



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

May 13, 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.

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 (absent)

2) Staff Members (present unless noted as absent)

Sandra Jones – F.O. John Niekrasz- ACC-A (absent) Isaac Frangie – ACC-C
Mike Webb – Open Space Chair Mary Ellen Phillips – Recording Secretary

b. Homeowners in attendance: 10

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 June 10, 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 April 8, 2024, BHHA BOD and Homeowners Meeting.

Motion: The President made a motion to approve the April 8, 2024, BOD Meeting Minutes and the Secretary seconded it. Motion, Second, Vote (MSV): M. Parnell/ S. Fox, 4/0.

2. Homeowners' Appearances

a. Homeowner Appeals to Fines. There were no homeowner appeals.

b. Open Forum for Homeowners.

- 1) 5809 Whirlybird Way. The homeowner and daughter voiced concern about the retaining wall in the backyard at 5829 Central Ave. The Board listened to the homeowner and daughter's concerns and provided the historical background on this whole topic. The discussion was tabled for the Executive Session after the meeting.
- 2) 5950 Central Ave. The homeowner, a general contractor, addressed the idea of whether the Board would consider approving other roofing material options, specifically some of the newer attractive asphalt type shingles. The Board listened to the homeowner and mentioned the Board was looking into making a potential

change to the BHHA Rules and Regulations to address this topic along with some other potential changes. The discussion was tabled for the Executive Session.

3. Committee and Staff Reports.

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

Properties of Concern:

- 1) 3620 Wild Oats Lane – room addition – monitoring.
- 2) 5424 Horse Ridge Way – walk off deck and ADU - monitoring.

New SCRs:

- 1) 3707 Wild Oats Lane – porta potty and flat bed – pending.
- 2) 3712 Belle Bonnie Brae – pavers – pending.
- 3) 3701 Country Trails – room addition – pending; permit required.
- 4) 5946 Steeplechase Road – replacement window – approved.
- 5) 4327 Corral Canyon – paint – 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, no SCR required.
- 5) 4319 Corral Canyon – JADU – needs reapproval, homeowner will submit new plans for approval.

Motion: The President made a motion to approve the ACC-A report as presented. MSV: M. Parnell/S. Fox, 4/0.

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

- 1) 3774 Wild Oats Lane – homeowner submitted a new SCR; no additional fine; ACC-C to monitor.
- 2) 5706 Sprinter Lane – no progress on front yard after fire rebuild. Proposed fine of \$200 (\$100 for yard, \$100 for trailer)
- 3) 4011 Corral Canyon – homeowner came to meeting and explained their situation and their intention to address issues; Board addressed in the Executive Session.

Motion: The Vice President made a motion to approve the two recommended \$100 fines listed above. MSV: L. Wetter/M. Parnell, 4/0.

Motion: The President made a motion to approve the ACC-C Report as presented. MSV: M. Parnell/L. Wetter, 4/0.

c. Open Space Committee (OSC) – Mike Webb

Key Issues and Updates:

Aztec Issues:

- 1) Irrigation Inspection – Aztec provided BHHA credit for JAN 2025 water bill. OSC will impress on Robert (Aztec Lead) the requirement to notice him prior to beginning new projects.

- 2) The Ahlee vendor completed water “backflow” testing, and all water backflow devices passed. No issues to report.

City of Chula Vista

- 1) Trail Maintenance between Country Trails and Corral Canyon was completed. Need to follow up on Corral Canyon to Ridgeview Way section.
- 2) Drafted notification to two homeowners regarding slope failure related to storm drain runoff on the southeast side of homes on Blacksmith Road and Country Trails.
- 3) No update on 5717 Good Karma Lane (Lot 266/OS Lot 96) Slope Stability issue.

Ongoing projects and Maintenance needs:

- 1) Water Box (Sprinkler Control). Repair work approved and work pending.
- 2) 3707 Wild Oats Lane – eucalyptus tree – homeowner requested trimming; tree assessment for safety and potential removal needed; waiting on cost estimates.
- 3) Checked natural area between Steeplechase and Country Trails for erosion and slope issues, no issues found.
- 4) Still working to find and review landscape maintenance invoices paid JAN-MAY 2025.
- 5) Met with Aztec and they will haul off and/or mulch in place, branches left on the trail behind 6 properties listed in last month’s Open Space Report.

