

**PEPPER TOWNEHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JULY 12, 2023**

Community Manager Rachael Robenolt called the meeting at 6:02 p.m. Board members present via Zoom were Robert Reed, Jim McCorkle, Ashley Borja, Tina Wick, Anthony Evans & Richard Wallace. Manager Rachael Robenolt was also present from 360 Community Management. Twenty participants were also present.

Richard noted that he would be resigning at the end of the meeting.

**OPEN FORUM:** Christie Weber wanted to make sure that the buildings are actually power washed. Other owners asked about painting project. Tarin noted that her upstairs porch has been painted.

Letti noted that she thought that the painting letter was threatening. She again complained about the management company.

Carrie noted that she thinks that the HOA should completely cancel the current (2<sup>nd</sup>) voting process for the Governing Documents amendments and start over from scratch. She asked about insurance again.

Other owners asked about pool furniture, power washing the level 2 sidewalks, the pool cleaning schedule and the pool light that is on all day.

Zaragoza wanted to know who was responsible for the carport spigot. The Board noted that the spigot is shared between him and his neighbor.

**APPROVAL OF MINUTES:** The Board reviewed the Open & Executive Session minutes from the May 2023 meeting. After discussion, Jim moved to approve the minutes as presented. Ashley seconded, vote was ayes, motion carried.

**GOVERNING DOCUMENT NEXT STEPS:** Management noted that 127 of the needed 119 ballots had been returned. After discussion, Jim moved to close the balloting and have HOA Elections of California tabulate the ballots. Anthony seconded, vote was all ayes, motion carried. The ballot tabulation will be viewable via Zoom. Management will post the date once it is scheduled.

If the tabulation results in more than 50%, but less than 75% approval, for any of the ballot items # 2-4, Jim moved to approve filing a court petition to have the quorum requirement lowered. Robert seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for April & May 2023. 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 ayes, motion carried.

**SPECIAL ASSESSMENT:** Jim moved to rescind the previously approved special assessment of \$740.00, and approve a special assessment in the amount of \$230.00, to offset the insurance costs, that may be split in two equal payments, due September 1, 2023 & October 1, 2023, or paid in full, no later than September 1, 2023. Robert seconded, vote was all ayes, motion carried.

**INSURANCE RENEWAL:** Jim moved to approve the ratification of the emergency online vote to approve the insurance proposal for \$2.5 million in coverage. Robert seconded, vote was all ayes, motion carried.

**INSPECTOR OF ELECTION:** The Board reviewed the quote for the Inspector of Election for the Annual Board of Directors election. After discussion, as Richard will be resigning at the end of this meeting, the Board agrees that the IOE will not be needed.

As there will be no election ballots, Jim moved to send out voting for IRS Ruling 70-604 which resolves that any excess membership income over membership expense for the year ending 2023 shall be set aside for future major repairs and replacements and allocated to capital components. Robert seconded, vote was all ayes, motion carried.

**GUTTER CLEANING:** The Board reviewed the proposals for gutter cleaning throughout the community. After discussion, management was requested to determine if the price from 360 will be discounted if gutters are not completed due to access issues, and if so, how much the discount would be for each unit not completed.

**PLAYGROUND REPAIRS:** The Board reviewed the proposals for playground repairs, based on the inspection report. After discussion, Robert moved to approve the proposal from 360 Community Management, with the possibility of a needed 5<sup>th</sup> yard of mulch. Jim seconded, vote was all ayes, motion carried.

**FENCING REPLACEMENT:** The Board reviewed the proposal from Alpine Fence for fence replacement between level 2/3 & 1/2. After discussion, Ashley moved to approve the replacement of both fences. Rhonda seconded, vote was all ayes, motion carried.

**PICNIC TABLE:** The Board reviewed the options for a new picnic table on level 4, to replace the one that was damaged. After discussion, Ashley moved to approve the tan concrete table, with a concrete slab. Richard seconded, vote was all ayes, motion carried.

**CARPORT/GARAGE ROOFING INSPECTION:** The Board reviewed the proposal for inspecting & cleaning the carport roofs. Management noted that one roof had been inspected, but we do not yet have the report. After discussion, Robert moved to approve the quote from Paradise Roofing for the inspections/repairs. Richard seconded, vote was all ayes, motion carried.

**RULE ADOPTION:** Robert moved to adopt the revised pet rules. Jim seconded, vote was all ayes, motion carried.

**MAINTENANCE MATRIX UPDATES:** Management was requested to revise the Maintenance Matrix, to note that painting of the balcony & front doors are the responsibility of the homeowners.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the architectural application for a solar system at unit 81. Robert noted that the building in the photo is 7899, not 7891. Management was requested to inform the owner that they need a new sun study, with the correct building, as the buildings face different directions. Rhonda moved to appoint Robert & Jim to review & approve the revised application, if the information is received before the next meeting. Richard seconded, vote was all ayes, motion carried.

Management was directed to remind any homeowners who apply to install solar panels that they will be responsible for the costs to remove and replace the panels when the roof needs to be replaced, and that per the current Reserves schedule, all residence roofs and all carport and garage roofs are scheduled to be replaced in the next 5 years.

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

The next meeting will be held on September 6, 2023.

**EXECUTIVE SESSION SUMMARY:**

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

Attested: \_\_\_\_\_ Date: \_\_\_\_\_