



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

March 10, 2026 – 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 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  
Dan Diaz – Member at Large

Staff Members (present unless noted as absent)

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

**b. Homeowners in Attendance:** 1 homeowner was 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 April 14, 2026, 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 10, 2026, BHHA BOD and Homeowners Meeting.

**Motion:** The President made a motion to approve the February 10, 2026, BOD Meeting Minutes and the Treasurer seconded the motion. Motion, Second, Vote (MSV): M. Parnell/D. Toogood, 5/0.

**2. Homeowners' Appearances**

**a. Homeowner Appeals to Fines.** None

**b. Open Forum for Homeowners.** No homeowner comments

**3. Committee and Staff Reports.**

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

The Vice President presented the report for John Niekrasz who was out of town.

- 1) The report noted 7 properties that had completed their projects.
- 2) The report focused on 7 properties with SCR concerns. Either the SCR was incomplete or the project had stalled and staff will be monitoring and communicating with homeowners to complete the approved projects.
- 3) There are a few approved SCRs where projects have yet to start.
- 4) The upcoming Bonita Highlands inspections in late April will focus on maintenance of specific cosmetic issues such as paint, fences, and mailboxes to name a few. This

focus will be announced in a Newsletter article, so homeowners know what the ACC-A and ACC-C will be focusing on over the summer starting in late April.

**Motion:** The President made a motion to accept the ACC-A report as presented and the Secretary seconded the motion. MSV: M. Parnell/S. Fox, 5/0.

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

- 1) The ACC-C briefed two properties that have had several warnings and multiple conversations and yet are still showing no progress. They have received notice of potential fines, and ACC-C staff is requesting a \$100 fine per property.
- 2) A third property that has been a concern is showing progress so no fine is requested for that property.

**Motion:** The Vice President made a motion that the two homeowners should receive a letter informing them of the fine and the fine should also be posted on PayHOA. The Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 5/0.

- 3) The ACC-C is looking into getting some stickers preprinted with the Recording Secretary’s email that can easily be applied to the Friendly Yellow Door Hangers; will save a lot of time.

**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, 5/0.

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

1) Key Issues and Updates:

- a) The OSC explained that the Holly Oak Arbor Care work for tree and brush work across several Open Space areas that was previously approved by the Board for \$15,930.00 was slightly delayed due to the sporadic rain affecting access.

**Motion:** The Vice President made a motion to accept the Holly Oak Arbor care bid for \$15,930.00. The Secretary seconded the motion. MSV: L. Wetter/S. Fox, 5/0.

2) Slope Failure.

- a) The OSC explained it continues to be challenging to get engineers to respond to Good Karma slope issue.
- b) The OSC reviewed the CGI Cabrillo Geotechnical letter from JAN 1999 again and recommended “pole and board” retaining structure to be used in slumped section behind Lot #266. The President requested some more specifics for the recommended proposal be presented at the April meeting.

3) Other Updates:

- a) Drainage and Brow Ditch Maintenance: Following the recent rains, Aztec was directed to perform cleaning of brow ditches beginning March 6, 2026.
- b) Trail Entrances: Maintenance work at trail entrances will begin tomorrow March 11, 2026.
- c) Maintenance Management. Maintenance tracking procedures have been implemented to improve scheduling of Open Space and Trail maintenance and documentation.
- d) Next Steps:
  - Begin using the Friendly Yellow Door Hangers for homes with Trail or Open Space issues
  - Begin Holly Oak Arbor vegetation mitigation work

- Continue phased fuel reduction across the Open Space
- Get estimate for Good Karma slope remediation
- Monitor drainage and brow ditch conditions.
- The President requested the OSC check on the area between the Central Ave large drainage ditch and north side of Annie Laurie Lane as the area is full of tall weeds.

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

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

1) Balance Sheet 2/28/2026

a) Operating Accounts

- The FO reviewed the beginning and ending balances. The Board had some questions regarding the small delta between the beginning and ending balances. There was a discussion about how these numbers were generated for the report, and what numbers went into these two values. The FO agreed it didn't look right but she would check and get back with the Board.
- The Board discussed the Treasurer's recommendation to open one or more certificates of deposit (including CDARS/ICS options) using Operating Funds for the purpose of safeguarding and diversifying the BHHA's cash assets. The Board discussed available institutions, APYs, terms, liquidity considerations, FDIC coverage, and early withdrawal penalties.

**Motion:** The Treasurer made a motion to adopt Board Resolution NO. 2026-0210-C authorizing the Treasurer and designated signatories to open the specified Certificate(s) of Deposit using Operating Funds, including the authority to execute all required documents and transfer Operating Funds in the approved amounts. MSV: D. Toogood/L. Wetter, 5/0.

**Motion:** The Vice president made a motion to close the MFCU Operating Account and move the money to AAB, but to leave the Wells Fargo Bank Operating Account open for now. The President seconded the motion. MSV L. Wetter/M. Parnell, 5/0.

b) Reserve Accounts

- The FO reviewed the beginning and ending balances. The Board had some questions about the beginning and ending balances, and the FO said it was because of the interest.

**Motion:** President made a motion to transfer \$15,859.00 from the NICU MonMkt Acct to to the AXOS Reserve Savings Account and the Vice President seconded the motion. MSV M. Parnell/L. Wetter, 5/0.

c) Escrow Demands:

- Demands Issued – 2; Closings – 3; Reverse Mortgage/Refinance - 0.
- There was a long discussion about the feasibility of having PayHOA do escrows for the BHHA. Discussion included charges the BHHA bills escrow companies, what PayHOA would charge escrow companies, the pros and cons of each option, and the difference between a normal escrow and a

“rushed” escrow. The President said there were too many unknowns and the topic would be tabled for now. The Vice President asked the FO to send an email to PayHOA and copy the Treasurer and the Vice President so they could all discuss the PayHOA process and charges for doing escrows for the BHHA.

d) Reserve Study/Audit and Tax Filings

- The Budget Referendum was reported as passed at the Annual Meeting on March 2, 2026 and adopted by the Board at the Executive Session after the March 10, 2026 meeting.

**Motion:** The Treasurer made a motion to approve Month of February, Balance Sheet, Budget vs Actual, Bank Reconciliations, General Ledger, AAB & WFB Check Register Details, Aging Reports (Delinquent Receivables), and Payroll Summary and the Vice President seconded the motion. MSV: D. Toogood/L. Wetter, 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 President made a motion to accept the Communications Report as presented and the Secretary seconded the motion. MSV: M. Parnell/S. Fox, 5/0.

**4. Old Business.**

- a. Annual Assessment. The President reiterated the new Annual Assessment of \$565.
- b. Tree Maintenance Bids. Discussed in the OSC Report
- c. Landscape Contract. The President said he signed the new option period for the Open Space Landscape Maintenance contract with Aztec.

**5. New Business.**

- a. Exterior Lighting. The Vice President and BHHA Staff are continuing to work on defining the parameters for exterior lighting for holidays and will present it to the Board at the next meeting for inclusion into the Rules and Regulations.
- b. Communications via PayHOA. There was a discussion about including communications between homeowners and the BHHA using PayHOA.
- c. Property Contacts. Not discussed.

**6. Community Actions and Issues.** The homeowner noted seeing rattlesnakes in the Open Space.

**7. Agenda for next meeting:** The meeting adjourned at 7:45 pm.

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

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary