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

The Meeting was called to order by the Association President at 6:01 p.m.

Directors Present:	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer
	Carrie Barong	Director
	Tina Wick	Director
	Rhonda Bellavia	Director
Directors Absent:	Ashley Borja	Secretary
Also Present:	Joseph G. Apparito, CAI	Community Manager
	Two (2) Homeowners	

OPEN FORUM

Members were present to ask questions regarding community rules, asphalt work and an update on progress of the SDG&E gas line replacement project throughout the community. A member requested that the Board consider converting the landscape area between buildings 7857 and 7859 into a turf area. The member also expressed their support for a community dog park. A member expressed concerns regarding overwatering of the landscape.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of January 6, 2021. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of January 6, 2021 in which homeowner correspondence was reviewed, the violation log and the delinquent account log were reviewed. Issues regarding an unapproved solar installation were discussed. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of January 19, 2021 in which the Board met with The Association's Insurance Agent to discuss insurance related matters and also met with the Association's Attorney to discuss unapproved solar installation issues and actions. A motion was made, seconded, and carried to approve the Minutes as presented.

FINANCIAL REPORT

Period Ending 12/31/2020: The operating account balance is \$12,405. The combined reserve account balance is \$700,336. The accounts receivable total is \$8,548. Income for this period is \$46,506 with expenses of \$59,914. The total assets for this period are \$721,291. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 1/31/2021: The operating account balance is \$16,426. The combined reserve account balance is \$720,423. The accounts receivable total is \$8,728. Income for this period is \$63,315 with expenses of \$59,294. The total assets for this period are \$745,578. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Reserve Study Proposal Review: The Association Treasurer provided the Board a report on a proposal submitted by Smart Property to perform the current year reserve study. After further review and discussion, a motion was made, seconded, and carried to approve the proposal with option for a 3 year plan which includes 1 full reserve study with on-site visit for 2021 for \$1,890 and for 2 updates without site visit for 2022 and 2023 for \$630 each year.

COMMITTEE REPORTS

Landscape: A walk-thru inspection of the Community landscape was conducted on 2/19/2021 with three Board Members, the Community Manager, and the Landscape Supervisors present. A report was provided to the Board for their review. The landscapers have been instructed to inspect and adjust the irrigation throughout the year by an average of 20% if possible. Irrigation water savings continues to be a high priority.

Maintenance: A walk-thru inspection of the Community was conducted on 2/19/2021 by three Board Members and the Community Manager. Maintenance is performed under agreement for 18 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.

There are twenty-seven (27) garage light fixtures remaining to be replaced with new LED fixtures.

360 Community Maintenance has performed rain gutter/carport roof cleaning to their limit throughout the community. A drone inspection will be performed by 360 to determine what rain gutters remain to be cleaned and if 360 is able to perform the work on the remaining rain gutters. This matter will remain open for further review and discussion.

UNFINISHED BUSINESS

SDG&E Community Gas Line Project: SDG&E is nearing completion of the replacement of all old gas lines to each unit in the community. Notifications to the community have not been adequate or timely. The asphalt on each level is being cut into in order to replace the old gas lines. SDG&E is required to replace the asphalt they removed in a like manner. The project began on level 1 and are now beginning work on level 5. The Association will obtain the opinion of an asphalt consultant to assist in determining if the asphalt has been replaced by SDG&E properly.

The sealing of the asphalt will be scheduled some time after the SDG&E project is complete. 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.

2021 Painting Project Proposals Review: The Board was provided several competing proposals to perform the 2021 painting project. The contractors were required to

breakdown their proposal per building for wood painting and separate cost for stucco/hardiboard painting per the reserve study. After further review and discussion, a motion was made, seconded, and carried to approve the proposal from PrimeCo Painting for a cost of \$45,764.68.

NEW BUSINESS

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.

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 amended Maintenance Matrix was sent along with a draft solar installation guidelines and new vehicle charging guidelines to the membership for a 30 day review and comment period. The amended rules and guidelines may be adopted at the regularly scheduled board meeting on May 5, 2021.

Community FHA Renewal Proposals: The Board reviewed several competing proposals to perform recertification of the community FHA status. After further review and discussion, a motion was made, seconded, and carried to approve the proposal from CAPCA for a cost of \$599.00. Community recertification is required every 2 years.

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. This item has tabled until further notice.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 6:35 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 5/5/2021