

**PEPPER TOWNEHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 6, 2023**

Community Manager Rachael Robenolt called the meeting at 6:07 p.m. Board members present via Zoom were Robert Reed, Jim McCorkle, Ashley Borja, Tina Wick, Anthony Evans &. Manager Rachael Robenolt was also present from 360 Community Management.

OPEN FORUM: The owners present had no issues for open forum.

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

GOVERNING DOCUMENT NEXT STEPS: Management noted that the court process is in motion, and that the owners will be receiving something in the mail regarding the proceedings. The court date is set for October 27, 2023.

FINANCIALS: The Board reviewed the financials for June - July 2023. After discussion, Robert 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.

REVIEW DRAFT BUDGET: The Board reviewed the draft 2024 budget. The budget will be approved at the November meeting.

CD APPROVAL: Jim recommended purchasing three new CD's in the amount of \$50,000 with 3, 6 & 12 month terms. Robert moved to approve the purchase of the new CD's. Ashley seconded, vote was all ayes, motion carried.

GUTTER CLEANING: Management noted that due to the time and effort that was involved in trying to obtain access to the units the last time, that there would be no discounts for any units that refused to provide access after multiple attempts. It was noted that the other bids came in at \$29K & \$63K, as opposed to the \$13K of the 360 quote. Management was requested to contact Paradise Roofing for a quote for roof maintenance, to include gutter & downspout cleaning. Robert moved to approve Paradise Roofing for all roofs, + gutters, not to exceed \$35,000. Anthony seconded, vote was all ayes, motion carried. Management was requested to obtain a quote for the 7891 building for gutter leaf guards.

BALCONY DECK REPAIRS: The Board reviewed the quotes for deck repairs. After discussion, Robert moved to approve the quote from ACP. Ashley seconded, vote was all ayes, motion carried. Let them know that if there is more damage than they thought, they need to contact us for approval.

RULE AMENDMENT: The Board reviewed the draft rule regarding holiday decorations. After discussion, Robert moved to approve the rule for distribution to the membership for the required 28 day review. Ashley seconded, vote was all ayes, motion carried.

NEWSLETTER: The Board reviewed the draft newsletter. After discussion, Robert moved to approve the newsletter for distribution to the membership, with the change that Robert will send. & Ashley seconded, vote was all ayes, motion carried.

MAINTENANCE MATRIX UPDATE: The Board reviewed the updated Maintenance Matrix and table the approval until the November meeting, pending additions.

TREE TRIMMING: The Board reviewed the proposals for trimming of the pine trees. Management noted that Green Horizons had not provided a quote in time for the meeting. It was noted that the quote for the 3 year tree plan from Green Horizons will be available for review at the November meeting, but that the pine tree trimming should be done before that. After discussion, Ashley moved to approve the quote from Oak Valley for the trimming of the pine trees. Robert seconded, vote was all ayes, motion carried. Management was requested to have Oak Valley & San Diego Tree Care provide proposals for the 3 year plan.

ARCHITECTURAL APPLICATIONS: The Board reviewed the revised architectural application for a solar system at unit 81. After discussion, Ashley moved to approve the revised application, with the condition that they must provide a diagram to how the conduit will be run from the unit to the meter. Anthony seconded, vote was five ayes (Robert abstained), motion carried. It was noted that the conduit must be installed out of sight and/or under the eaves; that the installer must provide a certificate of insurance, with the HOA named as an additional insured; and that Kennedy Electric must sign off on the installation.

The Board reviewed the architectural application for a solar system at unit 21. After discussion, Ashley moved to approve the application as presented. Tina 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.

The Board reviewed the architectural application for new windows at unit 45. After discussion, Robert moved to approve the application, with the conditions that the windows must be retro-fitted into the existing frame; that the windows must have white trim with no grids or grilles; that the trim may not overlap exterior wood/trim in any way; and that any damage to the building structure, including the wood and the stucco, will be the responsibility of the homeowner. Ashley seconded, vote was all ayes, motion carried.

The Board reviewed the architectural application for new windows at unit 135. After discussion, Robert moved to approve the application, with the conditions that the windows must be retro-fitted into the existing frame; that the windows must have white trim with no grids or grilles; and that any damage to the building structure, including the wood and the stucco, will be the responsibility of the homeowner. Ashley seconded, vote was all ayes, motion carried. No overlap – needs insurance.

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

The next meeting will be held on November 1, 2023.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____ Date: _____