



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

April 8, 2025 – 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. The President also introduced Dana Toogood, newly approved Board Treasurer.

a. Roll Call:

1) Board of Directors (present unless noted as absent)

Mike Parnell – President Liz Wetter – Vice President

Stephen Fox – Secretary Dana Toogood – 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

Mike Webb – Open Space Chair Mary Ellen Phillips – Recording Secretary

b. Homeowners in attendance: 4

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 13, 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 March 11, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve the March 11, 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 Fines

1) 3774 Wild Oats – Will resubmit SCR for front yard landscaping.

2) 6054 Central – Has issue with trees and shrubs on trail, against fence line.

3) 5926 Rocky View – Interested in any progress with county regarding hillside slide.

b. Open Forum for Homeowners. No additional homeowner comments.

3. Committee and Staff Reports.

a. Architectural Control Committee – Authorizations (ACC-A) – John Niekrasz

Properties of Concern:

- 1) 3624 Filly Lane – lack of progress on approved SCRs – staff reached out to homeowner
- 2) 5424 Horse Ridge Way – awaiting plans for ADU that encompasses the deck.
(Note: Both properties were addressed in ACC-C report)

New SCRs:

- 1) 5636 Galloping Way – shed in backyard – approved
- 2) 5811 Blacksmith Road – patio cover – approved
- 3) 5615 Jockey Way – solar – approved
- 4) 5432 Horse Ridge Way – replacement electrical panel – approved

Pending and Other:

- 1) 3682 Corral Canyon – ADU – in development stage.
- 2) 5902 Wheatstalk Lane – solar and electrical panel – awaiting design docs
- 3) 5543 Horse Ridge Way – planned ADU will require road access; homeowner was provided BHHA rules
- 4) 5702 Yearling Court – fence – replacing fence in kind.

Motion: The Vice President made a motion to approve the ACC-A report as presented.
MSV: L. Wetter/S. Fox, 5/0.

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

- 1) 3774 Wild Oats Lane – Homeowner needs to submit a new SCR; no additional fine; ACC-C to monitor.
- 2) 3624 Filly Lane – no progress on finishing front yard; homeowner has communicated with the ACC-C and will continue to monitor.
- 3) 4011 Corral Canyon – older single panel wood garage doors need repair and repainting; stucco retaining wall needs attention; weeds in yard; recommend a \$100 fine.
- 4) 5727 Horse Ridge – work on landscaping has stopped; ACC-C monitoring.
- 5) 3651 Belle Bonnie Brea – Pepper trees on trail; no response from homeowner; house for sale; recommend a \$100 fine.

Motion: The Vice President made a motion to approve the two recommended \$100 fines for the two properties (#3 and #5) listed above. MSV: L. Wetter/S. Fox, 5/0.

Motion: The President made a motion to approve the ACC-C Report as presented.
MSV: M. Parnell/L. Wetter, 5/0.

c. Open Space Committee (OSC) – Mike Webb

Aztec Landscaping:

- 1) Met with Aztec regarding excessive water costs in one area and they are going to reduce water usage in that one area.
- 2) Met with Aztec regarding trail entrance maintenance and hauling of debris.
Estimate to groom all trail entrances to prescribed standards is \$6,925.00. After initial grooming, routine maintenance quarterly will be done in accordance with contract at approximately \$1,191.00

Motion: The President made a motion to have trail entrances groomed (\$6,925.00) and then follow with quarterly maintenance as needed (\$1,191.00). MSV: M. Parnell/ S. Fox, 5/0.

Old Open Space Business:

- 1) Trail Maintenance issues: branches have been left behind this houses.
 - a. 4363 Country Trails
 - b. 5631 Central Ave.
 - c. 5644 Central Ave.
 - d. 5645 Central Ave.
 - e. 4367 Corral Cyn.
- 2) 5715 Good Karma Lane – Slope stability issue. Sent homeowner a letter; wooden board and pipe reinforcement on hold; no response from homeowner.

Friendly Yellow Door Hanger Reminders:

- 1) Handed out 19 Friendly Yellow Door Hangers reminding people about issues near their property and the open space/trail entrances.

Priorities:

- 1) 3797 Wild Oats Lane – Eucalyptus Trees. Getting a bid for trimming/removing the trees mentioned by the homeowner.
- 2) Water boxes (sprinkler controls)
- 3) Dead trees.

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

d. Financial Officer (FO) – Sandra Jones

1) Balance Sheet 03/31/2025

- a) Reviewed the BHHA Financial Reports for March 2025

- **Operating Accounts**

- FO requested a Motion to transfer \$125,000 from AAB to WFB checking in anticipation of cost for the annual mowing and regular operating expenses.

Motion: The Vice President made a motion to move \$125,000 from the AAB checking account to the WFB checking account. MSV: L. Wetter/S. Fox, 5/0

- FO requested a Motion to transfer \$15,000 from AAB to MFCU Reserves MM(01) for the 2025-2026 Annual Reserve balance transfer per approved budget.

Motion: The Vice President made a motion to move \$15,000 from the AAB checking account to the MFCU Reserves account MM(010). MSV: L. Wetter/ M. Parnell, 5/0.

- **Reserve Accounts**

- FO requested to move NICU Reserve CD (9159) for approximately \$63,000 with a maturity date of 4/25/2025 to a NICU Money Market account.

Motion. The President made a motion to transfer the maturing NICU Reserve CD for approximately \$63,000 to NICU Mon Mkt. MSV: M. Parnell/L. Wetter, 5/0.

- Total Cash on Hand.
- Demands: 0 issued/ 3 Closings/ 0 Reverse mortgage/ Refinance.
- Audit and Tax filing starts 5/1/2025

Motion: The Vice President made a motion to approve March 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: L. Wetter/M. Parnell, 5 /0.

d. 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. The Recording Secretary proposed that the Election Inspector be paid \$100 for duties performed during Annual BHHA Meeting and the Election by Acclamation plus the homeowner votes on the Board Resolution regarding transfer of residual funds to the new annual budget. No action was taken.
- b. Easement on Wild Oats Lane. There is no new information regarding the individual's (non-homeowner) request for an access easement.

5. New Business.

- a. Staff Reimbursements via PayHOA. BHHA Staff to submit receipts for reimbursement through PayHOA.
- b. New Board Position. Dana Toogood was selected to fill the position of Board Treasurer.
- c. Cox Incentive Program. Tabled
- d. Payment Late Fees. FO to deal with late fees through PayHOA.
- e. Eucalyptus Stump Benches. Two large stumps are by the pump station on Corral Canyon. Homeowner, Mike Burge to assess to see if creating benches is a possibility.

6. Community Actions and Issues.

- a. Bonita - Sunnyside Fire Department will be hosting it's Annual Pancake Breakfast on 27 April 2025

7. Board Member Comments. None.

8. Adjournment: 7:45 PM

9. Executive Session. No Executive Session was held after the meeting.

Respectfully submitted,

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

Mary Ellen Phillips – BHHA Recording Secretary