

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

June 14, 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 (arrived late)
Sharon Clayton – Treasurer 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)
Michelle Kriz – O.S.C. James Endicott – new O.S.C.
Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee

3) Homeowners (HO) in Attendance: Ann Sweet, Mike Sampsel, Adrian Ceden, Mr. Brambila, Mr. Modregon

b. Pledge of Allegiance

c. Next Board of Directors (BOD) Meeting. The next regularly scheduled BOD Meeting will be on August 9, 2022, via a ZOOM video conference

d. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from May 10, 2022, Homeowners’ Meeting and the associated Executive Session Minutes. Plus, the adoption of the Annual Meeting Minutes from March 7, 2022

e. Motions: (Motion, Seconded, Carried (MSC))

- 1)** Approve the May 10, 2022 BOD Minutes as read. MSC, Fox/Diaz 4/0 (V.P. Parnell joined mtg late)
- 2)** Approve the May 10, 2022 BOD Executive Session Minutes. MSC, Fox/Diaz 4/0
- 3)** Approve the March 7, 2022 Annual Board Minutes. MSC, Fox/Diaz 4/0

2. Homeowners Appearances:

a. Homeowner Appeals to Notices or Fines.

- 1) Barley Court Home Owner (HO) expressed concerns about the addition of wood to the top of a shared fence stating it was unsightly. Board discussed in the Executive Session.
- 2) 5730 Central –Mr. Brambila (contractor) submitted plans about an hour before the meeting, to correct issues on the property. He was asked to submit more comprehensive plans/diagrams as well as the required Structural Change Requests (SCRs) for the various corrections before the August 9, 2022 meeting.

b. Open Forum for Homeowners. None.

3. Committee and Staff Reports.

a. Welcoming Committee – Ray Snider

- 1) Ray was able to visit two new HOs, found one house being renovated to be resold and one unoccupied.

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

- 1) 3902 Rock River – vents over garage doors – approved – no permit – exp 10/14/22
- 2) 5945 Steeplechase – paint – approved – no permit – exp 10/14/22
- 3) 3934 Country Trails – patio cover – approved – no permit – exp 10/14/22
- 4) 3625 Filly – paint – approved – no permit – exp 10/14/22
- 5) 5738 Central – roof – approved – Permit Required – exp 10/14/22
- 6) 5808 Whirlybird – solar – approved – Permit Required – exp. 10/14/22
- 7) 5736 Good Karma interior electrical work - approved – Permit Required – exp. 10/14/22
- 8) 3627 B B B – solar – approved – Permit Required – exp 10/14/22
- 9) 3726 Country Trails – solar – approved – Permit Required – exp 10/14/22
- 10) 4202 Country Trails – solar – approved – Permit Required – exp 10/14/22

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

- 1) 5730 Central – Unpermitted ADU with no SCR, with less than 4’ setback; recommend \$200 fine. SCRs were disapproved in May 2022 and no new SCRs submitted to address violations.
- 2) 4343 Corral Canyon – Front yard bare dirt; recommend \$200 fine. HO responded in the past week of May 31. Was given SCRs by ACC-A.
- 3) 3710 Country Trails – Stored vehicle; recommend \$150 fine.
- 4) 3813 Country Trails – Stucco fence is dirty, cracked and needs painting; recommend \$100 fine; HO has not responded.
- 5) 3912 Rock River – Christmas lights on home; recommend \$100 fine. HO has not responded.
- 6) 5934 Rocky View – SCR stabilization of slope; recommend \$300 fine. HO has responded protesting fines. Issue has lasted over 2 years and HO has no San Diego

County permit to correct the situation, nor has HO provided any plans or SCRs to the HOA to correct the situation. Slope stabilization creates risks to adjacent HO properties.

- 7) 5946 Steeplechase – slope needs ground cover. HO responded and will add more Mulch on May 14, 2022. Held fine of \$100 in abeyance until June meeting. Inspection shows no progress – recommend \$100 fine.
- 8) 3726 Wild Oats – 3 vehicles parked beside driveway; recommend \$150 fine. HO has not responded.

Motion: Approve fines as recommended. MSC, Diaz/Fox 4/0

d. Open Space Committee (OSC) – Michelle Kriz

1) Completed Projects: 5926 Blacksmith, near trail entrance; HOA removed large eucalyptus tree next to HO's fence near trail entrance and shrubs cut back 6 feet along the fence.

2) Ongoing Projects:

- a) 4152 Country Trails; Slope stabilization and repair in Open Space behind home; work began on May 23, 2022, is to be completed June 15, 2022. OSC securing bid from LandCare for additional work needed to minimize soil erosion.
- b) Brow Ditch Repair. San Diego County Public Works Dept, Storm Water Division checked storm drain on Filly Lane, and reported the drain is in decent shape for 48 years old. Mr. York from San Diego County Flood Control did not agree with re-engineering brow ditch, since there had been no changes in watershed in the Highlands since ditches were engineered and constructed. Replacing with "like kind" should be sufficient. Mr. York reiterated the importance of keeping the brow ditches open and flowing and not changing the watershed. HOs need to know they cannot block brow ditches or impede water flow in any way. (See Rules and Regs 5.4.) If non-compliant, San Diego County can be contacted to enforce code. When considering any new construction on HO property that changes the flow of the water or topography, the natural flow of water on the lot needs to be taken into consideration by the HO and HOA as part of the SCR process.
- c) 3847 Corral Canyon Road, Lot 176: HO stated they are experiencing flooding in backyard during recent heavy rains. Board asked OSC and ACC-A to go check out the nearby retaining wall, drainage, and brow ditches.
- d) Wild Oats Lane Trail Erosion/Sewer Access Road. The San Diego County Sanitation Dept using the trail as an access road for sewer maintenance is being investigated by San Diego County Parks and Recreation. SVCA member suggested extending existing brow ditch across the trail to capture water running

from the trail and from the property on Sunny View that is eroding the trail. Nothing was officially proposed at this time.

- e) 3601 Country Trails. HO in discussions with San Diego County regarding desire to deed a section of their property to the county for a trail entrance.
- f) Wild Oats Green Space Revitalization. Due to the drought conditions in California, it is the recommendation that this project be put on hold until 2023.

3) New Projects for approval:

- a) No major tree work is recommended for June-August due to bird nesting season.

e. Financial Officer (FO) – Sandra Jones

1) Financials

a) Operating ending balance 05/31/2022	\$510,921.76
b) Reserve Accounts ending balance 05/31/2022	\$221,516.87
c) Total Cash on hand	\$732,438.63

Motion: Transfer \$43,900.00 from BHHA Reserve Account to BHHA WFB Operating Account for Slope Stabilization. MSC, Pierce/Fox 4/0

2) Escrow Report –3 Demands – 2 Closings

3) New/Old Business

4) New/ Motion: Approve Board Resolution 22-0510 Signatory on Bank Accounts: S. Jones, M. Parnell, S. Clayton, S. Fox. S. Mike Seiler and Dave Schlesinger to be removed as signatories. S. Fox (Secretary) to sign the resolution. MSC, Pierce/Fox 4/0

5) New/ Board to review legal updates to Rules and Regs, ACC Guidelines and Collection Policy

6) Old/ Annual Audit review and filing of Association tax returns in progress.

7) Develop a Conflict-of-Interest Policy and Ethics Policy per Sonnenberg recommendation.

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

Motions: Approve May 31, 2022, Reports: Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (Collections), and Payroll Summary. MSC, Clayton/Fox 4/0

4. Written Communication Log. The BHHA Written Communication Log was reviewed and accepted.

5. Community Actions and Issues.

- a) SVCA will also be “dark” in July but will resume monthly meetings August 3, 2022. At their June meeting, SVCA voted to add one additional member to their elected slate of

officers and that person would serve as “member at large”. Interested persons are to contact SVCA,

- b) Streets in Bonita Highlands are due for resurfacing: Country Trails, Wild Oats, Lazy Trail Court, and Central to Dawsonia are being prepared for competitive bid. San Diego County dropped leaflets on porches alluding to this activity.
- c) John Gillman (ACC-A) to contact Republic Waste is to pick up their trash cans in the BHHA that are no longer part of their service contract; specifically for those trash cans left in the street.

6. Old Business.

- a) John Gilman (ACC-A) and Sandra Jones (FO) updating SCR Form and SCR Approval Letter

7. New Business.

- a) Rules and Regs are to be reviewed by Board and Staff. Suggestions for changes to be submitted before next meeting for consideration. Sharon Clayton (Treasurer) asked that this review be put in the newsletter allowing homeowners to be part of the review/revise process.

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 (to be discussed in Executive session)

10. Adjournment: 8:15

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

Respectfully submitted



Mary Ellen Phillips – BHHA Recording Secretary