



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

December 9, 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 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     Isaac Frangie – ACC-C (Absent)

Mike Webb – Open Space Chair     Mary Ellen Phillips – Recording Secretary

**b. Homeowners in Attendance:** Three homeowners attended.

**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 January 13, 2026, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

**e. BOD Meeting Minutes.** There was a review and adoption of the BOD Meeting Minutes with updates from November 11, 2025, BHHA BOD and Homeowners Meeting.

**Motion:** The President made a motion to approve the November 11, 2025, BOD Meeting Minutes as amended, and the Secretary seconded the motion. Motion, Second, Vote (MSV): M. Parnell/S. Fox, 5/0.

**2. Homeowners' Appearances**

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

**b. Open Forum for Homeowners.**

Steve Revelas (volunteer homeowner), updated Board on the support he has been providing on the draft BHHA Firewise application and associated 3-year Action Plan. The plan is to have the draft reviewed and approved by the Bonita Sunnyside Fire Dept's (BSFD) Capt. Oosterbann and CALFIRE's Capt. Shoots. Any required final edits will be made and then the package will be submitted for final approval. Mr. Revelas also shared approved soffit-vent screen material available to homeowners through the BSFD. Homeowners can apply for the screening material at the BSFD, and if approved, the materials and installation instructions will be provided to the homeowner so they can install it. (It's pretty easy!)

### 3. Committee and Staff Reports.

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

- 1) The ACC-A briefed the Board on 19 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 6 new SCRs which are pending approval, as well as one project that was begun without approval but met requirements for approval. The SCR was eventually submitted and project approved and completed.
- 3) There are 10 projects pending with one unapproved pool removal. The ACC-A is in contact with the homeowner regarding the next steps for the pool removal.

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

#### b. Architectural Control Committee – Conformance (ACC-C) – Liz Wetter (VP)

- 1) The Vice President briefed the Board on 3 properties with continuing challenges.
  - a) One property is eligible for a fine in January if there is no improvement.
  - b) One property is being monitored as work is in progress.
  - c) The third property owner is being invited to attend the next meeting to discuss housing animals on his property.

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

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

##### 1) Key Issues and Updates:

- a) Bids submitted for 5 trail entrance split-rail fence replacements.
  - 4 bids were approved.
  - ACC-A is to coordinate with the homeowner on Central as they have solar lights at the trail entrance.
  - 1 bid for the trail entrance at the bottom of Wild Oats Lane is on hold until the Board determines the next steps for the Open Space in that area.

**Motion:** The President made a motion to approve the 4 split-rail fence projects at the designated trail entrances and the Secretary seconded the motion. MSV: M/ Parnell/ S. Fox, 5/0.

##### 2) Tree Maintenance Estimates and Bids.

- a) The OSC received proposals for tree/bush maintenance for 7 high priority fire hazard zones (Open Space 11 (OS11), OS10, OS9, OS1, 12, OS8, and OS2).
  - Targeted removal and trimming of high-risk species like Eucalyptus, pines and Chamis.
  - Raising tree canopies (skirting) to 6+ feet and removing sucklings, dead, diseased and invasive vegetation
- b) OSC considered the 7 individual bids too expensive and is working with Robert Aguilar (Aztec) to get a single bid for all 7 high priority fire hazard zones.
- c) OSC received an updated bid for OS9 area tree maintenance for Board approval.

**Motion:** The President made a motion to approve the \$3,000 bid for OS9 area maintenance and the Secretary seconded the motion. MSV: M. Parnell/S. Fox, 5/0.

**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 11/30/2025

a) Operating Accounts

- The FO reviewed the beginning and ending balances

b) Reserve Accounts

- The FO reviewed the beginning and ending balances.

**Motion:** The Treasurer made a motion to transfer funds from the NIFCU CD into the NIFCU Reserve Money Market Acct when the CD matures and the President seconded the motion. MSV: D. Toogood/M. Parnell, 5/0.

c) Demands Issued - 0 / Closings - 2 / Reverse Mortgage/Refinance - 0.

d) The third and Final Budget reading is scheduled for the next Board meeting in January 2026 which will be for Board Approval.

2) New/Continues/Completed/Closed FO Business

a) The FO said there were 2 delinquent accounts that were being processed.

**Motion:** The Treasurer made a motion to approve November 30, 2025, 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 Secretary made a motion to accept the Communications Report as presented and the Vice President seconded the motion. MSV: S. Fox/L. Wetter, 5/0.

**4. Old Business.**

a. Board of Directors Election. This year the BHHA will use the normal paper ballots for voting. The Recording Secretary proposed a more cost-effective process using only two envelopes, full sheet and half sheet, and all white for the ballot. Board recommended including all candidates in the next Newsletter.

b. Recurring Vendor Invoices: The BHHA discussed the feasibility of automatically paying standard recurring vendor invoices, i.e., payroll reimbursements, Minuteman Press (Newsletter printing), USPS (monthly postage), etc.

**Motion:** The Treasurer made a motion to automatically pay recurring vendor invoices, i.e., payroll reimbursements, Minuteman Press, USPS, without Board approval if they are reasonable, and the Vice President seconded the motion. MSV: D. Toogood/L. Wetter, 5/0.

c. Budget Review. Covered in FO report.

d. Salvation Army Event. The President explained that the Salvation Army will put their truck by the Open/Green Space area on the north end of Corral Canyon in January (tentative date is 17 JAN 2026). The Salvation Army to draft a letter regarding their responsibilities and commitment and provide it to the Board for approval.

## 5. New Business

- a. Community Involvement. The Board to address creating an Ad Hoc Committee for those homeowners who want to volunteer in our community but do not want to take a Board position.
- b. Guidelines for Horse Owners. The Member-at-Large and ACC-C will generate guidelines for homeowners who have horses on their property in the Highlands.
- c. Employee Liability Insurance. The Board discussed recent situations where Board and Staff Members were treated unprofessionally by some homeowners and what courses of action the Board and Staff members have to protect themselves.

## 6. Community Actions and Issues. None.

## 7. Agenda for next meeting:

The meeting was adjourned at 8:45 pm.

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

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary

# Bonita Highlands Homeowners' Association Board of Directors Meeting Minutes

December 9, 2025 – In Person Meeting

## Call to Order

The meeting was officially called to order by the President, who welcomed all attendees and outlined the guidelines for conducting the meeting. The meeting followed “Roberts Rules of Order,” where individuals wishing to speak before the Board addressed the chair, were recognized, and identified themselves by name and Highlands’ address. The President ensured that each person’s comments were limited to a reasonable time, allowing everyone an opportunity to speak. It was also announced that the meeting would be recorded to assist the Recording Secretary in taking the minutes.

## Roll Call

The following Board of Directors were present unless otherwise noted:

- Mike Parnell – President

- Liz Wetter – Vice President
- Stephen Fox – Secretary
- Dana Toogood – Treasurer
- Dan Diaz – Member at Large

Staff Members present were:

- Sandra Jones – Financial Officer
- John Niekrasz – Architectural Control Committee Authorizations (ACC-A)
- Isaac Frangie – Architectural Control Committee Conformance (ACC-C) (Absent)
- Mike Webb – Open Space Chair
- Mary Ellen Phillips – Recording Secretary

Three homeowners attended the meeting in person.

## Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

## Next Board of Directors Meeting

The next regularly scheduled Board of Directors (BOD) Meeting will take place at 6:00 p.m. on January 13, 2026, at the Bonita Sunnyside Fire Station, located at 4900 Bonita Road.

## Approval of Previous Meeting Minutes

The Board reviewed and adopted the minutes from the November 11, 2025, BHHA BOD and Homeowners Meeting, including updates. The President made a motion to approve the minutes as amended, which was seconded by the Secretary. The motion passed unanimously with a vote of 5/0.

## Homeowners' Appearances

### Homeowner Appeals to Fines

There were no homeowner appeals to fines presented at this meeting.

### Open Forum for Homeowners

Steve Revelas, a volunteer homeowner, provided an update to the Board regarding his support for the draft BHHA Firewise application and the related three-year Action Plan. The goal is to have the draft reviewed and approved by Captain Oosterbann from the Bonita Sunnyside Fire Department (BSFD) and Captain Shoots from CALFIRE. Once any needed final edits are made, the completed package will be submitted for final approval. Mr. Revelas also informed the Board about the availability of approved soffit-vent screen material, which homeowners can obtain from BSFD. Homeowners may apply for this material at the BSFD, and if approved, they will receive both the materials and installation instructions, allowing them to install the screening themselves.

## Committee and Staff Reports

### Architectural Control Committee – Authorizations (ACC-A)

John Niekrasz briefed the Board on 19 properties with approved Submittal Control Requests (SCRs), providing updates on the status of each project, their progress, and any issues for Board consideration. He also reported on six new SCRs pending approval, and noted one project that began without prior approval but ultimately met the requirements and was subsequently approved and completed. There are currently ten projects pending, including one unapproved pool removal. The ACC-A is in communication with the homeowner to determine the next steps for the pool removal. The Vice President made a motion to accept the ACC-A report as presented, which was seconded by the Secretary and unanimously approved, 5/0.

### Architectural Control Committee – Conformance (ACC-C)

Vice President Liz Wetter reported on three properties facing ongoing challenges. One property may be fined in January if there is no improvement. Another property is under observation as work progresses. The owner of the third property will be invited to the next meeting to discuss the issue of housing animals on the property. The President made a motion to approve the ACC-C report as presented, seconded by the Secretary, and the motion was carried unanimously, 5/0.

### Open Space Committee (OSC)

Mike Webb provided updates on key issues and projects:

- Bids for replacing split-rail fences at five trail entrances were received; four bids were approved. ACC-A will coordinate with the homeowner on Central regarding solar lights at the trail entrance. The bid for the Wild Oats Lane trail entrance is on hold pending further Board decisions regarding the Open Space in that area.
- Proposals for tree and bush maintenance were received for seven high-priority fire hazard zones (OS11, OS10, OS9, OS1, 12, OS8, OS2). The maintenance plan includes targeted removal and trimming of high-risk species such as Eucalyptus, pines, and Chamis, raising tree canopies to over six feet, and removing sucklings, dead, diseased, or invasive vegetation. The OSC is seeking a single bid for all seven zones due to the high cost of individual bids. An updated bid for maintenance in the OS9 area was presented for Board approval.

The President made a motion to approve the four split-rail fence projects at the designated trail entrances, seconded by the Secretary, and the motion passed unanimously, 5/0. The President also made a motion to approve the \$3,000 bid for tree maintenance in the OS9 area, seconded by the Secretary, with unanimous approval. Lastly, the President moved to accept the OSC Report as presented, seconded by the Secretary, and the motion carried, 5/0.

### Financial Officer (FO) Report