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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 15, 2020
MINUTES**

The Meeting was called to order by the Association President at 6:30 p.m. in the office of 360 Community Management located at 10769 Woodside Avenue #210 in Santee, CA 92071.

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

Directors Absent:	Ashley Borja	Secretary
	Tina Wick	Director

Also Present: Joseph G. Apparito, CCAM Community Manager

OPEN FORUM

Each Member is provided 5 minutes to speak. No Members were present for this meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Amended Executive Session Meeting Minutes of September 11, 2019 in which homeowner correspondence was reviewed, 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.

The Board reviewed the Open Session Meeting Minutes of November 20, 2019. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of November 20, 2019 in which homeowner correspondence was reviewed, the violation log was reviewed, and the delinquent account log was reviewed. The Board also met with a unit owner upon their request. A motion was made, seconded and carried to approve the Minutes as presented.

FINANCIAL REPORT

Period Ending 11/30/2019

The combined reserve account balance is \$768,664. The operating account balance is (\$2,984.28-). The accounts receivable total is \$11,034. Income for this period is \$45,677 with expenses of \$50,777. The total assets for this period is \$781,714. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

CD Investment Review

The Association Treasurer provided a detailed report on current CD's owned by the Association including interest rates and terms. Enough funds will remain liquid and made available for the asphalt and concrete projects scheduled later this year. Signature will be obtained from the Association Secretary for new CD forms to complete the submission.

COMMITTEE REPORTS

Architectural

7879-B: The Owner requested approval to replace their damaged patio cover with a new patio cover. The contractor has advised that the new patio cover is able to support 2 average men as is required here in the Association. The contractor has provided insurance information. A motion was made, seconded and carried to approve the request as submitted.

Landscape

A walk-thru inspection of the Community landscape was conducted with the landscapers on 12/20/2019 with the Landscapers and Community Manager present. A report was provided to the Board for their review. A walk-thru of the Community is scheduled once every month meeting in front of the level 1 pool. The previous months Walk-Thru Report is reviewed at each successive scheduled walk-thru to determine if all items have been addressed. The next scheduled walk-thru is Friday 1/17/2020 at 7:30 a.m.

The Board reviewed a proposal from Green Horizons to install 1 15-gallon Crepe Myrtle near the front of the 7891 building. The area will be inspected during the next scheduled walk-thru to determine if a tree is actually needed in this area. A motion was made, seconded and carried to approve the proposal for a cost of \$175.00 if it is determined to be needed.

The Board reviewed a proposal from Green Horizons to apply 6 bags of turf herbicide pre-emergent to all of the turf areas to assist in the control of weeds. A motion was made, seconded and carried to approve the proposal as submitted for \$480.00.

Landscape maintenance proposals have been obtained for pricing comparison. Green Horizons currently is paid \$5,082.00 per month. A proposal was received from Green Valley Landscape for \$5,260.00 per month. A proposal was received from Heritage Landscape for \$7,200.00 per month. Each of the competing bidders stated that the property is in very good shape. The Association shall remain with Green Horizons.

Maintenance

A walk-thru inspection of the Community was conducted on 12/20/2019 by the Community Manager and a Board Member. Janitorial will be instructed to better maintain and keep the doggie stations stocked.

The Board reviewed a building maintenance agreement provided by 360 Maintenance. The agreement is to perform 16 hours per month of general building maintenance for a cost of \$720.00 per month. A motion was made, seconded and carried to approve the agreement as submitted.

UNFINISHED BUSINESS

Damaged Asphalt Repair/Replace Review

This item has been tabled to the March 2020 Board meeting. The Board will be provided the latest, updated bids and recommendations.

Concrete Trip Hazard Repair/Replace Review

The Board reviewed a proposal from BPR Inc. to remove concrete trip hazards throughout the community. This item has been tabled to the next meeting pending obtaining additional information on work specifications and clarity on when root block can and should be used. The landscapers will be contacted to determine if they are capable of this type of work and to provide a proposal if they are.

NEW BUSINESS

Reserved Parking Review/Discussion

There is currently one reserved parking space available. The unit owner that had previously expressed interest is no longer interested. Notices will be posted on all bulletin boards announcing that reserved space 2 is available on level 3 for \$75 per month.

Proposed Dog Park Fencing Proposal

The Board reviewed a proposal from Alpine Fence to install chain link fencing around the turf area at the level 5 parking area with options for a 4' tall fence and a 5' tall fence and made of black vinyl coated or galvanized. After further discussion, this item has been tabled to the next meeting to allow further thought by board members as well as research any additional costs including a new doggie station, new signage as recommended by the insurance carrier as well as monthly cleaning and maintenance costs. Management shall confirm if this project would be funded through the operating account or through the reserve account.

Damaged Fence Replacement Proposal

The Board reviewed a proposal from Alpine Fence to replace 72' of damaged wood and chain link fencing between level 3 and 4 alongside of building 7889 with vinyl. A motion was made, seconded and carried to approve the proposal as submitted for a cost of \$2,475.00.

Annual Insurance Renewal Proposals Review

The Board reviewed competing proposals for the annual master policy insurance renewal. After review and discussion, a motion was made, seconded and carried to approve the proposal from Berg Insurance as submitted for an annual premium of \$24,637.00 which includes Workers Compensation Insurance.

Carport/Garage Roof Maintenance Proposal Review

The Board reviewed a proposal from Paradise Roofing to provide all labor, equipment and materials to perform roof maintenance to 23 carport and garage buildings including the clearing out of all rain gutters and downspouts. A motion was made, seconded and carried to approve the proposal as submitted for a cost of \$12,640.

Residential Roof Maintenance Proposal Review

The Board reviewed a proposal from Paradise Roofing to provide all labor, equipment and materials to perform roof maintenance to 23 residential buildings including the clearing out of all rain gutters and downspouts. A motion was made, seconded and carried to approve the proposal as submitted for a cost of \$25,280.

2020 Painting Project

The 2020 painting project shall be on the next agenda for review and discussion.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:16 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 3/18/2020