

Bonita Highlands Homeowners' Association
Board of Directors Meeting - Minutes
September 10, 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: Mike Seiler, President, Sharon Clayton, Treasurer, Gary Snyder, Secretary present. Dave Schlesinger was absent. Staff absent: Mary Ellen Phillips, Recording Secretary, Bobbie Snider, Welcome Committee.
 - B. Pledge of Allegiance was recited
 - C. Next regularly scheduled meeting of the Board of Directors will be October 8, at 7:00, in the Bonita Sunnyside Fire Station Community room.
 - D. The minutes from the August 13, meeting were held pending corrections by Recording Sec.
 - E. Motion to appoint Virginia Stewart to position of Interim vice President. Moved Snyder, Second Clayton. Motion carried.

2. Homeowner appearances:
 - A. Homeowner appeals to violation notices or fines: None
 - B. Open Forum for homeowners
 - 1) HO asked about RV business being operated out of residence on Central. President Seiler reported that Victor Avino from Supervisor Greg Cox's office has asked county staff to investigate the business. Homeowner informed that RVs could not be stored on street and has agreed to move them. County will monitor situation and asked that BOD do the same.
 - 2) Dump Trucks parked in front of Bonita Sunnyside Post Office are parked legally (and although they obstruct the view of people leaving the post office) are still determined to be parked legally President Seiler is working with county to find a solution to this problem, possibly with signage precluding overnight parking.

3. Committee and Staff Reports:
 - A. Welcoming Committee (Bobbie and Ray Snider) visited one new owner on Belle Bonnie Brae.
 - B. Requests for Structural Modifications (John and Ana Maria Gilman)
 - 1) 4319 Corral Cyn - Remodel and patio cover - permit required - approved
 - 2) 5909 Blacksmith - Retaining wall - permit required - approved
 - 3) 5973 Steeplechase - in ground pool - permit required - approved
 - 4) 4022 Country Trls - Stucco and garage doors - no permit required - approved
 - 5) 5769 Good Karma - concrete driveway - no permit required - approved
 - 6) 3859 Wild Oats - paint - no permit required - approved
 - 7) 5426 Annie Laurie Ln - change designation of lot A09 to horse lot - no permit required - Approved
 - 8) 6046 Central - extend driveway width - no permit required - approved
 - 9) 4038 Country Trls - paint - no permit required - approved
 - 10) 5604 Loping Lane - Solar - approved
 - 11) 3641 Country Trls- Solar - approved
 - 12) 3648 Filly - Solar - approved
 - 13) 5948 Pathfinder - Solar - approved

C. Architectural Compliance - (Sylvia Tucker)

Inspection dates: 08/22/19, 09/05/19

Notices sent for inspections - 22

Fine letters sent - 9

Fine Warning letters - 6

Fine Summary: Outstanding fines: August 2019 fines = \$1500

Fine Warning letters and fines:

