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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 3, 2021
MINUTES

The Meeting was called to order by the Association President at 6:00 p.m.

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

Also Present: Joseph G. Apparito, CAI Community Manager
One (1) Homeowner/Member

OPEN FORUM

A Member expressed concerns with the new development on the adjoining property creating additional pest and rodent issues as well as dust issues. Comments were made regarding the current paint project in progress as well. The Member remained to observe the remainder of the meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of September 1, 2021. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of September 1, 2021, in which homeowner correspondence was reviewed, the violation log and the delinquent account log were reviewed. A motion was made, seconded, and carried to approve the Minutes as presented.

FINANCIAL REPORT

Period Ending 8/31/2021: The operating account balance is \$14,069. The combined reserve account balance is \$816,282. The accounts receivable total is \$8,034. Income for this period is \$60,091 with expenses of \$58,149. The total assets for this period are \$838,211. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 9/30/2021: The operating account balance is \$13,105. The combined reserve account balance is \$823,318. The accounts receivable total is \$9,723. Income for this period is \$57,242 with expenses of \$58,205. The total assets for this period are \$845,972. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Draft 2022 Reserve Study: The Board reviewed a draft of the 2022 Reserve Study prepared by Barrera & Company. The current draft indicates the Association is approximately 44% funded. A motion was made, seconded, and carried to approve the 2022 Reserve Study as presented.

Draft 2022 Budget Review: The Association Treasurer provided the Board a report and a draft of the 2022 budget outlining the budget funding. Due to large increases in trash/recycle services, insurance, and janitorial services, there is a need for an assessment increase. All of the Association's vendors have indicated there will be price increases in 2022. The draft reflects an increase for 2022 from the current \$370/mo. to \$390/mo. A motion was made, seconded, and passed with five (5) ayes and two (2) nays to approve the 2022 budget as presented.

2021 Independent Financial Review: Pursuant to California Civil Code, a review of the Association's Financial Statements must be performed by an independent and licensed California CPA. A motion was made, seconded, and carried to approve the proposal submitted by Gregory V. Villard, CPA to perform the financial review for a cost of \$950.00.

Assessment Lien Approvals: A motion was made, seconded, and carried to approve recording an assessment lien against the properties with assessor parcel numbers 386-300-36-02 and 386-300-37-27 in the event payment is not received by the deadline imposed in the Intent to Lien Letter. The Board also designates Green, Bryant, and French, LLP as the authorized agent for signing and recording said lien.

REPORTS

Landscape: A walk-thru inspection of the Community landscape was conducted on 10/15/2021 with the Community Manager and the Landscape Supervisor present. A report was provided to the Board for their review. It was reported that Palm Tree seedlings are sprouting on levels 1 and 2. This will be brought to the attention of the landscapers to remove as they see them.

Maintenance: A walk-thru inspection of the Community was conducted on 10/15/2021 by the Community Manager. Maintenance is performed under agreement for 14 hours per month with safety issues as a priority and any other maintenance related matters pushed off to the following month in order to stay in budget. No other issues were reported at this time.

UNFINISHED BUSINESS

2021 Painting Project Review: PrimeCo Painting is performing the 2021 painting project. Buildings 7855, 7857, 7867, 7881, 7883, 7893, 7895, and 7897 are scheduled for this year. PrimeCo will provide a boom lift to operate over and around any patio covers. Residents have been provided notices with additional information and instructions. PrimeCo has been requested to post notices at the carports and garages as well. Inspections have been performed periodically with PrimeCo, Board Members, and Management present.

Proposals have been obtained for the prep and painting of the six (6) balcony metal railings located on the 7819, 7823, and 7827 building. A motion was made, seconded, and carried to approve the proposal from 360 Maintenance for a cost of \$1,290.00.

Pool Fencing & Gates Maintenance: The Board reviewed several competitive proposals to prep and paint the pool fences and gates. After further review and discussion, a motion was made, seconded, and carried to approve the proposal from Enterprise Coating for a cost of \$3,960.00.

NEW BUSINESS

Wood Fencing Replacement: Wood fencing between adjacent owners is determined to be Association responsibility. Per Alpine Fence: The fences vary in length and are mostly between 10' and 16' long and average approximately \$70 per lineal foot to replace. Owners must submit any repair/replacement requests in writing along with pictures. Maintenance will then schedule inspection to determine if repair or replacement is needed. The old wood fencing between units will be replaced like-for-like with new wood fencing if needed.

Rain Gutters & Downspouts Maintenance: A proposal will be obtained from the Association's Roofer – Paradise Roofing to clean out any rain gutters and downspouts as needed throughout the community.

Laurel Heights Development: The project involves the construction of 80 condominium units on a 7-acre portion of a 10 acre property at 7739 Mission Gorge Road. Management has setup a point of contact for this project to address any concerns that may arise.

Holiday Decorating Contest: The Board has approved a holiday decorating contest with a first prize of \$100 gift card, a second prize of \$75 gift card, and a third prize of \$50 gift card. Notice with guidelines will be posted on the community website as well as all bulleting boards.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 6:55 p.m. to the Executive Session to review correspondence, and discuss violation and collection matters.

Pepper BOD

Date

The next meeting of the Board of Directors is scheduled for 1/5/2022