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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 6, 2020  
MINUTES**

The Meeting took place via audio and video conferencing (Zoom Meeting)

<b>Directors Present:</b>	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, CCAM Community Manager  
4 Unit Owners

**OPEN FORUM**

Members were free to speak on any matter of interest to the Community via Zoom Meeting Software. Each person was allowed five minutes to speak. The time guidelines ensure that others will have an opportunity to speak. Three Unit Owners remained to observe the remainder of the meeting.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The Board reviewed the Open Session Meeting Minutes of March 18, 2020. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of March 18, 2020 in which homeowner correspondence was reviewed, the violation log was reviewed, and the delinquent account log was reviewed. A motion was made, seconded and carried to approve the Minutes as presented.

**FINANCIAL REPORT**

**Period Ending 2/29/2020:** The combined reserve account balance is \$782,799. The operating account balance is \$29,115. The accounts receivable total is \$17,668. Income for this period is \$56,077 with expenses of \$51,730. The total assets for this period are \$829,582. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

**Period Ending 3/31/2020:** The combined reserve account balance is \$804,735. The operating account balance is \$22,574. The accounts receivable total is \$17,245. Income for this period is \$57,665 with expenses of \$64,206. The total assets for this period are \$844,554. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review. There were no new updates regarding CD's currently.

**2019 Year End Independent Financial Review:** A draft of the 2019 Independent Financial Review prepared by Gregory V. Villard, CPA was provided to the Board for review. The report provides the reader with an analysis of the Association's financial transactions covering the period from 1/1/2019 – 12/31/2019. A motion was made, seconded, and carried to approve the report as presented for mailing to the membership as a required annual disclosure.

### **COMMITTEE REPORTS**

**Landscape:** A walk-thru inspection of the Community landscape was conducted with the landscapers on 4/17/2020 with a Board Member and Community Manager present. A report was provided to the Board for their review. This year's tree trimming project is tentatively scheduled to begin on 6/8/2020.

The Board reviewed a proposal from Green Horizons to install fifteen 5-gallon shrubs and irrigation to a bare area behind the 7891 building. A motion was made, seconded, and carried to approve the proposal for a cost of \$525.00.

**Maintenance:** A walk-thru inspection of the Community was conducted on 4/17/2020 by the Community Manager and a Board Member. No action was taken or needed at this time.

### **UNFINISHED BUSINESS**

**Damaged Asphalt Repair/Replace Review:** Asphalt Consultant Monty Wilde was present via Zoom for this meeting. Board Members were able to ask questions and express any concerns. The Board reviewed the remaining final 3 bids. Upon a recommendation by Monty, a motion was made, seconded and carried to approve the proposal from Eagle Paving for a cost of \$229,349.27. Due to the amount of time that has passed, a new inspection will be scheduled to determine if any further damage has occurred that may need repair or replacement. The Board approved an additional \$10,000 for any further damage noted since the original statement of work was provided last year.

**Election Rules Review/Approval:** A copy of the new Election Operating Rules has been distributed to the Membership for a twenty-eight (28) day review and comment period with no comments received from unit owners. A motion was made, seconded and carried to approve the election rules as presented.

**Reserved Parking Review/Discussion:** There is currently one reserved parking space available. New notices will be placed on colored paper and 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 the additional cost to install a locking handle on the gate to match the common area key.

**2020 Painting Project:** The 2020 painting project is tentatively scheduled to begin on 6/8/2020. Empire Painting is the approved contractor for this project. Empire will distribute notices throughout the project.

#### **NEW BUSINESS**

**2020 Annual Meeting & Election:** The meeting will be held on Wednesday, September 2, 2020 at 6:30 pm in the offices of 360 Community Management located at 10769 Woodside Avenue #210 in Santee, CA 92071. There are two (2) open board seats up for election with a term of three (3) years each.

**Common Wood Fencing Replacement:** Areas of needed wood fencing replacement will be noted during regularly scheduled walk-throughs. Any report will be provided at the next meeting for review and discussion.

**Pool Area Access:** The pool areas shall remain closed until such time that a legal opinion is provided with guidelines to re-open the pool.

#### **ADJOURNMENT**

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:43 p.m. to the Executive Session to review correspondence, hold a hearing and to discuss violation and collection matters.

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**

**The next meeting of the Board of Directors is scheduled for 7/1/2020**