



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

October 14, 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 (absent)

Dan Diaz – Member-at-Large

2) Staff Members (present unless noted as absent)

Sandra Jones – F.O.

John Niekrasz – ACC-A

Isaac Frangie – ACC-C

Mike Webb – Open Space Chair

Mary Ellen Phillips – Recording Secretary

b. Homeowners in attendance: Three 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 November 11, 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 September 9, 2025, BHHA BOD and Homeowners Meeting.

Motion: The Secretary made a motion to approve the September 9, 2025, BOD Meeting Minutes and the Member-at-Large seconded the motion. Motion, Second, Vote (MSV): S. Fox/D. Diaz, 4/0.

2. Homeowners' Appearances

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

b. Open Forum for Homeowners. There were no homeowner comments.

3. Committee and Staff Reports.

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

The first two properties had expired SCRs and had shown a lack of progress which needs to be discussed with the Board.

1) 3624 Filly Lane – The retaining wall extension and exposed pipes/cables have shown no progress. As discussed at the last meeting, the ACC-A sent a letter that told the homeowner they have until the December meeting to show progress.

- 2) 3774 Wild Oats Lane – Multiple SCRs have expired and there has been no progress on any of the projects. This property was addressed in more detail by the ACC-C.
- 3) 5715 Good Karma Lane – This property has a slope repair issue where the homeowner has offered to make the repairs and has submitted an SCR. The homeowner will need to post a \$1000 bond for authorized use of trail (from Sprinter Lane) through Open Space to access the rear of his property. This bond is a check for \$1000 made out and sent to the BHHA. This bond will be held by the financial officer until the work is completed and the BHHA OSC has verified that no damage has been done to the Open Space or trails.

Motion: The President made a motion to approve the SCR for the slope repair at the homeowner's expense, and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 4/0.

- 4) 4011 Corral Canyon – An SCR has been submitted but will expire before the work has begun. The ACC-C to address this with the homeowner.
- 5) 5919 Steeplechase Road – Homeowners were present at the meeting and stated that they have hired a contractor to renovate their back yard with patio and cover, outdoor kitchen, and pool. ACC-A explained the SCR process and offered to help them execute the SCR process for their project.

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, 4/0.

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

- 1) 4011 Corral Canyon – This property is to be discussed in the Executive Session.
- 2) 4343 Corral Canyon – This property is to be discussed in the Executive Session.
- 3) 3774 Wild Oats Lane – The ACC-C recommended a fine of \$100 for the continued bare dirt yard.

Motion: The President made a motion to approve the \$100 fine for bare dirt yard and the Vice President seconded the motion. MSV: M. Parnell/L. Wetter, 4/0.

- 4) 6020 Central Ave – As discussed at the last meeting the ACC-C sent the homeowner a warning letter regarding condition of front yard, stored vehicle, and sagging fence.
- 5) 3836 Wild Oats Lane – A homeowner mentioned questionable water draining from this property. It could be pool draining or water from work being conducted in garage but appears to have some type of residue that is seen on the curb that is concerning. The ACC-C to monitor the situation.

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, 4/0.

c. Open Space Committee (OSC) – Mike Webb

Key Open Space Progress/Updates:

- 1) Open Space and Trails mowing is complete
- 2) Horse Rings have been tilled and mound used as a motorcycle jump was removed.
- 3) Irrigation repair: weeping irrigation valve repair approved.

- 4) The area questioned by the homeowner at 5956 Lazy Trail Court regarding brush immediately behind their property is actually on the homeowner's property and is their responsibility. The OSC discussed this with the homeowner.
- 5) There is a broken limb from a pine tree near 4136 Country Trails. The OSC to check out the situation and if there is a safety issue, a Friendly Yellow Door Hange will be issued to the homeowner.

Next Open Space Items to be Addressed:

- 1) Watering times for all areas irrigated by the BHHA will be systematically reduced as the cooler weather approaches.
- 2) Removing/mulching eucalyptus sucklings and other flammable shrubs that present a fire risk to the Bonita Highlands "50 foot" fire risk guidelines.
- 3) Identifying trees to be removed from the Open Space because they are dead or deemed to be an extreme fire risk to homeowners (within 50 feet of homes).

Meeting and Reports:

The Open Space Committee's next scheduled meeting will be mid-November.

