



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

August 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                      Liz Wetter – Vice President (absent)  
Stephen Fox – Secretary                      Caroline Pierce – Treasurer  
Dan Diaz – Member at Large

2) Staff Members (present unless noted as absent)

Sandra Jones – F.O.    John Niekrasz – ACC-A    Isaac Frangie – ACC-C  
Mary Ellen Phillips – Recording Secretary    James Endicott – O.S.C.

**b. Homeowners in attendance:** There were 5 homeowners in attendance.

**c. Pledge of Allegiance.**

**d. Next Board of Directors (BOD) Meeting.** The next scheduled BOD Meeting will be at 6:00 p.m. on September 10, 2024, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

**e. BOD Meeting Minutes.** There was a review and adoption of the Meeting Minutes from the June 11, 2024, BHHA BOD Meeting.

**Motion:** The Secretary made a motion to approve the June 11, 2024, BOD Meeting Minutes and the Treasurer seconded it. Motion, Second, Vote (MSV): S. Fox/C. Pierce, 4/0.

**2. Homeowners Appearances**

**a. Homeowner Appeals to Notices or Fines.**

**b. Open Forum for Homeowners.**

1) 3734 Corral Canyon. The homeowner asked for information regarding how long the SDGE gas line project will last and expressed concern over the work that was done on her property as the contractors were moving her gas line. She is not happy about the work they had done around her house. President Parnell explained that the BHHA has no control over this project and that it belongs to San Diego County, but he would have the Vice President contact the SDGE contractor and try to get some answers.

### 3. Committee and Staff Reports.

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

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

- 1) 5432 Horse Ridge – adjoined ADU - approved – permit needed – exp. 11/13/24.  
Homeowner needs to confirm 5 ft. set back before construction begins.
- 2) 5973 Steeplechase – shed and AC installation – approved – no permit required – exp. 02/13/25.
- 3) 5636 Central Ave – reroof – approved – no permit required – exp. 11/13/24.
- 4) 4251 Country Trails - paint – approved – no permit required – exp. 11/13/24.
- 5) 3814 Corral Canyon – paint – approved – no permit required – exp. 11/13/24.
- 6) 3641 Wild Oats – repair/repaint patio cover – approved – no permit required – exp. 11/13/24.
- 7) 5636 Central Ave – window replacement – approved – no permit required – exp. 11/13/24.
- 8) 4121 Country Trails – exterior paint, windows, and gutters – approved – no permit required – exp. 11/13/24.
- 9) 4241 Corral Canyon – retaining wall around pool – approved – no permit required – exp. 11/13/24.
- 10) 4038 Country Trails – paint garage door – approved – no permit required – exp. 11/13/24.
- 11) 4152 Country Trails – storage shed – approved –no permit required – exp. 11/13/24.
- 12) 6046 Central Ave – new roof – approved – permit needed – exp. 11/13/24.
- 13) 6046 Central Ave – remodel master bath – approved – permit needed – exp. 11/13/24.
- 14) 3865 Wild Oats - interior work – approved – permit needed – exp. 11/13/24.
- 15) 4334 Corral Canyon – exterior paint – approved - no permit required – exp. 11/13/24.
- 16) 5902 Central Ave – remove front lawn/xeriscape – approved - no permit required – exp. 11/13/24.
- 17) 3612 Filly Lane – emergency HVAC replacement – approved – permit needed – exp. 11/13/24.
- 18) 3661 Filly Lane – side privacy fence – in discussion – no SCR - more info needed.

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

MSV: S. Fox/C. Pierce, 4/0.

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

The ACC-C reported four properties of concern.

- 1) 5962 Lazy Trails – rooster in yard - door hanger. 2 weeks to rehome rooster.
- 2) 5965 Lazy Trails – basketball hoop in driveway.
- 3) 3624 Filly – Yard under construction, wall incomplete, hazardous open ditch by driveway; will talk with homeowner.
- 4) 4343 Corral Canyon – yard unfinished, payment plan not in place; tabled until SEP BOD meeting.
- 5) Several cars throughout the Highlands reported to CHP; most notably those with flat tires and cobwebs.

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

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

1) Completed Projects and Aztec Maintenance Contract:

- a) Aztec has completed the irrigation repairs at Snaffle Bit cul-de-sac cultivation area, Corral Canyon green belt, and Central green belt. Green belts look much better. Aztec suggested a watering schedule of 4 times a week until areas recover, then reducing to 3 times a week through August and reducing again in September as temperatures cool. OSC will monitor and adjust accordingly.
- b) Annual inspection of six back-flow devices completed on 6/12/24. (Snaffle Bit, Central green belt, Sprinter, Yearling Court, Corral Canyon green belt and Corral Canyon east side at Pony Lane.)
- c) Aztec completed mowing of two small areas missed near the pump station and west above the pump station. Aztec has been accommodating in responding to requests in a timely manner and OSC feels this year's Open Space mowing was superior to previous years.
- d) Holly Oaks has removed/trimmed the eucalyptus suckers in the Open Space (Country Trails and Wild Oats) and applied herbicide on specific trees. Holly Oaks removed pepper trees and suckers from trail entrance on Central Avenue west of Country Trails. These eucalyptus suckers in the Open Space will need annual attention due to the fast growth of these trees.
- e) Greenstone completed weed abatement and clean-up on the south side of Sprinter, weed abatement and removed eucalyptus suckers at Snaffle Bit, and cut back ice plant, weed abatement around sign, and remove dead eucalyptus on Ring Road. OSC approved the removal of dead tree (\$500) and weed abatement around sign and removal of sucker growth (\$100).

2) Ongoing Projects and Proposals:

- a) The OSC received two bids to trim/remove invasive eucalyptus branches and large sucker growth at back side of a homeowner's property on Shadow Canyon Road. The homeowner agreed to allow landscape company access to their back

yard to remove debris. Greenstone's lower bid (\$2,000) held in abeyance until insurance coverage verified.

**Motion:** The President made a motion to approve the Greenstone bid once the insurance is confirmed. MSV: M. Parnell/S. Fox, 4/0.

- b) The OSC volunteered to establish an irrigation system for the south side of Sprinter (near trail entrance). Newly planted Palo Verde trees have insufficient water for survival and growth.
- c) The OSC received a Holly Oak bid (\$1,725) to trim and remove olive tree at the north end of Wild Oats and Central Ave pushing against fence and to clean, trim, remove branches and suckers found in the area to meet fire regulations.

**Motion:** The President made a motion to approve Holly Oak's bid in the amount of \$1725. MSV: M. Parnell/ S. Fox, 4/0.

- d) The OSC received a Greenstone bid (\$850) to trim/clean and remove debris from California pepper trees at the north end of Corral Canyon green belt. Greenstone's bid held in abeyance until insurance coverage verified.

**Motion:** The President made a motion to approve the Greenstone bid once the insurance is confirmed. MSV: M. Parnell/S. Fox, 4/0.

- e) The OSC received a Greenstone bid (\$550) to cut back growth along trail and homeowner's fence at 5926 Blacksmith. Greenstone's bid held in abeyance until insurance coverage is verified.

**Motion:** The President made a motion to approve the Greenstone bid once the insurance is confirmed. MSV: M. Parnell/S. Fox, 4/0.

### 3) Homeowner Contacts

- a) The OSC met with homeowner at 3658 Country Trails to discuss damaged fence. Aztec accepted responsibility for damage and repaired fence to owners' satisfaction.
- b) The OSC met with the homeowner at 5923 Snaffle Bit regarding a possible water leak. It was determined the water was draining from Open Space water lines after water cycle. Aztec corrected the water pattern; problem solved.
- c) The OSC contacted the homeowner at 5717 Sprinter regarding brow ditch and overhanging trees. The homeowner asked to have until November to fix the problem when it is the proper time to trim the trees. The OSC approved the request.
- d) The homeowner at 5617 Galloping way asked about owl box hanging in Open Space. OSC explained to the homeowner that the HOA does not maintain these owl boxes.
- e) A violation issued on 6/30/24 for property at 5804 Leadrope Way for dumping limbs and plant material over fence into the Open Space. Homeowner given two

weeks to resolve problem. To date no material has been moved. ACC-C will send a Fine Warning Letter.

**Motion:** The Treasurer made a motion to accept the OSC Report as presented and discussed (noting those accepted bids held in abeyance). MSV: C. Pierce/D. Diaz, 4/0.

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

1) Financials – After reviewing the BHHA financials for June and July with the Board, the Financial Officer stated the BHHA is in sound financial condition.

2) Operating Accounts

06/01/24 Beginning Balance: \$627,543.92

07/31/24 Ending Balance: \$502,924.53

a) AAB – Balance in this account is \$221,891.84

b) FO made a recommendation to transfer \$25,000 from AAB checking to WFB checking.

c) FO made a recommendation to transfer \$15,000 from AAB checking to MFCU Reserves Money Market account.

**Motion:** The President made a motion to transfer the \$25,000 from AAB checking to WFB checking and \$15,000 from AAB checking to MFCU Reserves Money Market account. MSV: M. Parnell/C. Pierce, 4/0.

3) Reserve Accounts

06/01/24 Beginning Balance: \$221,880.11

07/31/24 Ending Balance: \$222,787.18

4) Total Cash on Hand: \$725,711.71

5) Escrow Report

a) June 2024: 3 Demands Issued / 2 Closings

b) July 2024: 0 Demands issued / 2 Closings

6) Audit & Tax Filings – The FO reported the BHHA Financial Audit was completed and the BHHA Taxes have been submitted.

a) **Motion:** The President made a motion to Approve the FY 2024 Revised Draft of Financial Review Report and Financial Advisory letter (audit). MSV: M. Parnell/D. Diaz, 4/0.

b) **Motion:** The President made a motion to Approve the Management Representation Letter. MSV: M. Parnell/S. Fox, 4/0.

c) **Motion:** The President made a motion to Approve the Review and Tax Engagement letter (2024/2025). MSV: M. Parnell/D. Diaz, 4/0.

d) **Motion:** The President made a motion to Approve the FY 2024 Federal and State Tax Filings for taxes due to Federal of \$3,489 and the state of \$1,128. MSV: M. Parnell/S. Fox, 4/0.

7) Continued FO Business

- a) The FO stated she is continuing to process the Delinquent Receivables and Aging Reports for the 6 accounts going to collections with the Green Bryant French (GBF) lawyers.

**Motion:** The Treasurer made a motion to proceed with collections of the accounts listed in the Delinquent Receivables and Aging Report dated 8/12/24. MSV: C. Pierce/M. Parnell, 4/0.

**Motion:** The Treasurer made a motion to Approve the June 1, 2024, thru June 30, 2024, and July 01, 2024 thru July 31, 2024, Balance Sheets, Profit & Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Reports, and Payroll Summaries. 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) The BHHA will have a guest speaker at the September Board Meeting, Mr. James Bray San Diego County Code Enforcement Officer.

5. **New Business.** None.

6. **Community Actions and Issues.**

The floating Solar Array proposed for the Sweetwater Reservoir may be a concern for some residents of Bonita. The President requested information related to this project be in the September BHHA Newsletter so that residents could stay informed and voice their concerns.

7. **Board Member Comments:** None.

8. **Adjournment:** 7:30 PM

9. **An Executive Session was held after the meeting.**

Respectfully submitted,



Mary Ellen Phillips – BHHA Recording Secretary