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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 10, 2018
MINUTES

The Meeting was called to order by the Association President at 6:30 p.m. in the office of Professional HOA Consultants, Inc. 8181 Mission Gorge Road in San Diego, CA 92120.

Directors Present:	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer (conference call)
	Ashley Borja	Secretary
	Carrie Barong	Director
	Tina Wick	Director

Also Present:	Joseph G. Apparito, CCAM	Community Manager
	Franky Sesma	Reliant Parking
	Four (4) Unit Owners	

VEHICLE PARKING ENFORCEMENT

Kevin Wexler of Reliant Parking to discuss and review vehicle parking concerns in the community and possible vehicle parking rules solutions available. The Board may consider contracting outside services such as Reliant to enforce parking rules throughout the community. All questions were answered to the full satisfaction of all present.

OPEN FORUM

Members were present to discuss and ask questions regarding vehicle parking rules and enforcement. It was clearly stated that residents are not allowed to park in guest parking at any time to avoid receiving notices, fines or towing. All questions were answered to the satisfaction of the Members present.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of November 8, 2017. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of November 8, 2017 in which homeowner correspondence was reviewed, a due process violation hearing was held, the violation log was reviewed and the delinquent account log was reviewed. A motion was made, seconded and carried to approve the Minutes as presented.

FINANCIAL REPORT
Period Ending 10/31/2017

The combined reserve account balance is \$233,807.97. The operating account balance is \$58,636.67. The accounts receivable total is \$5,739.90. Income for this period is \$61,771.34 with expenses of \$59,004.07. The total assets for this period is \$298,184.54. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 11/30/2017

The combined reserve account balance is \$259,484.83. The operating account balance is \$58,041.75. The accounts receivable total is \$6,819.90. Income for this period is \$56,331.27 with expenses of \$56,926.19. The total assets for this period is \$324,346.48. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Assessment Lien Approval

Upon a motion made, seconded and carried, the Board has resolved and authorizes that a Lien be recorded on the property with Assessor Parcel Number 386-300-37-27 in the event payment is not received by the deadline imposed in the Intent to Lien Letter.

Upon a motion made, seconded and carried, the Board has resolved and authorizes that a Lien be recorded on the property with Assessor Parcel Number 386-300-38-02 in the event payment is not received by the deadline imposed in the Intent to Lien Letter.

Upon a motion made, seconded and carried, the Board has resolved and authorizes that a Lien be recorded on the property with Assessor Parcel Number 386-300-36-27 in the event payment is not received by the deadline imposed in the Intent to Lien Letter.

COMMITTEE REPORTS

Architectural

There were no requests submitted this period.

Landscape

A walk-thru inspection of the Community landscape was conducted on 12/15/2017. A report was provided for review. A walk-thru of the Community is scheduled once every month meeting in front of the 1st level pool. The previous months Walk-Thru Report is reviewed at each successive scheduled walk-thru to determine if all items have been addressed. Residents still having holiday decorations in the common area will be notified to remove them so maintenance can resume. The Board reviewed a proposal from Green Horizons to apply pre-emergent weed control on the turf areas. This item has been tabled pending a closer on-site inspection if this is needed at this time.

The Board reviewed a tree trimming proposal provided by Green Horizons. Competitive proposals will be obtained for review and approval at the next scheduled meeting.

Maintenance

A walk-thru inspection of the Community was conducted on 12/27/2017 by the Community Manager and one board member. A report was provided to the Board for their review. The sidewalk leading to the level 3 pool will be cleaned and grinded to remove any graffiti sketched into it. No other action was taken or needed at this time.

Pool

All equipment has been operating properly with no major issues or concerns to report this period.

UNFINISHED BUSINESS

Vehicle Parking Violation Discussion

Four (4) reserved parking spaces near the end of building 7857 on level 3 have been added to determine if it is feasible for the spaces to be in their locations. It was reported that the trash vendor would have difficulty maneuvering in this area as well as concerns for emergency vehicle access. A motion was made, seconded and passed with 1 abstention to remove 2 of the spaces closest to the entry to level 3 and keep the remaining 2 spaces. A notice to all residents will be drafted that the 2 reserved spaces will be available for \$75.00 per space per month. Applicants will be entered into a random drawing. A draft cover letter will be provided to the board for a final review and approval prior to distribution.

A motion was made, seconded and carried to approve a proposal from Reliant Parking to enforce the vehicle parking rules in the community for a cost of \$499.00 per month. The target date for mailing information to all unit owners is 2/1/2018 with a target date of 3/1/2018 to begin full enforcement.

NEW BUSINESS

Master Insurance Policy

The board reviewed competitive proposals for all insurance needs of the Association. The current policy expires 2/4/2018. After further review and discussion a motion was made, seconded and carried to approve the renewal proposal from the current insurance provider – Farmers for an annual premium of \$22,693.00 which includes workers compensation insurance.

Bi-Monthly Meeting Times Contract Review

The Board is considering amending the management agreement allowing only 1 hour for board meetings rather than the current 2 hours at a savings of \$100 per month. This item will remain on the agenda for further consideration and discussion.

Asphalt Paving Review

Asphalt replacement is scheduled for 2019. The board is reviewing options for damaged asphalt replacement including milling 1.5” of the asphalt throughout the community, applying crack fill and repave 1.5” using a paving fabric to assist in preventing cracks. Pricing for complete removal and replacement will also be obtained for comparison.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:48 p.m. to the Executive Session to review correspondence, conduct a due process violation hearing and review of the Violation Log and the Delinquency Report.

Secretary

Date

The next meeting of the Board of Directors is scheduled for 3/14/2018