



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

October 8, 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 (Absent)

Dan Diaz – Member at Large (Absent)

2) Staff Members (present unless noted as absent)

Sandra Jones – F.O. (absent)

John Niekrasz

ACC-A Isaac Frangie – ACC-

James Endicott – O.S.C.

Mary Ellen Phillips – Recording Secretary

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 November 12, 2024, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

e. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from September 10, 2024, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve September 10, 2024, BOD Meeting Minutes and the Vice President seconded it. Motion, Second, Vote (MSV): S. Fox/L. Wetter, 3/0.

2. Homeowners Appearances

a. Homeowner Appeals to Notices or Fines. None.

b. Open Forum for Homeowners.

- 1) Homeowner at 5818 Blacksmith requested a copy of the BHHA Staff Member's job descriptions. The Board asked the homeowner if he had specific questions that could be answered. The homeowner refused to ask any questions and said would bring legal suit against the Board if his demands were not met. The President denied his request and explained the job descriptions were being reworked because

they were outdated and being updated to reflect additional responsibilities for the New PayHOA application being implemented by the BHHA.

- 2) Homeowner at 3734 Corral Canyon was unhappy with condition of work on Corral Canyon done by contractor replacing the gas line for SDGE. Said work unfinished and trash left behind by workmen. The President acknowledged the complaint, explained that it was a county project, but that someone on the Board would check on whether the project is finished.

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) 5722 Sprinter Lane – stone veneer, planter removal and concrete work - approved – no permit required – exp. 1/08/25.
- 2) 3734 Country Trails – backyard pavers and retaining wall – approved – no permit required – exp. 1/08/25.
- 3) 3634 Filly Lane – patio cover – approved – no permit required – exp. 1/08/2025.
- 4) 5504 Horse Ridge Way – new roof – approved – no permit required – exp. 1/08/25.
- 5) 5966 Steeplechase – Solar – approved – permit required – exp. 1/08/2025.
- 6) 3703 Corral Canyon – new roof – approved – permit required – exp. 1/08/25.
- 7) 5722 Sprinter Lane - new vinyl gate – approved – no permit required – exp. 1/08/2025.
- 8) 5411 Annie Laurie Lane – windows – approved – no permit required – exp. 1/08/2025
- 9) 5832 Whirlybird Way – front yard landscaping – approved – no permit required - exp. 1/08/25.
- 10) 3726 Corral Canyon – gazebo – pending
- 11) 5735 Sprinter Lane – fence repair – pending

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

MSV: M. Parnell/L. Wetter, 3/0.

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

The ACC-C reported five properties of concern.

- 1) 3774 Wild Oats Lane – extended SCR but progress must be evident by November BHHA meeting or fines will start.
- 2) 3668 Corral Canyon – bark replaced – fine to be levied if no action by homeowner.
- 3) 4343 Corral Canyon – yard looks better, payment plan not in place; to be addressed in Executive Session.
- 4) 5527 Horse Ridge Way – to be discussed in Executive Session.

Motion: The Secretary made a motion to accept the ACC-C Report as presented. MSV: S. Fox/L. Wetter, 3/0.

c. Open Space Committee (OSC) – James Endicott

1) Completed Projects and Aztec Maintenance Contract:

- a) Holly Oak Arbor Care has completed the Board Approved tree and brush removal; see Item #2 in September OSC Report.
- b) Greenstone Landscape has completed Board Approved tree and brush removal at the trail bordering 5805 Shadow Canyon.
- c) Greenstone Landscape has completed the Board Approved tree and brush removal at the trail entrance near 5926 Blacksmith.

2) Ongoing Projects and Proposals:

- a) The homeowner at 4010 Corral Canyon requested a tree in the Open Space be trimmed as leaves were falling into the pool and damaging the pool equipment. OSC communicated that the work could be done at the homeowner's expense once our arborist inspects the tree to make sure trimming would not harm the tree and could benefit the concern of the homeowner. Payment to be received prior to work being done. The homeowner has asked for inspection and is willing to pay for inspection and any trimming.
- b) The homeowner at 4010 Country Trails has requested a tree be trimmed next to his property line. Upon inspection, it was determined that there is a large tree on the homeowner's property but not in the Open Space. It was also determined that there is a large acacia tree crowding his fence line which could be trimmed. We have a bid from Holly Oak to trim this acacia for \$375.

Motion: The President made a motion to accept the bid from Holly Oak for the tree trimming as stated. MSV: M. Parnell/S. Fox, 3/0.

3) Homeowner Contacts

- a) The OSC spoke with the homeowner at 5631 Central about the use of straw wattle to prohibit water from entering their property. It was explained that wattle does not prevent water from entering but impedes erosion. The homeowner will monitor his property after the first significant rain.
- b) The homeowner at 5832 Whirlybird Way was concerned about eucalyptus suckers. The OSC explained to save costs, the suckers would be addressed when other work was required and done in that area.

Motion: The President made a motion to accept the OSC Report as presented. MSV: M. Parnell/S. Fox, 3/0.

d. Financial Officer (FO) – Sandra Jones (delivered by Vice President)

1) Balance Sheet 9/30/2024

a) Reviewed the BHHA Financial Report for September 2024

- Operating Accounts
- FO's request to move funds.

Motion: The President made a motion to transfer \$100,000 from AAB account to MFCU special rate savings account for a better interest rate, while maintaining liquidity. MSV: M. Parnell/L. Wetter, 3/0.

- Reserve Accounts
- Total Cash on Hand.
- Annual Water Costs
- Demands Issues – 0 / Closings done – 1
- Annual Budget Reviews in November, December, and January
- Reserve Study Begins in October
- All BHHA Insurance policies renewed.

Motion: The Vice President made a motion to approve the September 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: L. Wetter/M. Parnell, 3 /0.

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

The Recording Secretary stated all communications on the log were completed or pending due to paperwork needed.

Motion: The Secretary made a motion to accept the Communications Report as presented. MSV: S. Fox/L. Wetter, 3/0.

4. Old Business.

- a. Insurance auditor findings: OSC to put lot on shed.
- b. Trail entrance split rail fence replacement tabled until estimate cost is defined.
- c. Tree planting in Open Space tabled until cost of tree is determined; staff will plant.

5. New Business.

- a. Legal Notice Received (wrong HOA). BHHA Lawyers are responding.
- b. PayHOA update. BHHA Board and Staff Members continue to use and learn the system. Plan to have periodic meetings to share info and lessons learned.
- c. Horse Ring Trash Can. BHHA will get it emptied.
- d. ANARRs. 18 ANARRs received and information updated in PayHOA.
- e. Vacant House Parties. This is something that is going on in other communities, homeowners should be on the watch for any such activity in BHHA.

6. Community Actions and Issues. None.

7. Board Member Comments. None.

8. Adjournment: 7:45 PM

9. An Executive Session was held after the meeting.

Respectfully submitted,

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

Mary Ellen Phillips – BHHA Recording Secretary