

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

May 10, 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 to ensure adequate time for all individuals to speak. 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 Gilman -- ACC-A 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, Andres and Adrian Ceden, Mr. Brambila, Daniel Cruz, Mike Seiler.

b. Pledge of Allegiance

c. Next Board of Directors (BOD) Meeting. The next regularly scheduled BOD Meeting will be on June 14, 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: (Motion, Seconded, Carried (MSC))

1) Approve the BOD Minutes as read – MSC Clayton/Parnell; 4/0

2) Approve the BOD Executive Minutes – MSC Clayton/Parnell; 4/0

2. Homeowners Appearances:

a. Homeowner Appeals to Notices or Fines.

1) 4010 Country Trails – HO appeared to appeal the fine he received for red, white, and blue rope lights under eaves of roof. R & Rs state exterior house lighting is only allowed during holidays. His lighting may be turned on for Patriotic holidays.

2) 5730 Central – HO and son appeared with their architect Mr. Brambila to address issues with SCRs submitted for previously built, but unapproved, additions to his property. The SCRs were not approved because they did not meet San Diego County property setback code. Board asked the HO to resubmit plants for both questioned

patio covers and to meet with ACC-A regarding “retrofit” of ADU to comply with San Diego County property set back regulations.

- 3) 5818 Blacksmith – HO asked what was being done about properties that have encroached into the common area. President Pierce said the board would review the encroachment issue and determine how best to proceed. The HO asked when “in-person” meetings would resume and President Pierce said the board would continue zoom meetings for the foreseeable future.

b. Open Forum for Homeowners. None.

3. Committee and Staff Reports.

a. Welcoming Committee – Ray Snider

- 1) Ray was able to visit one new HO, but found four others were either not at home or were renovating their house.

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

- 1) 5730 Central Ave – ADU, patio cover (east side), patio cover (west side) -- Not approved
- 2) 3726 Country Trails – retaining wall/extend driveway – approved – no permit – exp 9/10/22
- 3) 3957 Corral Cyn – white vinyl fence – approved – no permit – exp 9/10/22
- 4) 3636 Wild Oats – paint – approved – no permit – exp 9/10/22
- 5) 5736 Barley Ct. – paint and fence – approved – no permit – exp 9/10/22
- 6) 5738 Central – roof – approved – no permit – exp. 9/10/22
- 7) 5824 Blacksmith – solar – approved – permit required – exp. 9/10/22
- 8) 3649 Filly – solar – approved – permit required – exp. 9/10/22
- 9) 4316 Country Trails – replace HVAC – approved – permit required –exp. 9/10/22

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

- 1) 3669 Belle Bonnie Brae – 5 barking dogs – HO responded to nuisance letter – Fine held in abeyance until June.
- 2) 5730 Central – Unpermitted ADU with no SCR, with less than 4’ setback; \$200 fine. HO responded and submitted 3 SCRs for board consideration. Fine held in abeyance until the June meeting.
- 3) 5933 Central – Toyota truck parked on rock landscaping on unauthorized driveway; HO responded and advised elderly mother had received fine warning. Truck moved and HO requested that fine be rescinded. Board concurred.
- 4) 4343 Corral Canyon – Front yard bare dirt; fine balance \$1,650; recommend \$200. HO responded in the past. Owes \$950 in prior landscaping fines.

- 5) 4210 Country Trails – front yard and driveway need weeding, trash cans left in street. Fine balance \$100 – Fine recommended \$100 – HO has not responded. Prior fine for same issues.
- 6) 5723 Good Karma – shrub debris behind property in open space – no fine – issue resolved.
- 7) 3908 Rock River – stored cars and trash cans left out. Fine balance \$1,100 - No fine HO responded that evicted tenants were moving out. \$100 fine held in Abeyance until June.
- 8) 5934 Rocky View – SCR stabilization of slope - No San Diego County permit – fine balance \$1750. \$300 fine recommended. HO has responded protesting fines being levied. However, HO has had 2 years to obtain a permit, provide a plan, and correct the situation. This homeowner’s failure to repair this slope leaves adjacent properties in jeopardy.
- 9) 5946 Steeplechase – slope needs ground cover. HO responded and will add more Mulch on May 14. Recommend holding fine of \$100 in abeyance until June meeting.
- 10) 3726 Wild Oats – 3 vehicles parked beside driveway – recommend \$100 fine. HO may be running vehicle tour guide business from home.