- 1) The Committee will discuss Bonita Highlands 3-year Open Space Maintenance Plan which addresses a fire risk mitigation path forward.
- 2) Discussions will center around items needing priority attention based on changes made by the California Insurance Board and CALFIRE Risk Map.
- 3) A draft copy of the 3-year Plan was submitted to the BHHA for review and the Committee will discuss all recommendations/comments received from this review.
- 4) Committee to continue editing the Plan prior to final presentation to the Board for feedback and approval.

Violations:

There were no reports about motorcycles in the Open Space or Trails. OSC did respond to an email from a homeowner on Filly Lane regarding Newsletter article about motor bike riders in the Open Space.

Motion: The President made a motion to accept the OSC Report as presented, and the Secretary seconded the motion. MSV: M. Parnell/S. Fox, 4/0.

d. Financial Officer (FO) – Sandra Jones

1) Balance Sheet 09/30/2025

a) Operating Accounts

- The FO reviewed the beginning and ending balances.
- The FO mentioned the Open Space mowing will be paid from this account.
- The FO mentioned that she had updated the authorized signatures for the WFB checking account and the AAB account.

b) Reserve Accounts

- The FO requested a motion to close CD 1543 on its maturity date of 12/16/25 and deposit balance into NICU Money Market account 5277.

Motion: The President made a motion to close the CD 1543 account on maturity and move the balance to the NICU Money Market account 5277. MSV: M. Parnell/S. Fox, 4/0.

- c) Demands: 2 Issued / 3 Closings / 0 Reverse Mortgage/Refinance.
- d) The Annual Budget Reading is scheduled for the next three consecutive Board meetings; 1st reading in November, 2nd reading in December, and the final reading and approval of the BHHA Budget during the January 2026 meeting.
 - Reserve Study Level II to begin at a cost of \$950. FO asked BOD to review the previous Reserve Study to determine if any changes need to be made.

Motion: The Vice President made a motion to approve the September 30, 2025, Balance Sheet, Profit & Loss, Budget vs Actual, Bank Reconciliations, General Ledger, AAB & WFB check Register Details, Aging Reports (Delinquent Receivables) and Payroll Summary and the President seconded the motion. MSV: L. Wetter/M. Parnell, 4/0.

d. Communication Log – Recording Secretary M.E. Phillips

The Recording Secretary reviewed all communications on the log and noted corrections.

Motion: The President made a motion to accept the Communications Report as presented and the Secretary seconded the motion. MSV: M. Parnell/S. Fox, 4/0.

4. Old Business.

- a. BHHA Board of Directors Election – PayHOA offers an option for HOAs to use their system to do electronic elections. The Vice President will investigate how this option works and brief the Board on the applicability to BHHA. The Recording Secretary will obtain an estimate from Minuteman Press to do all the printing for the election.
- b. Committee Updates – The Open Space Committee status was provided in the Open Space Report. A new homeowner offered to join the ACC Committee and the Vice President will provide her with information on the next meeting. ACC Committee to meet 2-4 times a year.
- c. Renovation of Open Space Lot 645 – OSC to get a quote from Aztec to make the area presentable, i.e., trees and brush need to be trimmed and mulch surface restored.

5. New Business

- a. Welcome Committee – The President will turn over the Welcome Committee responsibilities to volunteer homeowner Mike Burge.
- b. Communication with Property Owners – The Board discussed recent instances where various people were communicating with the BHHA presumably on behalf of the homeowner. It was also noted that individuals who provide the BHHA a legal Power of Attorney (PAO) for the homeowner are allowed to speak on behalf of the homeowner. The Board will discuss this situation with the BHHA lawyers and identify what is the best approach to handling these situations.

- c. Salvation Army Event – The President is waiting on a response from the Salvation Army regarding their proposed “drop off” event within the Bonita Highlands. Information will be presented at the November meeting.
- d. Broken BHHA Fence – It was noted that the BHHA fence on the northern edge of the Bonita Highlands at north end of Wild Oats Lane has been broken or torn down. It is assumed this fence damage occurred during unpermitted grading on the property adjacent to the BHHA property at the north end of Wild Oats Lane. Trees belonging to the Bonita Highlands were also damaged or removed as well. The Board is communicating with the BHHA lawyer for guidance and direction on this matter.

6. Community Actions and Issues

- a. SVCA is planning a Smores event in the area by the Bonita Museum to coincide with Kindness events during the Month of November. More information to follow.

7. Agenda for Next Meeting: The Christmas Lighting Contest will be discussed.

8. Adjournment: The meeting was sojourned at 7:25.

9. Executive Session: An executive session was held.

Respectfully Submitted

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

Mary Ellen Phillips – BHHA Recording Secretary