



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

January 9, 2024 – 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 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 (absent)    James Endicott – O.S.C.  
Mary Ellen Phillips – Recording Secretary                      Isaac Frangie – ACC-C

**b. Homeowners in attendance:** There were four homeowners attending the meeting.

**c. Pledge of Allegiance.**

**d. Next Board of Directors (BOD) Meeting.** The next BOD Meeting will on February 13, 2024, at 6:00 p.m., at the Bonita Sunnyside Fire Station, 4900 Bonita Road.

**e. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes with corrections) from the December 12, 2023, BHHA BOD and Homeowners Meeting.

**Motion:** The Secretary made a Motion to approve the December 12, 2023, BOD Minutes with corrections. Motion, Second, Vote (MSV): S. Fox/D. Diaz, 5/0.

**2. Homeowners Appearances**

**a. Homeowner Appeals to Notices or Fines.** None

**b. Open Forum for Homeowners.**

The homeowners at 3701 Country Trails expressed concern that their neighbor is in the process of installing a wall that may be higher than stated in the BHHA Rules and Regulations. The President said the ACC-A would check on the wall.

**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) 3902 Rock River Lane – roof mounted solar – approved – permit required – exp. 5/9/2024.

**Motion:** The Secretary made a motion to approve the ACC-A Report MSV: S. Fox/L. Wetter, 5 /0.

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

The ACC-C reviewed homes with specified ACC violations and recommended the following fines for the noted violations.

- 1) 4343 Corral Canyon. Front yard. Homeowner requested that future fines be forgiven as they will request a payment plan (\$200 per month) from the Board and then work to bring their yard into compliance with HOA guidelines. Fine balance \$1750.

**Motion:** The President made a motion to hold the January fine in abeyance and will meet with the homeowner to discuss their situation and outstanding fines. MSV: M. Parnell/S. Fox, 5/0.

ACC-A reported that the door hangers are producing results and saving a lot of time previously spent hand writing warning letters. People are receptive and correcting problems. He also mentioned that he is monitoring people who have been warned about Open Space and brow ditch problems.

**Motion:** The President made a motion to accept ACC-C report as presented. MSV: M. Parnell/S. Fox, 5/0.

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

- 1) Completed Projects and Land Care Maintenance Contract:

- a) All scheduled contracted work orders are up to date with the next order due in February if needed, i.e., grooming trails and trail entrances.

- 2) Ongoing Projects:

- a) As of January 6, 2024, two bids for the Open Space Landscape and Maintenance Contract have been received. The two vendors are Aztec Landscaping and Heritage Landscaping. The following companies declined to submit bids for various reasons: LandCare, Greenstone, Dream Scape Landscape, Benchmark, and Brightview Landscape. The BOD has been given the two bids for review. After discussions with both bidding companies, each reduced their bids. There is an additional vendor interested in providing a bid and OSC to reach out to them for a bid.

**Motion:** The President made a motion to hold the bid decision in abeyance until we had more info on all the vendors total costs. MSV: M. Parnell/S. Fox, 5/0.

- b) A homeowner on Pony Lane contacted the Association about water run off from the brow ditch onto his property after the recent rains. The site was visited, and

it was determined that there was a large gap in the brow ditch causing the problem. The brow ditch is broken in several places. The OSC contacted contractor that recently replaced some of our brow ditches for their evaluation. STP Concrete advised replacing the cement, grading the ditch to lower the grade as the broken spot causing the damage is a low spot and placing a small (6 inch) wall along side the ditch prohibiting the water from flowing into the homeowner's yard. STP will also straighten the fence damaged by the water and tie it into the new cement ditch with rebar. STP submitted a bid for \$10,800 to demo 90 feet of brow ditch, remove all debris, regrade the slope and install a new brow ditch with proper drainage. Fixing the three fence posts was included in the bid.

**Motion:** The Treasurer made a motion to accept the bid from STP to repair the brow ditch and repair the fence as presented. MSV: L. Wetter/S. Fox, 5/0.

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

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

1) Financials

a) Operating Accounts

12/01/23 Beginning Balance: \$337,619.04

12/31/2023 Ending Balance: \$328,155.99

b) Reserve Accounts:

12/01/2023 Beginning Balance: \$229,286.82

12/31/2023 Ending Balance: \$229,859.87

c) Total Cash On Hand: \$558,015.86

**Motion:** The President made a motion to move \$10,800. from the Reserve Fund to Operating Fund for the brow ditch repair. MSV: M. Parnell/L. Wetter, 5/0.

2) Escrow Report – December 2023: Demand Issued-1 / Closing-1

3) Reserve Study/Audit & Tax Filings/Budget

a. 1st of 3 readings of the Budget / 1<sup>st</sup> pf 2 readings of Reserve Study – 11-14-23

b. 2<sup>nd</sup> of 3 readings of the Budget / 2<sup>nd</sup> of 2 reading of Reserve study – 12/12/23

c. 3<sup>rd</sup> of 3 reading of the Budget – 1-09-24

**Motion:** The President made a motion to approve the Budget as read with the new annual assessment of \$534. MSV: M. Parnell/L. Witter, 5/0.

The President asked Board Secretary and Treasurer to write an explanation about the increase in the Annual Assessment for the next Newsletter.

**Motion:** The Treasurer made a motion to approve the Reserve Study dated January 2024, for fiscal year end- March 31, 2024, from Sonnenberg and Company, CPAs. MSV: L. Wetter/M. Parnell, 5/0.

#### 4) New/Old Business

##### a. Pay HOA

- Financials in progress.
- Price increases for some services (postage/mailings)
- Use of PayHOA's Alliance Association Bank instead of Wells Fargo, would provide many benefits and cost-saving options for the Association.

##### b) Sexual Harassment Training – still missing 2.

##### c) Requested the Board consider paying their monthly services fee for BOD members at the end of the fiscal year vice writing monthly checks. Staff will remain the same.

**Motion:** The President made a motion to pay services fee reimbursement for Board members at the end of the fiscal year. MSV: M. Parnell/S. Fox, 5/0.

**Motion:** The Treasurer made a motion to approve the December 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/M. Parnell, 5/0.

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

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

#### 4. Old Business.

- a. Rocky View Slide. Permit waiting for county approval. New contractor in place. Homeowner indicated he was willing to get a contractor to repair neighbor's wall and put a fence on top of it.
- b. Election by Acclamation. There are articles in the Newsletter regarding Election by Acclamation, and asked homeowners to express any concerns. To date the Association has not received any inputs. Board to vote regarding Election by Acclamation at the next Board meeting in the February 2024.
- c. Red Curb Painting. The BHHA's Board Member purchased supplies and will be painting the Trail Head access curbs in January 2024.

#### 5. New Business

- a. Location options for the Annual Meeting. Both the Fire Station and Bonita Museum are reserved for the Annual Meeting in March 2024. The decision on where the meeting will be held to be made at the February 2024 Monthly Board Meeting.

**6. Community Actions and Issues.**

- a. Highlands Signage Update. A committee will investigate options for updating the Highlands signage on Central and Corral Canyon. The Vice President will head the committee with support from the Member at Large, along with any homeowners that want to participate. The Committee will report at the February Meeting.

**7. Board Member Comments:** No comments made.

**8. Adjournment:** 7:56 p.m.

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

Respectfully submitted,

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

Mary Ellen Phillips – BHHA Recording Secretary