



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

June 11, 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 (absent)

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 August 13, 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 May 14, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve April 9, 2024, BoD Meeting 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) 3633 Belle Bonnie Brae. The homeowner asked for clarification of fines showing in PayHOA. There was a brief description of the fines dating back to 2019/20 and President said the Board would discuss this in the Executive Session after the meeting.

b. Open Forum for Homeowners.

1) 5926 Blacksmith. The homeowner questioned the overgrowth on the horse trail on the west side of her property. The homeowner said she had talked to her landscaper, and she is willing to take care of the issue if it is her responsibility, but she thought that sloped portion of the trail belonged to the HOA. The President said

the Board would discuss this in the Executive Session after the meeting and the OSC would get back to her with the decision.

3. Committee and Staff Reports.

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

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

- 1) 5636 Central – reroof- approved – permit required – exp. 12/11/24.
- 2) 5746 Central – vinyl fence – approved – no permit required – exp. 12/11/24.
- 3) 5628 Sprinter Lane – paint – approved – no permit required – exp. 12/11/24.
- 4) 3615 Belle Bonnie Brae - paint – approved – no permit required – exp. 12/11/24.
- 5) 3933 Corral Canyon – paint – approved – no permit required – exp. 12/11/24.
- 6) 5645 Central – garage door – approved – no permit required – exp. 12/11/24.
- 7) 3603 Belle Bonnie Brae – paver driveway and walkway – approved – no permit required – exp.12/11/24
- 8) 5944 Pathfinder Way – stone veneer on garage – approved – no permit required – exp. 12/11/24.
- 9) 4251 Country Trails – paint – approved – no permit required – exp. 12/11/24.
- 10) 3727 Wild Oats Lane – extend driveway – approved – no permit required – exp. 12/11/24.
- 11) 5432 Horse Ridge Way – ADU – not approved – permit required – board needs more information; will be discussed in the Executive Session.

Approved by ACC-A for Board:

- 1) 4010 Corral Canyon – solar – approved – permit required – exp. 12/11/24
- 2) 3804 Country Trails – replace main water line – approved – permit required – exp. 12/11/24.

Motion: The Secretary made a motion to approve the ACC-A Report as presented.
MSV: S. Fox/L. Wetter, 4/0.

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

The ACC-C reported two properties to receive potential fine letters.

- 1) 3805 Country Trails – ski boat in driveway despite many Door Hanger warnings
- 2) 4028 Country Trails – small trailer remains in driveway after homeowner said it would be moved after receiving Door Hanger warnings.

Motion: The Secretary made a motion to accept the ACC-C Report as presented by the ACC-A. MSV: S. Fox/L. Wetter, 4/0.

c. Open Space Committee (OSC) – James Endicott

1) Completed Projects and Aztec Maintenance Contract:

- a) Aztec has completed about 95% of the open space mowing. They anticipate being finished by June 14. Captain Oosterbann (BSFD) will inspect various areas of the open space and indicate if the mowing is adequate for fire protection.

- b) "We Got Ya Pest Control" has removed bees from two valve boxes at Sprinter Lane and Jockey Way. Aztec will inspect both boxes for possibly needed repair and if needed will provide the OSC with a cost proposal.
 - c) Aztec supervisors suggested the possibility of using the upper horse ring area to park 7-8 Aztec trucks/equipment in exchange for some brush and tree trimming services at various locations and times. Both the Association and Aztec need to check the legal ramifications of such a proposal.
 - d) OSC spoke with Ranger James (San Diego Southwest Regional Parks Dept) about ongoing situation of landslide slippage. Both Ranger James and Supervisor Gillban are aware of slippage and have contacted the San Diego County Plan and Development Department Service Team for their involvement. This info has been turned over to BHHA President for further action.
 - e) Aztec is in the process of mowing the trail between Country Trails and Proctor Valley at no additional charge to the Association.
- 2) Ongoing Projects and Proposals:
- a) At the May meeting, the Board tabled the proposal from Aztec to repair irrigation equipment at Snaffle Bit, Corral Canyon Greenbelt and the Central Greenbelt locations. The board wanted specific proposals for each location. Aztec has submitted those proposals.
Motion: The Vice President moved to accept all the proposals for irrigation from Aztec (proposal #1565 for \$1405.55, proposal #1564 for \$201.10, and proposal #1499 for \$209.24. MSV: L. Wetter/S. Fox, 4/0.
 - b) OSC obtained bids from Holly Oak Arbor Care and Greenstone for trimming and removal of debris in various Open Space areas in the Highlands. The Board reviewed and discussed all the bids and opted to accept the following bids:
Motion: The President made a motion to accept bid of \$1475 from Holly Oak Arbor Care for 3719 Wild Oats Lane to corner of Central and Country Trails. Cut small Eucalyptus bushes from stumps and apply herbicide to stumps; 1 foot or more away from trails. MSV: M. Parnell/L. Wetter, 4/0.
Motion: The President made a motion to accept bid of \$600 from Holly Oak Arbor Care to weed whack terraces and apply herbicide on newly germinated acacia trees. MSV: M. Parnell/L. Wetter, 4/0.
Motion: The Vice President made a motion to accept bid of \$250 from Holly Oak Arbor Care to cut back from trails, one Toyon Tree at 4334 Corral Canyon. MSV: L. Wetter/S. Fox, 4/0.
Motion: The Treasurer made a motion to accept the bid of \$150 From Greenstone to weed whack small section between the property line and street to the light pole. MSV: C. Pierce/L. Wetter, 4/0.

Motion: The Vice President made a motion to accept bid of \$450 from Greenstone to Weed Whack area along Sprinter Lane (right and left sides of trail). MSV: L. Wetter/M. Parnell, 4/0.

- c) OSC, Dan and Robert from Aztec inspected a broken brow ditch south of the pump station. No action was taken as more info needs to be gathered due to the narrow and steep location; brow ditch is approximately 75-100 ft in length.

Motion: The Vice President made a motion to accept the OSC Report as presented and discussed. MSV: L. Wetter/S. Fox, 4/0.

d. Financial Officer (FO) – Sandra Jones

- 1) Financials – After reviewing the BHHA financials for April and May from QuickBooks and the new Financial Report from PayHOA with the Board, the Financial Officer pronounced the BHHA transition from QuickBooks to PayHOA is complete and is in sound financial condition.

- 2) APRIL Operating Accounts:

04/01/24 Beginning Balance: \$500,053.43

04/30/24 Ending Balance: \$622,908.46

- a) AAB – Balance in this account is \$327,000.

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

Motion: The Vice President made motions to withdraw previous month's motion to move money to a NICU CD as that option is no longer available and made a motion to transfer balance at closing to a MFCU CD. MSV: L. Wetter/ M. Parnell, 4/0, for both motions.

- 3) APRIL Reserve Accounts:

04/01/24 Beginning Balance: \$220,750.87

04/30/24 Ending Balance: \$221,321.02

- a) MFCU: Transfer CD (34) and (35) upon maturity to NICU 9-month CD

Motion: The President made a motion to transfer CDs 34 and 35 from MFCU to NICU. MSV: M. Parnell/L. Wetter, 4/0.

- 4) APRIL Total Cash on Hand: \$844,229.48

- 5) MAY Operating Accounts:

05/01/24 Beginning Balance: \$622,908.46

05/31/24 Ending Balance: \$627,543.92

- a) MFCU: CD (31) matures 07/07/24

- 6) MAY Reserve Accounts:

05/01/24 Beginning Balance: \$221,321.02

05/30/24 Ending Balance: \$221,880.11

- a) MFCU: CDs (34) and (35) mature on 6/14/24

- 7) MAY Total Cash on Hand: \$849,424.03

8) Escrow Report

- a) May 2024: 2 Demand Issued / 1 Closing

9) New/Old Business

- a) The Board is working on the new assessment payment rule; specifically, now that the HOA is using PayHOA, Annual Assessments will be paid in one installment.
- b) Delinquent Receivables and Aging Report shows 14 homeowner accounts with delinquent Annual Assessments that fall into the “collection” category.

Motion: The Secretary made a motion to proceed with collections for the 14 delinquent Annual Assessment accounts listed in the Financial Officer’s Delinquent Receivables Report dated 6/11/24. MSV: S. Fox/L. Wetter, 4/0.

Motion: The Treasurer made a motion to approve the April 30, 2024, and May 31, 2024, 2024, Balance Sheet, Profit and Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Report and Payroll Summary. MSV: C. Pierce/M. Parnell, 4/0.

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

The Recording Secretary covered the outstanding BHHA 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, 4/0.

4. Old Business.

- a. Verbiage for single payment assessment rule will appear in the July Newsletter.

5. New Business.

- a. The BHHA will have a guest speaker at the August Board Meeting, Mr. Jame Bray (San Diego County Code Enforcement Officer) who will address code compliance issues and answer questions.

6. Community Actions and Issues. None.

7. Board Member Comments: None.

8. Adjournment: 8:01 PM

9. An Executive Session was held after the meeting.

Respectfully submitted,



Mary Ellen Phillips – BHHA Recording Secretary