



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

November 11, 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 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)

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: 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 December 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 October 14, 2025, BHHA BOD and Homeowners Meeting.

Motion: The President made a motion to approve the October 14, 2025, BOD Meeting Minutes as amended and the Vice President seconded the motion. Motion, Second, Vote (MSV): M. Parnell/L. Wetter, 4/0.

2. Homeowners' Appearances

a. Homeowner Appeals to Fines. None.

b. Open Forum for Homeowners. New Homeowners came to the meeting and asked the ACC-C to come by and see all the progress they had done on their property. The President said he would come and visit.

3. Committee and Staff Reports.

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

There are three properties with expired SCRs and lack of progress that are being turned over to the ACC-C to monitor.

1) 3624 Filly Lane – overseen by ACC-C

2) 3774 Wild Oats Lane – overseen by ACC-C

3) 5715 Good Karma Lane – overseen by OSC and will be addressed in the Executive Session

4) 4011 Corral Canyon – to be overseen by ACC-C

- 5) A homeowner wants to explore asphalt shingles and provided the Board with information regarding two products, slate type shingles and a premium asphalt shingle. The Board met and discussed the two products and would like to see real examples before deciding.
- 6) ACC-A provided information on the recent ACC Committee meeting. The Committee consists of one Board Member, two Staff Members and 2 homeowners, who discussed the following topics for their goals.
 - a) maintaining consistency and minimizing bias in approvals and enforcement. This includes trying to record and honor homeowner contact and trespass preferences, recognizing these are courtesy practices that support goodwill rather than rule changes.
 - b) The Committee's guidance is to keep the "status quo" on common violations for now. The Yellow Door Hangers remain an effective notification tool and will emphasize using clear and plain language explanations and next steps on the Door Hangers and follow-up emails.
 - c) To improve homeowner awareness of ACC rules, after a short ACC Introduction letter, ACC plans to build a concise ACC FAQ page on the website that covers high-volume topics (i.e., when an SCR is needed, SCR timelines, common pitfalls to avoid, and how inspections/Yellow Door Hangers work.) They will also work to provide an approved materials list.
 - d) On governance and documentation, the Committee recommends eliminating "delegated approvals" until the Board formally adopts and publishes delegation rules. All SCRs must be approved by three of the five Board members.

Motion: The President made a motion to accept the ACC-A report as presented and the Treasurer seconded the motion. MSV: M. Parnell/D. Toogood, 4/0.

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

- 1) 5627 Loping Lane – This property received a warning and will be monitored.
- 2) 4011 Corral Canyon – This property is to be monitored; the homeowner is communicating with the ACC-C.
- 3) 4343 Corral Canyon – There has been no improvements at this property; ACC-C to contact the homeowner in person.
- 4) 3774 Wild Oats Lane – Work has begun on this property.
- 5) The next inspection to be Friday, November 14, 2025

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

c. Open Space Committee (OSC) – Mike Webb

Key Issues and Updates:

- 1) Open Space items being addressed:
 - a) OSC has worked this past month reconciling invoices from Aztec
 - b) OSC is working with a homeowner to develop the Firewise USA application.
- 2) 3-year Open Space Maintenance Plan
 - a) **Plan Objectives.** The Plan focuses on the following four key areas:
 - fire hazard mitigation in the 12 Open Space areas and the 100-foot zone bordering Proctor Valley Wildlife preserve. Strategy is 3-point criteria.

- Threat to homes and structures: prioritizing vegetation management within 0-100 feet of homes.
 - Threat to trails and access routes, ensuring clear ingress and egress for emergency vehicles.
 - Brow ditch integrity; Managing tree roots and debris to maintain drainage.
- 3) Firewise Application Progress: The Board approved pursuing the application. Homeowner Steven Revelas confirmed with CALFIRE Battalion Chief, Thomas Shoots that we do not need a licensed individual to “sign off” on the community risk assessment. The Final draft of the application to be sent to the CALFIRE Battalion Chief the November 17th. The President asked the OSC to contact the Bonita-Sunnyside Fire Department, Capt. Oosterbann, regarding the Proctor Valley clean up.
- 4) Tree Maintenance Estimates and Bids.
- a) Work Scope: The proposal is for 7 high priority fire hazard zones (OS11, OS10, OS9, OS1, 12, OS8, and OS2).
- Targeted removal and trimming of high-risk species like Eucalyptus, pines and Chamis.
 - Raising tree canopies (skirting) to 6+ feet and removing sucklings, dead, diseased and invasive vegetation
- 5) Mapping Issues:
- a) The Google Earth file files used by the OCS are being converted to a format compatible with ArborPro app. used by Aztec.
- b) Map updated to include a new homeowner request for trimming the base of a eucalyptus at 5832 Whirlybird Way
- 6) Aztec Landscaping Invoices and Maintenance
- a) Invoice Resolution: reconciled a number of invoice issues.
- b) Maintenance change. Requested bi-weekly weed whipping at horse ring entrances and integrate Horse Ring entrance maintenance (upper and lower) into quarterly DO#5. Aztec acknowledged this and noted possible price adjustment if areas added to DO#5
- c) Recent Invoices and Work:
- Brow Ditch Cleaning completed 27 OCT and invoiced
 - Irrigation inspection completed and invoiced.
 - Irrigation watering schedule reduced to twice a week (30 minutes) in Turf areas and twice a week (15 minutes) in cultivation area (Tues-Thurs)
- 7) Slope Issue 5712 Good Karma. This property to be discussed in Executive Session. The President asked the OSC to set up meeting with Aztec Landscaping to discuss the second add-on year contract. Meeting to include Board members, Aztec, and OSC and have the contract info for the December Board Meeting.

Motion: The President made a motion to accept the OSC Report as presented and the Member at Large seconded the motion. MSV: M. Parnell/ D. Diaz, 5/0.

d. Financial Officer (FO) – Sandra Jones

- 1) Balance Sheet 10/31/2025

1) Operating Accounts

- The FO reviewed the beginning and ending balances
Motion: The Treasurer made a motion to open a savings account with AAB and move money from MFCU and SDCCU to higher interesting bearing accts and the President seconded the motion. MSV: D. Toogood/M. Parnell, 5/0.
Motion: The Treasurer made a motion to transfer SDCCU Operating funds from Money Market account (01) to WFB operating account and close all accounts at SDCCU and the Vice President seconded the motion. MSV: D. Toogood/L. Wetter, 5/0.

b) Reserve Accounts

- The FO reviewed the beginning and ending balances.
- The Treasurer explained her recommendation of opening a new Business Premium Savings Account at Axos using funds from the MFCU Money Market account (01) and NICU Money Market Account (5277), with balances of approximately \$24,026 and \$200,000 respectively.
Motion: The President made a motion to approve the transfer of funds from the MFCU and NICU accounts to an Axos Savings Account as stated by the Treasurer and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 5/0.
Motion: The Treasurer made a motion to close the MFCU MM (01) after the balance of funds are transferred and the Vice President seconded the motion. MSV: D. Toogood/L. Wetter, 5/0.

c) Demands: 0 Issued / 1 Closings / 0 Reverse Mortgage/Refinance.

d) Budget reading scheduled for next two consecutive meetings in December and January 2026 which will be the final Budget Review and Approval.

e) Reserve Study Level II is in process.

2) New/Continues/Completed/Closed FO Business

a) PayHOA Cost. The Vice President explained the discussion she had with PayHOA regarding payment plans to secure the best price for the BHHA.

Motion: The President made a motion to approve the PayHOA annual subscription cost of \$3,301.65 for 12-months with a monthly payment of \$275.14 starting January 1, 2026 and the Treasurer seconded the motion. MSV: M. Parnell/D. Toogood, 5/0.

b) Continued/ Delinquent Receivables and Aging Reports. The FO said there were only 2 accounts that were delinquent and they would be discussed in the Executive Session.

Motion: The Treasurer made a motion to approve October 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 communications on the log stating all communications has been taken care 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 of Directors Election. The Vice President checked with PayHOA on their HOA Election Services option and because of how it works and some of the California state laws, it was determined this would not work for BHHA. This year we will use paper ballots and ETC for voting and the Recording Secretary to pursue two envelopes, full sheet and half sheet, and all white for the ballot.
- b. Committees covered in staff reports
- c. Budget covered in FO report

5. New Business

- a. The President explained that the Salvation Army will put their truck by the open space on Corral Canyon in January. Salvation to draft a letter regarding their responsibilities and commitment and the BHHA will put the information in the January Newsletter.

6. Community Actions and Issues

- a. Bonita is going to participate in the Chula Vista Starlight Parade on December 6th. Encourage people to attend and wave at the Bonita float. SVCA is organizing the event.

7. Agenda for next meeting: The meeting was sojourned at 9:00 pm.

8. Executive Session. An executive session was held.

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary