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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 5, 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
	Ashley Borja	Secretary
	Carrie Barong	Director
	Tina Wick	Director
	Rhonda Bellavia	Director

Also Present:	Joseph G. Apparito, CAI	Community Manager
	Four (4) Homeowners	

OPEN FORUM

Members were present to ask questions regarding re-opening of the pools, and an update on progress of the SDG&E asphalt project throughout the community. Members thanked the Board and Management for all of the work for the community. Members remained to observe the remainder of the meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of March 3, 2021. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of March 3, 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.

FINANCIAL REPORT

Period Ending 2/28/2021: The operating account balance is \$24,181. The combined reserve account balance is \$724,096. The accounts receivable total is \$8,019. Income for this period is \$59,754 with expenses of \$51,998. The total assets for this period are \$756,296. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 3/31/2021: The operating account balance is \$20,140. The combined reserve account balance is \$745,444. The accounts receivable total is \$8,282. Income for this period is \$62,745 with expenses of \$66,785. The total assets for this period are \$773,867. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

A CD for \$150,000 will be maturing on 7/18/2021. Research will be performed to determine the best place or CD to invest these funds. This item will remain on the meeting agenda.

Mid-Year Assessment Increase Discussion: The Association Treasurer provided the Board a report outlining the need for a mid-year assessment increase due to unexpected increases in trash/recycle service rates and insurance premiums. After further discussion, the Board agreed to not raise the monthly assessment at this time and will watch the remaining budget carefully for areas of potential savings to make up any shortfalls including reduced landscape irrigation and maintenance.

COMMITTEE REPORTS

Landscape: A walk-thru inspection of the Community landscape was conducted on 4/21/2021 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. It was reported that the small planter area at the end of the alleyway by carports 7861-A and 7859-A is not receiving irrigation. This will be reported to the landscapers to address.

Maintenance: A walk-thru inspection of the Community was conducted on 4/14/2021 by a Board Member 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 old satellite dishes left from previous owners of 7823-D and 7823-F. The HOA will offer to remove them and bill the current owners.

There are twenty-seven (27) garage light fixtures remaining to be replaced with new LED fixtures. Seventeen (17) fixtures have been ordered and delivered to the 360 office. These will be installed outside of the normal maintenance contract.

360 Community Maintenance has performed a drone inspection of the remaining rain gutter/carport roof cleaning throughout the community. Any remaining areas not easily accessible will need to be performed by a roofer or rain gutter vendor.

The damaged picnic table on level 3 will be replaced with a like table equivalent.

The Board reviewed a proposal from Kennedy Electric to replace some damaged underground wiring for lighting on levels 4 and 5. A motion was made, seconded, and carried to approve the proposal for a cost of \$731.00.

UNFINISHED BUSINESS

Asphalt Repairs & Sealing: SDG&E is nearing completion of the asphalt repairs throughout the community. The sealing of the asphalt will be scheduled 30-60 days after the SDG&E project is complete. Sealing of the asphalt was included in the proposal from Eagle and has been paid for.

Due to the critical shortage of parking, the asphalt sealing will be performed in 4 phases instead of 3 phases. Residents will be notified two weeks prior to the work scheduled and a 2nd time a few days prior to work scheduled.

2021 Painting Project Proposals Review: PrimeCo Painting is scheduling the 2021 painting project. There are approximately 39 units with some type of shade cover or patio cover that may not hold two men and a ladder in order to perform painting on the back of the units. Notices will be issued to each of these units with several options for providing access to the back of the buildings. Options include removal of the shade canopies as well as removal of any patio covers not able to support two men and a ladder.

The residents will be asked to respond within 10 days of notifications regarding their intentions. A boom lift may be rented in order to perform painting.

Any units with patio covers remaining that do not support two men and a ladder will be billed a portion of the cost to rent the boom lift.

Rule Amendments Adoption: 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 guideline, bouncy house guidelines, and new vehicle charging guidelines to the membership for a 30 day review and comment period. A motion was made, seconded, and carried to adopt the amended rules as presented to the membership.

NEW BUSINESS

Janitorial Services Proposals: The Board reviewed proposals for janitorial services at the pool areas, trash cans and doggie stations throughout the community. After review and discussion, a motion was made, seconded, and carried to approve the proposal from Mr. Janitorial for once a week service at a cost of \$420.00 per month and twice a week service at a cost of \$790.00 per month. Service will begin at twice a week for the period May-September and then once a week for the period October-April.

Pool Re-Opening Review: A motion was made, seconded, and carried for re-opening the pool areas per the State guidelines. The Board approved signage, disinfecting wipes and posting of a safe re-opening plan to be installed at the pool areas. The pool areas will be re-opened once all guidelines are met. The pool vendor will begin a summer schedule service of the pools.

2021 Annual Meeting of Members & Election: The Annual Meeting & Election is scheduled for Wednesday 9/1/2021 at 6:00 p.m. A motion was made, seconded, and carried to appoint HOA Elections of California as the Inspector of Election along with their standard election package for a cost of \$880.00.

Level 2 Additional Lighting: The Board again reviewed a proposal previously submitted by Kennedy Electric to add additional lighting in the common area between building 7823 and 7827. A motion was made, seconded, and carried to approve the proposal as submitted for a cost of \$3,431.00.

Common Area Wood Fencing: The Board reviewed a proposal from Alpine Fence to replace old and damaged wood and chain link fencing in areas around the community. A motion was made, seconded, and carried to approve the proposal for a total cost of \$11,400.00.

Pool Furniture: A motion was made, seconded and carried to approve a cost not to exceed \$600.00 to purchase pool lounges and other furniture for both pool areas.

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. Proposals are being requested from qualified vendors.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 7:14 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 7/7/2021