

Bonita Highlands Homeowners' Association

Board of Director's Meeting Minutes

January 11, 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 (absent)
Michelle Kriz – O.S c. Mary Ellen Phillips – Recording Secretary Ray Snider –
Welcoming Committee

Homeowners in Attendance: M. Warriner, M. Sampsel, A. Sweet, S. Fox, M. Parnell

B) **Pledge of Allegiance**

- C) The next regularly scheduled meeting of the Board of Directors will be on February 8, 2022, via Zoom video conference
- D) Review and adoption of the minutes from December 14, 2021, MSC to approve the Minutes as read Schlesinger/Diaz 5/0

2. **Homeowners Appearances:**

A) Homeowners appeals to violation notices or fines.

1) 3908 Rock River appeared to appeal fines. No new fines for vehicles in driveway. Homeowners stated that they were meeting with landscaper to correct issue of vegetation obstructing trail entrance and impacting brow ditch. ACC-C to send fine letters for vehicles and OSC to send pictures of trail entrance.

B) Open forum for homeowners in attendance

3. **Committee and Staff Reports.**

A) Welcoming Committee – Ray Snider

Ray visited 3 new homeowners.

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

- 1) 3916 Rock River – block retaining wall – approved no permit – exp 5/11/2022
- 2) 4111 Corral Canyon – replace windows – approved – no permit – exp 5/11/2022

- 3) 5629 Sprinter – replace fence – approved – no permit – exp 5/11/2022
- 4) 4128 Corral Canyon – paint – approved – no permit – exp 5/11/2022
- 5) 5778 Sprinter – re-roof and replace windows– approved permit required – exp 5/11/2022
- 6) 5620 Loping – replace HVAC system – approved – permitted required exp 5/11/2022
- 7) 5969 Steeplechase – solar panels – approved – permit required – exp 5/11/2022

Code Compliance violation cases opened

- 1) 5730 Central
- 2) 5866 Whirlybird Way

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

- 1) 3667 Corral Cyn – landscape and ground cover – 5 fines – HO paid \$600 – no Compliance noted – recommend \$200.
- 2) 3648 Belle Bonnie Brae – dead pine in front yard – fine balance \$100 – recommend \$100 – HO has not responded.
- 3*) 3657 Belle Bonnie Brae – shrubs growing in Open space from residence - \$100 Open Space violation
- 4) 3633 Belle Bonnie Brae – same as above - \$100 Open Space violation
- 5) 3639 Belle Bonnie Brae – same as above - \$100 Open Space violation
- 6) 3651 Belle Bonnie Brae – Same as above - \$100 Open Space violation
- 7*) Belle Bonnie Brae – fence falling into open space – no fine – HO scheduled repair – 2/15/2022 Revisit in March
- 8*) 3831 Corral Canyon - rain gutters rusting and broken – Hold \$100 fine in abeyance HO replied that repair is in progress.
- 9) 3933 Corral Canyon - weed barrier by sidewalk exposed - \$100 fine balance – Recommend \$100 additional. HO has not responded.
- 10) 3941 Corral Canyon – Brow ditch blocked - \$100 Open Space violation
- 11*)4139 Corral Canyon – business occupation nuisance – HO responded – hold fine in Abeyance until February 2022
- 12) 4201 Corral Canyon – dumping in open space and blocked brow ditch - \$100 – Open Space violation
- 13*)4226 Corral Canyon – Lawn is dead, mailbox falling - \$100 held until February
- 14*)4343 Corral Canyon – front yard is dirt – fine balance \$100 – Hold \$100 in abeyance HO responded but did not submit SCR
- 15*)4136 Corral Canyon – front yard dead, stored car – HO responded- hold fine in Abeyance until February 2022
- 16*)3908 Rock River – shrubbery in open space – brow ditch filled with debris – Fine Balance \$1,100 due to stored vehicles (\$900) HO spoke at mtg. ACC-C and OSC to Send pictures for HO to use against tenant. Fine held in abeyance as HOA works

HO to resolve problem.

- 17) 5934 Rocky View – SCR slope stabilization – no county permit. fine balance \$550
Recommend \$300. HO has not responded.
- 18*)5950 Steeplechase – shrubs by driveway need trimming – no fine recommended as
Homeowner responded and is cutting branches – fine held in abeyance until 2/11/22
- 19) 3707 Wild Oats - fine removed as jet skis were moved. Golf cart stored in
driveway
- 20*)3750 Wild Oats – front yard dirt – non-Homeowner responded – fine held until
February Meeting.

