



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

September 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 chair 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:

1) Board of Directors (present unless noted as absent)

Mike Parnell – President

Liz Wetter – Vice President (absent)

Stephen Fox – Secretary

Dana Toogood – Treasurer (absent)

Dan Diaz – Member at Large

2) Staff Members (present unless noted as absent)

Sandra Jones – F.O. John Niekrasz- ACC-A (absent) Isaac Frangie – ACC-C

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

b. Homeowners in attendance: Two 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 October 14, 2025, at Bonita Sunnyside Fire Station, 4900 Bonita Road.

e. BOD Meeting Minutes. There was a review and adoption of the BOD Meeting Minutes from August 12, 2025, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve the August 12, 2025, BOD Meeting Minutes and the President seconded it. Motion, Second, Vote (MSV): S. Fox/M. Parnell 3/0.

2. Homeowners' Appearances.

a. Homeowner Appeals to Fines. There were no homeowner appeals.

b. Open Forum for Homeowners.

1) 3612 Filly Lane – The Homeowner expressed some concerns about eucalyptus trees behind their home, one of which is diseased. The OSC stated there were four trees behind this house, and he is in the process of marking all trees in the Open Space and Trails that are dead, diseased, and/or need some kind of attention. They will be marked with colored tape for removal or trimming/lacing, and stumps will be ground down if needed. The homeowner also said they were considering a retaining wall on the back edge of their property. The President asked the ACC-C to relay to

the ACC-A about these retaining wall plans so he can provide them the homeowner with the required SCR and explain the SCR process to them.

3. Committee and Staff Reports.

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

No Report this month

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

There were 80 Friendly Yellow Door Hangers handed out this month and 25 yards have been improved. The CHP was contacted regarding three cars that were parked for excessive time and those cars are gone.

- 1) 4011 Corral Canyon – the homeowner of this property has not made any progress addressing the issues identified earlier in the year, garage door, stucco wall needing repair, and paint, all of which were discussed with the homeowner at a previous BOD Meeting. A formal letter was sent 9/5/2025 readdressing the issues. The homeowner responded saying he had turned in an SCR for the fixes. The ACC-C checked with the ACC-A and there was no SCR submitted by this homeowner.

Motion: The President made a motion to fine the homeowner \$100 for the garage door issue since there has been no progress and send the homeowner an intent to fine letter. MSV: M. Parnell/D Diaz, 3/0.

- 2) 4343 Corral Canyon – the homeowner has not done any additional work to their front yard in the past few months. The President and Vice President are to review this situation for the next steps.

- 3) 3774 Wild Oats Lane – the homeowner has submitted several SCRs regarding front yard plans but there has been no progress on any of the SCRs.

- 4) 3624 Filly Lane – the homeowner has made no progress on their retaining wall and an intent to fine letter will be sent to them.

Motion: The President made a motion to approve the ACC-C Report as presented. MSV M. Parnell/D. Diaz, 3/0.

c. Open Space Committee (OSC) – Mike Webb

Key Issues and Updates:

Aztec Landscape:

- 1) Mowing began August 11 and should be completed by second week of September.
- 2) Aztec has removed previously left behind tree debris and noted that the brow ditch behind 3718 Corral Canyon Road had concrete left in it from some time back.
- 3) Several homeowners have sent emails stating that this year's mowing is a lot better than last year.
- 4) A homeowner reported that the trail area at the end of Wild Oats was missed in mowing. The OSC said that area was marked incorrectly on the map and the area behind Rocky View Court is now a part of Area 1 and will be addressed shortly.

New Open Space Items Being Addressed:

- 1) Removing/mulching eucalyptus suckers and other flammable shrubs that present a fire risk to Bonita Highlands' "50-foot" barrier risk areas.
- 2) Identifying dead trees to be removed, and Open Space trees deemed to be an extreme fire risk to homes within 50 feet.
- 3) Till horse rings and remove the mound used as a jump for motorcycles.

Other Proposals and Invoices from Aztec Landscaping:

- 1) Received Aztec Invoice C5110 for \$575.00 for irrigation repair.
- 2) Received Aztec cost estimate #2456 for \$825.09 for installing one 15-gallon Palo Verde tree, support stakes, one tree watering bag, and programming irrigation system for additional watering times.

Meeting and Reports:

- 1) The Open Space Committee created a draft copy of a BHHA 3-Year Landscape Maintenance Plan that was submitted for review and comment. The Committee will meet in September to continue editing the plan as necessary prior to a final presentation to the Board for feedback and/or approval.
- 2) This 3-Year Plan is using a phased approach to catch up on deferred maintenance and will support recommendations for changes in the next Landscape Maintenance contract.

