

Bonita Highlands Homeowner's Association
Board of Directors Meeting Minutes
January 8, 2019

1. Call to order, Introductions, and Pre-meeting items:
 - a. 7:00 pm the meeting was called to order by President Mike Seiler. All attendees were welcomed, asked to sign in, and address the chair if they wished to speak.
 - b. Roll call was taken with entire board present. All staff members except Bobbie Snider present.
 - c. Pledge of Allegiance was recited.
 - d. Next Meeting: The next regularly scheduled meeting of the HOA will be February 12, 2019, at 7:00 pm, at the Bonita Sunnyside Fire Station.
- Review and Adoption of Minutes: The minutes from the December 11, 2018 meeting were adopted.
2. Clayton (M) Snyder (S), approved by unanimous vote.
- Homeowner Appearances - All participants were asked to limit their comments to 3 minutes if possible.
3.
 - a. Homeowner Appeals: There were no homeowner appeals.
 - b. Homeowner Open Forum: No homeowners approached to speak to the board.
- Committee and Staff Reports:
 - a. Welcoming Committee (Bobbie Snider) There is one new renter on Country Trails.

4. b. Open Space: Glenn Kopp
The roads in the Highlands were built in 1974. The Ring Roads were last repaired over 20 years ago. The Ring Road is in disrepair and Mike Seiler, Glenn Kopp, Dave Schlesinger and Mike Sampsel evaluated the damage to the road and put the repair out for bids. They received 3 bids, set one aside, and reviewed two.

Bid details:

Review existing asphalt to rock road.haul off debris

apply asphalt (3 inches and 4 inches) and thirty days later apply asphalt guard seal.

repair will last approximately 25 years if resealed every 3-5 years

Bids were: \$49,000 Seal Rite (3 inch depth surface) and \$83,000 Aztec Paving (4 inch depth surface) Aztec Paving provided a detailed, comprehensive bid. The company has a good track record. It was deemed worth the additional \$30,000 for a better quality product. A

homeowner, who is a civil engineer, asked questions which were answered. Aztec Paving is to put down 3 inches of 3/4 inch aggregate asphalt and one inch of 3/8 inch aggregate asphalt. It was recommended that a seal coat be added every 3-5 years to maintain the integrity of the road at a cost of \$4300. A homeowner who lives on Belle Bonnie Brae at the intersection of one ring road volunteered to check the progress of the work as some expressed concern about how work would be verified. Concerns were also expressed about the difference in the bids.

The board decided to defer the decision until February as a second bid was suggested from Seal Rite for laying a 4 inch surface.

Maintenance Contract January 2019

| Item number | Delivery Order | Cost |
|-------------|-----------------|----------|
| 2 | Bmow grass | \$ 400 |
| 5 | trail entrances | 740 |
| 10 | irrigation | 909 |
| | Total | \$ 2,049 |

- c. Architectural Control Committee - Architecture (John and Ana Maria Gilman)

* Non-solar projects:

- 1) 4160 Corral Canyon - in ground pool - permit required - approved
- 2) 4160 Corral Canyon - Room addition - permit required - hold

- 3) 5825 Whirlybird Way - replace lawn with turf - approved
- 4) 5926 Blacksmith - installation of rain gutters - approved
- 5) 3601 Country Trls - Landscape front yard - approved
- 6) 4209 Corral Cyn - HO plans to start front yard renovation in 18 months - not approved (John to contact HO)

* Solar Projects approved:

- 7) 3766 Wild Oats
- 8) 5901 Central
- 9) 3660 BBB

d. Architectural Control Committee - Compliance (Sylvia Tucker)

1) Summary:

- a) Outstanding fines: December 2018 fines = \$2000;
Multi-year total = \$26,542 (08/2017 to 02/2019)
- b) Inspection dates: 12/28/2018 & 1/06/2019
- c) Notices sent for inspections - 4
- d) Fine Letters - 17
- e) Resolved - total of 265 (from 08/2017 to 02/2019)

2) Fine Warning letters were sent:

