



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

February 11, 2025

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 Isaac Frangie – ACC-C
O.S.C. – Absent Mary Ellen Phillips – Recording Secretary

b. Homeowners in attendance: There were 5 homeowners and 1 guest 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 11, 2025, at Bonita Sunnyside Fire Station, 4900 Bonita Road. **The Annual Board of Directors Meeting** will be March 3, 2025 in the Bonita Library Community Room.

e. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from the January 14, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve the January 14, 2024, BOD Meeting Minutes and the Vice President seconded it. Motion, Second, Vote (MSV): S. Fox/L. Wetter, 5/0.

2. Homeowners' Appearances

a. Homeowner Appeals to Notices or Fines. None.

b. Open Forum for Homeowners.

- 1) The homeowner on Corral Canyon had questions about a potential cracked slab because of observed cracks inside her home and how best to address it. The Board provided several options on how to determine if the slab is cracked.

- 2) The homeowner on Central Ave inquired about installing a front fence to protect their children from entering the street where the traffic is always travelling much faster than the posted speed limit. They have submitted an SCR and discussed options with the ACC-A that were in concert with the Rules and Regulations.
- 3) Visitor from San Miguel Road requested an easement so that he could buy/build on property adjacent to BHHA at the end of Wild Oats Lane. The discussion was tabled until the next meeting so Board members could review the information available regarding similar queries from several years ago.

Motion: President made a motion to table the discussion regarding the easement until additional information is obtained. MSV: M. Parnell/S. Fox, 5/0.

3. Committee and Staff Reports.

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

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

- 1) 5730 Central Ave – convert ADU to pergola, approved; the ADU was returned to the original pergola design.

New SCRs.

- 1) 5712 Good Karma Lane – large back yard project – pending
- 2) 5963 Steeplechase Road – new doors to backyard – submitted
- 3) 4027 Corral Canyon – concrete and turf – approved and completed
- 4) 5627 Loping Lane – industrial garage door and new roof – submitted – project started without approval; SCR submitted after inspection.
- 5) 3668 Corral Canyon – pool – submitted – permit required – not started.
- 6) 4024 Corral Canyon – vinyl fence – approved – not started
- 7) 5636 Central Ave – front yard fence – Board agreed with 80% open fence at 36” height

Motion: The Secretary made a motion to approve the front yard fence as discussed. MSV: S. Fox/C. Pierce, 5/0.

Motion: President made a motion to approve the ACC-A Report as presented. MSV: M. Parnell/S. Fox, 5/0.

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

The ACC-C reported on two properties with recommended fines.

- 1) 3651 Belle Bonnie Brae – pepper tree to be cut; no action; Fine \$100 (total \$200)
- 2) 3774 Wild Oats Lane – no progress on front yard; Fine \$100 (total \$200)

Motion: The President made a motion to accept the ACC-C Report as presented, including the two new fines. MSV: M. Parnell/S. Fox, 5/0.

c. Open Space Committee (OSC) – Dan Diaz

1) Completed Projects and Aztec Maintenance Contract:

- a) Tumbleweed mowing is complete in some areas as approved by the Board. Additional tumble weed maintenance awaiting Board approval.
- b) Trail entrance cleaning completed.
- c) Part of the irrigation system repair at the south side of Sprinter Lane is completed.

2) Ongoing Projects and Proposals

- a) The Member-at-Large asked Aztec to stop all work until the new OSC position is filled; all work on hold.
- b) The Member-at-Large stated that Aztec said the installation of straw wattle was not completed correctly by previous landscaper. Aztec also offered a bid to do all the straw wattle, but the cost seems high. Member-at-Large was tasked to get another bid from Alonzo Tree Service for unfinished work.
- c) The President said he held an Executive Session earlier in the week regarding finishing the incomplete tumbleweed abatement and the Executive Session Minutes reflects a motion to approve the final section of tumbleweed abatement. The Secretary to provide the F.O. with a copy of the Executive Session Minutes with this Approved motion.

Motion: The President made a motion to approve OS Report as presented. MSV: M. Parnell/S. Fox, 5/0.

d. Financial Officer (FO) – Sandra Jones

1) Balance Sheet 01/31/2025

- a) Reviewed the BHHA Financial Report for January 2025
 - Operating Accounts, Beginning and Ending Balances
 - Reserve Accounts, Beginning and Ending Balances
 - Total Cash on Hand.

2) Escrow Report: Demands, 3 issued / Closings 3 / Reverse Mortgage 1

3) Annual Budget/ Reserve Study/ Collection Policy/ Policy Disclosure package (36 pages), mailing/emailing completed.

Motion: The Treasurer made a motion to approve the January 31, 2025, 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 President made a motion to accept the Communications Report as presented. MSV: M. Parnell/S. Fox, 5/0.

4. Old Business.

- a. The Member-at-Large reported the split-rail fence repairs authorized by the Board is complete and looks good. There is one more section at the back of Good Karma to address in the new fiscal year. The Member-at-Large provided a \$1,500 estimated cost for that piece and was tasked to obtain a quote for the work.

Motion. The President made a motion to approve this fence repair if the quote was at or below the estimated \$1,500. MSV: M Parnel/S Fox, 5/0.

- b. The BHHA signage on Central Ave and the south end of Corral Canyon have been repaired, repainted, and solar lights installed to light signs at night. This work was accomplished by a volunteer homeowner with the BHHA covering the cost of supplies. The Member-at-Large and homeowner also trimmed back a large bush that was covering the sign on Central Ave.

5. New Business.

- a. The BHHA Annual Budget Package mailing is complete. The package included the homeowner Budget Resolution Ballot to roll-over excess funds. To date the BHHA has received 97 of 667 budget resolution ballot votes.
- b. The Board will be doing interviews with potential candidates for the Open Space Chair staff position over the next week (February 13-14, 2025).
- c. The BHHA Board Annual Meeting will be held on March 3, 2025, in Bonita Library Community Room, and homeowners are urged to attend.
- d. The BHHA Rules and Regs are undergoing an update and will be made available to homeowners for review in the next few months.

6. Community Actions and Issues. None.

7. Board Member Comments. None.

8. Adjournment: 7:40 PM

9. An Executive Session was held after the meeting.

Respectfully submitted,



Mary Ellen Phillips
BHHA Recording Secretary