



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

February 10, 2026

**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 President 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:**

Board of Directors (present unless noted as absent)

Mike Parnell – President

Liz Wetter – Vice President

Stephen Fox – Secretary

Dana Toogood – Treasurer (telephone connection)

Dan Diaz – Member at Large

Staff Members (present unless noted as absent)

Sandra Jones – FO

John Niekrasz- ACC-A

Isaac Frangie – ACC-C

Mike Webb – Open Space Chair

Mary Ellen Phillips – Recording Secretary

**b. Homeowners in Attendance:** 4 homeowners were present

**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 March 10, 2026, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

**e. Annual Meeting:** The Annual BOD meeting will be March 2, 2026, at 6:30 p.m. at the Bonita Sunnyside Fire Station.

**f. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes with edits from the January 13, 2026, BHHA BOD and Homeowners Meeting.

**Motion:** The Vice President made a motion to approve the January 13, 2026 BOD Meeting Minutes and the President seconded the motion. Motion, Second, Vote (MSV): L. Wetter/M. Parnell, 3/0. (Note: Member at Large was a little late to the meeting and the Treasurer dialed in for the FO Report.)

**2. Homeowners' Appearances**

**a. Homeowner Appeals to Fines.** A homeowner presented his concerns about acceptable exterior lighting, clarification of times allowed, and distribution of "door hanger" warnings. It was agreed that Section 4.8 of the Rules and Regulations regarding holiday lights needs to be reviewed and possibly updated for clarification for types, locations, possible time limits for exterior lighting. The purpose of the friendly yellow door hangers was also discussed, and noted that are intended as friendly reminders.

**b. Open Forum for Homeowners.** There was no homeowner discussions.

**3. Committee and Staff Reports.**

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

- 1) The ACC-A briefed the Board on 37 properties with approved SCRs regarding the status of each SCR, progress on their projects, and any issues for the Board to consider.
- 2) ACC-A briefed the Board on one approved SCR that is needed for a interior remodel which requires a Board Approved SCR before the San Diego County will issue the permit.
- 3) A homeowner is requesting “approved” roofing materials and the ACC-A is searching BHA records to provide info regarding previously approved roofing material.
- 4) One homeowner performed “unapproved work”, and the Board and ACC-A is requesting a retroactive SCR for the BHA and homeowner’s records.
- 5) ACC-A is monitoring ongoing work on three properties and requesting homeowners to provide more details on their project’s progress.
- 6) Open Space is monitoring and working in conjunction with homeowner on the slope issue.
- 7) Pool removal complete and the San Diego County inspection is expected in next 2 weeks for final approval. The homeowner will provide a copy of the report to the ACC-A.
- 8) New homeowner that inherited a home has completed their first round of clean-up. ACC-A will contact new homeowners regarding next steps (roof and landscaping)
- 9) One homeowner has not responded to inquiries regarding a planned retaining wall. ACC-A is requesting the homeowner provide an SCR.
- 10) An ACC violation was submitted on one property and homeowner responded with SCR for turf project.
- 11) ACC-A is working with homeowner who is attempting a railroad tie retaining wall to keep slope from eroding.
- 12) ACC-A explained new “abandoned” category on the report as homeowners who have submitted SCRs and then dropped the projects.
- 13) A homeowner attended the meeting to get approval for a paver driveway replacement scheduled to start 2/16/2026. ACC-A assisted the homeowner with submitting an SCR that will go on PayHOA immediately for approval.

**Motion:** The Secretary made a motion to accept the ACC-A report as presented and the Vice President seconded the motion. MSV: S. Fox/L. Wetter, 4/0.

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

- 1) The ACC-C briefed the Board on three properties with continuing challenges.
  - a) Fine letter went out in February to homeowner with property that has not shown any progress to date.
  - b) One homeowner’s property is being monitored as work appears to be making progress.
  - c) Homeowner was asked about their intentions / plans regarding completing their landscape project in accordance with their updated SCR.
  - d) New homeowner is making progress getting unpacked, garage cleared, and vehicle parking issues.

**Motion:** The Secretary made a motion to approve the ACC-C Report as presented and the Vice President seconded the motion. MSV: S. Fox/L. Wetter, 4/0.

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

1) Executive Summary – OSC Focus

- a) Advancing critical fire risk mitigation Projects with vender estimates
- b) Addressing complex and long-standing resident issues (slope failure and tree removal)

2) Open Space Maintenance & Resident Issues.

Tree Companies – Estimates:

- a) Holly Oak Arbor Care met with OSC to walk areas to get a better idea of expectations and will provide their estimates soon.
- b) Greenstone Landcare Inc has not provided any cost estimates yet.

External Communication Effort:

- a) Communicating with the Sweetwater Planning Committee on things that would affect the Bonita Highlands
- b) Talking with San Diego County regarding care for the trail space on the east side of the homes on Country Trails. It's been about 5 years since the County went through clearing out brush and trimming trees. They said they would come out and take a look at it soon.
- c) Talking with the U.S. Fish & Wildlife folks about the issue with the potential fire hazard in their area of responsibility beyond the trails, Proctor Valley area, behind homes on Country Trails. Also mentioned the issues with coyotes that live in that area.

Split Rail Fencing:

- a) Split Rail fence replacements inspected, reviewed and invoice forwarded to FO.

Slope Failure Assessment:

- a) Project has been stalled due to inability to find a geotechnical engineering company with time to come and look at our issue.
- b) Contacted San Diego County for potential companies they work with and was advised to pursue independent research for geotechnical firms.
- c) Have generated a new list of 13 companies and continuing to search for a geotechnical company to do an assessment of the slope issue.
- d) Homeowner has a contractor to redo their deck area which has footings close to the slope. OSC to let the homeowner know they need to do an SCR for rebuilding the deck.

Bee Issues:

- a) Belle Bonnie Brae. Open Space responded to homeowner and determined it was a homeowner issue. OSC to provide information on bee removal services.
- b) Cox Cable Box. Cox was contacted and issued a work order to have bees removed, and the bees are gone.
- c) Beehive in Open Space behind 5711 Central. Bee removal by We Got Ya Pest Control was authorized by OSC as an emergency request. This company extracts the bees using a separate beehive and relocates the bee to another area. Plus, they were cheaper than other commercial companies contacted during the Cox Box issue. Work to be completed in the next few days and is guaranteed.

Brow Ditch Cleaning, Greenbelt Weeding, and Trail Entrances:

- a) Aztec to clean brow ditches ahead of anticipated rain to mitigate any residential flooding.
- b) Aztec to take care of weeds under trees in green belt as part of ongoing greenbelt maintenance.
- c) Trail entrance maintenance to begin in the next few weeks.

**Motion:** The Vice President made a motion to accept the OSC report as presented and the Secretary seconded the motion. MSV: L. Wetter/S. Fox, 4/0.

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

1) Balance Sheet 01/31/2026

a) Operating Accounts

- The FO reviewed the beginning and ending balances
- There was a lengthy discussion between the FO, the Vice President, and the Treasurer (via phone) on exactly how to move which Operating and Reserve Account funds into each of the new planned banking accounts. As stated last month, the goal is to reduce the numbers of banks that the BHHA has to work with and to better allocate BHHA funding within the Operating and Reserve Accounts.
- The Treasurer provided a matrix of accounts and funds that was discussed
- The FO had drafted three separate Board Resolutions to accomplish this goal which were discussed. The draft Board Resolutions were provided to the Secretary to finalize and get the necessary signatures.

b) Reserve Accounts

- The FO reviewed the beginning and ending balances

c) Escrow Demands:

- Demands Issued - 3 / Closings - 0 / Reverse Mortgage/Refinance - 0.
- The FO stated that if the Board decides to go with PayHOA to handle Escrows that she'd have to send them all the forms and information they would need. The Treasurer said she could help with collecting and providing the forms.

d) Delinquent Accounts:

- The FO said there are only two left and will be addressed in the Executive Session

**Motion:** The Vice President made a motion to approve the month of January 2026, Balance Sheet, Budget vs Actual, Bank Reconciliations, General Ledger, AAB & WFB Check Register Details, Aging Reports (Delinquent Receivables), and Payroll Summary and the Secretary seconded the motion. MSV: L. Wetter/S. Fox, 5/0.

**e. Communication Log – Recording Secretary -- M.E. Phillips**

The Recording Secretary reviewed all communications on the log stating all communications have been resolved or discussed during the meeting.

**Motion:** The Secretary made a motion to accept the Communications Report as presented and the Vice President seconded the motion. MSV: S. Fox/L. Wetter, 4/0.

**4. Old Business.**

- a. Adoption of Budget:

**Motion:** The President made a motion to adopt the Annual BHHA Budget as presented at the third reading and review during the January meeting with the new 2026 Assessment of \$565.00, and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 4/0.

b. The Salvation Army event date has not been finalized yet.

**5. New Business.**

- a. Aztec Landscape Contract for 2026 has been signed by the President, waiting on Aztec to sign.
- b. Tree Maintenance bids were addressed in the Open Space Report.
- c. Exterior Lighting. As discussed in the Homeowner's section, it was determined that the Rules and Regs need to be updated to clarify exterior lighting guidelines.

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

**7. Agenda for next meeting:**

The meeting was adjourned at 8:25 pm.

**8. Executive Session.** An executive session was held.

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary