



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

September 8, 2026

1. Call to Order.

The meeting was called to order by the Vice 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)

John Niekrasz – ACC-A

Isaac Frangie – ACC-C

Mike Webb – Open Space Chair-

Mary Ellen Phillips – Recording Secretary

b. Homeowners in Attendance: 4 homeowners were present

c. Pledge of Allegiance. Pledge was led by the President

d. Next Board of Directors (BOD) Meeting. The next regularly scheduled BOD Meeting will be at 6:00 p.m. on October 13, 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 August 11, 2026, BHHA BOD and Homeowners Meeting.

Motion: The Vice President made a motion to approve the August 11, 2026, BOD Meeting Minutes and the Treasurer seconded the motion. Motion, Second, Vote (MSV): L. Wetter/D. Toogood, 4/0. As a side note, the Vice President requested that ACC Staff Member check the draft minutes for accuracy of their reports.

2. Homeowners' Appearances

a. Homeowner Appeals to Fines. None

b. Open Forum for Homeowners.

- 1) A homeowner came to thank the Board for the information in the Newsletter regarding the original breakers installed in the Highlands and thank John Niekrasz (ACC-A) for his quick response in their desire to replace their breaker panel. The homeowner also provided the name of the electrical contractor and contact information.
- 2) A homeowner came to seek information on installing solar panels.
- 3) A homeowner came regarding a "Friendly Reminder Door Hanger", citing her for the condition of her grass and the exterior lighting she has in place. Remedies to both were provided by ACC-C.

3. Committee and Staff Reports.

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

The ACC-A provided a summary of his activities and properties being monitored.

- 1) ACC-A categorized SCRs into 3 categories.
 - a) First are the new SCRs
 - b) Second are the previously approved SCRs
 - c) Third are the pending, in development, and special issues SCRs
- 2) Previously approved SCRs with concerns/updates:
 - a) #19. This home had a solar project installed and a large row of tiles on pitch of roof for several weeks. ACC-A reached out to homeowner for status. The homeowner responded to the Recording Secretary stating there was a “hold up” with SDGE. ACC-A to pursue clarification and completion date.
 - b) #35. Homeowner has asked if he can not install the fence around the ADU and just fence his back yard. He would have a door and walkway to ADU but not enclose ADU. Discussion tabled regarding this property.
 - c) #43. ADU proposed and SCR sent back for additional information.
 - d) #47. Proposed Asphalt shingles
 - e) #48. Unpermitted pool shower and toilet. Most recent info is that this project is cancelled as the cost was prohibitive. Homeowner suggested they would remove the work that has been started.
 - f) #53. Backyard 10’x12’ shed pending approval after Board review of design and proposed materials.
 - g) #56. Side Yard 12’x14’ pergola work in progress; Board discussing design, position on property, and material. ACC-A to create appropriate set of rules for these structures as there is not any information that addresses this type of pergola structure.
 - h) #70. Front slope retaining wall appears to need some additional dirt added but the project is essentially complete.
 - i) #72. Homeowner that is building a block wall is asking for extension due to equipment failure. Board agreed to extension.
- 3) ACC-A created and conducted landscape survey for the Board and shared the results. The plan is to create another survey about fences for the next meeting.
- 4) The Board Accepted the ACC-A Report as presented.

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

The ACC-C provided a summary of his activities and properties being monitored.

- 1) Lot 610. ACC-C requested a fine of \$100 due to bare dirt and dead grass.
Motion: The Vice President made a motion to impose a \$100 fine on Lot 610 and the Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 3/1.
- 2) Lot 556. ACC-C requested a fine of \$200 for bare slope and weeds.
Motion: The Vice President made a motion to impose a fine of \$200 on Lot 566 and the Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 3/1.
- 3) Lot 239. ACC-C requested a fine of \$100 for lack of progress correcting the bare dirt.
Motion: The Vice President made a motion to impose a \$100 fine on Lot 239 and the Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 3/1.

