra Jones

1) 1/31/2022 YTD Balance Sheet:

a) Operating accounts: 12/31/21 Beginning balance \$ 275,989.95
01/31/2022 Ending Balance \$260,501.75

b) Reserve Accounts: 12/31/2022 Beginning Balance \$241,259.75
01/31/2022 Ending Balance \$241,314.60

c) Total Cash on hand \$501,815.60

2) 01/31/2022 P & L Budgeted VS Actual

- a) Income – Interest income 31% of budgeted due to exceptionally low interest rates for CDs and Money Market Accounts
 - b) Total other income categories total \$8,544 vs budgeted \$8,000
 - 3) Escrow Report – January 2022- 3 demands issued and 1 closing.
 - 4) Reserve Study/Audit & Tax Filings/Budget
 - a) Motion to approve three-year contract for Reserve Study (2023-2025) with Sonnenberg & Company, CPAs for fixed rate. MSC Clayton/Diaz 5/0
 - 5) New/Old Business –
 - a) New: Develop a conflict-of-interest policy and ethics policy per Sonnenberg Recommendation.
 - b) Old: January 7, 2022, Liability Insurer Scottsdale. BHHA Disputed \$2,000 increase. The auditor concurred and closed the audit on 1/13/2022.
 - 6) 02/05/2022 Delinquent Receivables Report Summary – Acct balance \$896.84
Motion to approve January 31, 2022, Reports: Balance sheet, Profit & Loss Budget vi. Actual, Bank Reconciliations, General Ledger, Check Register detail, Delinquent Receivables (collections) and Payroll Summary. MSC Pierce/Clayton 5/0
 - 4. **Written Communication Log** reviewed and accepted
 - 5. **Community Actions and Issues** – Mike Seiler mentioned phoning in the “pothole” on Central, as the county is receptive to requests made to their “Get it Done” app.
 - 6. **Old Business** – ETC update: 173 homeowners had submitted Electronic Transfer requests.
 - 7. **New Business**
 - A) Office Depot Discount Card: RS to pursue application for card.
 - B) Annual Meeting: As a location has been obtained for the Annual Meeting, homeowners are to be advised by post card, emails, and FLASH of the time and location of “In-Person” Annual Meeting. The board approved a \$200 honorarium to Bonita Orthodox Presbyterian Church for the use of their facilities for the meeting.
MSC Schlesinger/Clayton 5/0
 - 8. **Board Member Comments-** Dave Schlesinger commended Mike Seiler on his 20 years of service to the Bonita Highlands Homeowners Association, Sweetwater Valley Civic Association, Masonic Lodge and countless other organizations and committees that have benefitted our community.
 - 9. **Set Agenda for next meeting.**
 - 10. **Adjournment 8:15**
 - 11. **Executive Session** was not held.
- Respectfully submitted



Mary Ellen Phillips – BHHA Recording Secretary

