



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

April 11, 2023 –In Person Meeting

**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                      Isaac Frangie – ACC-C

**b. Homeowners (HO) in Attendance:**

5628 Central – David Cochran  
5818 Blacksmith – Mike Sampsel  
3734 Corral Canyon – Elizabeth Felix  
3707 Belle Bonnie Brae – Fausto Gonzalez  
3612 Filly Lane – Randy & Susan Takashita  
3648 Filly Lane – Barb Diaz

**c. Pledge of Allegiance**

**d. Next Board of Directors (BOD) Meeting.** The next regularly scheduled BOD Meeting will be on May 9, 2023, at 6:30 pm via Zoom

**e. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes from the March 21, 2023, BHHA BOD and Homeowners’ Reconvened Meeting.

**Motion:** The Secretary made a Motion to approve the March 21, 2023, BOD Minutes. Motion, Second, Vote (MSV) S. Fox/L. Wetter 5/0

**2. Homeowners Appearances**

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

**b. Open Forum for Homeowners.**

1. 3734 Corral Cyn – Homeowner inquired as to how much space she needed to clear behind her fence.
2. 5818 Blacksmith – Homeowner disagreed with GBF opinion that SCRs were not to be shared. He consulted an attorney that had a different opinion.

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

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

- 1) 3903 Country Trl – reroof – approved – permit required – exp. 8/11/2023.
- 2) 5945 Pathfinder - exterior paint - approved – no permit required – 8/11/2023.

The following homeowners were approved for solar.

- 1) 5769 Good Karma – solar panels – approved – permit required – exp 8/11/2023.
- 2) 3859 Wild Oats . solar panels– approved - permit required – exp. 8/11/2023.
- 3) 5910 Wheatstalk – solar panels - approved – permit required – exp. 8/11/2023.
- 4) 4307 Country Trl - solar panels – approved - permit required – exp. 8/11/2023.
- 5) 3836 Wild Oats - solar panels - approved – permit required – exp. 8/11/2023.

**Motion:** The Secretary made a motion to approve the ACC-A Report as discussed. MSV:  
S. Fox/D. Diaz, 5/0

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

Proposed fine warning letters for issues that have not been corrected.

- 1) 5424 Horse Ridge –no SCR for garage door - proposed fine \$200.
- 2) 3831 Corral Cyn – stored vehicle proposed fine \$ 150
- 3) 5949 Pathfinder – basketball hoop - proposed fine \$100

**Motion:** The Secretary moved to accept ACC-C report/fines warning letters as Presented asking homeowners to come to meeting or correct violation. S. Fox/  
L. Wetter 5/0.

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

##### **1) Completed Projects and Land Care Maintenance Contract:**

- a) OSC met with LandCare as usual and called attention to recently planted that had been mowed over. LandCare to replace the tree. Sweetwater Authority invoices indicated a large amount of water usage although valves were turned off. Sweetwater valve on Corral Cyn was leaking and technician placed plug to stop leak. Valve on Central needs further inspection to determine if leaking as Sweetwater valve was corking correctly.
- b) County of SD Public Works repaired trail damage caused by their vehicles. They will return later this year to do final grading. The supervisor stated that they would not use the trail to service sewer outlet as it could be accessed from street.

- c) 3768 Corral Cyn, brow ditch issue completed. Straw wattles were put in place, a rebar grate installed in both brow ditches with sandbags used on the lower side. As of last rain, there have been no issues of the drain clogging and water flowing into their back yard.
- d) Damaged area from trail to brow ditch in back of 5621 Loping Lane repaired with 8-inch 30-foot drain pipe leading from trail to the brow ditch. A cement base on the top of pipe was placed to further prevent erosion.
- e) Three proposals were presented to replace backflow device on Corral Cyn. Backflow Services, Ahlee Backflow and A Awesome backflow submitted bids.  
**Motion:** The Secretary moved to accept the A Awesome bid for \$3,578.00 with additional \$600 for a protective cage. S. Fox/ L. Wetter 5/0

2) Ongoing Projects:

- a) Brow ditch repair. OSC met with STP Masonry and the replacement project was put on hold until area sufficiently dry. STP to give an additional bid for last 20 feet of brow ditch. **The Board requested a bid for the entire project before the project begins.**
- b) Trimming of large eucalyptus tree on Central cancelled after it was determined tree not in jeopardy of falling. Eucalyptus tree on Snaffle Bit will have branch removed by staff. Lacing to be determined at a later date.
- c) LandCare scheduled to begin mowing trails in open space. Mowing to begin earlier than scheduled due to abundance of growth which make trails difficult for homeowners to use. Open space mowing will take place as scheduled after wild oats have gone to seed.

