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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 12, 2017
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
	Ashley Borja	Director
	Carrie Barong	Director
	Tina Wick	Director
Directors Absent:	Mike Dayton	Vice President
	Rhonda Bellavia	Secretary
Also Present:	Joseph G. Apparito, CCAM	Community Manager
	Five (5) Unit Owners	

OPEN FORUM

Members were present to discuss and ask questions regarding violation issues and vehicle parking rules/issues. Members remained to observe the remainder of the meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of May 10, 2017. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of May 10, 2017 in which homeowner correspondence was reviewed, the violation log was reviewed and the delinquent account file was reviewed. A motion was made, seconded and carried to approve the Minutes as presented.

FINANCIAL REPORT

Period Ending 4/30/2017

The combined reserve account balance is \$152,310.87. The operating account balance is \$77,271.18. The accounts receivable total is \$3,764.41. Income for this period is \$55,444.00 with expenses of \$56,432.00. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 5/31/2017

The combined reserve account balance is \$162,645.21. The operating account balance is \$78,643.75. The accounts receivable total is \$4,517.41. Income for this period is \$58,210.00 with expenses of \$30,373.00. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review. Prior year financial data that was missing with the new software financial reports will be back in the report at a near future date. Management will follow up on status of opening new money market account at Synchrony Bank.

2017 Draft Reserve Study Review

The Board reviewed a draft 2017 reserve study report provided by Barrera & Company with recommended amendments provided by the Treasurer.

After further review and discussion a motion was made, seconded and carried to approve the amendments as presented to be forwarded to Barrera to complete a final draft for approval at the next meeting.

2018 Draft Proposed Budget Review

The Board reviewed a draft 2018 proposed budget provided by the Association Treasurer. The proposed budget is based on actual funds spent through June of the current year and includes 2018 water rate projections from Padre Dam. The proposed budget calls for a \$5.00 per month increase in the assessments. This item will remain on the agenda and may be approved at the next regularly scheduled meeting.

COMMITTEE REPORTS

Landscape

A walk-thru inspection of the Community was conducted on 6/16/2017 with the Landscape Supervisors, the Community Manager and 2 Board Members present. A report was provided for review. A walk-thru of the Community is scheduled once every month meeting in front of the 1st level pool. The previous months Walk-Thru Report is reviewed at each successive scheduled walk-thru to determine if all items have been addressed. The water schedule will be increased for the summer months and the irrigation inspected for proper operation and operating times.

Maintenance

A walk-thru inspection of the Community was conducted on 6/16/2017 by the Community Manager and 2 Board Members. A report was provided to the Board for their review. It was reported that Alpine Fence did not report a stump in the path of the new vinyl fence and simply cut around it. This item will be addressed by Management to correct this issue.

A pre-job walk-thru is scheduled with PrimeCo Painting on 7/21/2017 at 8:00 a.m. for the pending wood painting project on buildings 7879, 7889 and 7899 for work tentatively scheduled to begin on 8/7/2017.

Pool

There are no major issues or concerns to report this period. The Board reviewed six (6) competitive bids for monthly pool maintenance. After review, the Board agreed to retain the current pool service provider. Pool Care Solutions will be requested to attend the next scheduled board meeting on 9/5/2017.

UNFINISHED BUSINESS

Visitor Parking & Fire Lane Discussion

The Fire Marshall has approved proposed additional parking areas on levels 3 and 4. Two (2) reserved parking spaces near the end of building 7857 on level 3 have been added. These 2 spaces have acted as a trial to determine if residents have any issues with the additional parking spaces. There were no issues or concerns reported to date.

The Board reviewed vehicle parking enforcement options through a web based service with materials provided by the Association President. The service allows one (1) parking permit issued per unit and may be used on a first come first served basis. The Governing Documents currently does not allow resident parking in any of the open spaces which are designated for guests only.

In order to amend the Governing Documents allowing resident parking, seventy-five percent (75%) of the membership must vote to approve an amendment. The Board has approved taking a vote of the Membership on this issue. The Board has instructed that all parking spaces be marked as guest.

Western Towing Parking Enforcement Review

The agreement with Western Towing allows board members and management the authority to sign for vehicle removal. If vehicles are found to be parked in red curb fire lanes, the agreement allows Western Towing to tow these vehicles immediately upon notification with no further signature required. Western Towing has not been responsive to requests to provide information on any type of monitoring service or parking placards for parking enforcement that they have available or to requests to attend an open session board meeting.

West Property Line Fence Replacement

Alpine Fence has completed the replacement of approximately 739 lineal feet of damaged chain link fencing along the west side of the community with 6 foot tall almond colored vinyl fencing. The new fence appears to be installed well except for a portion that was built around a tree stump. No one from the fence company notified management regarding the issue with a tree stump that was uncovered. This item will be addressed to the full satisfaction of the Association.

Earthquake Insurance Proposal Review

The Board reviewed a proposal from Farmers Insurance to provide earthquake insurance coverage with a deductible of 5% per building. The total annual premium would be \$19,482.40 or \$10.28 per month per unit. This item will remain on the agenda for consideration during review of the 2018 draft budget.

NEW BUSINESS

2017 Annual Meeting of Members & Election

The Association’s Annual Meeting and Election is scheduled for Tuesday September 5, 2017. The Meeting will be held at 6:30 p.m. in the office of Professional HOA Consultants, Inc. located at 8181 Mission Gorge Road, Suite C San Diego, CA 92120. The purpose of this meeting will be to elect two (2) Members to the Board of Directors. The two (2) Members elected shall serve for terms of three (3) years. 51% of the Membership (81 Members) must be represented in person or by secret ballot in order to proceed with the Annual Meeting and Election. The Community Management Company shall act as Inspector of Election.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 8:28 p.m. to the Executive Session to review correspondence, the Violation Log and the Delinquency Report.

Secretary

Date

The next meeting of the Board of Directors is scheduled for 9/5/2017