

Bonita Highlands Homeowners' Association
Board of Directors Meeting - Minutes
August 13, 2019

1. Call to Order - The meeting was called to order at 7:00 by President Mike Seiler, who welcomed all the homeowners and guests. He reminded all guests wishing to speak to come to the lectern and address the chair, limiting comments to 3 minutes if possible.

A. Roll Call: 4 Directors were present Director Debbie Allen was absent. All staff were present.

B. Pledge of Allegiance was recited

C. Next regularly scheduled meeting of the Board of Directors will be September 10, 2019, at 7:00 p.m. in the Bonita Sunnyside Fire Station.

D. The minutes from the June 12, meeting were reviewed and approved. M/S Clayton, Snyder.
Passed 4-0

2. Homeowner appearances:

A. Homeowner appeals to violation notices or fines:

1) 5728 Sprinter- Homeowner came to update board on the progress with home they are trying to ready to rent. It has been almost a year since they inherited the home and had to remove 40 years of accumulated possessions and an over grown yard. The board agreed to extend a grace period for bin in driveway until August 31, at which time fines would begin.

2) 5628 Central -Homeowner expressed concern about commercial vehicles in driveways or in front of property in the Highlands. There is a disabled plumbing truck on Corral Canyon and now a carpet cleaning van on Steeplechase.

B. Open Forum for homeowners

1) 5818 Blacksmith - expressed concern about the collection of fines due the HOA and also late assessments. He was curious if Small Claims actions had begun. He also mentioned the encroachment on HOA property that prevents people and horses access to the horse ring without opening the gate. Homeowners on either side of the gate have built fence/wall to the curb which encroaches on HOA property, eliminates the access to the rings as well as preventing the resurfacing effort to rebuild the curbs along that section of the road. The board will pursue a resolution to that problem

2) 5910 Steeplechase - Homeowner thanked the staff for the expediency in handling the SCR/blueprints for his room addition.

3) 5909 Blacksmith - Homeowner wants to begin removal and rebuilding of wall on side of property to accommodate motorhome storage in side yard. SCR as well as county permit will be required.

4) 5426 Annie Laurie Lane - Homeowner does not have a horse lot, but his backyard is adjacent to the trail and he has no neighbors on his west side. He has a senior horse that he would like to corral in his yard for the limited duration of her life. The board said that no tack room could be built but with permission of his neighbor to the east and the county, a corral would be allowed for the duration of his horse's life, after which time it would have to be removed.

5) 5973 Steeplechase - Homeowner asked for clarification on pool construction start date. The board put this item on hold until the homeowner could gain permission from his neighbor to the north and obtain a permit from the county due to the space and setbacks required.

6) 3836 Corral Canyon - A new homeowner is concerned about the traffic island in front of his home as it is hit on a regular basis and reflectors are flattened. He was advised to go to the next SVCA meeting and talk directly with the County personnel who regularly attend that meeting.

3. Committee and Staff Reports:

A. Welcoming Committee (Bobbie and Ray Snider) Two new homeowners were visited and each received a mug and a copy of the new Rules and Regulations. Ray said people expressed pleasure about living in a community with an active HOA.

B. Requests for Structural Modifications (John and Ana Maria Gilman)

- 1) 3836 Corral Canyon - replace lawn, replace and extend driveway, retaining wall in back yard, and storage shed - no permits required - approved
- 2) 5910 Central - paint - no permit required - approved
- 3) 3642 Belle Bonnie Brae - stone veneer fascia - no permit required - approved.
- 4) 4038 Country Trails - paint - no permit required - approved.
- 5) 5948 Pathfinder - re-landscape - no permit required - approved.
- 6) 4209 Country Trails - replace garage door - no permit required - approved.
- 7) 3712 Belle Bonnie Brae - paint - no permit required - approved.
- 8) 3831 Country Trails - pool - permit required - approved.
- 9) 3919 Country Trails - sunroom - permit required - approved.
- 10) 5910 Steeplechase - room addition - permit required - approved.
- 11) 5973 Steeplechase - pool - permit required - put on HOLD until required documents acquired.
- 12) 5776 Good Karma - reroof - permit required - approved.
- 13) 4319 Corral Canyon - room addition/remodel - permit required - put on HOLD, documents incomplete.
- 14) 4160 Corral Canyon - electric panel replacement - no permit required - approved.
- 15) 3842 Wild Oats - roof replacement - permit required - approved.
- 16) 5401 Horse Ridge - solar - permit required - approved.

