



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

March 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                      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 (absent)

**b. Homeowners in attendance:** There were 6 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 April 9, 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 the February 13, 2024, BHHA BOD and Homeowners Meeting.

**Motion:** The President made a motion to approve February 13, 2024, minutes and the Secretary Seconded it. Motion, Second, Vote (MSV): M. Parnell/S. Fox, 4/0.

**f. Election and Budget Resolution results:** The President announced that the current Board was reelected by Acclamation at the Annual Meeting, and the Officers will assume their new positions at the APR 2024 meeting. The Board will be as follows: Mike Parnell - President, Liz Wetter - Vice President, Steve Fox - Secretary, Caroline Pierce - Treasurer, and Dan Diaz - Member at Large. The Recording Secretary stated the Budget Resolution passed with a homeowner vote of 187-1 in favor of the Resolution.

**2. Homeowners Appearances**

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

- 1) 3821 Country Trails. The homeowner was fined for not submitting and SCR for their front yard project. The Homeowner stated the SCR was sent to BHHA using the Cox

email address not realizing the email address had changed. The ACC-A said the homeowner resubmitted the SCR to be approved at the April BOD meeting. The homeowner requested their fines from 2010 – 2013 be removed based on the fact that they were for trash cans left out by the contractor when the house was being remodeled; and the issue had been resolved back then.

**Motion.** The Treasurer made a motion to negate the outstanding fines for the homeowner based on the information provided to the Board for a zero balance. The Secretary Seconded the motion. MSV: L. Wetter/S. Fox, 5/0.

2) 5969 Steeplechase. The homeowner appealed their fine because the situation had been corrected.

**Motion.** The Secretary made a motion to remove the fines based on the information provided by the homeowner. MSV: S. Fox/C. Pierce, 5/0.

**b. Open Forum for Homeowners.**

1) 3734 Corral Canyon. The homeowner had some questions about specific items on the newly adopted BHHA Annual Budget. Her concerns involved “office supplies” if the HOA doesn’t have any offices and value for the payroll. The President explained the need for office supplies because the five HOA Staff Members work at home, basically home office supplies. And the Treasurer explained that the five Staff Members are the only ones that get paid, while the Board Members are all volunteers. The homeowner was satisfied with the explanations from the Board. She also had a question about a Door Hanger for trash cans that she found. The ACC-A explained the Door Hangers are just friendly reminders to homeowners regarding Rules and Regs compliance issues; they are not fines. The ACC-A explained the Rules and Regs state that trash can may go out at 5:00 pm on Monday and should be brought back behind the fence after trash pickup or first thing Wednesday morning.

**3. Committee and Staff Reports.**

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

The ACC-A Reviewed the listed Structural Change Requests (SCR).

- 1) 3648 Belle Bonnie Brae – Paint and garage door – approved no permit required – exp. 9/12/2024.
- 2) 4120 Corral Canyon – retaining wall in front yard – approved no permit required – exp. 9/12/2024.
- 3) 3709 Country Trails – terrace back yard with 3’ retaining wall, replace existing walls in front yard, paver driveway, add drains to front yard and driveway to connect with existing drains – approved – no permit required – exp. 9/12/2024.
- 4) 3718 Wild Oats Lane – 3’ retaining wall in back yard – approved – exp. 9/12/2024.

- 5) 3727 Wild Oats Lane – 12'x 20' gazebo – approved – no permit required – exp. 9/12/2024.
- 6) 4107 Corral Canyon – new RV gate on right side of home – approved – no permit required – exp. 9/12/2024.
- 7) 4121 Country Trails – vinyl fence and gate (tan) – approved – no permit required – exp. 9/12/2024.
- 8) 3624 Filly Lane – retaining wall in front yard – approved – permit required – exp. 9/12/2024.

Ongoing ACC-A Situations.

- 1) A Horse Ridge Way homeowner is pursuing plans for a combined a JADU/ADU and will bring SCR to Board when their plans are complete.
- 2) The Whirlybird Way/Central Ave slope collapse issue is still unresolved. The ACC-A will meet with the homeowners and check on the plan/details and report back to the Board.

**Motion:** The Secretary made a motion to approve the ACC-A Report as presented.

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

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

The ACC-A reviewed the information provided by the ACC-C for homes with specified ACC violations and recommended fines for the noted violations.

