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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**JULY 7, 2021**  
**MINUTES**

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

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

<b>Also Present:</b>	Joseph G. Apparito, CAI	Community Manager
	Six (6) Homeowners	
	Colin J Mani, Esq.	Green Bryant & French

**OPEN FORUM**

Members were present to discuss some issues between themselves with the Board during the closed session of the meeting. 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 May 5, 2021. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of May 5, 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 4/30/2021:** The operating account balance is \$15,581. The combined reserve account balance is \$766,512. The accounts receivable total is \$7,514. Income for this period is \$58,495 with expenses of \$60,273. The total assets for this period are \$789,433. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

**Period Ending 5/31/2021:** The operating account balance is \$20,298. The combined reserve account balance is \$788,328. The accounts receivable total is \$7,631. Income for this period is \$58,025 with expenses of \$53,308. The total assets for this period are \$816,083. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

A \$150,000 CD is maturing on 7/14/2021. A motion was made, seconded, and carried to have management instruct Morgan Stanley to have the CD to rollover into the money market account at this time.

**Mid-Year Operating Funds/Dues Review:** The Association Treasurer provided the Board a report outlining the current year budget funding. Despite increases in trash/recycle services, insurance, and janitorial, there may not be a need for a mid-year assessment increase.

**Assessment Lien Approval:** Upon a motion made, seconded, and carried, the Board resolves and authorizes that a Lien be recorded on the property with Assessor Parcel Numbers 386-300-37-36 in the event payment is not received by the deadline imposed in the Intent to Lien Letter.

### **COMMITTEE REPORTS**

**Architectural:** 7839-A – requested approval to replace their windows. After further review and discussion, a motion was made, seconded, and carried to approve the request as submitted.

7883-B – requested approval to replace their windows. After further review and discussion, a motion was made, seconded, and carried to approve the request as submitted.

7859-H – requested approval to install a photovoltaic solar system on the carport roof of their unit. After further review and discussion, a motion was made, seconded, and carried to approve the request as submitted.

**Landscape:** A walk-thru inspection of the Community landscape was conducted on 6/18/2021 with the Community Manager and the Landscape Supervisors present. A report was provided to the Board for their review. The landscapers have been inspecting and adjusting the irrigation throughout the year to achieve a savings of an average of 20% if possible.

The Board reviewed a proposal from Green Horizons to cut back a large overgrown tree to allow a newer tree to flourish better. This item will remain on the agenda pending board members looking at the area next to the 7899 building.

The Board reviewed a proposal from Green Horizons to plant several new shrubs and install mulch to a bare area on the west side of the 7823 building. A motion was made, seconded, and carried to approve the proposal as submitted for a cost of \$580.00.

The Board reviewed a proposal from Green Horizons to install several new shrubs along the sloped area in front of the 7835 building. This item has been tabled.

**Maintenance:** A walk-thru inspection of the Community was conducted on 6/18/2021 by a Board Member and 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.

There are seven (7) garage light fixtures remaining to be replaced with new LED fixtures. These will be ordered and delivered to the 360 offices. These will be installed outside of the normal maintenance contract and from reserve funding. This will complete the garage light fixture replacement project.

The damaged picnic table on level 3 has been replaced with a like table equivalent, to the full satisfaction of the Board. Alpine Fence has begun approved damaged fencing replacement.

### **UNFINISHED BUSINESS**

**Asphalt Repairs & Sealing:** Eagle Asphalt has completed the sealing of the asphalt on all levels to the full satisfaction of the Board. There were very minimal issues that occurred during the project. An inspection will be scheduled to determine if additional red curbs and fire lanes need to be painted.

**2021 Painting Project Review:** PrimeCo Painting has tentatively scheduled the 2021 painting project to begin on 8/2/2021. PrimeCo will provide a boom lift to operate over and around any patio covers. Residents will be provided notices with additional information and instructions as the date draws nearer. PrimeCo will be requested to provide pricing for prepping and painting the 2 pool fences and gates as well as all of the restroom floors.

### **NEW BUSINESS**

**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 The Secret Ballot as the Inspector of Election along with their standard election package for a cost of \$850.00. The previously approved company has been rejected at this time due to concerns of management.

**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 for board review.

### **ADJOURNMENT**

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 7:13 p.m. to the Executive Session to review correspondence, discuss violation and collection matters and meet with a unit owner at their request.

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

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

**The next meeting of the Board of Directors is scheduled for 9/1/2021**