

Bonita Highlands Homeowners' Association

Board of Director's Meeting Minutes

December 14, 2021, 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.

Homeowners in Attendance: M. Sampsel, J. Wright, A. Sweet, J. Garcia, S. Fox

A) Roll Call:

Board of Directors (present unless noted as absent)

Mike Seiler – President(absent) 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 (absent)
Michelle Kriz – O.S c. Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee

B) **Pledge of Allegiance**

C) The next regularly scheduled meeting of the Board of Directors will be on JANUARY 11, 2022

D) Review and adoption of the minutes from November 11,2021 MSC to approved the Minutes as read: MSC Clayton/Diaz 4/0

2. **Homeowners Appearances:**

A) Homeowners appeals to violation notices or fines.

B) Open forum for homeowners in attendance

3. **Committee and Staff Reports.**

A) **Welcoming Committee** – Ray Snider

There were two new homeowners. Ray visited one and one was renovating.

B) **Requests for Structural Modifications** (ACC-A) John and Ana Maria Gilman

1) 3661 Filly – re-roof – approved, permit required – SCR exp 4/14/2022

2) 5853 Central – re-roof – approved, permit required – SCR exp 4/14/2022

3) 3859 Country Trails – paint, new door on rear, approved, no permit req., SCR exp 4/14/2022

4) 5843 Central – landscape side yard – approved, no permit req., SCR exp 4/14/2022

5) 4128 Corral Cyn – paint – NOT approved

6) 5835 Leadrope – Landscape – approved, no permit req. SCR exp 4/14/2022

7) 4042 Corral Cyn – shed – approved, no permit req., SCR exp. 4/14/2022

8) 5707 Good Karma – deck and shed – approved – permit req., SCR exp. 4/14/2022

- 9) 3839 Corral Cyn – replace fence, extend driveway – approved – no permit req., SCR exp. 4/14/2022
 - 10) 3742 Country Trails – solar – approved – permit required – SCR exp. 4/14/2022
 - 11) 5730 Central reported to SD County Coad compliance
- C) **Architectural Control Committee** Report (ACC-C) Sylvia Tucker
- 1) 3667 Corral Cyn. – landscape cover and maintenance – fine balance \$400 – Recommend \$200 – HO has not responded
 - 2) 3703 Corral Cyn. – side parkway area needs maintenance – fine balance \$0 HO paid \$200 owed. Recommend \$100 - No compliance observed
 - 3) 3735 Corral Cyn – nuisance letter/barking dog – HO paid fine, no additional Complaints received.
 - 4) 4139 Corral Cyn. – Business Occupation nuisance – Recommend \$100 – held in abeyance until Jan. 11, 2022, as fine letter stolen
 - 5) 3654 Belle Bonnie Brae – weed barrier exposed on slope. Recommend \$100 fine HO has not responded.
 - 6) 3709 Country Trls. – stored pickup over 72 hours – fine balance \$2850 – recommend \$300 – HO has not responded.
 - 7) 5527 Horse Ridge – Yard maintenance, roof debris, mattress visible in 2nd story Window – Recommend \$100 Inspections showed no compliance
 - 8) 3908 Rock River –Shrubbery in OS, brow ditch cleaning - Fine balance \$1000 (from Stored vehicle) Recommend \$100 for OS violation.
 - 9) 4136 Country Trails – front landscape dead, stored car – car removed, HO responded Recommend \$100 fine held in abeyance for 30 days.
 - 10) 5934 Rocky View – SCR for slope stabilization with no county permit – fine balance \$250 – recommend \$300 – HO has not responded.
 - 11) 3831 Corral Canyon – rain gutters rusting and broken – no fine recommended – HO Responded is working to repair problem – Recommend \$100 held in abeyance For 30 days.
 - 12) 3933 Corral Cyn – weed barrier by sidewalk exposed - Recommend \$11 fine – HO has not responded.
 - 13) 5950 Steeplechase – shrubs by driveway need trimming – HO responded and actively working on conformance issue but hasn't corrected corr3ected violation. Recommend \$100 fine.
 - 14) 4226 Corral Canyon – lawn is dead, mailbox falling – Recommend \$100 fine Held in abeyance until Jan. mtg.
 - 15) 4343 Corral Canyon – front yard is bare – Recommend \$100 fine – HO has not Responded.
 - 16) 3648 Belle Bonnie Brae – dead pine tree in front yard – Recommend \$100 fine HO has not responded.
 - 17) 5629 Sprinter – tree branches overhang road – HO responded and will trim the tree Recommend \$100 fine held in abeyance for 30 days.
 - 18) 3750 Wild Oats - front yard is bare – Response received from non-homeowner. Yard Will be planted January/early February. Asked for time. Recommend \$100 fine Held in abeyance for 60 days.

19) 5703 Yearling – parkway facing Corral Cyn need maintenance – Recommend \$100 fine. No response from HO.

All fines approved except #13. ACC-C to talk with HO (fine held in abeyance.)

