

# **Pepper Townhomes Association**

## **REGULAR MEETING MINUTES**

**July 31, 2019**

### **CALL TO ORDER**

The Association President called the meeting to order at 6:30 PM in the offices of PHOAC located at 8181 Mission Gorge Road, Suite C, San Diego, CA 92120.

### **ATTENDANCE**

#### **Directors Present**

President: Robert Reed  
Secretary: Ashley Borja  
Director: Carrie Barong  
Director: Tina Wick

#### **Directors Absent**

Vice President: Mike Dayton  
Treasurer: Jim McCorkle  
Director: Rhonda Bellavia

#### **Others Present:**

Catie Contreras and PJ Chandler with PHOAC, Inc., and eight (8) unit owners.

### **GUESTS**

Monty Wilde was present to address the Board regarding asphalt replacement proposals recently obtained. The Board took this opportunity to go over the contracts and ask questions. There was no Board action required.

### **HOMEOWNER FORUM**

The unit owners in attendance addressed questions and concerns with the Board at this time. There was no Board action required.

### **MEETING MINUTES**

Upon a motion duly made, seconded and unanimously carried, the Board approved the May 8, 2019 Regular Meeting minutes as presented.

Upon a motion duly made, seconded and unanimously carried, the Board approved the May 8, 2019 Executive Meeting minutes as presented in which the Board met with a unit owner upon their request, held due process violation hearings and reviewed the violation log.

### **FINANCIAL REPORTS**

Upon a motion duly made, seconded and unanimously carried, the Board accepted the April and May 2019 financial reports as presented.

In a separate motion, the Board approved the following action with regards to the reserve accounts; Rollover existing CD for approximately \$80,810 at Synchrony into a new 3 year CD at Synchrony in September, 2019; their 3 year CD's are currently returning 2.60%, rollover existing CD for approximately \$50,825 at Synchrony into a new 3 year CD at Synchrony in November, 2019; their 3 year CD's are currently returning 2.60% and move the additional \$10K from the Operating account to the Reserves account.

#### **Delinquencies:**

The Board reviewed the current delinquency report. The Board unanimously tabled discussion regarding delinquent accounts to Executive Session.

## **COMMITTEE REPORTS**

**Architectural Report:** The Board reviewed the following application. Decisions were made by proper motion.

7835 Rancho Fanita, Unit C: Retrofit windows – Approved with conditions

7855 Rancho Fanita, Unit F: Retrofit windows – Approved as submitted

### **Landscape Report:**

The Board reviewed a report for this period with no other action needed. The Board reviewed a proposal from Green Horizons to install railroad ties along they alley on Level 3 in the amount of \$475.00. Upon a motion duly made, seconded and unanimously carried, the proposal was approved as submitted.

### **Maintenance Report:**

Robert gave brief report to the Board. There was no Board action required.

## **UNFINISHED BUSINESS**

**Asphalt Replacement Proposals:** The Board reviewed contract proposals from several asphalt companies. The Board unanimously tabled discussion to the next meeting.

## **NEW BUSINESS**

**Reserve Study Proposals:** The Board reviewed a proposal from Barrera & Co. for a Level III update reserve study. Upon a motion duly made, seconded and unanimously carried, the Board denied the proposal as Jim McCorkle has access to program that provides update for the Board.

**Insurance Discussion:** The Board discussed increasing the umbrella policy to \$15 million in the amount of \$668.50 additional premium. Upon a motion duly made, seconded and unanimously carried, the Board approved increasing the umbrella policy to \$15 million.

**Parking Guidelines Discussion:** The Board discussed the current parking rules and enforcement. They discussed that vehicles with a parking pass should not be towed. There was no Board action required.

**Palm Tree Skinning:** The Board discussed a request from owners to pay for a palm tree next to 7879 building to be skinned. The Board requested a proposal for the work. The Board unanimously tabled approval to the next meeting.

**Electronic Communication:** The Board discussed ways to increase communication. Management suggested sending out an electronic commutation authorization form. The Board directed Management to provide Board copy for distribution.

**Bulletin Board Replacement:** The Board reviewed a proposal for bulletin board replacement. The Board unanimously tabled approval to the next meeting to review more options.

**Appoint Inspector of Election:** Upon a motion duly made, seconded and unanimously carried, the Board appointed Professional HOA Consultants as the Inspector of Election at the upcoming Annual meeting.

**Homeowner Communications:** The Board reviewed all correspondence submitted this period. There was no Board action required.

## **MANAGEMENT REPORTS**

**Action List:** Management explained forthcoming reports that will be presented to the Board.

**Work Order Log:** The Board reviewed the work order log. There was no Board action required.

**Property Inspection:** The Board reviewed the property inspection report generated from the June 2019 property inspection. There was no Board action required.

**Next Meeting Date:** The next meeting will be held on Wednesday, September 11, 2019 at 6:30 PM in the offices of Professional HOA Consultants, Inc.

**ADJOURNMENT**

With no further business to come before the Board, the Regular meeting was adjourned at 7:42 pm.

Respectfully submitted,

\_\_\_\_\_  
Board Secretary Signature

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Date