



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

February 13, 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 (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 3 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 March 12, 2024, at Bonita Sunnyside Fire Station, 4900 Bonita Road. The Annual BHHA Meeting will be March 4, 2024, at the Bonita Museum.

e. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from the January 9, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Member-at-Large made a motion to approve January 9, 2024, minutes and the Vice President seconded it. Motion, Second, Vote (MSV): D. Diaz/C. Pierce, 4/0.

2. Homeowners Appearances

a. Homeowner Appeals to Notices or Fines. None

b. Open Forum for Homeowners.

1) A homeowner commented about the number of storage pods (3) on Sprinter. Two have been there for many months and one is there due to a fire at one home. The Board is working on updated to the BHHA Rules and Regulations to address the subject.

2) The Vice President said the BHHA signage on the monuments have been surveyed. The structures were sound and the signs just need to be repainted. Paint swatches

will be taken to find the appropriate colors. It was also noted the new landscaping contractor will clear the area in front of the monument on Central Ave, and the foliage in front of the monument on the south end of Corral Canyon has been trimmed by San Diego County.

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) 3710 Corral Canyon Road – paint garage doors, entry door – approved - no permit required – exp. 8/13/2024.
- 2) 3650 Country Trails – retaining walls, paver driveway and walkway, artificial turf, and vinyl fence – approved – no permit required – exp 8/13/2024.
- 3) 5730 Central Ave – add stairway and entry to existing JADU – approved - permit required - Exp 8/13/2024.
- 4) 3727 Wild Oats Lane – 8 X 12 storage shed – approved – no permit required – exp 8/13/2024.
- 5) 5631 Central Ave – 3 ft, retaining wall across backyard, new drains – approved – no permit required – Exp 8/13/2024. Homeowner to post bond of \$1,000 to the BHHA for use of open space trail to access backyard. BHHA will hold the bond until the project is finished and OSC confirms no damage was done to the trail.
- 6) 4001 Shadow Rock Court – Paver driveway to access RV parking – approved – no permit required – Exp. 8/13/2024.
- 7) 3626 Country Trails – re-stucco, paint, replace windows, replace solar – approved – permit required – Exp. 8/13/2024.

The following were approved by ACC-A for Board.

- 1) 3902 Rock River Lane – solar – permit required – Exp. 8/13/2024.
- 2) 3908 Rock River Lane – solar – permit required – Exp. 8/13/2024.

Ongoing ACC-A Situations.

- 1) 5829 Central Av. The homeowner started a retaining wall project a couple of years ago without Board approval, but when contacted by the ACC-A about 15 months ago, the homeowner submitted an SCR and the Board approved it. The homeowner said RCP and San Diego County told them the structure was proper and did not require a permit (per County Code Enforcement). During the recent heavy rain, the homeowner’s wall has failed and given way, which is impacting the backyard of 5809 Whirlybird Lane. The ACC-A met with both homeowners today and they have agreed to hire a Soils Engineer to address the issue.

- 2) 3650 Country Trails. The homeowner began taking out an old retaining wall and terracing for new retaining walls. The homeowner obtained an SCR for the walls, artificial turf, vinyl fence, and paver driveway and walkway. This is another 3 ft wall situation that San Diego County claims does not need a permit.
- 3) 3709 Country Trails. The homeowner built 3.5 ft retaining wall across the full width of their property without an SCR. ACC-C met with the homeowner, explaining the county rules for retaining walls, and gave them 30 days to bring the walls into compliance with the County's >3 ft rule. The ACC-C also explained the need to submit an SCR for the retaining wall. The homeowner is working with the County regarding the height for the retaining wall. The ACC-A will follow up regarding the SCR and resolve other concerns with the project.
- 4) 5730 Central Ave. The property has a bedroom and bathroom built above its garage in the early 1980s. The homeowner submitted an SCR to add an outside stairway and entrance to make this bedroom a JADU. The stairway will be 4' wide which encroaches on the BHHA's 15' property setback regulation. The ACC-C will work with the homeowner on addressing this situation.
- 5) 3821 Country Trails. The homeowner did a new front yard landscape project without submitting an SCR for Board approval. ACC-A sent a letter and an SCR to the homeowner on 1/29/24, but there has been no response. ACC-C will send a letter to the homeowner regarding a potential fine for non-compliance with the BHHA Rules and Regulations.

Motion: The Secretary made a motion to approve the ACC-A Report. MSV: S. Fox/D Diaz, 4 /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. The ACC-C also said they put out 30-40 door hangers and are already getting results, but there are still some Christmas lights and new weed growth due to recent rains.

- 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-C noted there has been some progress and will go by the house and see if he can talk to the homeowner in person.
- 2) 3624 Filly Lane. Multiple SCRs have been submitted; house has been sitting empty for 2 years and yard is a mess; recommended fine of \$100. President to contact the homeowner.

