

COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS
MEETING OF THE BOARD OF DIRECTORS
May 25, 2023

- NOTICE** The General Session meeting of the Community Association of Bernardo Heights Board of Directors was held on Thursday, May 25, 2023 at 16150 Bernardo Heights Parkway, San Diego, CA 92128.
- QUORUM** The Board met quorum requirements with the following Directors in attendance:
- PRESENT** Directors Present:
Nick Anastasopoulos, President
Walt Mueller, Vice President
Debbie Kurth, Treasurer
Cynde Haas, Director
Carole Graziano, Director
- Directors Absent:
Rob Knudsen, Secretary
Victoria Touchstone, Director
- Others Present:
Shawna Morales, Manager
Kevin Ciurej, O'Connell Landscape
- CALL TO ORDER** Nick Anastasopoulos, President called the business portion of the meeting to order at 6:01 PM.
- LANDSCAPE REPORT** O'Connell provided an update on the turf renovation and planting, with an estimated completion date at the end of August. Regarding water runoff from Silvergate's slope, the Board reviewed the plan submitted by Eusebio to install a French drain for approximately \$2,500. The Board will wait to see if the next rainy season is as heavy as this rainy season.
- HOMEOWNER FORUM** There were six homeowners who shared their concerns around the additional pickleball court discussion.
- MINUTES** Motion: Cynde Haas, Director
Second: Walt Mueller, Vice President
RESOLVED: to approve the regular minutes from the April 27, 2023 meeting.
- FINANCIALS** *April 2023 Financials & Treasurer's Report*
The board reviewed the April 2023 financial reports prepared by Debbie Kurth, Treasurer.

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Motion: Walt Mueller, Vice President
Second: Cynde Haas, Director
RESOLVED: to accept the April 2023 financial reports. Motion carried unanimously.

Request for Late Fee Waiver

Motion: Carole Graziano, Director
Second: Walt Mueller, Vice President
RESOLVED: to deny the request to waive late fees.

NEW BUSINESS:

Lucido Park Walking Trail Proposals

Motion: Carole Graziano, Director
Second: Victoria Touchstone, Director
RESOLVED: to approve the proposal from Eagle Paving not to exceed \$18,906.

Ratify Approval of Upper Pool Repairs

Motion: Walt Mueller, Vice President
Second: Carole Graziano, Director
RESOLVED: to ratify the approval of the emergency repairs to the Upper Pool.

Ratify Approval of Security Services

Motion: Walt Mueller, Vice President
Second: Carole Graziano, Director
RESOLVED: to ratify the approval of the security services.

Swim Instructor Status

The swim instructor, Lauren Schultz, of Aqua Sessions, will begin marketing and taking CABH member appointments for swim lessons. Her background check was completed and is clean. This will be a provisional 6-month trial, for CABH members only.

OLD BUSINESS

Solar Installation Plan

The Board asked Debbie Kurth to monitor the status of taxes related to this project. The HOA is still in line waiting for approval with SDG&E and will have two years to complete the installation.

Additional Pickleball Court

Motion: Walt Mueller, Vice President
Second: Cynde Haas, Director
RESOLVED: to approve the proposal from CH Court Tech to add pickleball striping to court #2 and the rolling nets.

DISCUSSION:

Concrete Cutter

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Motion: Walt Mueller, Vice President
Second: Cynde Haas, Director
RESOLVED: to approve the purchase of the concrete cutter and saw for Christian to use when cutting cement is needed for repairs.

COMMITTEE REPORTS:

Architectural Committee The Architectural Committee met on April 24, 2023 and May 8, 2023. Twelve applications and zero notices of completion were approved.

Motion: Walt Mueller, Vice President
Second: Cynde Haas, Director
RESOLVED: to approve the Architectural Committee reports.
Motion carried unanimously.

Landscape Committee The Landscape Committee met on May 11, 2023.

Motion: Walt Mueller, Vice President
Second: Carole Graziano, Director
RESOLVED: to accept the Landscape Committee report.
Motion carried unanimously.

**MANAGEMENT
REPORT**

The Board reviewed the management report.

CORRESPONDENCE:

N/A

ANNOUNCEMENT

The next meeting of the CABH Board of Directors will be on Thursday, July 27, 2023 at 6:00 PM.

Motion: Debbie Kurth, Treasurer
Second: Cynde Haas, Director
RESOLVED: to cancel the June Board meeting due to Board Member availability.

RESOLVED:

The meeting adjourned at 6:57 PM to the Executive Session. The Board re-adjourned to the Regular Session at 7:19 PM to vote on a late fee waiver request and adjourned at 7:22 PM.

MINUTES APPROVED BY:

Board Member

Date

COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS
MEETING OF THE BOARD OF DIRECTORS
April 27, 2023

- NOTICE** The General Session meeting of the Community Association of Bernardo Heights Board of Directors was held on Thursday, April 27, 2023 at 16150 Bernardo Heights Parkway, San Diego, CA 92128.
- QUORUM** The Board met quorum requirements with the following Directors in attendance:
- PRESENT** Directors Present:
Nick Anastasopoulos, President
Walt Mueller, Vice President
Debbie Kurth, Treasurer
Rob Knudsen, Secretary
Cynde Haas, Director
Carole Graziano, Director
Victoria Touchstone, Director
- Others Present:
Shawna Morales, Manager
Kevin Ciurej, O'Connell Landscape
- CALL TO ORDER** Nick Anastasopoulos, President called the business portion of the meeting to order at 6:00 PM.
- LANDSCAPE REPORT** O'Connell provided an update on the 2 1/2-acre vacant lot, and that the work approved there should be completed in two months as far as irrigation. The outlook for the completion of the passive park would be closer to October 2023. The Cotoneaster plants will be monitored throughout CABH. The irrigation is still off due to the recent rains.
- HOMEOWNER FORUM** There were two homeowners present for the swim instructor discussion, which was on the agenda.
- MINUTES** Motion: Walt Mueller, Vice President
Second: Victoria Touchstone, Director
RESOLVED: to approve the regular minutes from the March 23, 2023 meeting.
- FINANCIALS** *March 2023 Financials & Treasurer's Report*
The board reviewed the March 2023 financial reports prepared by Debbie Kurth, Treasurer.
- Motion: Walt Mueller, Vice President
Second: Victoria Touchstone, Director

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RESOLVED: to accept the March 2023 financial reports. Motion carried unanimously.

2022 Audit and Taxes

Motion: Walt Mueller, Vice President

Second: Victoria Touchstone, Director

RESOLVED: to approve the 2022 Audit Report and Taxes prepared by Newman CPA.

Investment Recommendations

Motion: Rob Knudsen, Secretary

Second: Carole Graziano, Director

RESOLVED: to approve rolling over three CDs upon maturing from Comerica to Merrill Lynch as follows:

-	\$100,000	6-month CD	5/17/23
-	\$200,000	9-month CD	5/19/23
-	\$100,000	12-month CD	5/19/23

NEW BUSINESS:

Additional Pickleball Court

This item was tabled to the next meeting to obtain feedback from the Tennis Pro and the pickleball players.

Paving Proposals- Clubhouse/Lucido Park Parking Lots

Motion: Carole Graziano, Director

Second: Victoria Touchstone, Director

RESOLVED: to approve the two proposals from Eagle Paving for \$8,781.54 and \$10,235.73 for both parking lots.

Tennis Court Benches

This item was tabled to allow Christian to paint and repair the existing benches.

Your Courts Email Policy

This item was tabled to allow time to obtain additional information from the Tennis Pro and Front Desk.

OLD BUSINESS

Solar Installation Update

CABH's application was submitted to SDG&E to be grandfathered into NEM 2.0 rates. Due to large volume of applications received, there will be a delay in reviewing the application.

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DISCUSSION:

Staff Name Tags vs. Shirts

The Board discussed and requested all staff wear magnetic name tags, and they should leave them at the front desk when they are not working.