- 4) Lot 523. ACC-C requested a fine of \$200 for continuing problem of bare dirt and weeds.

Motion: The Vice President made a motion to fine Lot 523 \$200 for bare dirt and weeds, and the Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 3/1.

- 5) Lot 001. ACC-C requested a fine of \$300 for mailbox, weeds, and dead grass/bare dirt.

Motion: The Vice President made a motion to fine Lot 001 \$300 for mailbox, weeds and bare dirt/dead grass and the Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 3/1,

- 6) Vice President's voiced some concerns on issues she had heard about.
 - a) The light concern was identified as landscape lighting.
 - b) There was a concern about a trailer parked on Corral Canyon. The CHP has been notified, and the property manager was notified of the issue.
- 7) The Board Accepted the ACC-C Report as presented.

c. Open Space Committee (OSC) – Mike Webb

The OSC provided a summary of his activities and issues being monitored. OSC continued addressing previous issues while advancing Firewise vegetation mitigation work. A complete brow ditch cleaning and trail inspection will be done, and straw waddles will be replenished in the areas identified.

1) Key Issues and Updates:

- a) Trail entrance maintenance has been completed, work reviewed and approved.
- b) Irrigations issues are being addressed and should be completed this month.
- c) Phase 2 Firewise work pending Open Space Areas 2 & 3, plus awaiting bids on Open Space Areas 7 & 8.
- d) Pine tree removal on Central Avenue trail. Homeowner has agreed to pay \$200 toward the removal. Check to be sent to HOA. Holly Oaks removed ¾ of tree. The OSC will contact Holly Oaks regarding final removal effort.
- e) Central Avenue drainage ditch communication with county. Emails from multiple people indicate work to clean it up will begin September 24, 2026.
- f) The Green Belt on Corral Canyon has not been well maintained. The OSC negotiated additional service to take care of weeds/edging adjacent to Open Space for an additional charge of \$130 per mowing.

Motion: The Vice President made a motion to approve the additional \$130 per mowing to cover green belt weeding and edging and the Treasurer seconded the motion. MSV: L. Wetter/D. Toogood, 5/0.

- g) There was a discussion about areas identified as "natural" areas and the OSC to obtain additional information to be reviewed and considered by the Board.
- h) The Board Accepted the OSC Report as presented.

d. Financial Report – Treasurer – D Toogood

- 1) The Treasurer reported the BHHA is in sound financial condition.
- 2) The Treasurer provided the following documents for the Board to review.
 - a) August Profit and Loss (P&L)
 - b) BHHA Financial Balance Sheet as of August 31, 2026
 - c) BHHA Budget vs Actual Sheet as of August 31, 2026

- d) Firewise will be a separate line item on future Financial Reports
- 3) 1 escrow was completed (August).
- 4) Delinquent accounts turned over to GBF.
- 5) 2026-2027 Insurance premium paid.
- 6) The Board Accepted the Financial Report as presented.
- e. **Communication Log – Recording Secretary -- M.E. Phillips**
 - 1) The Recording Secretary said all the actions were completed.
 - 2) The Board Accepted the Recording Secretary's report as presented.

4. Old Business.

- a. Natural Areas: OSC to investigate the origin of "natural area" designation.
- b. Bare Slopes: There was a discussion regarding the observed bare slopes on properties. The primary reason seemed to be lack of water. ACC Staff Members will focus on slope issues in their inspections after survey results are reviewed by the Board. ACC to send draft compliance letters to the Board for review regarding bare slopes.

5. New Business:

- a. Drainage ditch on Central Ave was addressed in the Open Space Report.

6. Community Actions and Issues. None.

7. Board Member Comments. None.

8. Adjournment. The meeting adjourned at 8:15 p.m.

9. Executive Session. There was an Executive Session after this meeting.

Respectfully Submitted



Mary Ellen Phillips – BHHA Recording Secretary