Priorities:

- 1) Open space mowing
- 2) Brow ditch inspection
- 3) Trail erosion
- 4) All maintenance in “natural areas” where brow ditches are present
- 5) Meet with Fire Marshall about potential violations

Yellow Door Hanger Reminders:

- 1) 5918 Steeplechase Road – overhanging loquat tree from yard into trail.
- 2) 5601 Loping Lane – large yucca plant near brow ditch needs major trimming and/or removal, branch from tree in yard has fallen into the Open Space above the trail, large palm in back yard is a fire hazard and needs to be cleaned up.
- 3) 5612 Loping Lane – bushes from backyard growing through fence and need to be cut back from brow ditch.
- 4) 5719 Yearling Court – unauthorized planting in open space; yucca plants planted near brow ditch require removal; homeowner used total vegetation killer, need to monitor.
- 5) 4051 Corral Canyon – prickly pear cactus trimmings dumped in Open Space; homeowner to clean up.
- 6) 5424 Horse Ridge Way – homeowner planted bushes and yucca plants in Open Space; to be discussed with Open Space committee.

Motion. The President made a motion to accept the OSC Report as presented. MSV: M. Parnell/L. Wetter, 4/0.

d. Financial Officer (FO) – Sandra Jones

- 1) **Balance Sheet 04/30/2025**

a) Reviewed the BHHA Financial Reports for April 2025

- Operating Accounts

- The Financial Officer requested a motion to close the WFB savings account (\$5,463.30) plus accrued interest and transfer to WFB checking. Closing due to nonuse.

Motion: The Treasurer made a motion to close WFB savings and transfer balance to WFB checking. MSV: D. Toogood/S. Fox, 4/0.

- Reserve Accounts

- NICU CD (9159) was rolled into a 6-month CD at 3.75% APY to mature 10/24/25. The Financial Office requested a motion to leave it in this 6-month CD.

Motion: The Treasurer made a motion to leave the CD until it matures 10/24/2025. MSV: D. Toogood/L. Wetter, 4/0.

- The Financial Officer requested a motion to transfer a maturing NICU CD (0247) with an approximate balance of \$54,200 to the NICU Money Market account (5277) with a maturity date of 5/26/2025.

Motion: The Treasurer made a motion to transfer NICU CD (0247) balance to the NICU Money Market account (5277) upon maturity. MSV: D. Toogood/M. Parnell, 4/0.

- The Financial Officer requested a motion to transfer \$8,000 from a MFCU Money Market Account (010) to the NICU Reserve Money Market account (5277) to get the MFCU account balance under NCUA insurance limits.

Motion: The Treasurer made a motion to transfer \$8,000 from MFCU Money Market Account 010 to the NICU Reserve Money Market Account 5277. MSV: D. Toogood/M. Parnell, 4/0.

- Total Cash on Hand was noted in the Financial Officer's Report.
- Demands: 6 Issued / 2 Closings / 0 Reverse Mortgage/Refinance.
- Audit and Tax filing starts 5/1/2025.

Motion: The Treasurer made a motion to approve April 30, 2025, Balance Sheet, Profit and Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Report (Delinquent Receivables), and Payroll Summaries. MSV: D. Toogood/L. Wetter, 4 /0.

Motion: The President a motion to do a Board Resolution to add the BHHA Treasurer, Dana Toogood, as a signer on all HOA accounts. MSV: Parnell/L. Wetter, 4/0.

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, 4/0.

4. Old Business.

- a. Election Inspector. The history of paying the Election Inspector was provided; no action taken; item tabled for now. The Financial Officer said there was a new law allowing electronic election.
- b. Cox Incentive Program. After a Board discussion, the Board voted to not participate in Cox Incentive Program.

Motion: The President made a motion for the Vice President to inform the Cox representative that the BHHA would not participate in their incentive program. MSV: M. Parnell/D. Toogood, 4/0.

5. New Business.

- a. Committees. The Board is forming committees made up BHHA Board and Staff members and Bonita Highlands homeowners to work on long-term goals for Open Space, ACC, and Finance.
 - 1) The Open Space Committee will include Dan Diaz, Mike Webb, and homeowners Mike Burges and Tony and Judy Tieber.
 - 2) The ACC Committee will include Liz Wetter, John Niekrasz, Isaac Frangie and homeowner Jeremy Donovan.
 - 3) The Finance Committee will include Dana Toogood, Sandra Jones, and at least one TBD homeowner.

5. Community Actions and Issues. None.

7. Board Member Comments. None.

8. Adjournment: 7:15 PM

9. Executive Session. An Executive Session was held after the meeting.

Respectfully submitted,



Mary Ellen Phillips – BHHA Recording Secretary