Swim Instructor Letter

Motion: Walt Mueller, Vice President

Second: Victoria Touchstone, Director

RESOLVED: to approve having Lauren Schultz provide swim lessons to CABH Members, provided she provides all required documentation to the Board, and on a 6-month trial basis. The Board requested her insurance certificate, background check/live scan, and her business plan. The Board appointed Rob Knudsen and Cynde Hass to review her documentation/program.

Summer BBQ Date

The Summer BBQ has been set for July 22, 2023.

COMMITTEE REPORTS:

Architectural Committee

The Architectural Committee met on March 27, 2023 and April 10, 2023. Twelve applications and zero notices of completion were approved.

Motion: Debbie Kurth, Treasurer

Second: Walt Mueller, Vice President

RESOLVED: to approve the Architectural Committee reports.

Motion carried unanimously.

Landscape Committee

The Landscape Committee met on April 20, 2023.

Motion: Walt Mueller, Vice President

Second: Cynde Haas, Director

RESOLVED: to accept the Landscape Committee report.

Motion carried unanimously.

**MANAGEMENT
REPORT**

The Board reviewed the management report.

CORRESPONDENCE:

N/A

ANNOUNCEMENT

The next meeting of the CABH Board of Directors will be on Thursday, May 25, 2023 at 6:00 PM.

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RESOLVED: The meeting adjourned at 7:10 PM.

MINUTES APPROVED BY:

Board Member

Date

COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS
MEETING OF THE BOARD OF DIRECTORS
March 23, 2023

- NOTICE** The General Session meeting of the Community Association of Bernardo Heights Board of Directors was held on Thursday, March 23, 2023 at 16150 Bernardo Heights Parkway, San Diego, CA 92128.
- QUORUM** The Board met quorum requirements with the following Directors in attendance:
- PRESENT** Directors Present:
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Victoria Touchstone, Director
- Directors Absent:
Rob Knudsen, Secretary
Carole Graziano, Director
- Others Present:
Shawna Morales, Manager
Eusebio Mendoza, O'Connell Landscape
Kevin Ciurej, O'Connell Landscape
- CALL TO ORDER** Nick Anastasopoulos, President called the business portion of the meeting to order at 6:00 PM.
- LANDSCAPE REPORT** O'Connell presented a reduced proposal for the 2 ½ acre vacant lot, reported that the CABH driveway entry median will be replanted with begonias, and reported that the turf renovation project of CABH common area landscaping is moving forward.
- HOMEOWNER FORUM** There were two homeowners present, one who provided an update to the Board on sourcing a swim coach for CABH Members, and the other who asked the Board about ADU's and JADU's. The Board referred that member to her Neighborhood HOA for guidance on their rules for these structures.
- MINUTES** Motion: Debbie Kurth, Treasurer
Second: Rob Knudsen, Secretary
RESOLVED: to approve the regular minutes from the February 23, 2023 meeting.

**COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS
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FINANCIALS

February 2023 Financials & Treasurer's Report

The board reviewed the February 2023 financial reports prepared by Debbie Kurth, Treasurer.

Motion: Walt Mueller, Vice President

Second: Cynde Haas, Director

RESOLVED: to accept the February 2023 financial reports. Motion carried unanimously.

Reserve Account Bank Change/Operating Account

Debbie Kurth updated the Board that the cash reserve funds are being transferred from Comerica Bank into FDIC insured CDs at Merrill Lynch per (approximately \$841,000). The excess balance in the CIT Checking account currently not insured will also be transferred to Merrill Lynch Treasury Money Market, a FDIC insured account (approximately \$300,000).

Delinquent Account Action (if any)

There was no action for the Board to take.

NEW BUSINESS:

Architectural Committee- Chair Resignation/Appointment

Motion: Walt Mueller, Vice President

Second: Victoria Touchstone, Director

RESOLVED: to accept the resignation of Rob Knudsen as the Committee Chair and to appoint Carole Graziano as the Chair.

Pickleball Court Additional Fencing

Motion: Nick Anastasopoulos, President

Second: Walt Mueller, Vice President

RESOLVED: to approve a cost not to exceed (NTE) \$500 for member Larry Higgins to create fences for CABH.

