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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 1, 2021**  
**MINUTES**

The Meeting was called to order by the Association President at 6:16 p.m. immediately following the annual meeting of members and election.

<b>Directors Present:</b>	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer
	Ashley Borja	Secretary
	Carrie Barong	Director
	Tina Wick	Director
<b>Directors Absent:</b>	Rhonda Bellavia	Director
<b>Also Present:</b>	Joseph G. Apparito, CAI One (1) Homeowner	Community Manager

**OPEN FORUM**

Members were present to observe the meeting.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The Board reviewed the Open Session Meeting Minutes of July 7, 2021. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of July 7, 2021, in which homeowner correspondence was reviewed, the violation log and the delinquent account log were reviewed. A unit owner IDR was held. A motion was made, seconded, and carried to approve the Minutes as presented.

**FINANCIAL REPORT**

**Period Ending 6/30/2021:** The operating account balance is \$14,919. The combined reserve account balance is \$809,818. The accounts receivable total is \$7,877. Income for this period is \$58,240 with expenses of \$62,619. The total assets for this period are \$832,440. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

**Period Ending 7/31/2021:** The operating account balance is \$12,127. The combined reserve account balance is \$797,655. The accounts receivable total is \$8,059. Income for this period is \$58,060 with expenses of \$60,851. The total assets for this period are \$817,667. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

**Draft 2022 Reserve Study:** The Board reviewed a first draft of the 2022 Reserve Study prepared by Barrera & Company. The current draft indicates the Association is approximately 53% funded.

Wood fencing between adjacent owners is determined to be Association responsibility and will be added to the reserve study. The Board has until the next meeting scheduled on 11/3/2021 to review and ask any questions. The final draft will be on the next meeting agenda for approval.

**Draft 2022 Budget Review:** The Association Treasurer provided the Board a report and a draft of the 2022 budget outlining the budget funding. Due to large increases in trash/recycle services, insurance, and janitorial services, there is a need for an assessment increase. All of the Association's vendors have indicated there will be price increases in 2022. The draft reflects an increase for 2022 from the current \$370/mo. to \$390/mo. This item will remain on the agenda for further review and vote for approval at the next regularly scheduled meeting.

### **COMMITTEE REPORTS**

**Architectural:** 7835-H – requested approval to replace their sliding patio glass door. After further review and discussion, a motion was made, seconded, and carried to approve the request with condition that the contractors insurance list Pepper Townhomes as additional insured for this project.

7859-B – requested approval to install a photovoltaic solar system. After further review and discussion, a motion was made, seconded, and carried to approve the request with condition that the contractors insurance list Pepper Townhomes as additional insured and that all guidelines are met and approved by the Association's Roofer and Electrician.

7827-G – requested to replace the windows on their unit. After further review and discussion, a motion was made, seconded, and carried to approve the request with condition that the contractors insurance list Pepper Townhomes as additional insured for this project.

**Landscape:** A walk-thru inspection of the Community landscape was conducted on 8/20/2021 with the Community Manager, Association President, and the Landscape Supervisor 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. Some maintenance issues were reported at the meeting. Additional board members will join the inspection next month.

**Maintenance:** A walk-thru inspection of the Community was conducted on 8/20/2021 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. No other issues were reported at this time.

### **UNFINISHED BUSINESS**

**2021 Painting Project Review:** PrimeCo Painting has begun the 2021 painting project. Buildings 7855, 7857, 7867, 7881, 7883, 7893, 7895, and 7897 are scheduled for this year. PrimeCo will provide a boom lift to operate over and around any patio covers. Residents have been provided notices with additional information and instructions PrimeCo has been requested to provide pricing for prepping and painting the 2 pool fences and gates.

PrimeCo has also been requested to post notices at the carports and garages. Work is scheduled to begin on 9/2/2021.

**NEW BUSINESS**

**Wood Fencing Replacement:** Wood fencing between adjacent owners is determined to be Association responsibility. Per Alpine Fence: The fences vary in length and are mostly between 10' and 16' long and average approximately \$70 per lineal foot to replace. Vinyl averages only a few more dollars per lineal foot. The old wood fencing will be replaced like-for-like with new wood fencing. Replacement cost will be built into the reserves.

**Rain Gutters & Downspouts Maintenance:** 360 Maintenance has completed cleaning of most rain gutters and downspouts in the community. A list of rain gutters that they were not able to access has been provided for board review. A proposal will be obtained from Associated Construction Professionals to complete the list as well as an option for cleaning any areas needing cleaning per lineal foot.

**Insurance Claims Discussion:** Due to a recent claim filed against the master policy, the Association will lose it's 15% annual discount over 3 years for no claims history. 5% of the discount is returned each year going forward if there are no new claims, until after 3 years the full 15% discount is back in place. Moving forward, with any future claim submitted, all information shall be compiled including possible costs involved for review by the Board to determine if the Association should allow the claim or pay out of pocket if it is in the best interests of the Association.

**County Health Updates:** There has been no updates provided by County Health regarding use or restrictions of any facilities in the community including the pool area.

**Waste Management:** Waste Management has been billing for 35 gallon bin service when in fact all Pepper residents have 64 gallon bins. Waste Management has committed to correcting the billing, so it reflects 158 – 64 gallon trash bins and no other charges for the trash portion of the billing.

**ADJOURNMENT**

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 7:19 p.m. to the Executive Session to review correspondence, and discuss violation and collection matters.

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**Pepper BOD**

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**Date**

**The next meeting of the Board of Directors is scheduled for 11/3/2021**