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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 6, 2021
MINUTES

The Meeting was called to order by the Association President at 6:07 p.m.

Directors Present:	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer
	Ashley Borja	Secretary
	Carrie Barong	Director
	Rhonda Bellavia	Director
	Tina Wick	Director

Also Present:	Joseph G. Apparito, CAI	Community Manager
	Carter Watkins	Green Bryant & French
	Felicia Baker	AD Magellan
	Bobby Bonfanti	AD Magellan
	One (1) Homeowners	

OPEN FORUM

There were no Members present for this meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of November 4, 2020. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of November 4, 2020 in which homeowner correspondence was reviewed, the violation log and the delinquent account log were reviewed. Issues regarding solar installation issues were discussed and a Due Process Violation Hearing was held. The Minutes have been tabled for approval pending minor amendments.

FINANCIAL REPORT

Period Ending 10/31/2020: The combined reserve account balance is \$660,123. The operating account balance is \$16,049. The accounts receivable total is \$6,981. Income for this period is \$58,591 with expenses of \$61,379. The total assets for this period are \$683,154. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 11/30/2020: The combined reserve account balance is \$681,082. The operating account balance is \$25,814. The accounts receivable total is \$6,816. Income for this period is \$64,565 with expenses of \$54,799. The total assets for this period are \$713,713. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

It was noted that the cost of trash and recycle collection has increased in 2021 from \$2,402.40 to \$3,221.40. This is due to a new law passed in California requiring that organic matter begin to be recycled and collected on 1/1/2022. The law allows waste vendors to begin charging additional now in preparation for the mandatory organic matter recycling. The additional cost was not known at the time so is not included in the current 2021 budget.

COMMITTEE REPORTS

Architectural: 510-35 requested approval to install a photovoltaic solar system on the carport roof. The Owner has submitted and signed all required paperwork to the full satisfaction of the Board. After further review and discussion, a motion was made, seconded, and carried to approve the request as submitted.

510-122 requested approval to replace their old style wood garage door with a roll-up metal door like all others. After further review and discussion, a motion was made, seconded, and carried to approve the request as submitted.

Landscape: A walk-thru inspection of the Community landscape was conducted with the landscapers on 12/18/2020 with one Board Member, the Community Manager, and the Landscape Supervisors present. A report was provided to the Board for their review. The landscapers will be instructed to inspect and adjust the irrigation to the level 3 lawn area, so the area is not saturated.

The Board reviewed a proposal from Green Horizons Tree Care for annual tree trimming throughout the community on a 3 year plan. A motion was made, seconded, and carried to approve the proposal as submitted for a cost of \$3,833.00 for the first year.

Maintenance: A walk-thru inspection of the Community was conducted on 12/18/2020 by one Board Member and the Community Manager. No other action was taken or needed at this time.

New light fixtures were installed on all of the garages on the 7835 and 7839 buildings to the full satisfaction of the residents. An additional twenty-seven (27) light fixtures are approved for purchase on the community credit card pending confirmation on the final count.

The Board reviewed a proposal from 360 Community Maintenance to perform gutter/carport roof cleaning. After review and discussion, a motion was made, seconded, and carried to approve the proposal for a cost of \$6,500 with condition that cleaning of the carport roofs are more clearly defined in the proposal.

360 Community Maintenance has inspected the community and marked out potential trip hazards to be addressed. 360 has already removed most all of the trip hazards with the remaining in process of removal.

UNFINISHED BUSINESS

SDG&E Community Gas Line Project: SDG&E has begun the replacement of all old gas lines to each unit in the community. Their notifications to the community were not adequate or timely. The asphalt on each level is being cut into in order to replace the old gas lines. SDG&E is supposed to replace the asphalt they removed in a like manner. The project began on level 1 and are now beginning work on level 3.

The Association has been insisting on better communication be provided to the residents as the project moves forward. The Association may obtain the opinion of an asphalt consultant to assist in determining if the asphalt has been replaced by SDG&E properly.