MSC Pierce/Diaz 4/0

D) **Open Space Committee** (OSC) Michelle Kriz

1) New Projects needing Board Approval.

- Sprinter Lane Irrigation Upgrade and Repair : This project includes replacing, upgrading and repairing existing irrigation system. Planting will include new native shrubs in bare spots. BVGC will plant trees in honor of deceased members and two trees would be planted on the trail entrance. The trees are low maintenance/ low water use native trees. Proposal \$3,463

MSC Clayton/Diaz 4/0

2) Projects Ongoing –

- 4152 Country Trails Slope Repair – OSC contacted 5 contractors, 3 declined to bid on project. OSC awaiting bids from two contractors. Both contractors agreed the slope is steep and erosion is a problem
 - LandCare Contract Extension: LandCare agreed to transfer the remaining 6 months of our current contract (January – June 2022) to a new contract. A new contract would be dated April 1, 2022 – March 31, 2023, and April 12023 – March 31, 2024. There will be no price increase until July 2022. We will see a slight increase from July 1 – March 31, 2023. The cost of mowing has not increased. Price increase (\$789) is for cleaning brow ditches.
- MSC Clayton/ Diaz 4/0
- Trail Entrance Research: OSC to continue researching trail slope maintenance as the information regarding responsibility for planting and/or maintaining the slopes is incomplete.
 - HOA maintenance costs of trees planted by homeowners in the open space: This is another area of concern and OSC is looking at CC&R section 9.1.9 Common Areas uses. Both the CC&Rs and the Rules and Regs address landscaping and cultivating in the OS only with BOD approval. This is an ongoing project and OSC is seeking information.

3) Completed Projects: 5918 Rocky View Ct. Work on trail behind this property was Completed by LandCare on December 7, 2021

4) Projects Recommended for the next year's Budget:

- Brow Ditch repair and Split rail replacement. Research ongoing. AZAR Builders will bid on 500 feet of brow ditch repair/replacement in three locations.

E) **Financial Officer** – Sandra Jones

1) YTD Balance Sheet

- Operating Accounts: 10/31/2021 Beginning balance \$307,589.10. Ending balance 11/30/2021 \$293,278/98.
- Reserve Accounts: 10/31/2021 Beginning Balance: \$241,151.85. Ending Balance \$241,204.91.
- Total Cash on hand \$ 534,483.89

- 2) 10/31/2021 P & L Budget vs. Actual
 - Income
 - Expenses: Miscellaneous Dues/Subscriptions: \$615 spent so far (205% of budgeted)
- 3) Escrow Report: November 2021: 2 Demands Issued/0 Closings
 - Motion to approve increase in Transfer fees from \$80 to \$100 and Demand Doc Fees from \$165 to \$180 for a total of \$280 due to increase in cost/time. Motion to authorize FO to research industry standard for Escrow Transfer Fees. MSC Clayton/Diaz 4/0
 - In the last 16 months, FO has provided approx. 233 statements to Homeowners for refi.
- 4) Reserve Study/ Audit & Tax Filings/Budget

Reserve Study in Process:

 - Slope repair estimated between \$40,000-\$60,000,
 - Brow Ditch repair will be needed in 2022-2023.
 - 2018-2019 Reserve Study component “Fencing/Railings/Gates” was removed by the BOD from the reserve study budget. Funding for replacing split rail fences could possibly be included in Landscape repair.
- 5) 2nd Reading of the budget,
- 6) Final Reading of Budget on January 11, 2022
- 6) New/Old Business:
 - Old/ Sexual Harassment training must be completed by December 31, 2021 (3 of 6 employees have completed)
 - Old/ All 2021-2022 Assessments are PAID
- 7) Delinquent Receivables Acct. balances \$896,84
 BOD motion: Motion to approve November 30,2021 reports: Balance Sheet, Profit and Loss, Budget vs Actual, Bank Reconciliations, General ledger, Check Register detail, Delinquent Receivables (collections) and Payroll Summary. MSC Clayton, Pierce 4/0
4. **Written Communication Log** – reviewed/complete
5. **Community Actions and Issues:** Corral Canyon (leak) was repaired and repainted by SD County with reduced speed painted on the asphalt.
6. **Old Business**
 - ADR update will take place during Executive session
 - ETC update: less than 100 received. Goal to reduce newsletter printing/mailing 100
7. **New Business**
 - Second reading of Budget presented during Financial Officer’s report
 - Candidates running for the BOD to be asked to write bio for newsletter.
 - Holiday Lights Contest prizes (\$75, \$50, \$25) approved MSC Clayton/Diaz Judges to be Sylvia Tucker, Sharon Clayton, Diaz Family and Pierce Family. Judging 12-18 thru 12/20.
8. **Board Member Comments - none**
9. **Set Agenda for next meeting.**
10. **Adjournment 8:01**
11. **Executive Session** was held.

Respectfully submitted

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

Mary Ellen Phillips
BHHA Recording Secretary