



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

April 9, 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
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 was one homeowner 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 May 14, 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 March 12, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Vice President made a motion to approve March 12, 2024, minutes and the Member at Large seconded it. Motion, Second, Vote (MSV): L. Wetter/D. Diaz , 5/0.

2. Homeowners Appearances

a. Homeowner Appeals to Notices or Fines.

1) 6014 Blacksmith – Homeowner saw fines on their PayHOA account and asked for clarification and a plan forward. The Board said it would review the fines during its Executive Session after this meeting and get back to the homeowner.

b. Open Forum for Homeowners.

1) The Treasurer read a letter to the Board from a homeowner concerning late fees for homeowners who experienced challenges using the PayHOA automated payment options.

- 2) The Board asked the FO to identify the number of homeowners that have missed the Assessment payment due data and provide that data at the next meeting.

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) 3866 Wild Oats Lane – Attached ADU – approved permit required – exp 10/9/2024.
- 2) 4024 Corral Canyon – paint, garage door, extend driveway – approved no permit required – exp 10/9/2024.
- 3) 5745 Good Karma Lane – replace retaining wall – approved – no permit required – exp. 10/9/2024.
- 4) 5604 Central Ave – Elite wood patio cover, vinyl gate – approved – no permit required – exp. 10/9/2024.
- 5) 5645 Central Ave – garage doors – approved – no permit required – exp 10/9/2024.
- 6) 3821 Country Trails – paint, artificial turf, vinyl fence, paver driveway and walkway— approved – no permit required – exp 10/9/2024.

ACC-A approved SCRs on behalf of the Board.

- 1) 3830 Corral Canyon – roof repair – approved – permit required – exp. 10/9/2024
- 2) 6046 Central Ave – solar panels - approved – permit required – exp. 10/9/2024

Properties to discussed:

- 1) 5829 Central Ave/5809 Whirlybird (executive session)
- 2) 5411 Annie Laurie Lane – fabric fencing
- 3) 5934 Rocky View Court (executive session)
- 4) 4107 Corral Canyon sent SCR and was approved in February.

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

MSV: S. Fox/D Dias, 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) 3718 Wild Oats Lane. The hedge issue is taken care of, but brow-ditch issue still needs to be addressed. ACC-C to send fine warning letter indicating the brow ditch needs to be fixed by May 14, 2024, BoD meeting.
- 2) 3624 Filly Lane. Homeowner building a huge block wall on side yard; ACC-C to monitor progress.
- 3) 4343 Corral Canyon. Fines stopped. Communicated with daughter and homeowner. ACC-C to talk with the homeowner regarding a payment plan for existing fines and plans for making good progress to resolve the issue.

Motion: The Secretary made a motion to accept the ACC-C Report as presented. MSV: S. Fox/L. Wetter, 5/0.

c. Open Space Committee (OSC) – James Endicott

1) Completed Projects and Land Care Maintenance Contract:

- a) LandCare contract ended March 31, 2024. Felipe has offered to stay in touch for any questions we may have and to offer services for special orders.
- b) Tree trimming and removal at trail entrances at 5941 and 6053 Central successfully completed and invoices paid.
- c) The tree Bonita Fire thought they could possibly remove was actually too close to the homeowner's property but they are open to looking at other trees we might find for them to use as practice.
- d) The "Goats for Hire" idea is on hold as there were questions about the contract cost over two years. The Board decided to wait until next year and revisit this option.
- e) The "mystery" mulch that was dumped at the south end of green belt at the north end of Corral Canyon was spread by LandCare at a cost of \$146.00 which was approved by OSC.

2) Ongoing Projects:

- a) Dan and James met with Robert and Ray from Aztec to inspect the area on the north side of Steeplechase, (behind 5923 Steeplechase Road) for a proposal to cut and remove various trees and dead branches (to comply with SD County Fire Regulations). The OSC got three quotes to accomplish this work and presented them to the board.

- Aztec \$3,600.00
- Greenstone \$1,850.00
- Holly Oak Arbor Care \$1540.00

Motion. The Member at Large made a motion to accept the Holly Oak Arbor Care bid at \$1,540. MSV: D. Diaz/L. Wetter, 5/0.

- b) OSC received a call from homeowners who notified the association that they had witnessed debris being dumped in the Open Space across from 5706 Sprinter. The owner was notified, and the debris was removed.
- c) Dan and James met with the irrigation tech from Aztec at the greenbelts and other areas which are regularly watered to discuss timing of these areas and condition of the valves, water lines, and timers. Later in the month, OSC will meet with Robert to consider a productive time to begin mowing maintenance.

3) Homeowner Contacts:

- a) 5805 Shadow Canyon homeowner contacted the HOA about tree issues at the back of their property. There are several eucalyptus trees and branches that

need to be removed or trimmed to be in compliance with the Fire Marshall regulations. OSC will get and present cost proposals at the next BoD Meeting.

- b) A homeowner over on Sun Up Court contacted the Recording Secretary regarding a tree from the Association's property pushing against their fence. It is an Association tree that had been removed, now appears to be sprouting suckers that are estimated at 12-15 feet high. The OSC recommended the suckers be removed and the stumps poisoned. The OSC said there are other similar tree issues in that area that need to be addressed. OSC to have proposal for remediation.

Motion: The Member at Large made a motion to accept the OSC Report as presented.
MSV: D. Diaz/ L. Wetter, 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) The FO asked the BOD to consider transferring existing CDs, upon maturity, into new CDs with rates of 5.0+% and 4.7%.
 - b) The FO said the carryover from 2023 to 2024 was \$62K.
 - c) The President said the Board will create a Financial Committee to review the banking situation for the Association with the move to using PayHOA.
- 3) Escrow Report
 - a) March 2024: 1 Demand Issued / 3 Closings
- 4) New Old Business.
 - a) It was recommended to send the proposed Annual assessment rule change to the Association's legal counsel review.
 - b) The BoD will work with the FO to update and approve changes to the BHHA Collection Policy.
 - c) The President said the approval for the Financial Officers Report will be held in Abeyance until the April 14, 2024, Board meeting.

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

The Recording Secretary covered the outstanding communications and associated actions for the BHHA Board and Staff. In the future, responses to homeowners should go through PayHOA and then be part of PayHOA communication log.,

Motion: The Secretary made a motion to accept the Communications Report as presented. MSV: S. Fox/L. Wetter, 5/0.

4. Old Business.

- a. PayHOA issues covered in staff reports.

b. The retaining wall failure on Central Ave property to be covered in the Executive Session.

5. New Business

a. The proposed Assessment payment rule change was addressed in FO's Report.

6. Community Actions and Issues.

7. Board Member Comments:

8. Adjournment: 7:33 PM

9. An Executive Session was held.

Respectfully submitted,

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

Mary Ellen Phillips – BHHA Recording Secretary