

www.peppertownhoa.com
PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 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
 Jim McCorkle Treasurer (conference call)
 Carrie Barong Director
 Tina Wick Director

Directors Absent: Mike Dayton Vice President
 Ashley Borja Secretary

Also Present: Joseph G. Apparito, CCAM Community Manager

BOARD SEAT VACANCY

Upon a motion made, seconded and carried, the Board has appointed current Board Members Robert Reed and Jim McCorkle to serve on the Board of Directors. A Candidate Form has been received from Rhonda Bellavia to serve on the Board. Rhonda was a previous Board Member. A motion was made, seconded and carried to appoint Rhonda Bellavia to serve on the Board of Directors.

OPEN FORUM

Each Member is provided 5 minutes to speak. There were two Members present for this meeting. The Members remained to observe the meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of September 12, 2018. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of September 12, 2018 in which homeowner correspondence was reviewed, due process violation hearings were 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 8/31/2018

The combined reserve account balance is \$443,414. The operating account balance is \$62,700. The accounts receivable total is \$5,149. Income for this period is \$57,375 with expenses of \$55,414. The total assets for this period is \$511,263. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 9/30/2018

The combined reserve account balance is \$463,693. The operating account balance is \$55,125. The accounts receivable total is \$10,084. Income for this period is \$53,338 with expenses of \$60,914.

The total assets for this period is \$528,902. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

2018 Audit and Tax Preparation Proposal

A motion was made, seconded and carried to approve a proposal from Terry Tagwerker, CPA to prepare the Federal and State Income Tax Returns and to audit the financial statements for year ending 12/31/2018 for a cost of \$900.00. The audit report provides the reader with an analysis of the Association's financial transactions covering the period from January 1, 2018 through December 31, 2018. The Auditor shall be advised of increased reserve savings and higher interest made on deposits.

AB2912 Financial Review Requirement

The Board and Management reviewed changes in the civil code regarding Association finances. The changes require the Association to review financial reports on a monthly basis rather than every three months. A motion was made, seconded and carried to appoint the Association Treasurer to represent the Board in reviewing financial reports monthly and reporting to management any concerns between board meetings. All correspondence or action needed will be reported at each regularly scheduled board meeting.

Assessment Lien Approval

A motion was made, seconded and carried to approve recording an Assessment Lien against the property with Assessor Parcel Number 386-300-38-02 in the event payment is not received in the Pre-Lien Letter. Further, pursuant to Civil Code §5675 (d), the Board of Directors hereby declares and designates Green, Bryant and French, LLP as authorized agent for signing such Lien in addition to any and all future correspondence and documentation on the Association's behalf in further collection efforts.

COMMITTEE REPORTS

Architectural

7883-A: the unit owners have requested approval to replace their fencing with like for like materials, style and color. After review and discussion, 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 10/19/2018 with one Board Member 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 11/16/2018 at 7:30 a.m.

The Board reviewed a proposal from Green Horizons Tree Service to trim and remove trees throughout the community. This item has been tabled pending obtaining additional competitive proposals for review at the next meeting.

Maintenance

A walk-thru inspection of the Community was conducted on 11/16/2018 by the Community Manager and one Board Members. A report was provided to the Board for their review.

The next scheduled inspection is Friday 11/16/2018. Damaged pool furniture will be removed from the level 1 pool area. It was reported that the pool light on level 3 is not operational.

UNFINISHED BUSINESS

Proposed Rule Amendments Review

The Board approved presenting new and amended rules to the Membership for a minimum 30 day review and comment period including drone operation guidelines, water waste, increasing the minimum violation fine from \$50 to \$150, amending the maintenance matrix to include patio closet door responsibility and imposing a move-in/move-out fee for units being sold. A motion was made, seconded and carried to adopt the proposed new and amended rules to be effective immediately.

Bi-Monthly Meeting Times Contract Review

Upon a motion made, seconded and carried, the Board approved amending the management agreement allowing only 1 hour for board meetings rather than the current 2 hours at a savings of \$100 per month. Should the meetings go past any fraction of an hour, the original contract amount shall be incurred and charged to the Association.

NEW BUSINESS

Reserved Parking Applicant Review

One unit owner applied to lease the open leased parking space on level 3 for \$75.00 per month. The lease has been approved and is in full effect.

Parking Enforcement Guidelines Review

The Board reviewed the parking enforcement guidelines and after discussion a motion was made, seconded and carried to approve increasing the number of parking passes available to each unit monthly from 10 per month to 12 per month.

Fiduciary Insurance Coverage

Management shall verify with the Insurance Carrier that there is proper fiduciary insurance coverage as required in the Association's Governing Documents which would require an increase from the current \$1.3M to \$1.5M due to the higher amount of reserve funds.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:03 p.m. to the Executive Session to review correspondence, conduct due process violation hearings and review of the Violation Log and the Delinquency Report.

Secretary

Date

The next meeting of the Board of Directors is scheduled for 1/9/2019