Violations:

There were two reports of illegal motorcycles in the Open Space. One entering the Proctor Valley area via Blacksmith and the other near the horse rings. The OSC will continue to monitor the illegal use of motorcycles in the Open Space and Trail areas.

Motion: The President made a motion to accept the OSC Report as presented. MSV: M. Parnell/S. Fox, 3/0.

d. Financial Officer (FO) – Sandra Jones

1) Balance Sheet 08/31/2025

a) Operating Accounts

- The FO reviewed the beginning and ending balances.
- The FO said the AAB account will be used to pay for mowing.

b) Reserve Accounts

- The FO reviewed the beginning and ending balances.
- FO requested a motion to close CD (9159) on its maturity date of 10/24/25 and deposit the balance into the NICU Money Market Account (5277).

Motion: The President made a motion that the CD be closed on its maturity and the balance moved to the NICU Money Market Account 5277. MSV: M. Parnell/S. Fox, 3/0.

c) Demands: 2 Issued / 4 Closings / 0 Reverse Mortgage/Refinance.

d) The Annual Audit Packet and ANARR form were mailed/emailed via PayHOA on 8/30/25.

- e) Completed the 2025-2026 Insurance renewal and paid the premiums.
- f) Continued working the Delinquent Receivables and Aging Reports – two accounts are delinquent. Received the Executive Session meeting minutes from August meeting that authorized putting these two accounts into collections with the BHHA lawyers, Green Bryant French.
- g) The FO reviewed the Reserve Study cost proposal from the BHHA's CPA firm, Sonnenberg & Company, dated 20 JAN 2025.
 - Year 1 Level II RS \$950 for FY 2026 (on site)
 - Year 2 Level III RS \$400 for FY 2027
 - Year 2 Level III RS \$400 for FY 2028

Motion: The Secretary made a motion to accept the reserve audit cost proposal from Sonnenberg and Company. MSV: S. Fox/M. Parnell, 3/0.

h) **Coming Up:**

- The first of three readings of the BHHA Annual Budget will be at the November meeting.

Motion: The Secretary made a motion to approve the August 31, 2025, Balance Sheet, Profit & Loss, Budget vs Actual, Bank Reconciliations, General Ledger, AAB & WFB check Register Details, Aging Reports (Delinquent Receivables) and Payroll Summary. MSV: S. Fox/M. Parnell, 3/0.

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

The Recording Secretary reviewed all communications in the Communications Log for the month.

Motion: The President made a motion to accept the Communications Report as presented. MSV: M. Parnell/S. Fox , 3/0.

4. Old Business.

- a. Rules and Regs Update – the proposed updates to the Rules and Regulations were included in the August Newsletter and discussed at the August BOD meeting. A copy of the updated Rules and Regulations approved by the Board will be posted on the BHHA website.
- b. Committee Updates – see Open Space Report

5. New Business

- a. Welcoming Committee – The FO sends new homeowners a “Welcome Letter” when escrow closes and the President (Mike Parnell) and a volunteer homeowner (Mike Burge) visit new homeowners as the Welcoming Committee.
- b. Communication with Property Owners – The Board discussed recent situations where non-homeowners are voluntarily speaking on behalf of the homeowner, some with and some without the consent and/or legal authorization from the homeowner. The Board is going to continue its dialogue on this subject and determine how best to address it.

- c. Election 2026 – The Board will include another article in the Newsletter about the upcoming BHHA Board Elections, requesting homeowner to consider running for the Board.
- d. Renovation of Lot 645 – This Lot at the north end of Wild Oats Lane, on the west side of the street used to be maintained as a green space area for the neighborhood. The Open Space Committee is considering renovation options to bring this Lot back to a good public place for the neighborhood.

6. Community Actions and Issues

- a. Bonitafest events include the Trail Walk/Ride from the Horse Ring by Rohr Park to the Library where a stage will be set for Performances by Music Machine and Sound Unlimited. The Melodrama will be performed at Sweetwater Community Church.
- b. Salvation Army has offered to set up a local “drop off” event in the Bonita Highlands. The President said the Board will pursue details of exactly how this would work.
Motion: The President made a motion to pursue details of the local Salvation Army drop off opportunity. MSV: M. Parnell/S. Fox, 3/0.
- c. It was noted that the fence on the northern edge of the Bonita Highlands at the north end of Wild Oats Lane had been damaged/removed by unpermitted grading adjacent to the Bonita Highlands. The President requested the OSC to check on exactly how much damage had happened and make a recommendation on what needs to be done to fix it.

7. Aboard Member Comments. None

8. Adjournment: The meeting was sojourned at 7:30.

9. Executive Session: No Executive Session was held.

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary