

**PEPPER TOWNEHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JANUARY 11, 2023**

Community Manager Rachael Robenolt called the meeting at 6:03 p.m. Board members present via Zoom were Robert Reed, Jim McCorkle, Ashley Borja, Tina Wick, Anthony Evans & Richard Wallace. Manager Rachael Robenolt was also present from 360 Community Management. Several homeowners were also present.

**OPEN FORUM:** The owners present asked about parking passes and 360 operating hours.

**APPROVAL OF MINUTES:** The Board reviewed the Open & Executive Session minutes from the November 2022 meeting. After discussion, Jim moved to approve the minutes as amended, with corrections to the leash rule. Ashley seconded, vote was ayes, motion carried.

**GOVERNING DOCUMENT NEXT STEPS:** The Board reviewed the draft revisions for the 2<sup>nd</sup> attempt at voting, including the cover letter, summary of changes, and enforcement rules. After discussion, Jim moved to approve the package for distribution to the membership for voting. Ashley seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for October – November 2022. After discussion, Robert moved to approve the financials reports as submitted, subject to the CPA's year-end review, and in accordance with the California Civil Code. Jim seconded, vote was ayes, motion carried.

**CD PURCHASE:** Jim moved to approve a two year non-callable CD at Morgan Stanley, for \$150,000.00, once the CD matures on 1/30/23. Rhonda seconded, vote was all ayes, motion carried. Jim moved to approve the rolling the 2/24/23 maturing CD into the money market account. Rhonda seconded, vote was all ayes, motion carried.

**TAX RETURNS:** Management noted that there are two options for tax filings for HOA's. Filing of an 1120H (which is what has been done for many years), is a slightly higher tax rate, but doesn't require any member voting or year end transferring of funds. Filing an 1120 requires member voting on IRS Ruling 70-604 (which can be done at the Annual Meeting), and requires that any excess membership income over membership expense for the year be set aside for future major repairs and replacements and allocated to capital components (meaning allocated to Reserves).

**LAUREL HEIGHTS PIPE WORK:** Anthony noted that the failed their last test on January 3<sup>rd</sup>, and that an additional water shut off will likely be needed.

**PAINTING SCOPE OF WORK:** The Board reviewed the scope of work for painting. After discussion, Robert moved to approve the scope of work and have Management solicit bids for buildings 7835 & 7839, including from Pilot, PrimeCo & Empire. Jim seconded, vote was all ayes, motion carried.

**RAILING PAINTING:** The Board reviewed the proposals for painting of the stairway railings. After discussion, Jim moved to approve the proposal for the painting and repairs from 360 Community Management. Robert seconded, vote was all ayes, motion carried.

**BALCONY RULES:** The Board reviewed the draft rule revision for balconies. Management noted that there had been no homeowner input regarding the rules. After discussion, Jim moved to adopt the rules, effective immediately. Robert seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the architectural application for solar at unit 141. After discussion, Jim moved to approve the application as presented, subject to receipt of the deposit, all pre-installation inspections, and clarification of the location (why does it have to be run along the roof, as opposed to the garage) and visual impact of the electrical conduit. Ashley seconded, vote was six ayes (Robert abstained), motion carried.

The Board agreed to move the July 2023 meeting to July 12<sup>th</sup>, to avoid conflicts with the Independence Day holiday.

A motion was made, seconded, and carried to adjourn the meeting at 6:56 p.m.

The next meeting will be held on March 1, 2023.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_