OLD BUSINESS

View Pointe Lot Landscape Proposals

Motion: Walt Mueller, Vice President

Second: Debbie Kurth, Treasurer

RESOLVED: to approve the proposal presented by O'Connell Landscape for \$35,816.50 to renovate the 2.5-acre lot.

Gym Patio Proposals

Motion: Nick Anastasopoulos, President

Second: Walt Mueller, Vice President

RESOLVED: to approve adding pavers to the small patio area behind the gym at a cost NTE \$7,500, with Omega Pavers or either contractor who matches the cost and provides a warranty. The pavers will match the existing pavers at the entryway to CABH.

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DISCUSSION:

Open Play-Pickleball

The Board discussed this member request and requested it be implemented at a time that doesn't affect the prime-time use of the Pickleball Courts so that members are not impacted.

COMMITTEE REPORTS:

Architectural Committee

The Architectural Committee met on February 27, 2023 and March 13, 2023. Eighteen applications and seven notices of completion were approved.

Motion: Debbie Kurth, Treasurer

Second: Walt Mueller, Vice President

RESOLVED: to approve the Architectural Committee reports.

Motion carried unanimously.

Landscape Committee

The Landscape Committee met on March 9, 2023.

Motion: Debbie Kurth, Treasurer

Second: Walt Mueller, Vice President

RESOLVED: to accept the Landscape Committee report.

Motion carried unanimously.

**MANAGEMENT
REPORT**

Management reported that the carpet/flooring repairs throughout the facility were completed. Women's locker room bathroom exhaust fan reset/rebuild was completed. The trellis repairs near tennis courts $\frac{3}{4}$ are completed, just the wood that was replaced will be painted when there is a break in the rain. Facility carpets to be cleaned on 4/4/23 using a rented carpet cleaning machine from Home Depot to minimize the cost. There are carpet stains in certain rooms, and it will also freshen up the carpets.

CORRESPONDENCE:

N/A

ANNOUNCEMENT

The next meeting of the CABH Board of Directors will be on Thursday, April 27, 2023 at 6:00 PM.

RESOLVED:

The meeting adjourned at 7:55 PM.

MINUTES APPROVED BY:

**COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS
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Board Member

Date

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Victoria Touchstone, Director
- Directors Absent:
Cynde Haas, Director
- Others Present:
Shawna Morales, Manager
Eusebio Mendoza, O'Connell Landscape
Kevin Ciurej, O'Connell Landscape
- CALL TO ORDER** Nick Anastasopoulos, President called the business portion of the meeting to order at 6:00 PM.
- LANDSCAPE REPORT** O'Connell presented a proposal for the vacant lot to convert it into a park. The Board discussed the proposal and decided they would discuss it at the next landscape committee, with the goal of lowering the overall cost and possibly completing it in phases.
- Landscape Extras Proposals*
Motion: Debbie Kurth, Treasurer
Carole Graziano, Director
RESOLVED: to approve both proposals submitted by O'Connell Landscape for \$463.70 and \$834.66.
- HOMEOWNER FORUM** There were three homeowners present, one who suggested a way to control prior owners or tennis pros from using Lucido Park. This is mostly occurring on Saturday mornings. This homeowner will meet with Shawna to discuss further to come up with ideas. Another homeowner requested more programs for "tweens" as well as a swim coach. The Board informed this homeowner that

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they are open to discussing both options if the families interested provide their requests to management and refer a swim coach.

MINUTES

Motion: Debbie Kurth, Treasurer

Second: Rob Knudsen, Secretary

RESOLVED: to approve the regular minutes from the January 26, 2023 meeting. Victoria Touchstone abstained.

FINANCIALS

January 2023 Financials

The board reviewed the January 2023 financial reports prepared by Debbie Kurth, Treasurer.

Motion: Walt Mueller, Vice President

Second: Carole Graziano, Director

RESOLVED: to accept the January 2023 financial reports. Motion carried unanimously.

NEW BUSINESS:

Pacific Backflow Repairs

Motion: Walt Mueller, Vice President

Second: Rob Knudsen, Secretary

RESOLVED: to ratify this proposal that was approved by the Board President on an emergency basis in the amount of \$5,475-\$8,885.00. Motion carried unanimously.

Site One Irrigation Controller Proposal

Motion: Walt Mueller, Vice President

Second: Rob Knudsen, Secretary

RESOLVED: to approve the cost of a controller that was due for replacement in the amount of \$1,975.60. Motion carried unanimously.

Pool Mastic Proposal

Motion: Walt Mueller, Vice President

Second: Debbie Kurth, Treasurer

RESOLVED: to approve the proposal for the replacement of the pool mastic for the lap pool in the amount of \$2,820.50. Motion carried unanimously.

Tennis Court Windscreen Repairs

Motion: Debbie Kurth, Treasurer

Second: Walt Mueller, Vice President

RESOLVED: to approve the cost of replacing various sections of the windscreens for both areas of courts in the amount of \$4,160.44 and \$2,659.81. Motion carried unanimously.

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OLD BUSINESS

Solar Panel Proposals

Motion: Walt Mueller, Vice President

Second: Rob Knudsen, Secretary

RESOLVED: to approve the cost of engineering in the amount of \$6,545.00, contingent upon CABH owning and receiving copies of all plans submitted on their behalf to SDG&E and contingent upon not being required to move forward with the entire project. Moving forward at this point, will allow CABH to be grandfathered into NEM 2.0, to qualify for substantial savings on electricity. Victoria Touchstone abstained and Debbie Kurth was a no vote.

View Pointe Lot

This was discussed above under the Landscape Report.

DISCUSSION:

Hats Off to Volunteers Nominee

Motion: Debbie Kurth, Treasurer

Second: Walt Mueller, Vice President

RESOLVED: to approve Sal Prager as the Nominee for this event.

Room Reservation Policy

The Board requested that the room reservation be changed back to the initial policy of allowing more than 1 room reservation per weekend.

Association Website

There was no Board action take as this was just informational and for discussion on the possibility of updating the CABH website.

COMMITTEE REPORTS:

Architectural Committee

The Architectural Committee met on January 23, 2023 and February 13, 2023. Eighteen applications and seven notices of completion were approved.

Motion: Victoria Touchstone, Director

Second: Walt Mueller, Vice President

RESOLVED: to approve the Architectural Committee reports.

Motion carried unanimously.

Landscape Committee

The Landscape Committee met on February 9, 2023.

Motion: Walt Mueller, Vice President

Second: Rob Knudsen, Secretary

RESOLVED: to accept the Landscape Committee report.

Motion carried unanimously.

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**MANAGEMENT
REPORT**

Management reported that the volleyball net was ready and can be checked out by members, and staff will hang it up. An option will be added to YourCourts.com so it can be set up as an area that can be reserved. The Board also reviewed the management report of projects completed this month and bids for work that are in process.

CORRESPONDENCE: N/A

ANNOUNCEMENT The next meeting of the CABH Board of Directors will be on Thursday, February 23, 2023 at 6:00 PM.

RESOLVED: The meeting adjourned at 7:55 PM.

MINUTES APPROVED BY:

Board Member

Date

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Carole Graziano, Director
Cynde Haas, Director
- Directors Absent:
Sal Prager, Director
- Others Present:
Shawna Morales, Manager
Eusebio Mendoza, O'Connell Landscape
Kevin Ciurej, O'Connell Landscape
- CALL TO ORDER** Nick Anastasopoulos, President called the business portion of the meeting to order at 6:00 PM.
- LANDSCAPE REPORT** O'Connell presented options for the 2 ½ acre vacant lot and for the area behind the gym. O'Connell will bring renderings and costs for both areas to the February Landscape Committee Meeting.
- HOMEOWNER FORUM** There was one homeowner present from LBC who submitted correspondence to the Board requesting a volleyball court. The Board requested management confirm if the basketball court has the ability to also serve as a volleyball court and if so, obtain the cost of a net and volleyballs. There was one homeowner present from MH who was present to hear the solar panel discussion.
- MINUTES** Motion: Rob Knudsen, Secretary
Second: Debbie Kurth, Treasurer
RESOLVED: to approve the regular minutes from the December 1, 2022 meeting. Motion carried unanimously.