C. Architectural Compliance - (Sylvia Tucker)

Inspection dates: 06/20/19, 07/08/19, 07/23/19, and 08/08/19

Notices sent for inspections - 65

Fine letters sent - 6

Fine Warning letters - 36

Fine Summary: Outstanding fines: June 2019 fines = \$1150

Fine Warning letters:

- 1) 3934 Corral Canyon - Homeowner fined \$300 for lack of maintenance on front yard. There is a stored van in driveway. Previous fine balance \$1800. HO requested a payment plan.
- 2) 3727 Corral Canyon - Homeowner is fined \$200 for the condition of the front yard and an additional \$150 for the vehicle stored in the driveway. There are 23 previous fines on this property. All correspondence returned unopened. Total fines on this property \$3950.
- 3) 5951 Central - Homeowner is fined \$200 for the condition of the front yard, bricks in planter that need attention and house trim plus garage that need to be painted. Total fines on this property \$1250. The homeowner has not responded.
- 4) 3657 Belle Bonnie Brae - No visible address on property, trash cans in sight. \$100 recommended. Homeowner has not responded.
- 5) 3774 Wild Oats - The homeowner has been fined 7 times for the condition of the front yard. The fine balance is \$350 with \$200 recommended for this month. Homeowner sent 2 checks to the HOA made out incorrectly which were returned to him, followed by a phone call.
- 6) 3843 Wild Oats - Giant palm in front yard with dead fronds. It needs to be trimmed or removed \$100 fine is recommended. Homeowner has not responded.
- 7) 5416 Horse Ridge Way - Christmas lights under the eaves. \$100 fine recommended. Homeowner has not responded.

- 8) 5781 Sprinter - Storage bin in driveway for several months. Time was extended until this meeting, but board granted an extension until August 31. \$150 fine held in abeyance. Fines recommended by ACC-C were approved. Motion Clayton, Second Snyder Carried 4/0.

D. Open Space Committee (Glenn Kopp)

- 1) Open Space Mowing - Terra Care has spent twelve weeks and the job is not complete. Payment will be withheld until the job is complete. Motion Clayton, Second Snyder, Carried 4/0
- 2) 6054 Central - Homeowner concerned about bush/tree branches in his fence. Both have been removed.
- 3) 5410 Mirar - Homeowner concerned about a large bush in open space next to her fence. The bush was trimmed and Glenn will keep an eye on it.
- 4) 3804 Leadrope - Homeowner called to report two big eucalyptus trees that were cut down by a homeowner. Turned out the trees were on homeowners own property next to his fence.
- 5) 3707 Wild Oat's trail entrance - Trimmed and laced eucalyptus tree in trail entrance.
- 6) 6054 Central trail entrance - Trimmed two palm trees in the trail entrance and cut bushes in the open space that were pushing against and over homeowner's fence.
- 7) Ring Roads - Both upper and lower ring roads have been repaved. The only thing left is to put the seal coat on the roads which will happen during the first week of October.
- 8) Ring Road Encroachment - it was noted upon inspection that a portion of the asphalt curb near the Corral Canyon entrance had not been replaced. The asphalt contractor was concerned about damaging the stucco wall that abuts the curb. Upon viewing the area, board members and OS staff determined that properties on both sides of Ring Road at the Corral Canyon entrance had encroached on BHHA property. Originally, residents walking and those on horseback could use the 6 foot path on either side of the locked gate to access the horse ring area. Currently, there is no access except to obtain a key and unlock the gate, due to the wall and fencing that was built up to the Ring Road curb. The board is planning to hire a surveyor to determine lot lines and property boundaries.

Maintenance Contract August 2019

Item number	Delivery order	Cost
2A	Grass Mowing	\$ 824
4	Drag the trails	5,480
10	Irrigation	936
Total		\$ 7,240

E. Financial Officer's Report (Sandra Jones)

- 1) Balance Sheet 07/31/19
- 2) Operating Accounts:
 - a) SDCCU SDC6CD 2001 (31) matured, New APY .90% matures 1/27/2020
 - b) WFB Checking/Savings:
 - 1) Deposited \$73,432 from MFCU Reserve money mkt (01) to checking on 8/6/2019 to pay SEALRIGHT Paving per Board Resolution 19-0805.
 - 2) New debit cards issued to Sharon Clayton Treasurer, and Sandra Jones Financial Officer. Audit recommendation was to Close/Destroy card. Move Clayton, Second Snyder, Pass 4-0
 - 3) Audit recommendation to set up Bill Pay for recurring bills. Move Clayton, Second Snyder Motion carried 4-0
 - 4) BOD Moved, Seconded and Approved transfer of \$25,000 From MFCU Operating account to WFB Operating Account.
- 3) Reserve Acct:

