



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

August 12, 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
Stephen Fox – Secretary Dana Toogood – Treasurer
Dan Diaz – Member at Large

2) 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: Nine 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 September 9, 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 June 10, 2025, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve the June 10, 2025, BOD Meeting Minutes and the Vice President seconded it. Motion, Second, Vote (MSV): S. Fox/L. Wetter, 5/0.

2. Homeowners' Appearances

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

b. Open Forum for Homeowners.

- 1) 3633 Wild Oats Lane – The homeowner expressed concerns about a patch of chollas cactus behind his fence that has been growing over the years and is now pushing on his fence. The OSC will contact the Open Space landscaper about cleaning it out.
- 2) 3804 Country Trails – The homeowner expressed concerns about a Eucalyptus tree outside their yard that is now growing through their fence. The OSC will contact the Open Space landscaper about cleaning it up.

- 3) 5923 Snaffle Bit – The homeowner expressed concerns about the native plants and weeds becoming larger; the tree suckers growing into trees soon; water meter was broken, and the solution appears to be to turn the water off so everything is dying. OSC will work with Open Space landscaper to fix water sprinklers/timer and develop a plan to address overgrown vegetation.
- 4) 5850 Whirlybird – The homeowner expressed concerns about the proposed change to the Rules & Regulations to allow certain types of asphalt shingles. The President explained the topic about allowing asphalt shingles had been brought up to the Board at several monthly meetings over the past year. The Secretary shared some of the information presented at those meetings and some of the research he had done about the different grades of asphalt shingles. He said the older 3-tab asphalt shingles will not be allowed, and that only what the industry refers to as Architectural, Luxury, or Premium shingles (which are a much thicker) will be considered by the Board for use. The President also stated the Board's goal is to not to diminish the appearance or values of the homes in the Bonita Highlands.
- 5) 3628 Wild Oats Lane – The homeowner living close to the Open Space at end of Wild Oats (west side) said all the grass is dead and it's full of weeds. They explained it used to be a green belt open space that was watered and a nice place for residents on the north end of the Bonita Highlands. It was their understanding that years ago, the water was turned off because the irrigation system was damaged. OSC is going to share this information with the Open Space Committee for action and it will be added to the list of things to be addressed. The homeowner also asked if "block parties" were allowed. The President said there were not rules against them, but homeowners need to be cognizant of their neighbors in the area; don't interfere with the access to their homes, cause any major noise issues, and clean up after their party.

3. Committee and Staff Reports.

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

- 1) 3624 Filly Lane – The homeowner needs to finish their retaining wall to the curb. In its unfinished state, it is destabilizing the dirt in the neighbor's adjacent front yard and is a safety issue. The homeowner will need to submit a new SCR for the remainder of project. Fines will start at the next meeting if there is no progress.
- 2) 3774 Wild Oats Lane – There is no progress on front yard landscaping under an SCR that said it would start in June.

Motion: The President made a motion to send a formal letter to the homeowner stating that if there is no change in one month, the situation will be evaluated for violations. MSV: M. Parnell/S. Fox, 5/0.

- 3) 3620 Wild Oats Lane – It has been determined that a recent room addition is now a short-term rental which is in violation of the Rules and Regulations. The Board will review this issue in more detail and provide a letter to the homeowner.

- 4) 3804 Country Trails – The homeowner removed their grass and rock on the side of their driveway and replaced it with brown decomposed granite (DG) due to parking needs for daughter with special needs. Work was done before SCR submitted. The homeowner explained the intent was to create more space to safely maneuver his daughter’s wheelchair from the vehicle’s ramp.

Motion: The Treasurer made a motion to allow a handicapped placarded vehicle to park on DG at side of driveway. MSV: D. Toogood/M. Parnell, 5/0.

- 5) 3866 Wild Oats Lane – The homeowner has decided to do an ADU they wanted back in 2024. There is no copy of an approved SCR. The homeowner needs to submit a new SCR with their current plans for the ADU.

Motion: The President made a motion to approve the ACC-A report as presented. MSV: M. Parnell/ L. Wetter, 5/0.

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

- 24 Friendly Yellow Door Hanger reminders were used this month
 - 3 Hangers addresses stored vehicles
 - The ACC-C Report addresses some of the same properties that were addressed by the ACC-A Report
- 1) 3774 Wild Oats Lane – The homeowner will receive a warning letter and fines will start if no progress is made in a month.
- 2) 3624 Filly Lane – The ACC-A and ACC-C will monitor progress on small retaining wall.
- 3) 4011 Corral Canyon – This property is still a mess, garage door still cracked open and needs paint, stucco wall still needs repair and paint; homeowner has family living in the home, but no progress is being made to address the issues. ACC-C will send a formal letter to the homeowner regarding status.
- 4) 4343 Corral Canyon – The fines have been withheld as payments have been made. Will issue a Yellow Door Hanger to let the homeowner know they need to cover the black weed barrier with appropriate material.
- 5) 3620 Wild Oats Lane – This homeowner appears to using their room addition as a short term rental. The Board will review this issue in more detail and provide a letter to the homeowner.

Motion: The Vice President made a motion to approve the ACC-C Report as presented. MSV: L. Wetter/M. Parnell, 5/0.

c. Open Space Committee (OSC) – Mike Webb

Key Issues and Updates:

- Made several calls to Cox in an attempt to get them to come out and address the bees in one of the Cox Cable Riser Pipes at the north end of Corral Canyon.

Aztec Landscape:

- 1) Worked with Aztec to set up a Mowing Plan for all Open Spare areas and Trails to be completed by the end of August. Mowing Area 11 completed and moving next to Areas 1 and 12, and then on to the remainder of the areas in accordance with the

agreed plan. Instructed Aztec to have mowers and trimmers to get close to trees and take out eucalyptus saplings. As mowing is completed, OSC will provide photos to the Board to be provided to the insurance company.

- 2) Open Space Committee worked on a 3-year plan. Big focus was on trail entrances and tree maintenance. Developed a Landscape and Maintenance Plan that will allow more efficient planning, scheduling, and tracking of landscape maintenance for mowing, trail entrances, trails, trees, brow ditch cleaning, green space watering, etc.
 - Identified trail entrances that were missing from Trail Entrance Map and updated the listing on the map.
 - Prioritized trail entrances that needed overgrown maintenance and got them addressed, i.e., 11, 12, 13, 19, and 20.
 - Once overgrowth is fixed the new focus on all entrances will be light trimming as necessary to keep them under control.
- 3) Aztec will till the horse ring and remove the mound of dirt that is being used as a “jump”. They will also finish up the clean up work at Mirar Court entrance.

Key Recommendations from the Open Space Committee:

- 1) Trail entrances start at the curb.
- 2) If trail crosses the street, the contractor does both sides.
- 3) If there is a brow ditch by the trail, it is to be cleaned when the trail is mowed/weed wacked.
- 4) The water tower area at the top of Steeplechase needs maintenance.
- 5) The OSC will present a proposed plan with recommendations at the next meeting.

Motion: The President made a motion to accept the OSC Report as presented. MSV: M. Parnell/L. Wetter 5/0

d. Financial Officer (FO) – Sandra Jones

1) Balance Sheet 07/31/2025

- Operating Accounts
 - The FO requested a motion to rescind motion of June 10, 2025 meeting which approved Dana Toogood as a “read only” user on both AAB and WFB accounts because it was determined that users can’t be “read only”, they have to have full access to the accounts.
Motion: The President made a motion to rescind motion passed back on June 10, 2025, regarding Dana Toogood to be approved as a “read only” user. MSV: M. Parnell/L. Wetter, 5/0.
 - The FO said the PayHOA AAB account will be used to pay for mowing.
- Reserve Accounts
 - The FO requested a motion to add Dana Toogood as a signer to all accounts at North Island Credit Union (NICU) and retain Elizabeth Wetter and Sandra Jones as signers on all these NICU accounts.

Motion: The President made a motion to add Dana Toogood as a signer on all accounts at NICU and retain Sandra Jones and Liz Wetter as signers on all NICU accounts. MSV: M. Parnell/S. Fox, 5/0.

Motion: The Treasurer made a motion to move expiring accounts into “online” banking accounts that are FDIC approved because they have higher rates. MSV: D. Toogood/L. Wetter, 5/0.

