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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 17, 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
	Ashley Borja	Secretary
	Tina Wick	Director

Directors Absent:	Mike Dayton	Vice President
	Carrie Barong	Director

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. 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 have been distributed to the membership and must be returned by July 30, 2018 to be placed on the ballot.

OPEN FORUM

Members were present and able to raise questions or concerns regarding general common community issues, landscape matters and maintenance. 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 May 9, 2018. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of May 9, 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 4/30/2018

The combined reserve account balance is \$374,386. The operating account balance is \$54,119. The accounts receivable total is \$9,850. Income for this period is \$54,892 with expenses of \$57,340. The total assets for this period is \$438,356. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 5/31/2018

The combined reserve account balance is \$386,125. The operating account balance is \$56,618. The accounts receivable total is \$7,013. Income for this period is \$59,176 with expenses of \$56,677. The total assets for this period is \$449,756. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Funding Investments

Two (2) Certificate of Deposits have been opened with Everbank in the amount of \$50,000 for a twelve (12) month term and \$100,000 for a twelve (12) month term. Management has provided documents verifying new account information.

2018 Reserve Study

The Board reviewed a draft 2018 Reserve Study prepared by Barrera & Company (Smart Property). The Association Treasurer has been working closely with Barrera with some minor amendments. A final draft will be available at the next scheduled Board of Directors meeting for vote on approval.

2019 Draft Budget Review

The Board reviewed a draft 2019 Budget prepared by the Association Treasurer. The Treasurer has reached out to all utility companies and vendors servicing the community to determine if there will be any increase or decrease in costs for 2019 related to their services provided. A final draft will be available at the next scheduled Board of Directors meeting for vote on approval.

COMMITTEE REPORTS

Architectural

7861-B: the unit owners have requested approval to replace the windows and doors on their unit. After review and discussion, a motion was made, seconded and carried to approve the request with condition that the new windows be like for like in size, style and trim color.

7819-I: the unit owner has requested approval to replace the windows and sliding door on their unit. After review and discussion, a motion was made, seconded and carried to approve the request with condition that the new windows and door be like for like in size, style and trim color and they must provide the contractors insurance information.

Landscape

A walk-thru inspection of the Community landscape was conducted with the landscapers on 6/15/2018 with a 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 7/20 at 7:30 a.m.

Maintenance

A walk-thru inspection of the Community was conducted on 6/15/2018 by the Community Manager and a Board Member. A report was provided to the Board for their review. The next scheduled inspection is Friday 7/20/2018.

Pool

Aquaspecs has completed resurfacing the level 1 pool with fiberglass and installing any needed materials to conform to current codes and standards. The underwater LED pool lights on both pools are inoperable. The board has instructed that a 2nd opinion be obtained from Kennedy Electric regarding what may have caused the failures and how long the estimated usable lifespan is on these types of lights. The pool vendor shall be instructed to more closely monitor and stabilize the solar heating of both pools.

UNFINISHED BUSINESS

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. This item will remain on the agenda for further review and consideration with the full board present.

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.

2018 Annual Meeting Reminder

The Association's Annual Meeting of Members and Election is scheduled for Wednesday, September 12, 2018. The Meeting will be held at 6:00 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 three (3) Members to the Board of Directors. The two (2) Members receiving the highest number of votes shall serve for terms of three (3) years. The Member receiving the next highest number of votes shall serve for a term of two (2) 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.

NEW BUSINESS

Garage Light Fixture Replacement

The board is considering the replacement of all of the aged and deteriorating garage light fixtures throughout the community. Management provided samples of several different potential replacements. The Board has approved that the Association President purchase 2 approved light fixtures. One will be installed on garage 7897-I and the other will be made available at the next regularly scheduled board meeting for review and discussion.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:38 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 9/12/2018