



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

January 14, 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.

**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. (absent)                      Mary Ellen Phillips – Recording Secretary

- b. Homeowners in attendance:** There were 4 homeowners in attendance.

- c. Pledge of Allegiance.**

- d. Moment of Silence.** In consideration of those suffering from the devastating LA fires.

- e. Next Board of Directors (BOD) Meeting.** The next regularly scheduled BOD Meeting will be at 6:00 p.m. on February 11, 2025, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

- f. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes from December 10, 2024, BHHA BOD and Homeowners Meeting, with a note that the date for the January meeting needed to be fixed to read "14".

**Motion:** The Secretary made a motion to approve the amended December 10, 2024, BOD Meeting Minutes and the Vice President seconded it. Motion, Second, Vote (MSV): S. Fox/L. Wetter, 5/0.

**2. Homeowner Appearances**

- a. Homeowner Appeals to Notices or Fines.** None.

- b. Open Forum for Homeowners.**

- 1) A homeowner on Corral Canyon had questions about defensible space. The Member-at-Large explained that BHHA followed the Bonita-Sunnyside Fire Department (BSFD) guidelines. Homeowners were advised to call Capt. Oosterbaan at BSFD with specific questions. The BHHA ACC-C will put friendly Yellow Door Hangers advising homeowners of perceived fire related problems regarding foliage around their homes.

- 2) A homeowner inquired about the high and extensive brush on the Proctor Valley side of the Highlands. It was explained that that property belongs to the U.S. Department of Fish and Wildlife. The President said he would contact the Department to see if brush can be mowed / trimmed.
- 3) A homeowner presented information on cost, weight and durability of modern asphalt shingles that closely resemble the older wooden shingles. They are thicker and have different overlapping characteristics than the classic asphalt shingles. It was discussed that the BHHA Rules and Regulations would need to change to accommodate this request. And it was mentioned that the Board was just starting the process of updating the Rules and Regs for several items and it would take this request into consideration. It was also mentioned that updates to the Rules and Regs could take several months to allow for public review and discussions.

### **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) 5636 Central Ave – move gate - approved – no permit required – Cancelled.
- 2) 5730 Central Ave – convert ADU to pergola, approved, not started.

#### New SCRs

- 1) 5628 Loping Lane – replace fence – approved – no permit required – Exp April 14, 2025
- 2) 5741 Sprinter Lane – solar – approved – Permit required – Exp April 14, 2025
- 3) 3768 Corral Canyon – roof repair – approved – no permit required – Exp April 14, 2025
- 4) 5820 Leadrope Way – install turf – pending
- 5) 5544 Horse Ridge Way – back yard concrete, brow ditch – pending
- 6) 5712 Good Karma Lane – large back yard project – pending
- 7) 3819 Wild Oats Lane – tree with encroachment – OSC to monitor.

**Motion:** The 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 two properties to be fined.

- 1) 3651 Belle Bonnie Brae – pepper tree to be cut. Letter sent, no action. Fine \$100
- 2) 3774 Wild Oats – no progress on front yard, SCR expired, Fine \$100
- 3) 5527 Horse Ridge – palm trees to be tagged
- 4) 3872 Corral Cyn – no fine - monitoring
- 5) 4343 Corral Canyon – no fine – monitoring – on payment plan.

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

#### **c. Open Space Committee (OSC) – Dan Diaz (Member at Large)**

##### 1) Completed Projects and Aztec Maintenance Contract:

- a) Aztec has completed the cleaning of the Highlands brow ditches. It was noted that the brow ditch clearing started back in November 2024 and took so long

because of dirt and overhanging debris in the ditches. It was also mentioned that brow ditch cleaning was not regularly scheduled but periodic.

- b) Alonzo's Tree Service completed the tree and brush removal at the end of Yearling Court.
- c) The OSC and Board members met with Robert and Ray from Aztec to discuss the excessive watering and cost at Snaffle Bit. It was agreed the cause was a leaking valve that Aztec should have found and corrected this problem earlier as part of their monthly maintenance. Aztec agreed to reduce the upcoming "Irrigation and Watering Maintenance" cost by \$100 for 2 months (January and February) for a total of \$200 credit and lower their cost for this monthly maintenance from \$715 (2024 rate) to \$600 for the next contract year.