- Demands (June/July): 6 Issued / 6 Closings / 0 Reverse Mortgage/Refinance.
- Annual Audit package mailing and ANARR forms in process.
- Insurance rates reviewed but actual quotes will be presented in September.

Motion: The Treasurer made a motion to approve June 30 and July 31, 2025, Balance Sheet, Profit and Loss Budget vs Actual, Bank Reconciliations, General Ledger, Check Register Detail, Aging Report (Delinquent Receivables), and Payroll Summaries. MSV: D. Toogood/L. Wetter, 5 /0.

d. Communication Log – Recording Secretary M.E. Phillips (Steve Fox)

The Recording Secretary reviewed all communications on the log.

Motion: The President made a motion to accept the Communications Report as presented. MSV: M. Parnell/S. Fox , 5/0.

4. Old Business.

The proposed changes to the Rules and Regulations were read by the Board to all in attendance, discussed, and voted on by the Board.

- **R&R Paragraph 2.3.** Replacement roofs and new structure roofs, e.g., house expansions, must be California Building Code (CBC) Class A fire rated materials other than wood shake/shingles or 3-tab asphalt shingles. These materials include slate, clay tiles, concrete/concrete composite tiles, and some Architectural and Luxury grade asphalt fiberglass composite shingles. Homeowners replacing roofs, making expansions to their home which includes a new roof, and/or building separate buildings/sheds, shall submit an SCR to be reviewed and approved by the BHHA BOD to ensure it conforms with these BHHA architectural standards. The homeowner will include a sample of any asphalt fiberglass composite shingles they are proposing to use with their SCR submission.

Motion: The Vice President made a motion to accept the proposed roofing changes to include the requirement for the homeowner to provide examples with their SCR. MSV: L. Wetter/D. Toogood, 5/0.

- **R&R Para 3.** Repair and/or Replacement of structure. In the event that all, or a major part of the residence or outlying buildings must be repaired or replaced (due to accident, fire, or other calamity), repairs or replacements shall be made in substantially the same form and size as before the loss occurred. All plans to rebuild or replace the residence or outlying buildings shall be reviewed and approved of the BHHA BOD using the SCR process to insure it conforms to current BHHA architectural standards. It is understood that major repair or replacement projects may require a contractor to be

onsite for several weeks to months and as such, the contractor routinely has a porta potty delivered for their use. When the homeowner knows that a porta potty is going to be delivered, the homeowner shall submit an SCR with the date and duration for the porta-potty to be reviewed and approved by the BHHA BOD, so the ACC-C Staff Member is aware of the porta-potty.

Motion: The Vice President made a motion to accept the proposed changes to the paragraph addressing Repair and Preplacement of structure guidance to include the notification regarding the use of a porta-potty. MSV: L. Wetter/M. Parnell, 5/0.

- **R&R Paragraph 9.3.** Parking: Motorhomes (RVs), campers, trailers, boats, dune buggies, jet skis, “quads”, and other recreational vehicles must be stored in a place screened from the street view of the home, i.e., behind a homeowner’s fencing. Motorhomes include Class A (bus based), Class C (truck based) and some of the larger Class B (van base) vehicles. It is understood that Homeowners need to prep and unprep their motorhomes, campers, trailers and other recreational vehicles for use. There is a 72-hour limit on parking these items in the driveway for the prep and unprep activities. If homeowners feel they may need additional time to prep/unprep their RV, campers, trailers, etc., they will submit an SCR indicating the requested additional time and rational to be reviewed and approved by the BHHA BOD. Homeowners with a smaller Class B motorhome that wish to park their motorhome/RV in their driveway shall submit an SCR to be reviewed and approved by the BHHA BOD to ensure their Class B motorhome conforms with the current BHHA standards. It is understood that taller campers, motor homes, trailers, etc., may not be completely screened from view due to the normal 6-foot fence height.

Motion: The President made a motion to accept the proposed changes regarding the types of motorhomes (RV) and associated parking. MSV: M. Parnell/L. Wetter, 5/0.

- **R&R Paragraph 10.** Storage. The following paragraphs address specific Storage situations most commonly addressed by the BHHA and provide basic guidelines for completing same. Most storage situations are easily addressed by collaboration between BHHA and homeowners.
 - 10.1 Garbage cans, recycling bins and green refuse bins, shall be stored in a place screened from the street view of the home, i.e., behind a homeowner’s fencing, when not placed at the curb for collection. Trash and recycling containers, debris from gardening, trimmings, and other trash may not be placed at the curb prior to 5:00 p.m. the day before pick-up and must be removed from the street by 9:00 a.m. on the day after pickup.
 - 10.2 Equipment, woodpiles, storage piles, rubbish, trash, garbage, etc., shall be kept screened from the view of street and/or neighboring resident lots (CCR&E Article 9.1.6). These types of items that are not routinely removed by the homeowner can create habitats for mice, rats, and other rodents that may pose a health hazard to the

homeowner and neighbors. Due to this potential safety hazard, homeowners shall not allow these types of items to accumulate on their property.

10.3 Large box type storage containers, i.e., Big Box, PODS, etc., can be used by homeowners for short-term, temporary storage during home remodeling projects. These large box containers will be treated as a vehicle and must be placed on the homeowner's driveway or solid parking area. Homeowners who plan to use a large box storage container shall submit an SCR to be reviewed and approved by the BHHA BOD to ensure its size, location, and time requirement conforms with the current BHHA standards.

Motion: The Vice President made a motion to accept the proposed changes regarding storage. MSV: L. Wetter/M. Parnell, 5/0.

- **R&R Paragraph 16. BHHA COMPLIANCE FINE SCHEDULE**

The BHHA BOD has established a Rules and Regulations Compliance Fine Schedule to be administered as part of the overall Rules and Regs compliance previously described. The fine schedule represents a listing of the most common Rules and Regs compliance violations. As noted in the compliance process and procedures, the BHHA BOD will work with homeowners to rectify any Rules and Reg/CCR compliance issues with the goal of corrective actions without the need for fines.

16.1 Fine Schedule Minimum Values.

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| a. Basic Violations of the CCR&Es Rules and Regulations, etc. | \$100 |
| b. Unauthorized Structural Changes to Property | \$100 |
| c. Unauthorized Landscapes Changes to Property | \$100 |
| d. Stored Vehicles/Trailers | \$100 |
| e. Open Space Issues (trees, brush, etc.) | \$100 |
| f. Garbage Cans Left on Street | \$100 |
| g. Hazardous Conditions/Activities (Risk of harm to Person or property) | \$250 |

16.2 Failure to correct violations on a continuing basis, or repetition of the same violation, may result in the BOD levying additional fines.

Motion: The President made a motion to approve the proposed changes to the fine schedule. MSV: M. Parnell/L. Wetter, 5/0.

Committees: Committees were covered in staff reports.

5. New Business

- a. Annual Mailing. There was a small discussion about the mailing of the Annual Audit Package and when it was due to be mailed.
- b. ANARR. There was a small discussion about the ANARR and the need to include it with the Annual Audit Package mailing.

Motion: The President made a motion that the annual Audit mailing and the ANARR be mailed in a timely manner. MSV: M. Parnell/D. Toogood, 5/0.

- c. Software Subscriptions. It was noted that all the BHHA Staff should have the same software available to them to make it easier for them to share information. The ACC-A (John Niekrasz) volunteered to take on the task for the BHHA.

Motion: The Vice President made a motion for John Niekrasz to purchase Microsoft 350 for the BHHA Staff. MSV: L. Wetter/M. Parnell, 5/0.

6. Community Actions and Issues

- a. Liz Wetter updated everyone of the 11.33 acres adjacent to the Highlands just north of Whirlybird Lane and the work that appears to be going on there close to both the Bonita Highlands and Sunny View Estates property. Inquiries with the San Diego County found there were no approvals for any major building efforts for the area.
- b. Mike Parnell reported on the recent SCVA meeting and stated the Bonitafest is looking for donors to help continue the tradition of “Bonitafest”, which includes the trail ride/walk event, a melodrama performance, and other family activities. He said the Bonitafest has a long history of being a great family event for the Bonita community.

7. Board Member Comments: None.

8. Adjournment: The meeting was sojournd at 8:30 PM.

9. Executive Session. And Executive Session was held.

Respectfully Submitted

A handwritten signature in purple ink, appearing to read 'MEP', with a long horizontal flourish extending to the right.

Mary Ellen Phillips – BHHA Recording Secretary