

**Bonita Highlands Homeowners' Association**  
**Board of Director's Meeting Minutes**

September 13, 2022 – Zoom Video Conference

**1. Call to Order.**

The meeting was called to order by the Mike Parnell (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 Recording Secretary stated the meeting was being recorded to assist in taking Minutes.

**a. Roll Call:**

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

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

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

Sandra Jones – F.O.    John Gilman -- ACC-A    James Endicott – O.S.C.  
Mary Ellen Phillips – Recording Secretary                      Ray Snider – Welcoming Committee

**3) Homeowners (HO) in Attendance:** Ann Sweet, Mike Sampsel, Adrian Ceden, Karl Fulenwider, Mike Seiler, Emerald Trejo, Susan Takashita, George Garcia, Robert Sherman, and Adrian Ceden.

**b. Pledge of Allegiance**

**c. Next Board of Directors (BOD) Meeting.** The next regularly scheduled BOD Meeting will be on October 11, 2022, via a ZOOM video conference

**d. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes from August 9, 2022, Homeowners’ Meeting.

**Motion:** Approve the August 9, 2022, BOD Minutes as read. MSC, Fox/Diaz, 5/0

**2. Homeowners Appearances:** Before Homeowners addressed the Board, the President stated that any outstanding ACC-C fines were to be addressed at the October 11, 2022, meeting.

**a. Homeowner Appeals to Notices or Fines.** No appeals were made.

**b. Open Forum for Homeowners.**

**1) 3839 Corral Canyon.** Homeowner requested to build a small corral in his back yard, between pool and fence to accommodate a horse and pony for weekend use only. John Gilman (ACC-A) and Daniel Diaz (Member at Large) said they would meet with Homeowner to discuss the specifics of exactly what he would like to do in his back yard.

**2) 3612 Filly Lane.** Homeowner spoke to Board regarding an incident involving resident of 3661 Filly Lane that is a residential care home. The Homeowner explained the

incident was serious enough that she contacted the sheriff, local neighbors, and sent the owner of property a certified letter. The President said the Board would look into the situation and provide additional guidance to the Homeowner.

**3)** 3775 Wild Oats. Homeowner talked about loud music issues from her neighbors and asked what she could do and what the BHHA could do. The Board provided some basic guidance in accordance with the BHHA Rules and Regs and will provide her with San Diego County information on same. The Recording Secretary said she would provide the BHHA noise policy and the subject would be addressed in the next Newsletter.

### **3. Committee and Staff Reports.**

#### **a. Welcoming Committee – Ray Snider**

**1)** Ray explained about the six new homeowners who have not been contacted; 1 for sale on Barley, 4 homes being renovated, and 1 homeowner was not at home.

**Motion.** The President made a motion to approve Ray’s report. MSC, Diaz/Pierce, 5/0

#### **b. Requests for Structural Modifications (ACC-A) – John and Ana Maria Gilman**

**1)** 3625 Filly Lane. Security screen doors – approved – no permit – exp 1/13/23

**2)** 5423 Mirar Court. Storage shed – approved – no permit – exp 1/13/23

**3)** 3742 Country Trails. Relocate security door - approved– no permit – 1/13/23

**4)** 3742 Country Trails. Trellis in front yard – not approved

**5)** 4201 Corral Canyon. Paint – approved - no permit – exp 1/13/23

**6)** 3624 Filly Lane. 100 ft CMU retaining wall – approved – permit required – exp 1/13/23

**7)** 3655 Country Trails. Renewal of SCR for bed and bath addition - approved – permit required – exp. 1/13/23

**8)** 5730 Central. Waiting for plans from Homeowner’s architect - hold

**9)** 5811 Blacksmith Road. Solar – approved – permit required – 1/13/23

**10)** 5728 Barley Court. Solar – approved – permit required – 1/13/23

**Motion:** The Secretary made a motion to approve the ACC-A Report as presented. MSC, Pierce/Diaz, 5/0

#### **c. Architectural Control Committee Report**

The President Mike Parnell talked with 8 homeowners during the month regarding ACC-C issues and all 8 complied. The outstanding fines from previous months will be addressed during October 11, 2022 meeting.

#### **d. Open Space Committee (OSC) – James Endicott**

##### **1) Completed Projects:**

**a)** Reduced mowing on greenbelts to biweekly

**b)** Backflow devices tested and approved

**c)** OSC met with LandCare and created a list of areas that need to be addressed.

**2) Ongoing Projects:**

a) 4152 Country Trails. Slope repair project. Planting of slope by LandCare to begin in October or later when the weather is cooler. LandCare will irrigate weekly with a portable water tank until plants have been established.

b) Brow Ditch Repair. James explained the bid received from Cal West for the repairs.

**Motion.** The Secretary made a motion to accept the bid from Cal West for repair of 3 brow ditches. MSC, Parnell/Diaz, 5/0

c) Bees on Wild Oats. James explained the bid he got from a local pest control company that is licensed and bonded to deal with the bees.

**Motion.** The President made a motion to hire We Gotcha Pest Control to do the required beehive removal. MSC, Diaz/Fox, 5/0

**3) Homeowner Violations**

a) 4210 Country Trails. Two letters have been sent. Homeowner has not responded. The President is to visit and speak with homeowner.

**4) Miscellaneous.**

a) James explained how the tumbles weeds are getting larger each month and his recommendation to have them removed before they become too big and go to seed. The funds will come from the Tree and Brush Removal budget.

**Motion.** The Secretary made a motion to cut the tumble weeds and remove them. MSC, Parnell/Diaz, 5/0

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

**1) Financials**

a) Operating ending balance, 08 /31/2022 \$396,118.22

b) Reserve Accounts ending balance, 08/31/2022 \$187,746.03

c) Total Cash on hand \$583,864.25

Note: Money BHHA has set aside to defray the future repair or replacement of, or additions to, those major components which the association is obligated to maintain (Civ. Code §4177.)

**2) Escrow Report**

a) August: 2 Demands Issued, 2 Closings

**3) Reserve Study/Audit & Tax Filings/Budget**

**Motion.** The President made a motion to approve the Tax/Audit Review for 2022-2023 for \$1,800. MSC, Parnell/Fox, 5/0

**Motion:** The Secretary made a motion to reject the Flood and Acts of Terror riders and approve the insurance policy as presented. MSC, Fox/Wetter, 5/0

**Motion:** The Treasurer made a motion to accept and approve the August 31, 2022, Reports: Balance, Sheet, Profit & Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (collections), and Payroll Summary as presented and reviewed by the Board. MSC, Wetter/Fox, 5/0

**NICU:** North Island Credit Union requires specific minutes for an additional signor (Liz Wetter) and the removal of a signor (Sharon Clayton). The Board Secretary is writing those specific Minutes for use with NICU.

#### **4. Old Business.**

- a) The President facilitated a short discussion regarding “in person” verses Zoom meetings in the future.

**Motion.** The President made a motion to return to “in person” meetings. MSC Wetter/Fox, 2/3, motion defeated

- b) The President asked the status of the Revised Structural Change Request (SCR). The Secretary said it was still being worked on along with the Revised SCR Approval Letter; need to finalize the format and have them reviewed by John Gilman.

- c) The President asked the status of the Conflict of Interest/Ethics Policy document. The Secretary said he’s still working on a draft for the Board to review.

- d) The President facilitated a short discussion on the cost of buying more Coffee Mugs or other less expensive items that could be provided as welcoming gifts to new home owners. Liz Wetter suggested the idea of providing Coupon Books for local Bonita business.

**Motion.** The Secretary made a motion to stop buying mugs and go to “coupon books” or some other less expensive gift in Welcome bags. MSC, Pierce/Parnell, 5/0

#### **5. New Business.**

- a) There will be a short notice about the upcoming Rules and Reg revision timeline in the October Newsletter asking Homeowners to provide inputs.

- b) The topic regarding the cost for bulk mailing of the Newsletter and the state mandated HOA mailings was postponed till the next BHHA Meeting.

- c) The Board took an action to provide additional information in the next Newsletter regarding the BHHA Noise Policy and possible actions Homeowners can take to address same.

- d) Staffing of ACC-C Position. The President said they have two candidates who have submitted resumes and that the Board will interview candidates prior to the next Board meeting.

- e) There was a short discussion on Neighborhood Watch programs, and how they are citizen/homeowner organized groups that requires one person to act as coordinator. It was also noted that Neighborhood Watch programs are not HOA responsibilities.

- f) There was a short discussion regarding how Google Maps incorrectly identifies Country Trails Lane as Country Trails “Court”, which has caused some confusion for delivery services. It was noted that some homeowners and Board members are attempting to contact Google Maps and correct this error.

**6. Written Communication Log.**

- a) The Recording Secretary reviewed the BHHA Written Communication Log.  
**Motion.** The Secretary made a motion to accept the Written Communication Log as presented. MSC, Parnell/Fox, 5/0

**7. Community Actions and Issues.**

- a) There is a Pancake Breakfast at the Bonita Sunnyside Fire Department on September 24, 2022, where they will open the 30-year time capsule.  
b) Optimist Book Sale is October 1-2, 2022  
c) Bonita Sunnyside Fire Department received a grant to clean the waterway between Bonita Glen and Central Avenue.

**8. Board Member Comments.**

- a) The President met with Jesse Rodriguez regarding slope stabilization in his back yard. The President was also able to confirm getting a letter from B. Grant Davidson (neighbor) granting permission to work within her property line. And he confirmed that San Diego County had granted permission to store dirt on county property during slope repair.

**9. Set Agenda for Next Meeting.**

- a. Revising Rules and Regulations  
b. Conflict of Interest/Ethics Policy

**10. Adjournment:** Meeting adjourned at 8:32 pm.

Respectfully submitted



Mary Ellen Phillips – BHHA Recording Secretary