



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

August 11, 2026 – In Person Meeting

1. Call to Order.

The meeting was called to order by the Vice 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)

John Niekrasz- ACC-A

Isaac Frangie – ACC-C

Mike Webb – Open Space Chair-

Mary Ellen Phillips – Recording Secretary

b. Homeowners in Attendance: 6 homeowners were present

c. Pledge of Allegiance. Pledge was led by the President

d. Next Board of Directors (BOD) Meeting. The next regularly scheduled BOD Meeting will be at 6:00 p.m. on September 8, 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 June 9, 2026, BHHA BOD and Homeowners Meeting.

Motion: The Vice President made a motion to approve the June 9, 2026, BOD Meeting Minutes and the Treasurer seconded the motion. Motion, Second, Vote (MSV): L. Wetter/D. Toogood, 5/0.

The Treasurer noted the May Minutes did not reflect the Board's Motion to Approve the onetime Board Resolution for the April 2026 Assessment Cycle Ratification of Grace Period Extension and Reversal of Late Charges provided by the BHHA Lawyer and read by the Secretary during the May BOD Meeting. The Secretary said he would update the May Minutes to reflect the Board's Motion and 4/0 approval of the resolution.

Motion: The President made a motion to approve the May 9, 2026, BOD Meeting Minutes with the amended information above regarding the Board Resolution Approval and the Treasurer seconded the motion. MSV: M. Parnell/D. Toogood, 5/0.

2. Homeowners' Appearances

a. Homeowner Appeals to Fines. None

b. Open Forum for Homeowners.

A homeowner voiced their concerns regarding Jumping Cholla cactus and dead growth in the Open Space behind their house at the corner of Wild Oats and Country Trails, that

is pushing on their fence. The OSC said the area in question, southwest of the intersection of Wild Oats Lane and Country Trails, was considered a “natural growth area” and he’d recently surveyed the area. He explained that it’s in one of those areas of the Open Space that is really hard to get to because of the steep hillside and the brow ditch that runs through the area. The President said he’d get with the OSC and walk the area and see what could be done.

3. Committee and Staff Reports.

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

The ACC-A provided a summary of his activities and properties being monitored.

- 1) 14 new SCRs are moving along nicely
- 2) Previously approved SCRs with concerns/updates:
 - a) #26. Homeowner put in an SCR but while working on their project, they expanded their project to include fascia, driveway, and garage doors. He will work with the homeowner to complete a second SCR for the expanded project.
 - b) #44. To be addressed in ACC-C report
 - c) #49. Email sent to the homeowner; waiting response with SCR and scope of the project(s)
 - d) #53. Homeowner changing scope of initial project to include detached pool shower and toilet; awaiting final scope of overall project; San Diego County permit requirements, and any additional Board inputs.
 - e) #59. Backyard 10’x12’ shed pending approval after Board review of design and proposed materials.
 - f) #62. Side Yard 12’x14’ pergola work in progress; Board discussing design, position on property, and material.
 - g) #69. Backyard 10’x12’ pergola work in progress; Board reviewing.
 - h) #75. Front slope retaining wall; draft SCR with completion date of 31 OCE 2026; awaiting Board approval.
 - i) #78. Long term issue with incomplete front landscaping.
 - j) #79. Long term issue with unfinished masonry wall.
 - k) #s 59, 62, and 69 to be discussed in executive Session
 - l) The Board Accepted the ACC-A Report as presented.

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

The ACC-C provided a summary of his activities and properties being monitored.

- 1) Lot 001 – Fine Warning Letter mailed 8 AUG 2026
- 2) Lot 523 – no progress; request Board Approval of \$100 fine.
Motion: The President made a motion to impose a \$100 fine on Lot 523 and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 5/0.
- 3) Lot 239 – very little progress; request Board Approval of \$100 fine.
Motion: The President made a motion to impose a \$100 fine on Lot 239 and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 5/0.
- 4) Lot 27 – retaining wall; homeowner was present at the meeting and said he was going to do the wall himself. ACC-C recommended holding any fine for 30 days.

Motion: The President made a motion to hold the \$100 fine on Lot 27 in abeyance for 30 days and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 5/0.

- 5) Lot 556 – yard not completed; letter sent to homeowner asking they come to meeting; homeowner was absent from the meeting; recommend a \$100 fine.

Motion: The President made a motion to impose a \$100 fine on Lot 556 and the Treasurer seconded the motion. MSV: M. Parnell/D. Toogood, 5/0.

- 6) Lot 187 – renter is not responding to Friendly Yellow Door Hangers regarding treadmill, paint sprayer, and baby toys in yard. The Vice President will contact the Property Management Company regarding this issue.
- 7) Lot 537 – incomplete turf. The President said he will talk with the homeowner.
- 8) The Board Accepted the ACC-C Report as presented.

c. Open Space Committee (OSC) – Mike Webb

The OSC provided a summary of his activities and issues being monitored.

