



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

September 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 (late)

2) Staff Members (present unless noted as absent)

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

**b. Homeowners in attendance:** There were 6 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 October 8, 2024, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

**e. BOD Meeting Minutes.** There was a review and adoption of the BHHA BOD Meeting Minutes from the August 13, 2024, BOD Meeting.

**Motion:** The Secretary made a motion to approve August 13, 2024, BOD Meeting Minutes and the Treasurer seconded it. Motion, Second, Vote (MSV): S. Fox/L. Wetter, 3/0.

**f. Guest Speaker – James Bray** (San Diego County Code Enforcement Officer) presented information regarding code compliance and how best to get answers. He is part of the Planning and Development Services and gave homeowners a card and flyer with information regarding what he and other Enforcement Officers investigate, what to include when calling in a complaint, and frequently used contact information. This contact information will be available on the BHHA website.

**2. Homeowners Appearances**

**a. Homeowner Appeals to Notices or Fines.** There were no homeowner appeals.

**b. Open Forum for Homeowners.**

- 1) Homeowners on Sprinter Lane were opposed to a wooden fence on top of the bank behind their homes. The fence was being built by the homeowner on Filly Lane to provide privacy for his back yard. The Board offered suggestions on how this situation might be resolved. Mr. Bray (County Code Compliance Officer) explained that from what he heard, if the fence was on the homeowner's property and no taller than 6 feet, they were within code.

### **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) 5432 Horse Ridge Way – adjoined ADU – approved – permit required – exp. 12/10/24.  
Homeowner needs to confirm 5 ft. set back before construction begins.
- 2) 5636 Central Ave – window replacement – approved – no permit required – completed 9/1/24
- 3) 5512 Horse Ridge Way – water heater – approved – permit required – completed.
- 4) 4241 Corral Canyon – retaining wall around pool – approved – no permit required – exp. 12/10/24.
- 5) 4038 Country Trails – paint garage door – approved – no permit required – exp. 12/10/24.
- 6) 4152 Country Trails – storage shed – approved – no permit required – exp. 12/10/24.
- 7) 4334 Corral Canyon – exterior paint – approved – no permit required – completed 9/5/24.
- 8) 5902 Central Ave – xeriscape – approved – no permit required – completed 9/3/24.
- 9) 3612 Filly Lane – HVAC replacement – approved – permit required – exp. 12/10/24.
- 10) 3661 Filly Lane – side fence – approved – no permit required – exp. 12/10/24.
- 11) 3625 Filly Lane – air conditioner – approved – permit required – exp. 12/10/24.
- 12) 5636 Central Ave – front yard fencing – SCR being prepared.
- 13) 4241 Corral Canyon – exterior paint approved – no permit required – work completed.
- 14) 5543 Horse Ridge Way – new SDGE gas line – permit required – work completed.
- 15) 3734 Corral Canyon – new SDGE gas line – permit required – work completed.
- 16) 5959 Horse Ridge Way – new SDGE gas line – permit required – work completed.
- 17) 4051 Country Trails – patio cover – SCR being prepared.
- 18) 3633 Wild Oats – Entry door – approved – no permit required – exp. 12/10/24.
- 19) 4319 Corral Canyon – ADA entry – approved – permit required – exp. 12/10/24.
- 20) 4152 Country Trails – garage doors – pending.

21) 3666 Belle Bonnie Brae – electric and gas line trenching in front yard – unapproved – letter sent to homeowner.

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

MSV: S. Fox/L. Wetter, 4/0.

**b. Architectural Control Committee – Conformance (ACC-C) Report – John Niekrasz**

The ACC-C reported five properties of concern.

- 1) 3774 Wild Oats Lane – sent homeowner a letter regarding front yard.
- 2) 3668 Corral Canyon – monitoring issue with front yard
- 3) 3624 Filly Lane – yard under construction, wall incomplete, hazardous open ditch by driveway; ACC-C to talk with homeowner.
- 4) 4343 Corral Canyon – front yard still unfinished, payment plan not in place. Sending letter saying progress needs to be made before 8 OCT 2024 Board meeting or fines will resume.
- 5) 3633 Belle Bonnie Brae – bougainvillea needs to be trimmed.

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

M. Parnell/S. Fox, 5/0.

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

1) Completed Projects and Aztec Maintenance Contract:

- a) Holly Oak Arbor Care completed tree trimming, sucker removal, and removing dead branches on the trail at the end of Wild Oats Lane going west to the trail entrance at Central Ave. Approved by Board during August meeting.
- b) Greenstone Landscaping completed trimming of overgrowth on pepper trees at the far north end of the greenbelt at Corral Canyon. In addition, Greenstone removed a pepper tree leaning into the homeowner's property along with low hanging pepper tree branches while removing dead and broken branches from same location. (5805 Shadow Canyon)
- c) OSC corrected the insufficient watering of three recently planted trees along Sprinter Lane (near trail entrance) by adding additional emitters for these trees to provide sufficient water for sustainability and growth. This was done to supplant the proposal from Aztec to add an additional irrigation system at the cost of \$2,208.
- d) Aztec replaced a broken sprinkler in the green space on Corral Canyon; no charge for labor; \$20.00 for material.

