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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 18, 2020  
MINUTES**

The Meeting took place via electronic communication at the office of 360 Community Management located at 10769 Woodside Avenue #210 in Santee, CA 92071.

<b>Directors Present:</b>	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer
	Carrie Barong	Director
	Rhonda Bellavia	Director
	Tina Wick	Director

<b>Directors Absent:</b>	Ashley Borja	Secretary
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**Also Present:** Joseph G. Apparito, CCAM Community Manager

**APPROVAL OF PREVIOUS MEETING MINUTES**

The Board reviewed the Open Session Meeting Minutes of January 15, 2020. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of January 15, 2020 in which homeowner correspondence was reviewed, the violation log was reviewed, and the delinquent account log was reviewed. The Board also met with a unit owner upon their request. A motion was made, seconded and carried to approve the Minutes as presented.

**FINANCIAL REPORT**

**Period Ending 12/31/2019**

The combined reserve account balance is \$779,264. The operating account balance is \$24,094. The accounts receivable total is \$15,038. Income for this period is \$71,851 with expenses of \$60,348. The total assets for this period is \$818,397. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

**Period Ending 1/31/2020**

The combined reserve account balance is \$801,227. The operating account balance is \$24,767. The accounts receivable total is \$16,395. Income for this period is \$57,041 with expenses of \$56,369. The total assets for this period is \$842,389. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

## **2020 Reserve Study Proposal**

The Board reviewed a proposal from Barrera & Company to prepare the 2020 reserve study. A motion was made, seconded and carried to approve the proposal as submitted.

### **Assessment Lien Approvals**

Upon a motion made, seconded and carried, the Board resolves and authorizes that a Lien be recorded on the properties with Assessor Parcel Numbers 386-300-37-30, 386-300-36-42, 386-300-36-36 and 386-300-36-26 in the event payment is not received by the deadline imposed in the Intent to Lien Letters.

## **COMMITTEE REPORTS**

### **Landscape**

A walk-thru inspection of the Community landscape was conducted with the landscapers on 2/17/2020 with the Landscapers and Community Manager present. A report was provided to the Board for their review.

The Board reviewed a proposal from Green Horizons to install 1 15-gallon Crepe Myrtle near the front of the 7891 building. The area will be inspected during the next scheduled walk-thru to determine if a tree is actually needed in this area. A motion was made, seconded and carried to approve the proposal for a cost of \$175.00 if it is determined to be needed.

The Board reviewed a proposal from Green Horizons to apply 6 bags of turf herbicide pre-emergent to all of the turf areas to assist in the control of weeds. A motion was made, seconded and carried to approve the proposal as submitted for \$480.00.

Landscape maintenance proposals have been obtained for pricing comparison. Green Horizons currently is paid \$5,082.00 per month. A proposal was received from Green Valley Landscape for \$5,260.00 per month. A proposal was received from Heritage Landscape for \$7,200.00 per month. Each of the competing bidders stated that the property is in very good shape. The Association shall remain with Green Horizons.

### **Maintenance**

A walk-thru inspection of the Community was conducted on 12/20/2019 by the Community Manager and a Board Member. Janitorial will be instructed to better maintain and keep the doggie stations stocked.

The Board reviewed a building maintenance agreement provided by 360 Maintenance. The agreement is to perform 16 hours per month of general building maintenance for a cost of \$720.00 per month. A motion was made, seconded and carried to approve the agreement as submitted.

## **UNFINISHED BUSINESS**

### **Damaged Asphalt Repair/Replace Review**

This item has been tabled to the March 2020 Board meeting. The Board will be provided the latest, updated bids and recommendations.

### **Concrete Trip Hazard Repair/Replace Review**

The Board reviewed a proposal from BPR Inc. to remove concrete trip hazards throughout the community. This item has been tabled to the next meeting pending obtaining additional information on work specifications and clarity on when root block can and should be used. The landscapers will be contacted to determine if they are capable of this type of work and to provide a proposal if they are.

### **NEW BUSINESS**

**Election Rules Review/Approval:** The California Legislature has recently made several changes to the election process for HOA's. In order to comply with these new laws, the Association must amend its Election Operating Rules. A copy of the new Election Operating Rules has been provided to the Board. After review and discussion, a motion was made, seconded and carried to approve the distribution to the Membership for a twenty-eight (28) day review and comment period prior to being adopted by the Board at an open session board meeting.

### **Reserved Parking Review/Discussion**

There is currently one reserved parking space available. The unit owner that had previously expressed interest is no longer interested. Notices will be posted on all bulletin boards announcing that reserved space 2 is available on level 3 for \$75 per month.

### **Proposed Dog Park Fencing Proposal**

The Board reviewed a proposal from Alpine Fence to install chain link fencing around the turf area at the level 5 parking area with options for a 4' tall fence and a 5' tall fence and made of black vinyl coated or galvanized. After further discussion, this item has been tabled to the next meeting to allow further thought by board members as well as research any additional costs including a new doggie station, new signage as recommended by the insurance carrier as well as monthly cleaning and maintenance costs. Management shall confirm if this project would be funded through the operating account or through the reserve account.

### **Damaged Fence Replacement Proposal**

The Board reviewed a proposal from Alpine Fence to replace 72' of damaged wood and chain link fencing between level 3 and 4 alongside of building 7889 with vinyl. A motion was made, seconded and carried to approve the proposal as submitted for a cost of \$2,475.00.

### **Annual Insurance Renewal Proposals Review**

The Board reviewed competing proposals for the annual master policy insurance renewal. After review and discussion, a motion was made, seconded and carried to approve the proposal from Berg Insurance as submitted for an annual premium of \$24,637.00 which includes Workers Compensation Insurance.

**Carport/Garage Roof Maintenance Proposal Review**

The Board reviewed a proposal from Paradise Roofing to provide all labor, equipment and materials to perform roof maintenance to 23 carport and garage buildings including the clearing out of all rain gutters and downspouts. A motion was made, seconded and carried to approve the proposal as submitted for a cost of \$12,640.

**Residential Roof Maintenance Proposal Review**

The Board reviewed a proposal from Paradise Roofing to provide all labor, equipment and materials to perform roof maintenance to 23 residential buildings including the clearing out of all rain gutters and downspouts. A motion was made, seconded and carried to approve the proposal as submitted for a cost of \$25,280.

**2020 Painting Project**

The 2020 painting project shall be on the next agenda for review and discussion.

**ADJOURNMENT**

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:16 p.m. to the Executive Session to review correspondence and to discuss violation and collection matters.

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**Secretary**

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**Date**

**The next meeting of the Board of Directors is scheduled for 5/6/2020**