



**Bonita Highlands Homeowners' Association**  
**Board of Director's Meeting Minutes**  
November 12, 2024 – In Person Meeting

**1. Call to Order.**

The meeting was called to order by the President who welcomed everyone and highlighted the guidelines for the meeting. It was conducted by "Roberts Rules of Order," with those wishing to speak before the Board addressing the chair, recognized, identifying themselves by name and Highlands' address. The chair limited comments to a reasonable time per individual to ensure adequate time for all individuals to speak. The President stated the meeting was being recorded to assist the Recording Secretary in taking Minutes.

**a. Roll Call:**

- 1) Board of Directors (present unless noted as absent)

Mike Parnell – President                      Liz Wetter – Vice President  
Stephen Fox – Secretary                      Caroline Pierce – Treasurer  
Dan Diaz – Member-at-Large

- 2) Staff Members (present unless noted as absent)

Sandra Jones – F.O.                      John Niekrasz- ACC-A                      ACC-A Isaac Frangie – ACC-C  
James Endicott – O.S.C.                      Mary Ellen Phillips – Recording Secretary

- b. Homeowners in attendance:** There were 4 homeowners in attendance.

**c. Pledge of Allegiance.**

- d. Next Board of Directors (BOD) Meeting.** The next regularly scheduled BOD Meeting will be at 6:00 p.m. on December 10, 2024, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

- e. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes from October 8, 2024, BHHA BOD and Homeowners Meeting.

**Motion:** The Secretary made a motion to approve October 8, 2024, BOD Meeting Minutes as amended, and the President seconded it. Motion, Second, Vote (MSV): S. Fox/M. Parnell, 5/0.

**2. Homeowners Appearances**

**a. Homeowner Appeals to Notices or Fines.**

The President reported the property with landside in the backyard has new construction plans they are presenting to San Diego County in December 2024 and are hoping the actual construction will begin in January 2025. The homeowner will also send the plans to the ACC-A for the BHHA records. The homeowner doesn't think dirt needs to be moved off their property during the construction process.

**b. Open Forum for Homeowners.**

One of the homeowners explained that he has been attending some of these monthly meetings over the past several months and appreciated all the BHHA is doing for the community. And he appreciates how the Board handles all the situations that are brought before the Board in a fair and helpful manner.

### 3. Committee and Staff Reports.

#### a. Requests for Structural Modifications (ACC-A) – John Niekrasz

The ACC-A reviewed the Structural Change Requests (SCR) submitted to the Board.

- 1) 5636 Sprinter Lane – patio cover and shed – approved – no permit required – exp. 2/08/25.
- 2) 5730 Central Ave – pergola redo – approved – permit required – exp. 2/08/25.
- 3) 3726 Corral Canyon – gazebo – approved – no permit required – exp. 2/08/2025.
- 4) 5735 Sprinter Lane – fence repair – approved – no permit required – exp. 2/08/25.
- 5) 5736 Barley Court – move fence – approved – no permit required – exp. 2/08/2025.
- 6) 3947 Country Trails – front yard pavers, rock landscape – approved – no permit required – exp. 2/08/25.
- 7) 3774 Wild Oats Lane – front yard landscaping – approved – no permit required – exp. 2/08/2025.
- 8) 5636 Central Ave – move gate – pending
- 9) 5942 Steeplechase Road – replace wood fence with vinyl – approved – no permit required - exp. 2/08/25.
- 10) 5425 Horse Ridge Way – walk off deck – pending
- 11) 3750 Wild Oats Lane – flagstone front – pending
- 12) 5568 Horse Ridge Way – fence replace, wood to concrete - pending

**Motion:** The President made a motion to approve the ACC-A Report as presented.  
MSV: M. Parnell/L. Wetter, 5/0.

#### b. Architectural Control Committee – Conformance (ACC-C) Report – Isaac Frangie

The ACC-C reported four properties of concern.

- 1) 3925 Rock River Lane – side yard needs bark. Received email from homeowner stating work to be done soon, monitor.
- 2) 4343 Corral Canyon – warning letter sent, some progress, monitor.
- 3) 5910 Central Ave – warning letter sent, hillside to be planted and grass watered by 12 NOV 2024.
- 4) 5527 Horse Ridge Way – monitor property, working with homeowner regarding issues.

**Motion:** The Secretary made a motion to accept the ACC-C Report as presented. MSV: S. Fox/L. Wetter, 5/0.

#### c. Open Space Committee (OSC) – James Endicott

##### 1) Completed Projects and Aztec Maintenance Contract:

- a) Greenstone completed tree and brush trimming and removal on Corral Canyon greenbelt.
- b) Met with possible new landscape vendor, Alonzo's Tree Service. Please see bid proposals in ongoing projects and proposal for their bids on new work.

##### 2) Ongoing Projects and Proposals

- a) Tumble weed abatement. See Aztec bid # 1935. Proposal to provide tumble weed abatement in the area by upper, lower horse ring and slope across green belt from Corral Canyon. All tumble weeds will be mechanically removed and

mulched either by a tractor with brush mower or manually with a line trimmer.  
Total cost: \$4,140.43

**Motion:** The President made a motion to accept bid for tumbleweed abatement. MSV M. Parnell/L. Wetter, 5/0

- b) Tree and brush removal. See Alonzo's Tree Service bid for \$1,450 to trim a eucalyptus tree, eucalyptus suckers, and do some acacia trimming.

**Motion:** President made a motion to accept this bid from Alonzo's Tree Service. MSV: M. Parnell/S. Fox, 5/0.

- c) Watering times have been reduced at both greenbelts to 30 minutes twice a week.
- d) Member-at-Large and OSC are to meet with Aztec to discuss the contract for 2025.
- e) Member-at-Large to talk to Aztec Tech regarding a second valve on Sprinter Lane about line to water shrubs
- f) OSC met with Aztec and Ray to discuss the Option Year 1 (OY1) scope of work and costs:
- Item 1: Open space mowing and brush removal cost – 5% increase
  - Item 2: Greenbelt mowing and Edging – 10% increase
  - Item 3: Cultivation was not done by Aztec. Aztec agreed to eliminate this item from OY1.
  - Item 4: Riding and Hiking Trail Maintenance. Not needed this year – 10% increase.
  - Item 5: Trail Entrance Maintenance – 10% increase.
  - Item 6: Equestrian Ring maintenance – 10% increase.
  - Item 7: Brow and Drainage Maintenance. 2024-25 we will only need one – 10% increase
  - Item 8: Irrigation and Watering Maintenance – 5%. Recommend Aztec non-Greenbelt stations visits reduced to once a month and Greenbelt visits to twice a month. Reducing visits would reduce overall costs.

The Board asked the OSC to get an updated cost estimate for Aztec contract for OY1.

### 3) Homeowner Contacts

- a) HOA Insurance provider questioned possible liability with large conex container in the horse ring area. The container is enclosed in a chain-link fence with gate, and a lock was placed on gate to limit access.
- b) 5933 Steeplechase. The homeowner requested trimming brush along fence line. OSC contacted homeowner and explained reason fence was leaning was not the brush but other material against the fence.
- c) A Yearling Court homeowner provided information HOA information about possible fuel loads in Open Space. by Yearling Ct. Mr. Hauser has a company that could maintain open space. The Member-at-Large and OSC viewed the area and identified some dead cypress trees and are getting bid to remove them.

- d) President requested that the Sweetwater Authority water bill be added to the OSC report.
- e) Watering Paloverde trees on Sprinter Lane trail entrance. Tabled until December meeting.

**Motion:** The President made a motion to approve the OSC report as amended and discussed. MSV: M. Parnell/L. Wetter, 5/0.

**d. Financial Officer (FO) – Sandra Jones**

**1) Balance Sheet 10/31/2024**

- a) The FO reviewed the BHHA Financial Reports for October 2024

- Operating Accounts
- FO requested to move funds from the AAB account to the WFB account.

**Motion:** The President made a motion to transfer \$50,000 from AAB account to Wells Fargo Operating funds. MSV: M. Parnell/C. Pierce, 5/0.

- Reserve Accounts
- Total Cash on Hand.
- Demands 2/ Closings 0
- Annual Budget Reviews in November, December, and January
- Reserve Study started and the first draft will be reviewed in December.
- Motion to move split rail fence replacement costs into the Reserve account costs.

**Motion:** The President made a motion to put the split rail fence replacement cost into the Reserve account. MSV: M. Parnell/C Pierce, 5/0.

**Motion:** The Treasurer made a motion to approve the October 31, 2024, Balance Sheet, Profit and Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Report (Delinquent Receivables), and Payroll Summaries. MSV: C. Pierce/L. Wetter, 5 /0.

**e. Communication Log – Recording Secretary (M.E. Phillips)**

The Recording Secretary stated all communications on the log were completed or pending due to paperwork needed.

**Motion:** The Secretary made a motion to accept the Communications Report as presented. MSV: S. Fox/L. Wetter, 5/0.

**4. Old Business.**

- a. Split Rail Fence Replacement. There was a discussion about how many areas need the fence to be replaced and the cost. There was a verbal cost estimate received to replace split rail on Corral Canyon at a cost of \$1,220.00.

**Motion:** The President made a motion to replace fence on Corral Canyon for \$1,220, once the BHHA received the formal quote and the vendor's insurance was verified and the appropriate paperwork was provided. MSV: M. Parnell/L. Wetter, 5/0.

- b. Tree Planting in Open Space. The tree will be donated and planted by volunteers. John Gilman will need to sign a "tree maintenance" agreement letter indicating that care of the tree goes to the new owner the house is sold.

**Motion:** The President made a motion to plant a tree in Open Space behind John Gilman's house with the condition it is at no cost to the BHHA and John Gilman signs the required tree maintenance letter signed regarding watering and care at homeowner's expense. MSV: M. Parnell/L. Witter, 5/0.

- c. The BHHA Lawyers (GBF) resolved the issue with erroneous lawsuit paperwork.

**5. New Business.**

- a. First reading of the budget completed.
- b. Sexual Harassment training – one person needs to complete training.
- c. Political sign removal. Signs have been taken down as soon as possible in accordance with the BHHA Rules and Regs.
- d. Election 2025. If no candidates for the Board are received, the Board will be able to have the election done By Acclamation for one last time this year.
- e. Halloween decoration removal – decorations are coming down.
- f. Open Space Contract – OSC is working on updates to present next month.
- g. Zoom Meeting Renewal – there was a discussion on the need and cost to renew the Zoom service for a year. It was decided to let the subscription expire.

**Motion:** The Vice President made a motion to let the Zoom subscription expire. MSV: L. Witter/S. Fox, 5/0,

**6. Community Actions and Issues. None.**

**7. Board Member Comments. None.**

**8. Adjournment: 8:45 PM**

**9. An Executive Session was held after the meeting.**

Respectfully submitted,

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

Mary Ellen Phillips – BHHA Recording Secretary