Motion: The President made a motion to accept ACC-C report. MSV: M. Parnell/S. Fox, 4/0.

c. Open Space Committee (OSC) – James Endicott

1) Completed Projects and Land Care Maintenance Contract:

- a) OSC met with Felipe (LandCare) to discuss the state of the work to be done after the rains. Two months are left on the LandCare contract. The possible areas to be scheduled: Cultivation, Trail Grooming, Trail Entrance, Equestrian Rings.
- b) Concrete brow ditch work has been completed at the end of the north side of Pony Lane. Ninety plus feet of old concrete ditch was removed and STP Masonry replaced this with reinforced concrete and fixed the fence that had been damaged. STP Masonry did excellent work on this project.
- c) After review, only two bids were submitted from ten landscape maintenance companies. Aztec was chosen starting April 2024 with an option for the following two years. OSC is looking forward to developing a strong working relationship with Aztec and their supervisor Robert Aguilar.

1) Ongoing Projects:

- a) OSC talked with Anthony from the City of Chula Vista Open Space Maintenance Department, and he has agreed that the County's trails needed to be trimmed and hadn't been done in two years. Weather permitting, he said they will begin maintenance soon. It was noted that the shrubs on the south end of Carrol Canyon were blocking the BHHA sign/monument and they said it will be trimmed to allow visibility for the monument.
- b) OSC met with Mario from Sweetwater Regional Park to discuss trail entrance and trail work on the east side of Country Trails. Mario said he remembered doing the trail two years ago and agreed to schedule this maintenance when the weather permits.

3) Homeowner Contacts:

- a) 5417 Annie Laurie Lane. The homeowner inquired about "river" at the back of their property. The "river" is a county drainage ditch that goes under Central Ave. OSC suggested they contact San Diego County Department of Public works with their concerns.
- b) 3922 Rock River Lane. The homeowner is concerned about possible erosion coming from green belt on Central Ave down the slope and into their yard. The OSC and Member-at-Large to meet with the homeowner to view the situation.
- c) 5941 Central Ave. There is a large pine tree on the trail entrance next to the property. The homeowner would like the tree trimmed or removed. The OSC is to meet with the homeowner. The President to contact Bonita Fire Chief regarding both the pine tree and the podocarpus tree on the opposite side of the trail as these larger trail entrances are considered fire access entrances.

Recording Secretary to check files for any information on the pine tree at 5941 Central Ave and the podocarpus tree at 5942 Central Ave.

- d) President will contact the Bonita Fire Department to validate if these wider trail entrances are considered “fire” access trails, and if so, if these trees are an issue for the fire department vehicles.

Motion: The Secretary made a motion to accept the OS report. MSV: S. Fox/ D. Diaz, 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) Escrow Report
 - a) January 2024: 1 Demand Issued / 1 Closing
- 4) New Old Business.
 - a) PayHOA conversion scheduled to be complete 4/1/2024.

Motion: The President made a motion to approve opening a checking account with Alliance Association Bank to take advantage of its integration with PayHOA. MSV: M. Parnell/S. Fox, 4/0.

(Note: This would allow the BHHA to receive a free lockbox for payment processing and future savings on the monthly subscription.)

- b) The Financial Officer asked the Board to consider a new rule that would allow Annual Assessments to be paid in one installment. No action was taken on this request, but the Secretary was asked to write a proposal to be considered at March meeting.

Motion: The President made a motion to approve the January 31, 2024, Balance Sheet, Profit & Loss Budget vs. Actual, Bank Reconciliations, General Ledger, Check Register Detail, Delinquent Receivables (collections), and Payroll Summary. MSV: M. Parnell/S. Fox, 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/D. Diaz, 4/0.

4. Old Business.

- a. The Maintenance contract was awarded to Aztec Landscaping as they came in as the lowest bidder of the two received bids.
- b. Election by Acclamation. The Board reviewed the election timeline and information on Election by Acclamation that was in the previous Newsletters on same. The Board will

execute the Election by Acclamation at the BHHA Annual Meeting on March 4, 2024. It was also explained that next year it must be an election by ballot.

- c. Red Curb Painting. Dan and Barb Dan Diaz, along with Caroline and Bella Pierce have been scraping and painting the curbs at the trail entrances. They are doing a wonderful job and the curbs look great.
- d. As of this meeting, the Board Resolution to transfer unused funds to next year, is 60 votes short of the required quorum. Homeowners were asked to vote by 26 FEB 2024, so there is still time. Another reminder will be sent out to homeowners through PayHOA.

5. New Business

- a. Location for the Annual Meeting is Bonita Museum. The BHHA will join the Museum to use the facility free of charge.
- b. PayHOA Administrators are Sandra Jones, Isaac Frangie, Liz Wetter, and Steve Fox,. The other BHHA Board and Staff members all have access to the system. As everyone, including Homeowners use PayHOA more and more, it will provide an easier and more efficient way to communicate with the BHHA.

6. Community Actions and Issues.

- a. BHHA Signage Update. The Vice President stated the monuments are structurally sound and will be updated with new paint, and the foliage on Corral Canyon will be trimmed to make monument more visible.

7. Board Member Comments:

- b. The President reported that Sweetwater Valley Community Association (SVCA) announced that the Sweetwater Authority will be installing its proposed 12-inch water pipe down the center of Corral Canyon. The President also said SVCA reported on the proposed 40 acres of solar panels to be installed on top of the Sweetwater Reservoir. If anyone is interested in learning more about either project, go to the SVCA meetings to learn more. Their website is: <https://www.sweetwatervalleyca.org/>

8. Adjournment: 8:30 PM

9. An Executive Session was not held.

Respectfully submitted,



Mary Ellen Phillips – BHHA Recording Secretary