



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

December 10, 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 Niekrasz- ACC-A ACC-A Isaac Frangie – ACC-C
James Endicott – O.S.C. Mary Ellen Phillips – Recording Secretary

b. Homeowners in attendance: There were 2 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 January 14, 2025, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

e. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from November 12, 2024, BHHA BOD and Homeowners Meeting.

Motion: The President made a motion to approve November 12, 2024, BOD Meeting Minutes and the Secretary seconded it. Motion, Second, Vote (MSV): M. Parnell/S. Fox, 4/0.

2. Homeowners Appearances

a. Homeowner Appeals to Notices or Fines.

b. Open Forum for Homeowners.

A homeowner on Whirlybird Way would like the Board to consider alternate roofing materials and will bring a sample of the proposed material to the January meeting for review.

3. Committee and Staff Reports.

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

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

- 1) 5636 Central Ave – move gate – approved – no permit required – exp. 3/12/25.
- 2) 5424 Horse Ridge Way – walk off deck – approved – permit required – exp.3/12/25.
- 3) 5750 Wild Oats Lane – flagstone front – approved – no permit required – exp. 3/12/25.
- 4) 5568 Horse Ridge Way – fence replace, wood to concrete – approved – no permit required -- exp 3/12/25.
- 5) 5919 Wheatstalk – bathroom upgrade – approved – no permit required – exp. 3/12/25
- 6) 5836 Leadrope Lane – solar – approved – permit required – exp. 3/12/25
- 7) 3618 Filly Lane – side fence – approved – no permit required – exp. 3/12/25
- 8) 3774 Wild Oats Lane – this was a previously approved SCR for front yard landscaping. It was cited by ACC-C because the project has not started; a fine to be levied at the JAN 2024 BOD meeting of no progress.

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

MSV: M. Parnell/S. Fox, 4/0.

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

The ACC-C reported four properties of concern.

- 1) 3925 Rock River Lane – bark to be delivered this week. Monitor
- 2) 4343 Corral Canyon – Limited progress – to meet with HO.
- 3) 5527 Horse Ridge Way – working with HO progress being made.
- 4) 3872 Corral Canyon sent a warning letter for condition of year and vehicles stored.

Motion: The President made a motion to accept the ACC-C Report as presented. MSV:

M. Parnell/S. Fox, 4/0.

c. Open Space Committee (OSC) – James Endicott

1) Completed Projects and Aztec Maintenance Contract:

- a) Alonzo's tree Service completed the tree and brush removal as contracted.
- b) Aztec has completed half of the brow ditch cleaning; balance will be done in December.
- c) Aztec is scheduling the mowing of tumble weeds in areas that was approved at October BOD meeting.

2) Ongoing Projects and Proposals

- a) OSC and Member at Large reviewed area of concern indicated by homeowner at end of Yearling Court and identified tress to be trimmed and cypress to be removed. OSC received two bids for this work.
 - Alonzo Tree Service: \$950.00
 - Greenstone Landscaping: \$1,200.00

Motion: The President made a motion to accept the bid from Alonzo Tree Service for \$950.00. MSV: M. Parnell/L. Wetter, 5/0.

- b) OSC met with Aztec irrigation monitor and repair person, to discuss over watering. There are five areas that are on timers that Aztec is contracted to monitor, one was incorrectly set, and the area is being overwatered. OSC asked Aztec for some form of compensation for the over-watering and associated increase in the water bill. Aztec has not responded. Timer in the over-watered area has been turned off. OSC will continue to monitor water usage and estimated cost of unnecessary watering by Aztec.
- c) OSC received a proposal from Aztec for irrigation repair to change two valves at Sprinter Lane and Central Ave greenbelt as well as replacing two rotor head sprinklers at Corral Canyon/Pony Lane. Additionally, there is runoff near the valve box at Corral Canyon greenbelt. Aztec to assess problem and advise.
- d) Member-at-Large and OCS will inspect trail entrances to determine which ones need maintenance. If only a small number require maintenance, they will solicit bids from vendors.
- e) Straw wattle: Member at Large and OSC will assess the need for wattle replacement.
- f) OSC met with Aztec and Ray to discuss the Open Space Maintenance Contract's option year 2025 cost and schedule. Updated cost was provided to the BOD for review.

3) Homeowner Contacts

- a. 5923 Snaffle Bit homeowner asked for maintenance to be done on the small strip between their yard and brow ditch. OSC said it will be added to maintenance in that area.
- b. 5544 Horse Ridge Way homeowner asked about broken brow ditch causing water damage to their property. OSC talked with the homeowner and recommended using sandbags as a temporary solution for the time being and the HOA would reimburse them. The Board will assess the homeowner's property line vs brow ditch to determine responsibility for any potential action regarding brow ditch repair.

Motion: The President made a motion to limit the homeowner reimbursement for sandbags to a value that is equal to or less than \$100. MSV: M. Parnell/L. Wetter, 5/0.

- c. 4363 Country Trails. The OSC sent a letter to the property caretakers as water appears to be seeping under fence onto the trail in two locations. Letter sent to P.O. box address in PayHOA with address service requested.

Motion: The President made a motion to approve the OSC report as presented. MSV: M. Parnell/L. Wetter, 5/0.

d. Financial Officer (FO) – Sandra Jones

1) Balance Sheet 10/31/2024

- a) Reviewed the BHHA Financial Report for November 2024
 - Operating Accounts
 - FO made a request to move funds from a CD to a money market account.

Motion: The President made a motion to move maturing NICU CD funds to a NICU money market account. MSV: M. Parnell/L. Wetter, 5/0.

- Reserve Accounts
- Demands Issued - 1 / Closings - 2
- Completed 2 of the 3 required Annual Budget Reviews at the November and December monthly meetings. The third and final Annual Budget Review will be conducted at the January 2025 monthly meeting.
- Reviewed the first draft of the Reserve Study. There was discussion regarding options on how to handle the reserve funding.

Motion: The President made a motion to accept Option 2 for the reserve funding. MSV: M. Parnell/L. Wetter, 5/0.

- There was a discussion regarding the desired location for the anticipated cost for split-rail fence and BHHA signage/monument maintenance, i.e., Operating or Reserve budgets.

Motion: The President made a motion to keep the split rail fence replacement cost and monument maintenance in the 2024/2025 Operating Budget. MSV: M. Parnell/L. Wetter, 5/0.

Motion: The Treasurer made a motion to approve the November 30, 2024, Balance Sheet, Profit and Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Report (Delinquent Receivables), and Payroll Summaries. MSV: C. Pierce/L. Wetter, 5 /0.

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

The Recording Secretary stated all communications on the log were completed .

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

4. Old Business.

- a. BHHA monuments on Central Ave and on Corral Canyon, need repair before repainting. A homeowner on Annie Laurie Lane (with wood working knowledge) volunteered to determine what repair is best before repainting.
- b. Open Space Contract to be reviewed after meeting with Aztec Landscaping.

5. New Business.

- a. Budget Referendum to be included in Annual Budget packet, with form and envelope for Homeowners to return.
- b. The split-rail fence on Corral Canyon to be installed this week. Bids to be obtained for two other split-rail fences that need replacement or repair.

Motion: The Vice President made a motion to accept bids for two other replace/repair split fences if the first fence replacement met with expected quality of work. MSV: L. Wetter/M. Parnell, 5/0.

6. Community Actions and Issues. None.

7. Board Member Comments. None.

8. Adjournment: 8:15 PM

9. An Executive Session was held after the meeting.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read 'MEP', followed by a horizontal line.

Mary Ellen Phillips – BHHA Recording Secretary