



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

May 14, 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 (absent)
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 in attendance: There were 7 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 June 11, 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 April 9, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve April 9, 2024, minutes and the Vice President seconded it. Motion, Second, Vote (MSV): S. Fox/ L. Wetter, 4/0.

2. Homeowners Appearances

a. Homeowner Appeals to Notices or Fines.

1) 5959 Central – The homeowner requested a review of fines due to lack of progress on their wall project during COVID. There appeared to be some miscommunications between everyone, as well as supply chain issues that kept interfering with getting the project done on time. As a result, the fines appeared to keep stacking up. Board to address the during Executive Session.

b. Open Forum for Homeowners.

1) 5660 Loping Lane – The homeowner expressed concern about their neighbor's dogs that bark continually. The President suggested the homeowner reach out to the dog owners and see if they would address the issue with their dogs. It was also

suggested that the homeowner talk with other homeowners in the area who were bothered and then send a noise violation letter regarding the dogs to the San Diego County. Board to address the during Executive Session.

- 2) 5809 Whirlybird – The homeowner was concerned about their back yard sinking due to the collapse of the neighbor’s stacked block retaining wall falling down. A retaining wall was built that didn’t withstand the rain, fell down, and her back yard is sinking. The SCR for the retaining wall at 5829 Central was approved pending a permit. There was no engineering report or permit provided to the Board. The homeowner said the San Diego County said no permit was required. Board to address the during Executive Session.
- 3) 4028 Country Trails – The homeowner addressed “door hangers” he received for his trailer being out too long. The homeowner feels that three days is not long enough to clean and unpack a trailer after use and requested the Board consider extending the time to seven days. Board to address the during Executive Session.
- 4) 5816 Whirlybird – The homeowner requested the Board to consider alternate roofing materials (newer, thicker asphalt shingles). He explained that he had heard they were better than the brittle tile ones most homeowners have now. Board to address the during Executive Session.
- 5) 3648 Filly – The homeowner asked the Board to consider replacing the split rail fences at all the trail entrances as most of them are broken and falling down. The President asked the FO to determine if the costs of such a repair would come from the Operational Funds or Reserve Funds.

3. Committee and Staff Reports.

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

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

- 1) 3727 Wild Oats Lane – Aluminum patio cover, two 3 ft retaining walls –approved – no permit required – exp 11/14/2024.
- 2) 3654 Filly Lane – replace lawn with turf and river rock - Approved – no permit required – exp 11/14/2024.
- 3) 5745 Good Karma Lane – deck off 2nd floor, 9.5X20 – approved – no permit required – exp. 11/14/2024.
- 4) 4128 Country Trails – replace windows (bronze frame) approved – no permit required– exp. 11/14/2024.
- 5) 3615 Belle Bonnie Brae – exterior paint – approved – no permit required– On hold.

ACC-A approved SCRs on behalf of the Board.

- 1) 5833 Whirlybird Way – roof mounted solar with batteries – approved - permit required – exp 11/14/2024.

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

MSV: S. Fox/D Dias, 4/0.

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

The ACC-C stated that he was monitoring homes that had received Door Hangers and that none were being fined at this point.

Motion: The Secretary made a motion to accept the ACC-C Report as presented. MSV:

S. Fox/L. Wetter, 4/0.

c. Open Space Committee (OSC) – James Endicott

1) Completed Projects and Aztec Maintenance Contract:

- a) Holly Oak Care has completed the tree trimming and tree removal at the trail entrance and trail north side of Sprinter. Work completed as specified in the proposal dated March 25, 2024, and approved by the Board at the April meeting.
- b) Aztec submitted a mowing schedule and a mowing map indicating where and when the open space mowing would take place. The schedule and map were helpful and sent to homeowners via PayHOA for their awareness. Those homeowners who had questions contacted the OSC and he clarified the dates for them.

2) Ongoing Projects and Proposals:

- a) On March 10, 2024, the OSC met with Robert, Ray, and Pable from Aztec to discuss and determine the condition of the various irrigation systems for the green belts and cultivated areas. There are 6 water control stations. Four were visited and the remaining two were inhabited by bees and could not be assessed. There are several problems to be addressed in those irrigation systems. Aztec submitted a proposal of \$1,815.89 which the BOD decided to table until there was further clarification regarding exactly what Aztec would do for the \$1,815.89.

Motion: The President made a motion to table this action until a second bid was received. MSV: M. Parnell/L. Wetter, 4/0.

- b) OSC and Dan met with Fausto from Olly Oak Arbor Care to discuss tree trimming and/or removal at the far north end of the trail at Wild Oats to the exit trail on Central. A homeowner on Sun Up Court contacted the Association about a tree growing at the edge of his property and into his fence. It is an Association tree. As the trail was walked other trees out of compliance with the County Fire Marshall regulations were noted. This proposal was tabled by the Board until another bid could be obtained.

Motion: The President made a motion to table this action until a second bid was received. MSV: M. Parnell/ L. Wetter, 4/0.

- c) A second proposal from Holly Oak Arbor Care was received to trim and remove a large eucalyptus tree and dead branches from behind a property on Shadow Canyon. Access to the area is difficult and the homeowner agreed to allow the tree service access through his back yard.

Motion: The President made a motion to table this action until a second bid was received. MSV: M. Parnell/ L. Wetter, 4/0.

Motion: The President made a motion to accept the OSC Report except for the items tabled waiting for additional bids. MSV: M. Parnell/S. Fox, 4/0.

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:

03/01/24 Beginning Balance: \$317,290.93

03/31/24 Ending Balance: \$500,053.43

- a) AAB – Need check book to make transfers and refunds. PayHOA will provide check book at no charge with double signature lines.

- b) MFCU – CD (33) matures on 5/17/2024

Motion: The President made a motion to move the MFCU CD to a North Island Credit Union (NICU) money market account. MSV: M. Parnell/L. Wetter, 4/0.

- 3) Reserve Accounts:

03/01/24 Beginning Balance: \$220,194.06

03/31/24 Ending Balance: \$220,750.87

- a) NICU – NICU CD (47) matures on 5/26/24

Motion: The President made a motion to move the NICU CD to another 12 months at 4.3% APY. MSV: M. Parnell/L. Wetter, 4/0.

- 4) Escrow Report

- a) April 2024: 1 Demand Issued / 1 Closing

Motion: The Vice President made a motion to approve the March 31, 2024, Balance Sheet, Profit and Loss Budget vs Actual, Bank reconciliations, General ledger, Check Register detail, Aging Report and Payroll summary. MSV: L. Wetter/M. Parnell, 4/0.

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

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

Motion: The Secretary made a motion to accept the Communications Report as presented. MSV: S. Fox/L. Wetter, 4/0.

4. Old Business.

- a. Verbiage for single payment assessment rule will appear in the June newsletter.

5. New Business.

6. Community Actions and Issues.

7. Board Member Comments:

8. Adjournment: 8:10 PM

9. An Executive Session was held.

Respectfully submitted,

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

Mary Ellen Phillips – BHHA Recording Secretary