

**PEPPER TOWNEHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING HELD NOVEMBER 13, 2024**

Community Manager Rachael Robenolt called the meeting at 6:02 p.m. Board members present via Zoom were Robert Reed, Ashley Borja, Anthony Evans, Rhonda Bellavia & Ryan Steinbrecher. Manager Rachael Robenolt was also present from 360 Community Management.

BOARD MEMBER APPOINTMENT: Anthony moved to appoint Jim McCorkle to the open position on the Board of Directors. Ashley seconded, vote was all ayes, motion carried.

APPOINTMENT OF OFFICERS: Ashley moved to keep the same slate of officers as 2024. Robert seconded, vote was all ayes, motion carried.

OPEN FORUM: Ashley noted that the drain on level 2 is draining the wrong direction. The drain was put in by Eagle. Management will have Monty look at it in January.

APPROVAL OF MINUTES: The Board reviewed the Open & Executive Session minutes from the September 2024 meeting. After discussion, Robert moved to approve the minutes as presented. Ashley seconded, vote was five ayes (Ryan abstained), motion carried.

There was supposed to be a jacaranda tree installed. Board will look at location at the WT.

FINANCIALS: The Board reviewed the financials for September 2024. After discussion, Jim moved to approve the financials reports as submitted, subject to the CPA's year-end review, and in accordance with the California Civil Code. Robert seconded, vote was five ayes (Ryan abstained), motion carried.

CTA COMPLIANCE: The Board reviewed the information regarding the Corporate Transparency Act, and the accompanying proposal. After discussion, Jim moved to approve the proposal from CTA Review for the required tasks. Robert seconded, vote was five ayes (Ryan abstained), motion carried.

He Board inquired as to whether CTA Review will reach out after Annual Meetings or if the Management Company will need to notify them of any changes.

2024 FINANCIAL REVIEW: The Board reviewed the proposal for the 2024 financial review. After discussion, Jim moved to approve the quote from Sonnenberg. Robert seconded, vote was five ayes (Ryan abstained), motion carried.

APPROVAL OF LIENS: The Board reviewed a notice of intent to lien for parcel # 386-300-37-27. A motion was made and seconded to approve the lien. Vote was all ayes, motion carried. It was resolved that the Board authorizes that a lien be recorded on the property in the event that payment in full is not received by the deadline imposed in the Intent to Lien letter.

CD PURCHASE: Jim moved to approve the purchase of a ten year non-callable CD, in the amount of \$150,000. Robert seconded, vote was all ayes, motion carried.

SOILS/BLOCK WALL/ENGINEERING: The Board reviewed the proposals for various items. After discussion, Management was requested to have Jeremy walk with the WT on the 21st to look at the issues, bring the soils report with him.

The Board discussed a possible bid for removal of the wall on level 3 (Ryan will send a possible vendor), as well as a possible bid for a three foot solid vinyl fence, or option of split rail vinyl.

ZINSCO PANELS: The Board reviewed the proposals that Robert had obtained for the panel replacement in his unit. Management will obtain some other bids and check with all of the vendors to see if there would be any economy of scale for multiple units.

An action plan was requested for the January meeting. Management will draft correspondence to the homeowners.

DOG PARK: The Board reviewed the proposals for the fencing, and removal of the landscaping in the areas behind 7861 & 7863. After discussion, Ryan moved to approve the bid from Alpine Fence for the installation of the fence on the 7863 side (the longer side). Robert seconded, vote was all ayes, motion carried.

Management was requested to draft dog park rules.

Robert moved to approve the bid from Green Horizons for the removal of the plants only (no DG), without the tree removal. Ryan seconded, vote was all ayes, motion carried.

Robert Motion to have a lock installed on the fence, to match the pool key. Anthony seconded, vote was all ayes, motion carried.

ONLINE ELECTIONS: Management noted that the state of California approved allowing HOA's to utilize online voting services for Board elections and governing document amendments. Management noted that this will require amended election rules to be drafted. It was noted that the online process will likely cost more than the currently used outside Inspector of Election that the HOA has been using, but that it will likely encourage additional homeowner participation. After discussion, Robert moved to approve 360 to draft revised Election Rules, at a cost of \$175.00. Jim seconded, vote was two ayes, motion did not carry.

GUTTERS: The Board reviewed the proposals for gutter cleaning/roof maintenance. After discussion, Jim moved to approve a cost not to exceed \$13,280, but requested to obtain a quote from ACP as soon as possible. Robert seconded, vote was all ayes, motion carried.

Robert moved to approve the leaf guard at 7891, from Seamless Gutters. Ashley seconded, vote was all ayes, motion carried.

TREE REMOVALS: The Board reviewed the proposals for the removal of the ash **tree at 7899** and the dead juniper on the Level 3 slope. After discussion, Robert moved to approve the both quotes from Green Horizons. Rhonda seconded, vote was five ayes (Ryan abstained), motion carried. Management was requested to have the mulch from the trees put into the dog park.

We need a quote for the replacement of the juniper with ground cover.

ARCHITECTURAL APPLICATIONS: The Board reviewed the application from 7827F, for installation of new windows and a sliding door. After discussion, Robert moved to approve the application, with the conditions that the windows must be retro-fitted into the existing frame and installed from the inside; the windows must have white trim, and no grids or grilles; the window trim may not overlap the exterior wood in any way, and that any damage to the building structure, including the wood and the stucco, will be the responsibility of the homeowner. Rhonda seconded, vote was all ayes, motion carried. It was also noted that the HOA recommends tempered glass for the windows/door.

The Board reviewed the architectural application from 7857A, for replacement of their white front and back doors, as well as both black screen doors. After discussion, Ashley moved to approve the application as submitted, so long as verification of vendor insurance is obtained. Robert seconded, vote was all ayes, motion carried.

The Board discussed the 7867 solar, that has been installed incorrectly. Jeremy will take photos on the next WT.

Management was requested to have Paradise & Alta both bid the repairs for the damaged carport roofs.

A motion was made, seconded, and carried to adjourn the meeting at 7:35 p.m.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: _____ Date: _____