3) OSC Homeowner Contacts

- a) 3966 Corral Cyn – Homeowner concerned about tall weeds making trails inaccessible.
- b) 5631 Central – homeowner hired tree service to remove large eucalyptus and palm from his property. A Tree service backed a heavy truck on trail very near a brow ditch. OSC explained that trucks were only permitted on trails with board approval and a security bond. Company moved truck off the trail and there was no damage.

**Motion.** The Secretary moved to approve OSC Report. MSV: S. Fox/ L. Wetter 5/0

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

1) Financials

- a) Operating Accounts 03/31/23 Beginning Balance \$300,004.19  
02/28/2022 Ending balance \$425,422.61.
- i) WFB:

a. **Motion:** The Treasurer moved to Open an 8-month CD 4% APY CD \$85,100.00 with combined savings \$5,100 and funds transferred from MFCU MonMkt (02) account.

b. **Motion:** The Treasurer moved to start using Bill Pay to pay some expenses. MSV L. Wetter/ S. Fox 5/0

i) MFCU:

a. **Motion:** Transfer \$30,000 to MFCU Reserve Acct. (budgeted item)

The Treasurer moved to transfer \$30,000 to MFCU Reserve Acct. MSV L. Wetter/ S. Fox 5/0

b. **Motion:** Transfer \$80,000 to WFB. The Treasurer moved to transfer \$80,000 to WFB for CDs. MSV L. Wetter/ S. Fox 5/0.

b) Reserve Accounts: 03/01/2023 Beginning Balance \$187,909.07  
03/31/2023 Ending balance \$188,102.71.

i) NICU:

a. **Motion:** Open 12-month CD 4.15% APY for \$50,000 (Reserve Account CD)

The Treasurer moved to open a 12-month CD at 4.15% for \$50,000.

MSV L. Wetter/ S. Fox 5/0.

i) MFCU

a. **Motion:** Open 14-month CD 4.35% APY for \$28,000.

b. **Motion:** Open 14-month CD 4.35% APY for \$30,000.

The treasurer moved to open two 14-month CDs at MFCU, one for \$28,000 and another \$30,000. MSV L. Wetter/ S. Fox 5/0

c) Total Cash on hand \$613,525.32.

3) Escrow Report

a) Mar 2023: Demands Issued/ 2 Closing

4) Reserve Study/ Audit & Tax Filings/ Budget

a) Preparing annual audit review and filing of tax returns.

5) New/Old Business

a) 535/667 Assessments paid as of 4/07/2023 (132 unpaid)

**Motion:** The Treasurer moved to approve the March 31, 2023: Balance Sheet, Profit & Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (collections) and Payroll Summary. MSV L.Wetter/S. Fox 5/0.

Note: Reserve Account is funds 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.)

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

All items complete

**4. Old Business.**

- a) SCR form: The form has been developed but not yet implemented.
- b) Christmas Lights: The VP is to develop contest rules and who is eligible to win.
- c) Trail Damage Trail damage and repair was addressed in OS report.
- d) Status of Brow Ditch repair: OSC is to obtain bid for additional work before work commences.
- e) Status of street sign repair. Needed signs submitted to the county. Waiting for county to complete replacements.

**5. New Business. –**

- a) Sheriff Dept Volunteer Program: The Senior Volunteer program is open to any person 55 years of age or older with a desire to serve the community.
- b) Early mowing of the trails: Trail mowing was covered in the OS report.
- c) Traffic meeting: P)resident Parnell provided the highlights of the SVCA Traffic Meeting. He noted increased CHP presence in the Highlands and reported that in an 8 hour window, 60 violations/tickets were written. Many of the recipients lived within one mile of the spot where they received the ticket. VP Pierce noted that homeowners were advised to call the CHP and report a time window of excessive speeding on a specific street and officers would be there. This is an ongoing concern without an easy fix but the CHP is receptive to the needs of the Highlands.
- d) Files and Fines: VP Pierce is to give staff guidelines for purging files of outdated or irrelevant paperwork. Treasurer Wetter is looking into the properties with the biggest fines totaling \$24K. Her goal is to contact homeowners and work to clear outstanding fines.
- e) ACC-C responsibilities: Board and Staff are to email ACC-C with properties deemed to be in violation of the Highland's Rules and Regs. Provide address, infraction, picture if appropriate and email to ACC-C to be included in his report.

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

**7. Board Member Comments –**

**8. Adjournment:** Meeting adjourned at 8:04 pm.

**9. An Executive Session was held.**

Respectfully submitted,



Mary Ellen Phillips – BHA Recording Secretary