- 1) 4343 Corral Canyon. The ACC-C has attempted several times to contact the homeowner regarding finishing up their front yard but hasn't received any responses. ACC-A/C to monitor and continue to reach out to the homeowner to resolve issues with work completion.
- 2) 3624 Filly Lane. Multiple SCRs have been submitted; house has been sitting empty for 2 years and yard is a mess; sent fine of \$100. ACC-A will continue to monitor.
- 3) 3718 Wild Oats Lane. Debris and plant trimmings in the brow ditch. ACC-A/C to hold proposed fine and monitor. The SCR submitted for a retaining wall was approved by the Board on 3/12/2024.

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

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

1) Completed Projects and Land Care Maintenance Contract:

- a) OSC met with Felipe (LandCare) to discuss needed work because their contract expires at the end of March. It was decided to groom trails and trail entrances prior to end of contract with the work to begin March 12, 2024.
- b) Chula Vista Open Space Maintenance Department has trimmed the vegetation in front of the Highlands monument on the South end of Corral Canyon. It is now visible to oncoming traffic.

2) Ongoing Projects:

OSC received three bids to remove/trimming of trees in the trail entrances at 5941 and 6053 Central Ave. Bids include removing podocarpus and 2 small Eucalyptus trees, applying herbicide to trunks (on the south side) and trimming large branches from podocarpus on the north side. At 6053 Central the bid is to remove, and stump grind large pepper trees. The three bids are:

- Holly Oak Arbor Care - \$1170
- LandCare - \$1703
- Greenstone - \$2000

**Motion.** The President made a motion to accept the Holly Oak Arbor Care bid. MSV M. Parnell/L. Wetter, 5/0.

- a) San Diego Parks and Recreation has begun trimming the east trail between Country Trails and Proctor Valley.
- b) An unknown person/company has unloaded a large pile of wood chips at the south end of the green belt on the north end of Corral Canyon. None of the Highlands vendors claim to have done this. OSC to pursue the cost of getting the mulch/chips spread.

3) Homeowner Contacts:

- a) 3922 Rock River Lane. The homeowner is concerned about possible erosion coming from the green belt on Central Ave down the slope and into their yard. The OSC and Member-at-Large met with the homeowner to view the situation. After viewing and discussing various aspects of the problem, they noticed the brow ditch on the property was covered with ice plant. The area of concern for water runoff was bare ground. It was suggested to the homeowner that removing the ice plant from brow ditch and replanting it in bare area of yard above the ditch would solve two problems, the potential runoff and the proper drainage through the brow ditch. The OSC also told the homeowner that there is also a small palm tree that is protruding into the open space. The homeowner said it would be removed.

**Motion.** The President made a motion to accept the OSC report as briefed. MSV: M. Parnell/S. Fox, 5/0.

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

- 1) Financials – After reviewing the financials with the Board, the Financial Officer pronounced the BHHA is in sound financial condition.
- 2) Operating Accounts:
  - a) FO requested a motion to transfer \$30,000, from the MFCU MMKT Account to WFB.

**Motion.** The Treasurer made a motion to move the \$30,000 funds from MFCU to WFB. MSV: L. Wetter/S. Fox, 5/0.

b) The FO requested a motion to add AAB as a bill pay bank account.

**Motion.** The Treasurer made a motion to add AAB as a bill pay account for the BHHA. MSV: L. Wetter/S. Fox, 5/0.

3) Escrow Report

a) February 2024 : 3 Demand Issued / 1 Closing

4) New Business.

a) The FO asked the Board to consider a new rule regarding Annual Assessment payments, i.e., payments shall be paid in one installment to minimize the processing time and cost. It was also recommended to be added to the next revision of the BHHA Rules and Regs.

b) The FO said the PayHOA "Aging Report" will replace the current "Delinquent Receivables Report".

**Motion:** The Treasurer made a motion to approve the February 29, 2024, 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.

**e. Communication Log - Recording Secretary (Mary Ellen Phillips)**

The Recording Secretary covered the outstanding communications and associated actions for the BHHA Board and Staff.

**Motion:** The President made a motion to accept the Communications Report as presented. MSV: M. Parnell/S. Fox, 5/0.

**4. Old Business.**

a. Red Curb Painting. There are 3 curbs left to be painted.

**5. New Business**

a. The President said there are 4-5 homes in the Highlands for sale and noted that some have been on the Market a while and others are new.

**6. Community Actions and Issues.**

**7. Board Member Comments:**

**8. Adjournment: 8:36 PM**

**9. An Executive Session was not held.**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'MEP', followed by a long horizontal flourish.

Mary Ellen Phillips – BHHA Recording Secretary