- 1) 3934 Corral Canyon - Homeowner fined \$300 for lack of maintenance on front yard. There is a stored van in driveway. Previous fine balance \$2100. HO has not responded. 09/23/19 property owner sent letter regarding Small Claims filing.
- 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 25 previous fines on this property. All correspondence returned unopened. Total fines on this property \$4350.
- 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 \$1450. The homeowner has not responded. 9/23/19 property owner sent letter regarding Small Claims filing.
- 4) 3657 Belle Bonnie Brae - No visible address on property, trash cans in sight. \$200 recommended. Total fines \$100. Homeowner has not responded.
- 5) 3774 Wild Oats - The homeowner has been fined 8 times for the condition of the front yard. The fine balance is \$550 with \$200 recommended for this month. Homeowner sent \$150 of his fine.
- 6) 3843 Wild Oats - Giant palm in front yard with dead fronds. It needs to be trimmed or removed. Total fines \$200. HO is getting estimates for tree removal. Hold fine in abeyance for 2 months.
- 7) 5416 Horse Ridge Way - Christmas lights under the eaves. \$100 fine recommended. Previous fine \$100. Homeowner has not responded.
- 8) 5904 Snaffle Bit - Yard needs fertilizer, weeding and water. The homeowner has been fined 12 times. Fines total \$1150. \$150 fine is recommended. Dates of fines 2007-2017. HO has not responded. 09/23/19 property owner sent letter regarding Small Claims filing.
- 9) 3758 Wild Oats - Yard and slope need planting and water. No previous fines. Fine of \$100 recommended. HO sent an email 9/6/2019 stating he would have his sprinkler system repaired and replant. Suggest we hold this fine in abeyance for 60 days until sprinkler repair completed.
- 10) 3668 Corral Cyn - House address is not displayed. Homeowner fined 4 times. Fines total \$250. Recommend a fine of \$100. HO has not responded. Fine dates: 04/2018 - 05/2019
Motion was made to accept fines as written. Moved Snyder, Second Clayton, Approved 4-0 (#6 and #9 held in abeyance)
Motion made by Clayton, Second Snyder that the board will no longer consider reissued SCRs for the same project but instead will extend 30 days as needed. Motion passed 4-0

D. Open Space Committee (Glenn Kopp)

- 1) Meeting with Contractor - A meeting with four Board members (Seiler, Schlesinger, Clayton, Snyder), Open Space Chair Kopp, and representatives from the landscape contractor (Kim DeGraw and Tony Gonzalez) was held on September 8, to discuss unfinished work and other problems. The mowing is unfinished because of two small areas which hopefully will be finished soon. Payment was being withheld because the work is not finished. President Seiler stated that the bill needed to be paid even though we are dissatisfied with the work completed. Moved to pay \$18,000 for mowing of the open space. Motion Clayton, Second Snyder, Passed 4-0. A

letter will be sent to contractor regarding the dragging of the trails which has not been completed properly.

- 2) Open Space Mowing - Glenn Kopp apologized that the mowing had taken so long and explained that we have a new company and a different type of tractor to do the mowing.
- 3) Back-flow Devices for Irrigation Areas - The annual, required inspection of the eleven devices has been completed, and all passed except for one. That device has now been repaired.
- 4) 5949 Lazy Trail - Homeowner concerned about eucalyptus trees next to their back yard fence. Two of the trees belong to a Highlands neighbor, and several other trees are on Sweetwater Authority property (large tank behind Steeplechase). Kopp recommended that the homeowner send a certified letter to each party asking them to trim the trees so as not to cause damage to his property.

Maintenance Contract August 2019		
Item number	Delivery order	Cost
2A	Weekly Grass Mowing	\$ 824
3	Cultivation	1,236
5	Trails Entrances	762
10	Irrigation	936
Total		\$ 3,758

- 5) Automated Sprinklers are to be investigated for various sites throughout the Highlands as a cost saving measure.

E. Financial Officer's Report (Sandra Jones)

- 1) Balance Sheet 08/31/19
- 2) Operating Accounts:
 - a) SDCCU
 - b) WFB Checking/Savings:
 - 1) Deposited \$25,000 from MFCU Op MM (02) to WFB checking
 - 2) Two debit cards issued to Sharon Clayton and Sandra Jones were CLOSED/ Destroyed
 - 3) Audit recommendation to set up Bill Pay for recurring bills in process.
 - 4) NICU Renew NICU 1 yr. CD which matures 10/23/19 to 15 mo. CD @ 2% *
 - 5) MFCU - transfer \$29,000 from MFCU Op M Mk to WFB checking.*
- 3) Reserve Acct:
 - a) NICU (California Credit Union) CD matured and renewed with new terms: 15 mo. @ 2%.
 - b) MFCU Reserve 7 months CD 1908 matured 8/15/2019. New CD 12 mo. @ 1.25%
- 4) Budget: P & L, Budget vs Actual
 - a) Expense for Paving project will populate in "common area-other" on August P & L.
 - b) Common area tree and brush removal at 96% of budgeted.
 - c) Misc.-other 498%
 - d) Computer/Network Repairs 972% of budgeted.

*Motion to approve August financial reports, reconciliation, General ledger, Check register, delinquent receivables (collections) and financial transactions. Moved Clayton, Second Snyder, approved 4-0
- 5) Escrow report: 3 demands sent. 2 escrow closings 1 Cancellation.
- 6) Reserve Study: Level II Reserve Study for FY 2020 scheduled for October 2019 (Sonnenberg & Co)
 - a) BOD to consider RESERVE projects for FY 2020-2021. This affects the budget.
 - b) Consider converting sprinkler system to battery powered or solar controller nodes.

6) Old Business:

a) Assessments Collected: One delinquent acct. (lot 008) held back until BK stay lifted

b) Old/ 2019/2020 FY Audit w/ Sonnenberg

1) FO executed BOD approved Review Audit & prepare Corp Tax returns - \$1,700 No review of internal controls; assessing fraud risk, testing accounting records.

2) If Mileage reimbursement logs do not comply with accounting standards recommended by GBF, FO will not reimburse for mileage.

3) FO completed EFTTPS - Electronic Federal Tax Payment System.

4) Terra Care: no response from Terra Care regarding invoice issues.

5) ANARRs: forms mailed to HO's with Annual Audit.

6) Annual Insurance policy - Agent Gordon Hesselbarth Inc.

BOD to approve policies and payment thereof. Motion by Stewart, Second Clayton that the board will not pick up terrorism insurance. Motion carried 4-0.

7) ADP - Payroll and Human resources. All employees are to complete Sexual Harassment training by December 31, 2019. ADP offers Sexual Harassment training free.

Board moved to use ADP HR services Moved Clayton, Second Snyder, passed 4-0.

Moved Clayton, Second Snyder, Mary Ellen Phillips will oversee the HR training. Carried 4-0. Sick and Paid family leave on hold.

8) FO presented Workman's Comp quotes comparing State Fund vs ADP. Board to use ADP.

9) Delinquent Accounts:

Balance	\$16,236.00
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a) 2019-2020 delinquent accounts balance	\$500.08
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b) GBF Collections, BK, uncollected judgments	\$15,736.28
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Motion to approve Workman's comp through ADP and collection information. Moved Snyder, Second Clayton, motion carried 4-0

4. **Written Communication Log** (Mary Ellen Phillips) - The log was reviewed and accepted.

5. **Community Issues and Actions**

6. **Old Business:**

a. Staff "Zero Hour" employee contract - Sharon Clayton asked for completed forms from staff.

7. **New Business:**

a. Interim Director Appointment - Virginia Stewart appointed by unanimous vote.

b. Change meeting "start time" beginning October 8, 2019. Motion to start meetings at 6:30 pm
Motion Snyder, Second Stewart - motion carried 4-0

c. Encroachment issue on Upper Ring Road common area - Estimate received from Kappa Engineering to survey property lines for properties adjacent to Upper Ring Road. Survey documents will be filed with County as appropriate. Motion for \$3600 to complete surveying with a \$1500 deposit to begin project. (There are additional fees due to the county and possible hourly rate should additional surveying or monument marking be required.) Rational for pursuing this is the BOD does not have the option to "give away" open space which is what happened with the previously approved SCR for a block wall belonging to one property owner. Both homeowners received registered letters regarding encroachment and survey intent. After discussion, the motion passed 4-0. President Seiler signed an approval for \$1500 deposit to begin survey process. John Gilman is to be the point of contact for the Association and Kappa Engineering.

8. Agenda for next meeting:

- a. Zero Hour contract

9. Board Member comments:

10. Meeting adjourned at 9:00

Respectfully submitted

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

Mary Ellen Phillips
Recording Secretary