**Motion:** The President made a motion to authorize the emergent repair of this leaking water valve as discussed. MSV: M. Parnell/S. Fox, 5/0.

2) **Ongoing Projects and Proposals**

- a) Trail Entrance maintenance is scheduled to begin January 13-17 for the entrances identified by Aztec.
- b) Tumble weed mowing will also begin the week of January 13-17 and should be completed the same week.
- c) The OSC is awaiting a bid for replacement and installation of straw wattle in areas where erosion may occur.
- d) The OSC has a bid of \$240 to modify the sprinkler system at the cultivated area on the south side of Sprinter Lane to apply more water to the dried area.

**Motion:** The Vice President made a motion to approve the bid to modify the sprinklers on the south side of Sprinter Lane for the bid price of \$240. MSV: L Witter/S. Fox, 5/0.

3) **Homeowner Contacts**

- a. A Yellow Door Hanger was left at 4362 Country Trails to notify the homeowner of the need to trim their bushes hanging over their fence into the trail and to clean their brow ditch.
- b. A Yellow Door Hanger was left at 3908 Rock River Lane indicating brow ditch needed to be cleaned.
- c. Homeowner at 3819 Wild Oats Lane requested access to trail for tree trimming service. The OSC told the homeowner that a \$1000 check as bond would need to be provided to the BAHA in case there was damage to the trail. The OSC received the check

**Motion:** The Vice President made a motion to approve the OSC report. MSV: L. Wetter/D. Diaz, 5/0.

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

1) **Balance Sheet 12/31/2024**

- a) Reviewed the BHHA Financial Report for December 2024
  - Operating Accounts
  - FO requested to move funds from one checking account to another.

**Motion:** The President made a motion to transfer \$30,000 from AAB to WFB checking account. MSV: M. Parnell/L. Wetter, 4/0.

- Reserve Accounts
- FO requested the Motion approved at the December meeting to transfer funds from a maturing CD to be reversed and keep the CD as is for 12 months.

**Motion:** The Treasurer made a motion to reverse the previous month's approved motion to move funds from an expiring CD and to keep the CD intact for 12 months. MSV: C. Pierce/M. Parnell, 5/0.

- Total Cash on Hand.
- 5 Demands issued / 2 Closings
- Annual Budget Reviews were held in November and December, with the final review in January. The final budget reading during the January meeting identified the new Annual Assessment value of \$550 for 2025-2026.

**Motion:** President made a motion to approve the final budget as amended and the Annual Assessment value of \$550 for 2025-2026. MSV: M. Parnell/L. Wetter, 5/0.

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

**4. Old Business.**

- a. The BHHA monuments on Central Ave and Corral Canyon are in need of repair before repainting. A homeowner with woodworking knowledge volunteered to determine what repair is required before repainting. The Board has already selected the paint colors to be used.

**Motion:** The Vice President made a motion to proceed with the repair, and limit the amount for paint and supplies not to exceed \$200. MSV: L. Wetter/M. Parnell, 5/0.

- b. The Member at Large said the planned Split Rail fence segments completed look really nice and provided a cost quote for continued repairs/replacement of three fences and posts of \$5300.

**Motion:** The President made a motion to continue with replacement and repairs of the three remaining split rail fence segments for \$5300. MSV: M. Parnell/L. Wetter, 5/0.

**5. New Business.**

- a. Bonita Valley Horsemen Association have requested permission to use the Horse Ring for their annual meeting on April 19, 2025. The BHHA FO confirmed the Association has the required insurance paperwork on file.

**Motion:** The President made a motion to allow the Bonita Valley Horsemen Association to use the Horse Ring for their annual meeting on April 19, 2025. MSV: M. Parnell/L. Wetter, 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 dark ink, appearing to read 'MEP', with a horizontal line extending to the right.

Mary Ellen Phillips – BHHA Recording Secretary