Homes with * have fines held in abeyance (3,7,8,11,13,14,15,16,18, and 20. remove 19) all
other Fines approved MSC Schlesinger/Pierce 5/0

D) Open Space Committee (OSC) Michelle Kriz

- 1) Completed projects – LandCare contract extension – The contract was accepted and
signed by both parties. We have a contract extension through March 2024.
Negotiations for a new contract should begin in December 2023 to budget for 2024-
2026.
- 2) 4152 Country Trails Slope Repair: As no spec was made on the length of the walls
only height, the BOD suggested a fifty-foot wall with 3" pipe. Contractors will be
asked to bid on this. OSC to have bids from both contractors and LandCare for slope
repair and replanting. LandCare to bid on stump removal. OSC wants to inform
homeowners on this slope that vegetation on this slope is to remain in place as
it is HOA property/responsibility. Homeowners on this slope must allow
contractors' access to the slope for repair.
- 3) Sprinter Lane Irrigation/Planting. The contract was signed. When ground is suitable
for working on the slope, work will begin. HOA to deal with vegetation
on the slope.
- 4) Trail Entrance Maintenance Research: This is ongoing. One original home
owner has agreed to meet with OSC when he returns in February to provide
background information.
- 5) HOA Maintenance Costs of Trees Planted by Homeowners: This is a work in
progress as a solution would need to be included in the Rules and Regs
- 6) A covered deck (with drainage on to the open space) on the west side of
Country Trails was brought to the attention of the board and staff as that slope is
already compromised. OSC to provide pictures to ACC-C.
- 7) Red Curb at Trail Entrances: County Traffic Division has not yet responded.
- 8) New Business - Action Items:
 - a. BOD was informed of serious erosion from 5764 Sunny View Dr. OSC to ask
LandCare to bid on erosion repair, then notify homeowner of possible court action.

This erosion has been an ongoing issue and has been repaired once before. Homeowner has not accepted responsibility for problem. OSC to get LandCare estimate to repair erosion and cost of previous repair.

- b. OSC to get bid for repair of Split rail fences at trail entrances on an as needed basis.

E) Financial Officer (FO) – Sandra Jones

1) YTD Balance Sheet

a. Operating Accounts: 11/30/2021 Beginning balance \$293,278.98.

12/31/2021 Ending balance \$275,989.95.

b. Reserve Accounts: 11/30/2021 Beginning balance \$241,204.91.

12/31/2021 Ending balance \$241,259.75

c. Total Cash on hand \$ 517,249.70

2) 12/31/2021 P & L Budget vs Actual

a. Income

b. Expenses: Reserve account expenditures \$7,475 to Geotechnical for Slope Repair Plan.

3) Escrow Report:

December 2021: 2 Demands Issued – 3 Closings

Motion to approve increase Demand fee to \$80 and Transfer Fee to \$185 for a total of \$265 effective Feb 1, 2022. MSC Schlesinger/Clayton 5/0

4) Reserve Study/Audit & Tax Filings/Budget

a. Reserve Study in Progress – Brow Ditch repairs are included in annual budgeted Item: Landscape repairs

5) Final Reading of the Budget – BOD voted 5/0 to pass the 2022-2023 Budget as read.

President queried each board member to confirm approval.

6) New/Old Business

a. New/ Develop a conflict-of-interest policy and an ethics policy per Sonnenberg

b. New/ Insurance Liability Insurer increased premium based on categorizing LandCare as a sub-Contractor. FO and Insurance broker are disputing this as LandCare is a contractor with their own liability Insurance.

c. Old/BHHA Sexual Harassment training completed as of December 31, 2021.

FO has certificates on file.

7) Delinquent Receivables Acct. balance \$896.84

BOD Motion to approve December 31, 2021: Reports: Balance Sheet, Profit & Loss, Budget vs Actual, Bank Reconciliations, General ledger, Check Register Detail, Delinquent Receivables (collections) and Payroll Summary. MSC Clayton/Pierce 5/0

4. **Written Communication Log**- Reviewed and accepted.
5. **Community Actions and Issues** – SVCA is to have the Sheriff candidates (they invited all 4) at their next meeting and are asking the community to submit questions/issues they would like to have addressed.
6. **Old Business** – ETC update: to date 125 forms have been received
7. **New Business** –
 - A. BOD passed the proposed budget for 2022-2023
 - B. The annual assessment for 2022 will be \$445 due April 1, 2022
8. **Board Member Comments**
9. **Set Agenda for next meeting.**
10. **Adjournment 8:25**

11. Executive Session was held.

Respectfully submitted



Mary Ellen Phillips
BHHA Recording Secretary