- a) 3934 Corral Cyn - van parked in side yard, side yard needs ground cover - 3 fines \$400 + \$200 HO has not responded. Fine is \$150 for parked vehicle and \$50 for yard maintenance
- b) 5959 Central - driveway side and slope need ground cover - 4 fines \$250 + \$100. HO had not responded but came to meeting to explain situation. A motion was made by Sampsel and Snyder (MSC) to hold \$100 fine in abeyance until February.
- c) 3667 Corral Cyn - yard needs water, fertilizer and planting - 4 fines \$250 + \$100 - HO has not responded. Foreclosure postponed until February
- d) 5933 Central - yard is all dirt - 14 fines \$1601 + \$300 - HO paid \$248 of fines owed. No further response from HO.
- e) 3908 Rock River - In violation of CC&R's 9.1.1 (Single family residence) 1 fine \$250 + \$500 HO has not responded to letters sent 11/14/2018 and 12/14/2018 by Mr. Sampsel.
- f) 3727 Corral Cyn - yard maintenance - 6 fines \$1100 + \$200. Bankruptcy filed 5/8/18. Fines resumed 6/17/18. Letters returned monthly.
- g) 3727 Corral Cyn - stored vehicle - 5 fines \$750 + \$150 - See above
- h) 5763 Sprinter - Bushes and trees touching house, fence needs repair - 10 fines \$200 + \$200. HO cleared some bushes, repaired gate, fence still broken paid \$700 of previous fines owed.
- i) 4343 Corral Cyn - slope needs to be weeded - 4 fines \$8000 + \$50 - HO has not responded
- j) 3827 Wild Oats - Yard need ground cover - 8 fines \$600 +0 - Work being done. It appears they are ready to add additional plants to their yard.
- k) 5951 Central - Yard needs maintenance, house and garage trim need paint - 2 fines \$150 + \$100 - HO has not responded.
- l) 4209 Corral Cyn - needs a yard (grass, plants)- 2 fines \$100 + \$50. Prior fine of \$50 reinstated. HO paid \$100 and submitted an SCR for 2020. John is to talk with resident about SCR.
- m) 3866 Wild Oats - lawn and trees are dead - 4 fines \$500 + \$200. HO has not responded. It appears that the home has been sold. FO has received no info on sale. Treasurer is trying to contact Real Estate agent. No fine at the Jan 2019 meeting.

- n) 5702 Yearling - yard and parkway need better maintenance - 1 fine \$50 + \$50. Board voted in executive session not to rescind prior \$50 fine. FW letter sent to add \$50 fine.
 - o) 5710 Yearling - stored car - 3 fines \$450 + \$150. HO (trustee) asked fines be rescinded as GBF were notified of address change for trustee. Information never received by staff. BRD voted to reduce the total fine to \$150 due to address information error.
 - p) 3774 Wild Oats - yard need maintenance and water - 1 fine \$50 + \$50 - HO sent a ck for \$50
 - q) 5717 Winners Circle - free standing wall. - 1 fine \$250 + \$250 - Wall not removed in November as agreed. Fine for December held in abeyance pending review. No fine in December as wall was being removed.
- e. Financial Officer's Report (Sandra Jones)
- 1) Balance sheet and profit and loss statement presented
 - 2) Delinquent /collection accounts, foreclosures and bankruptcies reported.
 - 3) Reserve study draft received - final copy due to HO by March 1, 2019.
 - a) Does not include expending money for paved surfaces this fiscal year.
 - b) Recommends deposit into reserves be \$9000 if no money is expended
 - c) Any reserve expenditures this fiscal year will require a revision to the reserve study
 - d) Reserve study was worked using the 2018-2019 approved budget
 - e) Motion to approve proposed budget with Assessment fee of \$395. Moved Snyder, Second Allen Motion carried 4-1
 - 4) Financial officer requested executive session.
4. Written Communication Log (Communication log provided. No corrections or concerns)
5. Community Issues/Actions
6. Old Business
- a) Master Plan Update - The master plan was approved at the December meeting. No further action needed.
 - b) Escrow Response costs - Cost were increased to \$245
 - c) Single Family Dwellings - Mike Sampsel is dealing with this.
 - d) Stop and Desist Work form letter - The project is complete and the letter on file.
 - e) Revised fee and fine warning letter - The new letter (s) were approved and to be used for the inspection in January.
 - f) The reserve study discussion included the Ring Road repair. Board discussed adjusting the reserve funding as some funded reserve items are paid through operating fund on a "fix when fail" basis. a motion was made to this affect by Sharon Clayton, seconded by Debbie Allen and passed with a 5-0. Sandra (FO) is to contact Sonnenberg for clarification of "fire roads" in the reserve study.
 - g) Rules and Regulations - A committee of Debbie Allen, Sharon Clayton, Gary Snyder, John Gilman and Sylvia Tucker was formed to review and update the Rules and Regulations.
 - h) Old fine dismissal discussion was moved to Executive Session.
7. New Business
- a) Stamps - The board authorized the purchase of 1500 first class stamps before the price increase, to mail ballots, HOA documents, assessment courtesy reminder and fine letters. Motion Gary Snyder, second Sharon Clayton, passed 5-0
 - b) Laser printers - The board approved the purchase of Brother MFCL2750DW laser printers for ACC- A, RS, and FO not to exceed \$400 each. Motion Sharon Clayton, Second Gary Snyder. MSC 5-0
8. Board Members Comments

9. Adjournment - Meeting adjourned at 10:40
10. Executive Session held

Respectfully Submitted

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

Mary Ellen Phillips
BHHA Recording Secretary