



**Bonita Highlands Homeowners' Association**  
**Board of Director's Meeting Minutes**  
March 11, 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	Dan Diaz – Member at Large
(vacant) – Treasurer	

2) Staff Members (present unless noted as absent)

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

**b. Homeowners in attendance:** None.

**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 April 8, 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 February 11, 2024, BHHA BOD and Homeowners Meeting.

**Motion:** The Secretary made a motion to approve the February 11, 2024, BOD Meeting Minutes and the Vice President seconded it. Motion, Second, Vote (MSV): S. Fox/ L. Wetter, 4/0.

**2. Homeowners' Appearances**

**a. Homeowner Appeals to Notices or Fines**

**b. Open Forum for Homeowners.**

**3. Committee and Staff Reports.**

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

1) 3774 Wild Oats Lane – Homeowner emailed regarding extension of time rather than more fines; no progress made on landscaping; SCR expired; need to submit new SCR; recommend a \$100 fine.

**Motion:** The President made a motion to approve the \$100 fine and invite homeowner to a meeting to explain the long delay in meeting the expired SCR deadline. MSV: M. Parnell/S. Fox, 4/0.

- 2) 3624 Filly Lane – No progress on finishing front yard; Warning Letter sent; no communication received from homeowner.

**Motion:** The President made a motion to send a fine warning letter and invite the homeowner to the next meeting. MSV: M. Parnell/S. Fox, 4/0.

- 3) 4011 Corral Canyon Road – stucco chipping and peeling off, old garage doors need paint; no progress made recommend a \$100 fine.

**Motion:** The Vice President made a motion to approve the \$100 fine and invite homeowner to a meeting to explain lack of progress. MSV: M. Parnell/S. Fox, 4/0.

- 4) 3652 Belle Bonnie Brae – Pepper trees growing into the trail, no progress on trimming; recommend second fine of \$100.

**Motion:** The Vice President made a motion to approve the additional \$100 fine and invite the homeowner to a meeting to explain the lack of progress. MSV: L. Wetter/S. Fox, 4/0.

**b. Architectural Control Committee – Authorized (ACC-A) Modifications – John Niekrasz**  
**Properties of concern:**

- 1) 3624 Filly Lane – lack of progress on approved SCRs; recommend warning letter.
- 2) 3774 Wild Oats Lane – no progress on expired SCR. Homeowner asked for an extension on project for financial reasons. Both properties were addressed in ACC-C report.

**New SCRs**

- 1) 5748 Good Karma Way – extend fence – approved
- 2) 5821 Shadow Canyon – exterior paint – approved
- 3) 3620 Wild Oats Lane – room addition – approved
- 4) 3701 Country Trails – stucco and garage door – approved
- 5) 5735 Good Karma Way – exterior paint – approved
- 6) 4355 Country Trails – shed – approved

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

**b. Open Space Committee (OSC) – Mike Webb**

**Key Issues and Updates:**

- 1) Invoices on Hold.
  - a. Meeting required with OS Committee regarding Aztec Maintenance contract to discuss clarification on trail entrance work that does not meet standards.
- 2) OSC Orientation & Equipment.
  - a. Conducted a full review of the OS areas and trails on horseback with Member-at-Large on 28 FEB 2025.
  - b. Working with old OSC computer, reviewing all available files, developing a new, more efficient organization structure for all the existing OSC files and documents; reducing redundancy.

- c. Continued working on Google Earth Mapping Project to overlay BHHA map on a Google Earth file; provided BHHA with link and instructions on how to view the BHHA Google Earth Mapping Project.

**Ongoing Projects and Maintenance Needs:**

- 1) 5715 Good Karma Lane (Lot 266 / OS Lot 96) -- slope stability issue; topic tabled for Executive Session after the meeting.
- 2) 4327 Corral Canyon – branches left on trail; need clarification with Aztec on last maintenance.
- 3) 5420 Mirar – upper Horse Ring entrance overgrown; needs maintenance; leave Friendly Yellow Door Hanger.
- 4) 5918 Steeplechase – loquat tree overhanging the trail; leave Friendly Yellow Door Hanger.
- 5) 5601 Loping Lane – large yucca plants near brow ditch need trimming or removal; leave Friendly Yellow Door Hanger.
- 6) 5719 Yearling Court. – unauthorized planting in open space; yuccas plants are undermining brow ditch and need to be removed; leave Friendly Yellow Door Hanger.
- 7) 4051 Corral Canyon – prickly pear cactus dumped in the Open Space needs to be removed by homeowner; leave Friendly Yellow Door Hanger.
- 8) 3707 Wild Oats Lane – homeowner requested trimming of overgrown eucalyptus near fence line and trail entrance. OSC will do a tree assessment for safety and potential removal if needed.
- 9) 4217 Country Trails – brush thrown over fence into the Open Space; leave Friendly Yellow Door Hanger.

**Administrative Updates:**

- 1) Discussion on outstanding OSC Invoices on hold; how to observe them in PayHOA; how to submit them for Board Approval; and how they are Approved by the Board. The OSC stated all invoices presented were for work that was completed. The Board approved those invoices for payment.

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

**d. Financial Officer (FO) – Reported by Liz Wetter (VP)**

**1) Balance Sheet 02/28/2025**

- a) Reviewed the BHHA Financial Report for February 2025
  - Operating Accounts, Beginning and Ending Balances
  - Reserve Accounts, Beginning and Ending Balances
  - Total Cash on Hand.
  - Demands: 2 issued/ 3 Closings / 1 Reverse mortgage/ Refinance.
  - Audit and Tax filing starts 5/1/2025

**Motion:** The Vice President made a motion to approve February 28, 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/S. Fox, 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. Easement on Wild Oats.**

**Motion:** The President made a motion to Deny the request from the third party for an easement at the end of Wild Oats Lane. MSV: M. Parnell/L. Wetter, 4/0.

**b. Board and staff to continue actively pursuing another Board member.**

**5. New Business.**

**a. The Vice President explained the Board is going to establish two committees that will meet on a quarterly basis and wants to include homeowners on these committees.**

1) The Open Space Committee will create 3-year plan for tree maintenance. The Committee will be chaired by Mike Webb (OSC) and will include the Member-at-Large (Dan Diaz) and two homeowners.

2) The ACC A / ACC-C Committee will review current ACC processes and procedures and make recommendations to improve them. The Committee will be chaired by Liz Wetter (VP) and include John Niekasz (ACC-A), Isaac Frangie (ACC-C), and two homeowners.

**b. It was announced that a homeowner has volunteered to spearhead a community picnic in the Horse Ring area for later this year.**

**c. ACC-C and FO to generate the wording and due date that could be put on the Friendly Yellow Door Hangers to be handed out to homeowners who haven't paid their Annual Assessments, as a friendly reminder.**

**Motion:** The President made a motion to approve no more funding than \$100 on these friendly reminder door hangers.

**6. Community Actions and Issues. None.**

**7. Board Member Comments. None.**

**8. Adjournment: 7:30 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