1) **Key Issues and Updates:**

- a) Mowing of the Open Space is complete
- b) Horse Ring Entrance and Trees. Aztec laced trees and removed weeds at the horse ring entrance, plus laid down weed barrier and decomposed granite.
- c) Phase 2 Firewise Work. Initial part of Phase 2 was completed on 3-7 AUG 2026 and the balance of Phase 2 will be started on 17 AUG 2026.
- d) OSC requested the Board to approve an additional \$1,500 of work on the Open Space area near Proctor Valley. Work to be added to previously approved Holly Oak work next to Proctor Valley.

Motion: The President made a motion to approve the additional \$1,500 of work for Holly Oak to do next to Proctor Valley and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 5/0.

2) **Other Updates:**

- a) The OSC provided update on the OSC budget spreadsheet used by to track OSC expenditures and confirmed payments for multiple Aztec invoices.
- b) The OSC explained that the additionally planned fire mitigation and tree work will include tree lacing, canopy lifting, removal of dead or diseased trees, sapling removal and brush clearance to improve defensible space. All this work was discussed and approved by the Board at the May 2026 meeting pending receiving quotes that are within the OSC budget. The OSC received the Holly Oak quotes for \$26,120 which is within the OSC budget, shared them with the Board, and scheduled the work. OSC requested a motion to formally reapprove Holly Oak work.

Motion. The President made a motion to accept the Holly Oak quotes of \$26,120 to do the planned fire mitigation and tree work, and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 5/0.

- c) The Board Accepted the OSC Report as presented.

d. Financial Report – Treasurer – D Toogood

- 1) The Treasurer reported the BHHA is in sound financial condition.
- 2) The Treasurer provided the following documents for the Board to review.

- a) April through July Profit and Loss (P&L)
- b) BHHA Financial Balance Sheet as of July 31, 2026
- c) BHHA Budget vs Actual Sheet as of July 31, 2026
- 3) 8 escrows were completed (May, June July).
- 4) All BHHA Federal and State taxes were filed on time and the Federal Tax Estimate for 2026 was completed
- 5) BHHA Audited Financial Reports were completed and distributed to homeowners.
- 6) The Board Accepted the Financial Report as presented.
- e. **Communication Log – Recording Secretary -- M.E. Phillips**
 - 1) The Recording Secretary said all the actions were completed.
 - 2) The Board Accepted the Recording Secretary's report as presented.

4. Old Business.

- a. Exterior Lighting. The Treasurer, Dana Toogood, recused herself from this discussion. The Vice President reminded everyone of the previous meeting's discussions on this subject and the fact that the draft wording had been shared in the Newsletter. She then read the final version of the wording to be used in the update to the BHHA Rules and Regulations:
Exterior holiday lighting displays are allowed from November 25 of the current year, through January 10 of the following year. No other holiday lighting is permitted outside of this time frame. Year-round, permanent exterior lighting, including exterior security lights and motion-sensor lights, must be shielded, low intensity and downward facing so as to create no light trespass to neighboring lots or into the night sky. (Light trespass into the neighboring lot means the neighbor can see the light in their yard.) Only white-toned bulbs are permitted with steady light flow -- no colored lights, twinkling or strobe effect lights. Any lighting that is higher than 9' above the ground must be turned off after 11 pm unless it is controlled by a motion sensor. Motion-sensored lights that eliminate continuous lighting that may intrude into neighboring lot can only do so for a short period of time, i.e., no more than 10 minutes. Security lights, porch lights, garage lights, and driveway lights are permitted throughout the night provided they are not above 9' off the ground. These security lights should be shielded and downward facing so as to create no light trespass to neighboring lots or into the night sky.
Motion. The Vice President made a motion to accept this wording for exterior lighting as just read and to have this wording added to the BHHA Rules and Regulations and the President seconded the motion. MSV: L. Wetter/M. Parnell, 4/0.
- b. Assessment Update. The Treasurer said there were only five delinquent assessments and they will be addressed in the Executive Session.
- c. ACC-Compliance Inspection Plan. The Vice President said this topic will be discussed in the Executive Session.
- d. Feeding Wildlife. The Vice President explained the Game Warden had come out and talked with the Homeowner twice and she said she wasn't feeding any wild animals. So the Game Warden said this case is closed. If homeowners see folks feeding wild animals they can report them to the San Diego County again.

5. New Business:

- a. Banking Update. The Treasurer reported the Wells Fargo Bank and NICU accounts are closed. MFCU account was changed from an Operating Account to a Reserve Account the signers for this account were updated to the Treasurer and Vice President.
- b. Escrow Services Update. The Treasurer reported the third party Escrow Service is doing a great job processing all the escrows in a timely manner.

6. Community Actions and Issues.

- a. The President provided an update on a number of community activities and actions.
 - 1) The Chula Vista Lemon Festival and Harvest festival will be happening in August.
 - 2) The Bonita Library is planning a concert series with local musicians.
 - 3) The CHP has two dedicated patrolmen to patrol the Bonita-Sweetwater area, one in a vehicle and one on a motorcycle. The CHP website and telephone number to call if you see any traffic issues will be provided in the next Newsletter.

7. Board Member Comments. None

8. Adjournment. The meeting adjourned at 7:25 p.m.

9. Executive Session. There was an Executive Session after this meeting.

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary