



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

June 9, 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

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: 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 August 11, 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 May 9, 2026, BHHA BOD and Homeowners Meeting.

Motion: The President made a motion to approve the May 9, 2026, BOD Meeting Minutes as amended and the Secretary seconded the motion. Motion, Second, Vote (MSV): M. Parnell/Fox, 5/0.

2. Homeowners' Appearances

a. Homeowner Appeals to Fines. None

b. Open Forum for Homeowners. None.

- 1) There was a letter received from a homeowner that was read and addressed by the Board in the Executive Session.

3. Committee and Staff Reports.

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

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

- 1) Processed 22 new SCRs in March – May. A special emergent effort was taken to approve a roof repair/reroof to facilitate the sale of the property.
- 2) The ADU on a corner lot has a unique fence situation and the moving of the fence is within the county setbacks.
- 3) There are 25 SCRs prior to March 9, 2026 and 9 are complete

- 4) Pending ADU request to remove garage doors and replace with windows. Board advised that conversion of garage was acceptable but replacing garage doors with windows was not; request the homeowner update their SCR.
- 5) There is a property with a railroad tie retaining wall on the side of its property that was in progress without an SCR. The ACC-A reached out and requested an SCR and is monitoring progress which appears to be stalled. The homeowner has a plan that is reasonable and ACC-A will pursue an update to the completion date.
- 6) An SCR for a masonry wall between two properties is still incomplete. A formal letter will go to the homeowner requesting they come to the August meeting to provide their plan to complete the project.
- 7) ACC-A will create pre-written generic letters to go to homeowners with stalled projects and one for work being done without a Board approved SCR.
- 8) ACC-A is also creating a community wide property survey about issues in the Highlands, such as broken fences or gates, bare dirt yards, paint issues, mailboxes, etc. The intent is to present the survey results to the Board, review and discuss the issues with the Board, and determine the proper type of letter that is appropriate to send to the homeowner.
- 9) ACC-A proposed that the ACC-A should have approval for short term POD placement without an SCR, and for POD/Port-a-potty SCRs for less than 30 days. The Board agreed with this short term approval by the ACC-A.
- 10) The President said the blueprints for the backyard slope failure issue on Rocky View will be delivered to ACC-A within the week.
- 11) ACC-A to create digital "stamp" to be used for blueprints when requested by the San Diego County Permit Office. President is going to talk to the San Diego County Code Compliance Dept about this "stamp" request/requirement.
- 12) The Board accepted the ACC-A Report.

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

- 1) Lot 556. Request \$100 fine.
Motion: The President made a motion to approve this fine, and the Vice President seconded the motion. MSV: M. Parnell/L Wetter, 5/0.
- 2) Lot 523. Request \$100 fine.
Motion: The President made a motion to approve this fine, and the Vice President seconded the motion. MSV: M. Parnell/L Wetter, 5/0.
- 3) Lot 239. Completed an SCR and their project is progressing. Homeowner reached out to buy some time. ACC-C to send a letter saying fine will be issued in August.
- 4) Lot 512. Front yard issue. ACC-C left a Friendly Yellow Door Hanger and homeowner responded with July end date.
- 5) Lot 598. Homeowner reported neighbor is feeding coyotes. Person with video is submitting a complaint with U.S. Fish and Wildlife at the contact information provided in the Newsletter.
- 6) Lot 357. Green pool and feeding wildlife. San Diego County Vector Control to investigate. Foliage in the front side yard hillside now 12 feet high.
- 7) The Board accepted the ACC-C Report.

c. Open Space Committee (OSC) – Mike Webb

- 1) Key Issues and Updates:
 - a) Focus of OSC is to continue advancing Firewise vegetation mitigation.
 - b) Walked through the Open Space areas with Aztec and getting bids by area.
 - c) Belle Bonnie Brae's little pocket Open Space area is on the list for Phase 2.
- 2) Slope Failure.

Work completed. On May 7, 2026, homeowner came out to meet contractor and agreed to pay for additional extension of slope repair along his property and the Open Space area at his own expense.
- 3) Other Updates:
 - a) Several resident requests related to vegetation clearance and tree concerns remain under review and are being prioritized as part of the broader Firewise mitigation effort. These include brush clearance requests behind Good Karma, Eucalyptus tree concerns near Wild Oats, Whirlybird Lane, and Sprinter cul de sac.
 - b) Invoices have been approved and sent to PayHOA. Invoice for irrigation is being held back based on issues on Sprinter Lane. OSC will meet with Aztec to resolve issues such as chewed water lines before approving payment.
 - c) Mowing has begun and brow ditches will be cleaned when mowing is complete.
 - d) New spreadsheet was developed to separate Open Space and Trail maintenance efforts into specific categories of work, i.e., Open Space and Trail maintenance contract efforts, separate tree removal and maintenance efforts, watering, pest control, Firewise efforts, etc. The OSC and Board are using this new spreadsheet to track work completion, vendor payments, and balance of funding in these categories of work. This new spreadsheet will help the Board and the OSC to plan, authorize, and provide prudent stewardship of budgeted funding for all the maintenance of the BHHA Open Space and Trail areas.
- 4) The Board accepted the Open Space Report.

d. Financial Report – BHHA Treasurer

- 1) The association is in sound financial condition.
 - a) BHHA escrow processing using the third party escrow service is running and very cost effective.
 - b) The Treasurer clarified the recent Board Resolution regarding the grace period for late assessment payments was until April 30, 2026, and is for this year only.
 - c) The Treasurer stated that in accordance with the Board's stated plans to simplify and streamline the BHHA's banking institutions and processes, it is recommended to change signers for the MFCU to Liz Wetter and Dana Toogood and change this account from an Operating Account to a Reserve Account.

Motion: The Vice President made the motion to change the signers for the MFCU account to Liz Wetter and Dana Toogood and the account name from Operating to Reserve and the President seconded the motion. MSV: L. Wetter/M. Parnell, 5/0.

- d) The Treasurer stated that in accordance with the Board's stated plans to simplify and streamline the BHHA's banking institutions and processes, it is recommended to close the Wells Fargo account no later than July 31, 2026.

Motion: The Vice President made the motion to close the Wells Fargo account no later than July 31, 2026, and the President seconded the motion. MSV: L. Wetter/M. Parnell, 5/0.

- e) The Board accepted the Financial Report.

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

- 1) The Recording Secretary said all the communication had been addressed before or during the meeting.
- 2) The Board accepted the Communication Log Report.

4. Old Business.

- a. The change for the Exterior lighting within the Rules and Regulations was presented at the meeting, will be provided in the next Newsletter, and will be voted on by the Board at the August BHHA Board Meeting.
- b. There are 6 unpaid assessments which will be turned over to BHHA Lawyer in August for processing.

5. New Business:

- a. Electric Bikes. E-Bikes continue to be a problem in the Bonita Highlands, based on several emails received by the BHHA. The President said San Diego County is working on creating an e-bike program similar to the successful program in Chula Vista. Bonita Sunnyside Fire Dept had an E-bike training event.

6. Community Actions and Issues.

Bonita Sunnyside Fire Dept Pancake Breakfast moved to Sunday August 9, 2026.

7. Board Member Comments. None

8. Adjournment. The meeting adjourned at 7:50 pm.

9. Executive Session. There was an Executive Session held after the meeting.

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary