

Bonita Highlands Homeowners' Association

Board of Director's Meeting Minutes

September 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.

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; Michelle Kriz – O.S C.; Mary Ellen Phillips – Recording Secretary Ray Snider – Welcoming Committee

Guests in attendance: Jorge Garcia, Mark Nelson, Ramsey Crooks, Anne Sweet, Hannah Reeves, Estelle Corrales, Matilde Olive, Tony Tieber, Mike Sampsel, Steve Fox.

B) **Pledge of Allegiance**

C) The next regularly scheduled meeting of the Board of Directors will be on October 12, 2021

D) Review and adoption of the minutes from August 10, 2021

MSC to approve minutes as read Schlesinger/Clayton 5/0

2. **Homeowners Appearances:**

A) Homeowners appeals to violation notices or fines.

1) 4139 Corral Cyn – received letter about dog grooming business in garage. She has Removed her welcome sign, keeps the garage door ½ way down and would like time time to relocate her business. MSC Board to give her 60 days Sharon/Dan 5/0

2. 3636 B. B. B. fine set aside and yard 30% green

3. 5717 Winners circle – work in progress, trouble getting permits in timely manner.

B) Open forum for homeowners in attendance

3. **Committee and Staff Reports.**

A) Welcoming Committee – Ray Snider

B) Architectural Control Committee - ACC-C – Sylvia Tucker (Sharon Clayton)

1) 3667 Corral Cyn – yard needs better maintenance -3 fines – bal. \$300 – recommend \$100. ACC-A and ACC-C met with prop. Manager and gave him an SCR – no response

2) 3703 Corral Cyn – side, parkway maintenance – Recommend \$100 – HO responded Fine help in abeyance for 30 days at August meeting – no improvement

3) 4139 Corral Cyn – business occupation nuisance – Recommend \$100 – HO offered to Move business. Board held fine for 60 days giving her time to relocate business.

4) 4155 Corral Cyn – dumping material into common area – Recommend \$100 fine.

This is an open space violation. HO responded. Fine held for 30 days.

- 5) 4362 Corral Canyon – trail side fence falling over, brow ditch maintenance – This is an Open Space violation. HO asked for 3 weeks to get fence repaired. Fine held for 30 days.
- 6) 3709 Country Trails – stored stuck – 14 fines – balance \$2550 – recommend \$300 and small claims filing.
- 7) 5527 Horse Ridge – more than eight cats viewed on roof by 2nd story window – Recommend \$100 fine. HO responded that cats do not belong to tenant. Cats were photographed coming on to roof from 2nd story window and Photos were taken 7/18 and 9/1/2021
- 8) 3908 Rock River – stored vehicle – 7 fines – balance \$900 – recommend \$300 – HO Has not responded (\$300 of fine balance from 2018)
- 9) 3908 Rock River – Open Space violation -0 shrubbery encroaching into open space, brow ditch needs cleaning – 1 fine \$100 – recommend \$100 – HO has not responded and no progress noted.
- 10) 5964 Pathfinder – dead and dying lawn needs maintenance – 1 fine \$100 – \$100 recommended as no improvement noted when inspected 9/1/2021
- 11) 5696 Steeplechase – front fence/side wall need repair – recommend \$100 held in abeyance as HO said she would finish the repair.
- 12) SCR for slope stabilization submitted without county permit – 1 fine \$150 Recommend \$100 – HO has not responded
- 13) 3851 Wild Oats – fence over 6 feet tall – recommend \$100 fine held in abeyance HO responded fence will be lowered as soon as possible.

Motion to approve fines as recommended 1-13 (including those held in abeyance #3,4,5,11,13)) Diaz/Pierce 5/0

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

- 1) 5968 Lazy Trails – paver driveway and walk – approved – no permit - exp 1/14/22
- 2) 3741 Country Trl. – paint – approved – no permit – exp 1/14/22
- 3) 5974 Steeplechase – extend driveway – approved – no permit – exp 1/14/22
- 4) 4128 Corral Cyn. – paint - approved – no permit – exp 1/14/22
- 5) 3707 Wild Oats – storage shed – approved – no permit – exp 1/14/22
- 6) 3601 Country Trl. – vinyl fence -/gate – no permit – exp 1/14/22
- 7) 3904 Feather Rock – retaining walls in back yard – approved – no permit - exp 1/14/22
- 8) 3734 Country Trl. – garage doors – approved – no permit – exp 1/14/22
- 9) 3636 Belle Bonnie Brae –concrete walk and driveway – approved – no permit Exp 1/14/22
- 10) 3655 Country Trl. – bedroom, bath addition – approved – permit required Exp 1/14/22
- 11) 3655 Country Trl. – patio cover with deck – approved – permit required – Exp 1/14/22
- 12) 5965 Lazy Trails – Solar panels – approved – permit required – exp 1/14/22
- 13) 5620 Central – HVAC system complete – permit required