2) Ongoing Projects and Proposals:

- a) Greenstone Landscaping indicated they will finish the proposal which included 5805 Shadow Canyon Way, Corral Canyon north of greenbelt (both completed) and finish trimming the trail entrance at 5926 Blacksmith by Tuesday September

10. This trimming will include trimming next to the homeowner's fence (2 feet from fence and stopping at the same height of the existing fence.)
- b) Holly Oak Arbor Care submitted the following proposals:
- i. Corral Canyon across from greenbelt near Central Ave. Trim acacia overgrowth from sidewalk and remove dead branches: \$350.
  - ii. 5426 Annie Laurie. Trim low hanging branches and remove dead and broken limbs. Cut/spray herbicide on pepper tree suckers: \$950.
  - iii. Pump Station/South Trail. 4010 Corral Canyon fence line of property; remove eucalyptus suckers growth/apply herbicide. Trim low hanging branches from pine and eucalyptus. This area is difficult to reach with equipment. \$1,220.
  - iv. 5664 Sprinter Lane. Remove dead tree south side: \$760.
  - v. 6064 Central Ave trail entrance. Apply herbicide to sprouting pepper trees and remove bougainvillea on the trail: \$250.

**Motion:** The Vice President made a motion to accept all bids for stated work. MSV L. Wetter/D. Diaz, 5/0.

3) Homeowner Contacts

- a) OSC responded to request for pine tree trimming/topping of pine tree on trail. OSC explained criteria for tree trimming and said the tree didn't meet the criteria, however, the homeowner could contact any of the three companies used by the HOA to have the tree trimmed/topped at his own expense. The homeowner was happy with info he received and appreciated the recommendations from the OSC.
- b) Homeowner at 5804 Leadrope removed the branches cut from his property and dumped in the Open Space. No further action needed.
- c) Homeowner or agent at 4010 Corral Canyon requested tree removal or trimming of eucalyptus in Open Space as leaves were blowing into their pool creating a water and filter issue. OSC visited and determined the tree in question was not the problem. Eucalyptus suckers from previously cut tree needed to be removed to adhere to Fire Marshall regulations.
- d) OSC spoke with homeowner at 5926 Blacksmith Road, to provide time frame for trimming and asked to be informed if the work was not done satisfactorily.

**Motion:** The Vice President made a motion to accept the OSC Report as presented. MSV: L. Wetter/C. Pierce, 5/0.

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

1) Balance Sheet 8/31/2024

- a) Operating and Reserve Accounts. After reviewing the BHHA financials for August 2024, the Financial Officer stated BHHA is in sound financial condition.

b) The FO explained and requested to move funds to specific bank accounts.

**Motion:** The Vice President made a motion to transfer the balance of the MFCU Operating Money Market (02) account to a new MFCU savings. MSV: L. Wetter/C. Pierce, 5/0.

**Motion:** The Vice President made a motion to transfer \$35,000 from SDCCU Operating Money Market (01) account to the WFB checking account. MSV: L. Wetter/C. Pierce, 5/0.

2) **Escrow Report**

a) August 2024: 1 Demand Issued / 0 Closings

3) **Reserve Study/Audit & Tax Filings/ Budget**

a) The FO to send ETC homeowners the ANARR/Audit packet electronically.

4) **New/ Continued/ Completed/ Closed FO Business**

a) Five accounts are in collections with GBF.

**Motion:** The Treasurer made a motion to approve the August 31, 2024, Balance Sheet, Profit and Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Report (Delinquent Receivables) and Payroll Summary. MSV: C. Pierce/L. Wetter, 5/0.

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

The Recording Secretary stated all communications on log were AC (action complete).

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

**4. Old Business.**

a. BHHA insurance study and status was discussed. No action taken.

**5. New Business.**

- a. Trail entrance split rail fence repair and/or replacement. More information is required to determine exactly which trails entrances need replacement split rail and which need repair or no split rail at all.
- b. Tree planting in open space. OSC to obtain bid for planting a tree to commemorate 17 years of years of service to BHHA by John and Ana Maria Gilman.

**6. Community Actions and Issues.**

- a. A homeowner expressed concern about the condition of the surface of Corral Canyon after the SDGE gas line repairs. The road was repaved in recent years, and it is now uneven due patching following the SDGE project. The Treasurer said she would contact SDGE.

7. **Board Member Comments:** There will be a Farewell luncheon at Murrietta's for John and Ana Maria on 9/12/24 at 12:00
8. **Adjournment:** 8:10 PM
9. **An Executive Session was held after the meeting.**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'MEP', with a long horizontal flourish extending to the right.

Mary Ellen Phillips – BHHA Recording Secretary