Level 1 Parking Space Striping Review: Eagle Paving has re-striped the level 1 parking area in an unsatisfactory manner. The spaces appear to be too narrow and are variable in width. Eagle will be requested to black out the current lines and repaint them properly per markings and guidance provided by Board Members.

Level 3 Pool Resurfacing: Aquaspecs is tentatively scheduled to begin the resurfacing of the level 3 pool on January 18, 2021. Pool Care Solutions will be instructed to not charge any service fees during the period that the pool is being worked on.

Asphalt Sealing and Restriping: The sealing of the asphalt will be scheduled some time in April/May of 2021 to allow time for the new asphalt to fully cure. Sealing of the asphalt was included in the proposal from Eagle and has been paid for. Management shall attempt to contact the owners of the well water facility at the adjoining property for use of the lot for parking during the sealing of the asphalt.

Insurance Renewal Discussion: The Association's master policy expires on 2/4/2021. Management has attempted to obtain competing bids for review at the next Board meeting with no success. The renewal proposal from Farmers is approximately 36% higher than the previous year. After further review and discussion, a motion was made, seconded, and carried to approve the proposal as submitted for a cost of \$33,405 which includes workers compensation insurance. The additional cost was not known at the time so is not included in the current 2021 budget.

NEW BUSINESS

2021 Painting Project Scope of Work Review: The Board was provided a scope of work for the buildings for the 2021 painting project. Contractors must identify up front if there are patio covers or any other obstacles that may add cost to the project if not remedied prior to work scheduled. Patio covers will be inspected at the start of each annual paint project to allow sufficient time for unit owners to respond to any concerns regarding their patio cover and access for the painters. The contractors will be required to breakdown their proposal per building for wood painting and separate cost for stucco/hardiboard painting per the reserve study. Proposals will be reviewed at the next scheduled board meeting.

Balcony Inspection Legislation: A new statute to the Davis Sterling Act effective 1/1/2020, adds a requirement for Associations to perform inspections of balconies the Association has an obligation to maintain. The inspections are to be performed by a licensed structural engineer or architect. The first inspections must be completed by the end of 2024 and be re-inspected on a 9 year cycle. There are 33 balconies counted in the community. Felicia Baker and Bobby Bonfanti from AD Magellan were present to answer questions regarding new Senate Bill No. 326. This item has tabled until further notice.

Common Area Wood Fencing: The Board has instructed that 360 Maintenance inspect all of the common wood fencing to determine which fencing should be replaced first in a priority order. This item will remain on the agenda for further review and discussion.

Vehicle Charging Station Review: As electric vehicles become more common, there will eventually be a need for unit owners to install charging stations. Management has drafted proposed rules and guidelines for board review. A motion was made, seconded, and carried to approve the proposed guidelines for distribution to the membership for a 30 day review and comment period prior to adopting.

Common Water Pressure Regulators: Management has requested a proposal from JC Plumbing to inspect and replace any malfunctioning common water pressure regulators. This item will remain on the agenda.

Rule Amendments Review: The Board has approved adding solar array/equipment maintenance to the Maintenance Matrix as a unit owner responsibility. The Board has approved adding individual water shutoffs and pressure regulators to the Maintenance Matrix as a unit owner responsibility. A copy of the Maintenance Matrix will be sent along with the new vehicle charging guidelines to the membership.

Solar Installation Guidelines Review: The Board reviewed draft guidelines for individual unit owners to install photovoltaic solar arrays and equipment. The guidelines have been approved with condition that the required deposit cost be adjusted to actual costs incurred by the Association for the Electrician and Roofer inspections.

Board Meeting Times: The Board has approved beginning the regularly scheduled board meetings at 6:00 p.m. moving forward.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 8:01 p.m. to the Executive Session review correspondence, and to discuss violation and collection matters.

Secretary

Date

The next meeting of the Board of Directors is scheduled for 3/3/2021