

Pepper Townhomes Association

REGULAR MEETING MINUTES

SEPTEMBER 11, 2019

CALL TO ORDER

The Association President called the meeting to order at 6:30 PM in the offices of PHOAC located at 8181 Mission Gorge Road, Suite C, San Diego, CA 92120.

ATTENDANCE

Directors Present

President: Robert Reed
Vice President: Mike Dayton
Secretary: Ashley Borja
Treasurer: Jim McCorkle (via teleconference)
Director: Tina Wick

Directors Absent

Director: Carrie Barong
Director: Rhonda Bellavia

Others Present:

PJ Chandler with PHOAC, Inc., and three(3) unit owners.

HOMEOWNER FORUM

The unit owners in attendance addressed questions and concerns with the Board at this time. There was no Board action required. Issues discussed were follow up from an IDR and issues with a homeowner and his neighbor.

MEETING MINUTES

Upon a motion duly made, seconded and unanimously carried, the Board approved the July 31, 2019 Regular Meeting minutes as presented.

Upon a motion duly made, seconded and unanimously carried, the Board approved the July 31, 2019 Executive Meeting minutes as presented in which the Board met with a unit owner upon their request, held due process violation hearings and reviewed the violation log.

FINANCIAL REPORTS

Upon a motion duly made, seconded and unanimously carried, the Board accepted the June and July 2019 financial reports as presented.

New CD Account

It was agreed to table review for opening up new CD accounts until the November meeting.

Delinquencies:

The Board reviewed the current delinquency report. The Board unanimously tabled discussion regarding delinquent accounts to Executive Session.

Liens: The Board reviewed the account ledger for APN: 386-300-38-04. A motion was made, seconded and passed to move forward in the collection process and file a lien on this account.

Foreclosure: The Board reviewed the account ledger for the unit located at APN: 386-300-36-02. A motion was made and seconded to approve moving forward in the collection process and start the foreclosure process.

Move in / Move Out Procedures

It was noted that the charges and payments for any move in or move outs since January had all been input into the system. All would be reflected in the August financial statement.

COMMITTEE REPORTS

Architectural Report: The Board reviewed the following application. Decisions were made by proper motion.

7855 Rancho Fanita, Unit F: Retrofit windows – Approved as submitted

Landscape Report:

The Board reviewed a report for this period with no other action needed. It was noted that the morning glory had not been removed. Management was asked to obtain a proposal from Green Horizons to skin the palm tree located outside 7879 Rancho Fanita Dr.

Maintenance Report:

Robert gave brief report to the Board. There was no Board action required.

UNFINISHED BUSINESS

Asphalt Replacement Proposals: It was agreed to table until the November meeting.

Wood Painting Project: Management reported that John Marsh would be attending meeting to go over painting project. It was noted that he was not present for meeting.

SDG&E Easement: Management reported that SDG&E had approved installing a gate as a compromise so they could have access. Management was asked to obtain sign off from SDG&E as to what type of gate they wanted to installed.

2nd Reserved Parking Space: It was noted that 7861-I needed to be sent a letter informing them that they were not authorized to park in the reserved space.

NEW BUSINESS

2020 Operating Budget: It was agreed to table until the November meeting.

1120 Tax Form: It was agreed to table until the November meeting.

Waste Management Overbilling: Management reported that Waste Management had been requested by a resident to deliver two large 96 gallon trashcans. It was noted that Waste Management had been instructed to switch those out for the smaller sized trashcans everyone else had within the community and to revise their bill to remove the higher charges for the larger cans. It was noted that Waste Management had been instructed to only take direction from the Board or the management company. Homeowners were not authorized to make changes on the account.

Roof, Rain Gutter, Down Spout & Drain Cleaning: Management indicated RFP's were sent out requesting proposals for this project.

Homeowner Communications: The Board reviewed all correspondence submitted this period. There was no Board action required.

MANAGEMENT REPORTS

Action List: Management explained forthcoming reports that will be presented to the Board.

Work Order Log: The Board reviewed the work order log. There was no Board action required.

Property Inspection: The Board reviewed the property inspection report. There was no Board action required.

Next Meeting Date: The next meeting will be held on Wednesday, November 20, 2019 at 6:30 PM in the offices of 360 Community Management, Inc.

ADJOURNMENT

With no further business to come before the Board, the Regular meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Board Secretary Signature

Date