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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 9, 2018
MINUTES

The Meeting was called to order by the Association President at 6:39 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
	Carrie Barong	Director
	Tina Wick	Director

Directors Absent:	Mike Dayton	Vice President
	Ashley Borja	Secretary

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

BOARD SEAT VACANCY REVIEW

There is a board seat vacancy at this time and one owner applied as candidates to fill the vacant seat until the next scheduled annual election on 9/12/2018. After further discussion the Board has agreed that the board seat shall remain vacant until the scheduled annual meeting and election. This will allow the membership to decide who will fill the vacant seat. Candidate forms are scheduled to be distributed to the membership by 6/12/2018.

OPEN FORUM

Members were present and able to raise questions or concerns regarding general common community issues. Each Member had 5 minutes to speak. Members remained to observe the remainder of the meeting in progress.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of March 14, 2018. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of March 14, 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 2/28/2018

The combined reserve account balance is \$329,208. The operating account balance is \$58,005. The accounts receivable total is \$6,212. Income for this period is \$54,025 with expenses of \$56,438. The total assets for this period is \$393,426. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 3/31/2018

The combined reserve account balance is \$352,595. The operating account balance is \$56,567. The accounts receivable total is \$8,048. Income for this period is \$61,538 with expenses of \$62,977. The total assets for this period is \$417,209. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Funding Investments

A motion was made, seconded and carried to approve opening a Certificate of Deposit with Everbank in the amount of \$50,000 for a twelve (12) month term. Management has provided required documents for review and signature.

2018 Reserve Study

A motion was made, seconded and carried to approve a proposal from Barrera & Company (Smart Property) to prepare the 2018 reserve study with on-site visit for a cost of \$1,044.00. A motion was made, seconded and carried to approve a proposal for interactive user management and activity system for a cost of \$474.00.

Assessment Lien Approvals

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 386-300-38-54 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.

COMMITTEE REPORTS

Landscape

A walk-thru inspection of the Community landscape was conducted on 4/20/2018. 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.

Maintenance

A walk-thru inspection of the Community was conducted on 4/20/2018 by the Community Manager and a board member. A report was provided to the Board for their review. Proposals and information will be obtained to replace the aging light fixtures located over the garage doors.

Pool

Aquaspecs is in process of resurface the level 1 pool with fiberglass and installing any needed materials to conform to current codes and standards. Work is expected to be completed in a week.

UNFINISHED BUSINESS

Phase 4 Community Building Painting

The board has spent the past several months reviewing competitive proposals for painting of all wood components on buildings 7835 and 7839 and any metal balcony rails as well as the garages assigned to these units. After further review and discussion, a motion was made, seconded and carried to approve the proposal from Empire Works for a total cost of \$10,053.00.

NEW BUSINESS

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 review and consideration.

Proposed Rule Amendments Review

The board is considering proposing new and amended rules including drone operation guidelines, increasing the minimum violation fine from \$50 to \$100 and amending the maintenance matrix to include patio closet door responsibility. Management will confirm responsibility of patio closet doors per the governing documents. This item will remain on the agenda for further review and consideration.

Pool Furniture

The board reviewed pool area furniture needs. After further review and discussion, a motion was made, seconded and carried to approve the purchase of pool area furniture for a cost not to exceed \$500.00.

Next Meeting Date

Due to attendance and scheduling conflicts the board has agreed to reschedule the next meeting date from 7/11/2018 to 7/17/2018.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:57 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 7/17/2018