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FINANCIALS

November and December 2022 Financials

The board reviewed the November and December 2022 financial reports prepared by Debbie Kurth, Treasurer. Debbie reported that the Board will review the financials for either February or March to determine if there are any excess funds that need to be transferred to the reserve account.

Motion: Walt Mueller, Vice President

Second: Cynde Haas, Director

RESOLVED: to accept the November and December 2022 financial reports. Motion carried unanimously.

NEW BUSINESS:

Annual Meeting & Inspector of Election

Motion: Walt Mueller, Vice President

Second: Rob Knudsen, Secretary

RESOLVED: to approve appointing Shem Clow as Inspector of Election.

BRM Contract Increase (Janitorial)

The Board tabled this item.

President's Meeting Report

Nick Anastasopoulos provided an update on the discussion at the President's Meeting. The Board requested a proposal from Golden Eagle Security for patrolling CABH as well as all the Neighborhood Associations, 24 hours per day and 7 days per week.

OLD BUSINESS

Proposals for Solar

Motion: Cynde Haas, Director

Second: Walt Mueller, Vice President

RESOLVED: to approve the proposal submitted by SolarTech not to exceed \$250,000 with a 10% contingency for installation issues, and contingent upon the vote and approval of the Neighborhood Association Presidents.

Lucido Park Restroom Doors

Motion: Rob Knudsen, Secretary

Second: Walt Mueller, Vice President

RESOLVED: to approve the proposal submitted by Champion Lock and Safe in the amount of \$8,374.62.

Social Events 2023

Motion: Walt Mueller, Vice President

Second: Carole Graziano, Director

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RESOLVED: to approve the cost of approximately \$10,550 submitted by Shem Clow and the Social Committee for the 2023 Social Committee Events.

Board Member/Manager Email Proposal

The Board took no action on this matter, and it will be removed from the Agenda.

Volunteer Recognition Event

This was an update on this event, that the Board President will organize and will not exceed \$1,500.

DISCUSSION:

Gym Patio Area Renovation

A proposal was requested for cement for this area to be presented at the next meeting.

2 ½ Acre Lot

This item will be reviewed further by the Landscape Committee.

Additional Lighting- Lucido Park

The Board requested that management speak with Golden Eagle Security to determine if additional lighting is needed.

CORRESPONDENCE:

The Board discussed the correspondence regarding a volleyball court with the homeowner during Open Forum. For the request for a pickleball court at Lucido Park, the Board requested that management inform this homeowner that if the pickleball courts on Court #1 reach capacity, additional pickleball courts can be considered.

COMMITTEE REPORTS:

Landscape Committee

The Landscape Committee met on December 8, 2022.
Motion: Rob Knudsen, Secretary
Second: Carole Graziano, Director
RESOLVED: to accept the Landscape Committee report.
Motion carried unanimously.

Architectural Committee

The Architectural Committee met on December 19, 2022 and January 9, 2023. Eighteen applications and seven notices of completion were approved.
Motion: Debbie Kurth, Treasurer
Second: Walt Mueller, Vice President
RESOLVED: to approve the Architectural Committee reports.
Motion carried unanimously.

**COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS
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**MANAGEMENT
REPORT**

Completed Projects: CABH saved \$5,000 on the trellis repair near tennis courts #3/#4 by having the work performed inhouse, the Lucido Park playground repairs were completed, the women's restrooms located in the locker room had several maintenance repairs made, ceiling fan replacement is in process for the Mesa/Vista rooms.

ANNOUNCEMENT

The next meeting of the CABH Board of Directors will be on Thursday, February 23, 2023 at 6:00 PM.

RESOLVED:

The meeting adjourned at 7:41 PM.

MINUTES APPROVED BY:

Board Member

Date