- a) NICU (California Credit Union) CD 1908 matures and FO recommends opening a new CD at NICU for 15 months at 2%. . Motion to accept FO recommendations for CDs, Moved Clayton, Second Snyder, Passed 4-0
- b) MFCU Reserve 7 months CD 1908 matures 8/15/2019. FO recommends new CD at MFCU at 1.25% APY. Motion to accept FO recommendations for CDs, Moved Clayton, Second Snyder, Passed 4-0
- 3) Budget: P & L, Budget vs Actual
 - a) Assessments % of budgeted _ 100% due to collection of prior years' DELQ assessments
 - b) Expense for Paving project will populate in "common area-other" on August P & L.
 - c) Board to move to approve July and August financial reports, reconciliation, general ledger, check register, delinquent receivables (collections) Moved: Clayton, Second Snyder passed 4-0
- 4) Escrow report: 6 demands sent. 2 escrow closings.
- 5) Reserve Study: Level II Reserve Study for FY 2020 scheduled for August 2019 (Sonnenberg & Co)
- 6) Old Business:
 - a) Assessments Collected: 663 of 667 accts. FO recommends sending 3 delinquent accts to GBF for pre-lien notification and filing. So moved Clayton, Second Snyder, passed 4-0. (one lot excluded pending BK)
 - b) Old/ Completed Audit and Corporate Tax returns 2018/2019 FY Audit w/ Sonnenberg
 - 1) BOD approved a review audit and preparation of Corp Tax return for \$1,700 for FY 2019-2020 Motion to contract review audit with Sonnenberg: Moved Clayton, Second Snyder, passed 4-0
 - 2) Mileage reimbursement logs need to comply with accounting standards. FO emailed the requirements to BOD/staff .
 - 3) BHHA is required to make quarterly tax deposits. FO registered with EFTTPS - electronic Federal Tax payment system.
- 7) New Business:
 - a) Annual Notice for Address, Representative and Rental Status (ANARRS) - alternative/secondary address form. Approved form to be sent out with Annual Audit. Moved Clayton, second Snyder passed 4-0
 - b) GBF advised BOD to consider updating language in CC&Rs from recording liens every year to "as needed" or adopt a new policy. HOA to follow current California law regarding liens
 - c) Terra Care outstanding invoices being disputed. No response from company. President Seiler to contact Monarch Landscape (parent company of Terra Care)
 - d) Total Delinquent Accounts balance \$16,641
 - 1) 2019-2020 delinquent accounts balance \$ 888
 - 2) GBF Collections, BK, uncollected judgements \$ 15,753
- 4. Written Communication Log (Mary Ellen Phillips) - The log was reviewed and accepted.
- 5. Community Issues and Actions.
 - A. Synopsis of the State of Bonita address at SCVA meeting.
 - B. Bonitafest scheduled for Sept 21, 2019 at BVHS
- 6. Old Business:
 - A. Zero Hour employee contract. Sharon provided staff with a form for tallying hours spent on job.
- 7. New Business

A. Ring Road

- 1) While inspecting finished project, an unfinished section of curbing near Corral Canyon was noted by board inspectors (Seiler, Schlesinger & Kopp). Contractor/owner reported that the section of curbing was adjacent a stucco block wall and the paving crew had opted not to replace curb for fear of damaging wall. The board members requested that contractor finish the asphalt dyke curbing next to the block wall at 3726 Corral Canyon, including the area improperly removed above the vehicle gate by the homeowner.
- 2) Encroachment: Further inspection by BOD and Staff indicated that two properties (one on each side of Ring Road access from Corral Canyon) had moved their property boundaries to the curb by building fences or a wall next to the curb. The original access had a 6 foot wide foot path or equestrian access without unlocking the gate. That access is now gone due to encroachment by these homeowners. The first step to resolution: Is to hire a surveyor to find actual/original property line for each of these properties. Mike Seiler to write letter to HOs, (to be viewed/approved by GBF) as we move toward correcting this problem and returning Ring Road access to original state.

8. Board Member comments:

9. Meeting adjourned at 9:00

10. Executive session was held.

Respectfully submitted



Mary Ellen Phillips

BHHA Recording Secretary