Motion: Approve fines as listed for #4 \$200, #5 \$100, #8 \$300, #10 \$100 – MSC
Clayton/Fox; 5/0

d. Open Space Committee (OSC) – Michelle Kriz

1) Completed Projects: Central Avenue: green belt trees have been laced. One dead tree removed (\$3,060). Pony Lane: 2 eucalyptus trees removed (\$2,375). Remaining trees to be laced at a later date.

2) Ongoing Projects:

- a) 4152 Country Trails Slope Repair. Preconstruction meeting held April 12. Inspection of the site resulted in additional prep work to be done by LandCare. The proposal for \$1,875 for this additional work is to be paid out of reserve funds. Motion to approve additional work was made by Parnell/Fox and approved 5/0. Homeowners have been advised of the project and noise that will come from pounding of pipes. Estimated time for project, one month. Water and Electricity will be needed by Henry Earthwerks. Because the Association does not have irrigation in the area, OSC will consult HO for access to water and electricity. OSC recommended a stipend payment to HO to cover increased electric and water bills for one month. Motion to cap stipend payment for water and electricity for project at \$500. MSC – Pierce/Diaz; 5/0
- b) Brow Ditch Repair. San Diego County Public Works Dept, Storm Water Division to check storm drain on Filly Lane and advise of findings as to whether water can

flow adequately and if brow ditches will handle the storm water drainage from Filly Lane.

- c) Wild Oats Lane Trail Erosion/Sewer Access Road. A meeting is scheduled for May 10 at Wild Oats green space with the County Trail Team to discuss the road, the trail, and the County establishing a trail behind 3601 Country Trail.

3) New Projects for approval:

- a) 5929 Blacksmith: \$4,438. Large eucalyptus removal in trail entrance and trimming of shrubs along the fence line. Motion to approve – MSC Diaz/Clayton; 5/0
- b) Wild Oats Lane Green Space Revitalization: \$1,275. Project involves removal of existing weeds in open space and slope, reseeding flat area with drought tolerant Bermuda grass. Mulch will be refreshed. Slope area planted with drought tolerant, low maintenance plants. When “split rail” project begins at the end of the year, one will be installed along the top of the slope to prevent people from driving up the embankment. Motion to approve – MSC Clayton/Fox; 5/0

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 04/30/2022 \$523,725.96
- b) Reserve Accounts ending balance 04/30/2022 \$221,467.06
- c) Total Cash on hand \$745,193.02

2) Escrow Report – 1 Demand – 3 Closings

3) New/Old Business

- a) New/ Board Resolution 22-0510 Signatory on Bank Accounts; S. Jones, M. Parnell, S. Clayton. C. Pierce and S. Fox to sign the resolution. MSC -- Clayton/Fox; 5/0
- b) New/Register for CalSavers to satisfy CA Mandatory Retirement Program. MSC -- Clayton/Fox; 5/0
- c) Old/Preparing for Annual Audit review and filing of Association tax returns
- d) Develop a Conflict-of-Interest policy and Ethics policy per Sonnenberg.
Recommendation: Board and Recording Secretaries
- e) Annual Assessment show 652 of 667 paid (98%) as of 05/06/2022

Motions: Approve March 31, 2022, and April 30, 2022 Reports: Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (Collections), and Payroll Summary. MSC – Clayton/Fox; 5/0

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) John Gilman and Sandra Jones to update 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.
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:** 9:25 p.m.
11. **Executive Session.** The BOD held an Executive Committee Session after this meeting.

Respectfully submitted



Mary Ellen Phillips – BHHA Recording Secretary