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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 1, 2020
MINUTES**

The Meeting took place via audio and video conferencing (Zoom Meeting)

Directors Present:	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer
	Ashley Borja	Secretary
	Carrie Barong	Director
	Rhonda Bellavia	Director

Directors Absent:	Tina Wick	Director
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Also Present: Joseph G. Apparito, CCAM Community Manager

OPEN FORUM

No Members were present for this meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of May 6, 2020. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of May 6, 2020 in which homeowner correspondence was reviewed, the violation log was reviewed, the delinquent account log was reviewed, and a due process hearing was held. A motion was made, seconded, and carried to approve the Minutes as presented.

FINANCIAL REPORT

Period Ending 4/30/2020: The combined reserve account balance is \$833,585. The operating account balance is \$25,728. The accounts receivable total is \$17,230. Income for this period is \$56,670 with expenses of \$53,516. The total assets for this period are \$876,544. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 5/31/2020: The combined reserve account balance is \$855,463. The operating account balance is \$22,780. The accounts receivable total is \$17,909. Income for this period is \$52,036 with expenses of \$54,215. The total assets for this period are \$896,153. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

The Treasurer noted that unless we encounter cost overruns on the Asphalt project, he will be recommending that we approve a new \$50K CD at the September board meeting.

Assessment Lien Approval: A motion was made, seconded and carried to approve and authorize that a Notice of Intent to Lien letter be sent and that a Lien be recorded on the property with Assessor Parcel Number 386-300-36-38 in the event payment in full is not received by the deadline imposed in the Intent to Lien Letter.

COMMITTEE REPORTS

Landscape: A walk-thru inspection of the Community landscape was conducted with the landscapers on 6/22/2020 with a Board Member and Community Manager present. A report was provided to the Board for their review. No other action was taken or needed at this time.

Maintenance: A walk-thru inspection of the Community was conducted on 6/22/2020 by the Community Manager and a Board Member. No other action was taken or needed at this time.

A sample garage light fixture was provided for viewing by the board. The light fixture shall be installed over garage 7839-D for the board members to observe after nightfall and determine if this fixture shall be used moving forward.

A sample solar powered motion sensor LED light fixture will be installed on the side of building 7863-A to replace the inoperable light fixture that is currently there. The board will observe after nightfall to determine if this light is sufficient for this area.

UNFINISHED BUSINESS

Damaged Asphalt Repair/Replace Review: Eagle Paving has tentatively scheduled damaged concrete and asphalt replacement beginning Monday 7/13/2020. Maps and notices containing instructions and additional information will be distributed to all unit owners and residents. Asphalt Consultant Monty Wilde will be supervising this project.

Proposed Dog Park Fencing Proposal: The Board discussed installing 5' galvanized chain link fencing around the turf area at the level 5 parking area for a dog park along with signage and locks installed. The estimated cost is approximately \$5,500. Notice will be issued to owners requesting their opinion on this matter.

2020 Painting Project: The 2020 painting project began on 6/8/2020 and has provided a timeline for completion. Empire Painting is the approved contractor for this project. Empire has been distributing notices as needed throughout the project. There have been no major issues to report at this time.

NEW BUSINESS

2020 Annual Meeting & Election: The Board reviewed a proposal from HOA Elections of California to provide services for the annual meeting. A motion was made, seconded, and carried to approve the proposal for limited services for a cost of approximately \$850.00 for performing the role of Inspector of Elections for Pepper in 2020. The meeting will be held on Wednesday, September 2, 2020 at 6:30 pm in the offices of 360 Community Management located at 10769 Woodside Avenue #210 in Santee, CA 92071.

There are two (2) open board seats up for election with a term of three (3) years each. If county health restrictions do not allow for a physical meeting, the meeting shall take place via electronic audio and video conference.

Common Wood Fencing Replacement: The Board discussed replacing common wood fencing as needed with vinyl fencing. It was determined that replacement shall be postponed until the next fiscal year. Any damaged common wood fencing will be repaired as needed under normal maintenance hours.

Pool Area Access: The pool areas shall remain closed until such time that the Association is able to meet the County Health Guidelines. A motion was made, seconded, and carried to approve distribution of a notice outlining the reasons the pools cannot be opened currently.

Community Updates (Newsletter): The Board reviewed a draft newsletter provided by the Community Manager. A motion was made, seconded, and carried to approve distribution to the Owners and Residents.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 7:29 p.m. to the Executive Session to review correspondence, and to discuss violation and collection matters.

Secretary

Date

The next meeting of the Board of Directors is scheduled for 9/2/2020