



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

January 13, 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 (late)              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

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

**b. Homeowners in Attendance:** 10 homeowners were 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 February 10, 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 December 9, 2025, BHHA BOD and Homeowners Meeting.

**Motion:** The Vice President made a motion to approve the December 9, 2025, BOD Meeting Minutes and the President seconded the motion. Motion, Second, Vote (MSV): L. Wetter/M. Parnell, 4/0.

**2. Homeowners' Appearances**

**a. Homeowner Appeals to Fines.** The renter with horses who escaped their corral came to explain measures she had taken to ensure their safety in their enclosure.

**b. Open Forum for Homeowners.**

Homeowners from Galloping Way came to explain their frustration with the excessive vehicles and trailers being stored on their cul-de-sac and street due to new renter's business. They explained they had written a letter to the renter, property manager, and property owner describing their concerns, especially the street safety issues. The Board said they would monitor the situation regarding the vehicles on Galloping Way.

**3. Committee and Staff Reports.**

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

- 1) The ACC-A briefed the Board on 35 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 one approved SCR that is pending due to ownership verification.
- 3) There is a property conducting a “pool removal” but the SCR submitted has an invalid contractor license. ACC-A is monitoring this property and explaining to the homeowner there could easily be a liability issue if it is done improperly and without the required San Diego County permits.
- 4) The Board discussed the situation with three properties conducting projects without approved SCRs. The Board agreed that all three homeowners need to have approved SCRs to ensure their projects are properly documented and to protect the BHHA and future homeowners.

**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 the Board on 3 properties with continuing challenges.
  - a) One property is eligible for a fine in January as there is no progress. Fine Letter to go out in February.
  - b) One property will continue to be monitored as the work is in progress.
  - c) The homeowner with the horses on property appeared with renter and the problem with containing the horses has been resolved.
  - d) Property with turf project seems to have stalled; will continue monitoring the project.
  - e) The property that has been monitored for months with no improvements will receive a Warning Letter followed by the normal fine process. The homeowner will be invited to attend the next meeting to address the issue.

**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) OSC waiting for additional bids for tree maintenance.
  - b) Annual Trail Entrance maintenance costs were lowered as work is going to be done quarterly.
  - c) A homeowner requested the BHHA look into an Open Space area that needs some attention. The OSC received some bids from a company recommended by Aztec; but they were pretty high. The Board asked the OSC to get some additional bids from some of the vendors that the BHHA has used in the past that do really good work and have been historically cheaper.
- 2) Slope Failure.
  - a) OSC has contacted three engineering companies, and is still working to identify a company that can come out and do an assessment of the slop issue on the Good Karma property.

- b) The President said he'll provide a San Diego County point of contact (POC) that may be able to help identify a possible engineering company.
- 3) Invoice procedure
- a) OSC and FO have a procedure in place to effectively process invoices from Aztec.
- 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 12/31/2025
- a) Operating Accounts
- The FO reviewed the beginning and ending balances
- Motion:** The Treasurer made a motion that Operating funds be moved into the AAB checking and Axios Operating accounts. All Reserve Funds to be moved into AAB Charter Bank Accts (CDARS) and the Vice President seconded the motion. MSV: D. Toogood/L. Wetter 5/0.
- The Treasurer stated the plan is to move all of BHHA's existing funds and close the old accounts, with the goal of having all the BHHA funds in the following accounts by the first of the new Fiscal Year (FY).
    - 2 Operating Accounts: AAB and AXIOS
    - 1 Reserve Account: AAB.
- b) Reserve Accounts
- The FO reviewed the beginning and ending balances.
- c) Escrow Demands: Demands Issued - 0 / Closings - 1 / Reverse Mortgage/Refinance - 0.
- d) Final Budget reading
- Motion:** The President made a motion to approve the third reading of the budget with changes to reflect the new funding values for the landscape maintenance contact provided by the OSC, the new 2026 Assessment of \$565,000, and note of the excess funds and the Treasurer seconded the motion. MSV: M. Parnell/D. Toogood 5/0.
- e) Reserve Study:
- Motion:** The Treasurer made a motion to accept the Reserve Study Option 3 payment and the Vice President seconded the motion. MSV: D. Toogood/L. Wetter, 5/0.
- 2) New/Continues/Completed/Closed FO Business
- a) The FO said there were 2 delinquent accounts that were being processed that will be addressed in the Executive Session.
- Motion:** The Treasurer made a motion to approve December 31, 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 Open 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. Board Elections. There was a short discussion about the mailing of ballots, the Voting Inspector, and how the Inspector will present the election results at the Annual Board Meeting on March 2, 2026. It was noted that there are only five candidates running for the Board.
- b. Salvation Army Event. The President said the Salvation Army Rep is still working on the paperwork, and the whole event will probably move to February or March.
- c. San Diego County Guidelines on Horses. There was a short discussion on the requirements for homeowners who have horses. The San Diego County requires permits for horse “stalls”.

**5. New Business.**

- a. Dog Attack. There was a Board discussion regarding the recently reported dog attack and any actions that could be done. Recommended to include an article in the Newsletter.
- b. Open Space Landscape Maintenance Contract Renewal. There was a small discussion about the next Open Space contract and how it might be changed from the current one. No decisions were made.

**6. Community Actions and Issues.** None.

**7. Agenda for next meeting:** The meeting was adjourned at 8:00 pm.

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

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary