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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**MARCH 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.

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

|                      |                            |                   |
|----------------------|----------------------------|-------------------|
| <b>Also Present:</b> | Joseph G. Apparito, CCAM   | Community Manager |
|                      | Franky Sesma               | Reliant Parking   |
|                      | Kevin Wexler               | Reliant Parking   |
|                      | Fifty-One (51) Unit Owners |                   |

**VEHICLE PARKING ENFORCEMENT**

Reliant Parking was present to discuss and review vehicle parking concerns in the community and possible vehicle parking rules solutions available. Each unit owner present that signed up to speak was provided up to 5 minutes each to state their comments or concerns. Twenty-three (23) residents signed up and spoke. All questions were documented. The Board has committed to issuing a response to all members of the Association. All members present were thanked by the Board for attending. The Board has approved changing the enforcement time from 7:00 p.m. – 7:00 p.m. to Midnight – 6:00 a.m. The number of guest passes allowed each month per unit will also be changed from 7 per month to 10 per month.

**OPEN FORUM**

Members were present to observe the remainder of the meeting.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The Board reviewed the Open Session Meeting Minutes of January 10, 2018. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of January 10, 2018 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 12/31/2017**

The combined reserve account balance is \$282,450. The operating account balance is \$54,803. The accounts receivable total is \$5,416. Income for this period is \$53,937 with expenses of \$57,177. The total assets for this period is \$342,669. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

### **Period Ending 1/31/2018**

The combined reserve account balance is \$305,825. The operating account balance is \$60,418. The accounts receivable total is \$4,874. Income for this period is \$65,669 with expenses of \$60,053. The total assets for this period is \$371,118. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

### **2017 Year End Independent Financial Review**

A draft of the Year Ending 12/31/2017 Independent Financial Review prepared by Terry J. Tagwerker, CPA was provided to the Board for review. The report provides the reader with an analysis of the Association's financial transactions covering the period from 1/1/2017 – 12/31/2017. A motion was made, seconded and carried to approve the report as presented for mailing to the membership as a required annual disclosure.

### **Funding Investments**

A motion was made, seconded and carried to approve opening a Certificate of Deposit with Everbank inn the amount of \$100,000 for a one (1) year term. Management shall obtain needed documents for review and signature.

## **COMMITTEE REPORTS**

### **Landscape**

A walk-thru inspection of the Community landscape was conducted on 2/16/2018. A report was provided for 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 Board reviewed a proposal from Green Horizons to one (1) 24" Pepper Tree and six (6) shrubs alongside the 7899 building facing Rancho Fanita Drive. A motion was made, seconded and carried to approve the proposal as presented for a cost of \$510.00.

The damaged drainage pipe and landscape on the slope behind the level 2 garages will be scheduled by Green Horizons for repair. The Pest Control Vendor shall be contacted for extra gopher treatment throughout the community.

### **Maintenance**

A walk-thru inspection of the Community was conducted on 2/16/2018 by the Community Manager and a board member. A report was provided to the Board for their review. No other action was taken or needed at this time. The Association Treasurer provided a report on the performance of the photovoltaic solar system. The system appears to be operating as expected.

### **Pool**

The Board reviewed competing proposals to resurface the level 1 pool with fiberglass and install any needed materials to conform to current codes and standards. A motion was made, seconded and carried to approve the proposal from Aquaspecs for a cost of \$11,400.

**UNFINISHED BUSINESS**

**Alternative 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 at a current estimated cost of \$1.25 per square foot. Pricing for complete removal and replacement is estimated at approximately \$4.50 per square foot. This information will be made available for the reserve study.

**Leased Vehicle Parking Spaces**

Two (2) 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 as well as approved by the Fire Marshall. A notice to all residents was issued that the 2 reserved spaces will be available for \$75.00 per space per month and that all applicants will be entered into a random drawing. Three (3) residents responded. Each of the applications was given a number with a corresponding number written on a piece of paper and placed in a bin. The 2 numbers were drawn and announced while being recorded. The residents will be notified that the spaces will be made available to them.

**NEW BUSINESS**

**Tree Trimming Proposals**

The board reviewed competitive proposals for tree trimming throughout the community. After further review and discussion a motion was made, seconded and carried to approve the proposal from Green Horizons with condition that they can price match and Atlas Tree if not able for a cost of \$4,670.00.

**Phase 4 Community Building Painting**

Competitive proposals will be obtained for painting of all wood components on buildings 7835 and 7839 as well as the garages assigned to these units. This item will remain on the agenda for further review and discussion.

**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.

**ADJOURNMENT**

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 8:59 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 5/9/2018