14) 4218 Corral Cyn – Solar panels – approved – permit required – exp 1/14/22

D) Open Space Committee (OSC) Michelle Kriz

- 1) Projects Completed: Area 9 (Steeplechase/Corral Cyn) cost: \$2400
- 2) Maintenance Contract: LandCare will begin Bi-weekly mowing of green belts November 1. Greenbelt at Wild Oats Lane will require reseeding with warm season grass seed in the Spring.
- 3) 4152 Country Trails Slope: Board members (Diaz, Schlesinger, Seiler, and staff members Jones and Kriz, met with Geotechnical Exploration Geologists Ganze and Reed to assess slope and make recommendations. Both geologists have extensive knowledge of the area having been on site during construction of the Highlands (Reed) and working in the area since 1980 (Ganze). Their plan would address slope Stabilization as well as correct draining into brow ditch. Estimated cost \$50,000-\$70,000. Geotechnical services (surveying) for this project would be additional \$6,500. The cost of the site visit (\$500) would be deducted from surveying fee should the Board sign the proposal allowing this work to proceed.
- 4) Ring Road Sign Landscaping: Estimated work and materials cost to be \$700. The area will be cleared, landscape cloth will be used under rock around sign with drought tolerant plants. LandCare will spread mulch on the south side from rock to the gate and all along the North side to the gate. Solar lights will be installed to illuminate the sign.
- 5) Area 2 (Sprinter/Central) tree work underway to be completed 9/10/21 \$5664
- 6) Brow Ditch Repairs: Several brow ditches need repair. Files indicate no contractor was used in the past. OSC will take recommendations as LandCare does not do this type of work. This should be considered for the 2022-2023 budget.
- 7) Homeowners on both side of trail entrance (Wild Oats) have concerns about a large Silver Dollar Eucalyptus tree and its impact on their properties. Cost of removal is \$1400. Homeowners want the tree removed. The board will discuss a solution to their concerns in Executive session.
- 8) Homeowner on Steeplechase thanked OSC for open space work outside his fence.

Motion to accept proposal for slope repair Pierce/Diaz 4/0 (Director Clayton had to leave the meeting. OSC to pursue the contract. Motion to move forward with Ring Road sign landscaping Schlesinger/Diaz 4/0

E) Financial Officer –(FO) Sandra Jones

- 1) YTD balance sheet
 - Operating Accounts 7/31/2021 Beginning Balance \$423,480.47. Ending Balance 8/31/2021 \$343,747.73
 - Reserve Accounts: 7/31/2021 Beginning Balance \$236,487.21 Ending Balance 8/31/2021 \$241,543.99

- MFCU: Motion to transfer \$500 from Reserve account to operating account for Slope Stabilization Consultation with Geotechnical Explorations, Inc. Motion to authorize transfer Diaz/Schlesinger 4/0
- 2) Total cash on hand \$585,291.72
 - 3) Escrow Report:
 - August 2021 1 demand 3 closings
 - 4) Reserve Study/ Audit & Tax Filings/Budget
 - Motion to approve Accountant's report (Annual Audit), including financial statements and notes to financial statement, adjusting journal entries, and Management Representation letter (2020-2021 FY Audit) Motion to approve audit report Diaz, Pierce 4/0
 - Motion to accept Sonnenberg& Co. CPA's proposal for 2021-2022 Annual Audit & Tax Preparation for \$1,750.00 Motion to approve Diaz/ Schlesinger 4/0
 - 5) 1st Reading of the budget on November 9, 2021, HOA meeting.
 - 6) New/Old Business
 - Old/ BHHA Sexual Harassment training to be completed by paid staff by 12/31/2021.
 - Old/ One assessment check is outstanding
 - New/ Motion to approve renewal of Commercial Liability Insurance, Directors' and Officer's Insurance, and Crime policy \$13,689.49 Motion to approve Diaz/Pierce 4/0
 - 7) Delinquent Receivables Acct. balances \$2,885.10
 BOD Motion: Motion to approve August 31,2021 Reports: Balance sheet, Profit and Loss, Budget vs Actual, Bank Reconciliations, General ledger, Check Register Detail, Delinquent Receivables (collections) and Payroll Summary. Diaz/Pierce 4/0
4. **Written Communication Log** – complete
 5. **Community Actions and Issues**
 6. **Old Business**
 - A) Sexual Harassment training info sent to staff and board. Staff must complete by 12/30/21 (See above FO report) and send completion certificate to FO
 - B) No new information on the ADR. No action to date.
 7. **New Business.** OSC proposal: Landscape at Ring Road approved. Diaz/Schlesinger 4/0
 8. **Board Member Comments**
 9. **Set Agenda for next meeting.** 10. **Adjournment 8:00 p.m.** 11. **Executive Session** was held

Respectfully submitted



Mary Ellen Phillips
BHHA Recording Secretary