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**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 2, 2020
MINUTES**

The Meeting took place immediately following the annual meeting of members & election scheduled at 6:30 just prior to this meeting via electronic audio and video conferencing (Zoom Meeting)

Directors Present:	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
Approximately 4 Unit Owners

OPEN FORUM

Members were present and all expressed opposition to proposed centrally located trash dumpsters and to a proposed dog park. Concerns regarding poor timing for doing the asphalt project, alleyways not being completed, parking issues, notification issues and trash issues during the asphalt project. A Member asked if the alleyways can be sealed now. All Members present expressed their desire for the pools to be re-opened. A Member expressed their satisfaction with the new light fixtures on the 7897 garages.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of July 1, 2020. A motion was made, seconded, and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of July 1, 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 6/30/2020: The combined reserve account balance is \$864,728. The operating account balance is \$32,985. The accounts receivable total is \$6,544. Income for this period is \$70,039 with expenses of \$59,834. The total assets for this period are \$904,258. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 7/31/2020: The combined reserve account balance is \$871,474. The operating account balance is \$30,443. The accounts receivable total is \$3,872. Income for this period is \$59,220 with expenses of \$61,761. The total assets for this period are \$905,790. A motion was made, seconded, and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Draft 2021 Reserve Study: The Association Treasurer provided a brief summary of the 2021 draft reserve study. The Association has successfully addressed 3 large projects this year – roof maintenance, current year scheduled paint project and asphalt repair and replacement. This item has been tabled for approval to the next meeting.

Draft 2021 Budget: The Association Treasurer provided a report on the 2021 draft budget. The draft calls for an increase of approximately \$14 per unit, per month to fully cover increases in every category of the budget. After further review and discussion, the treasurer will provide 2 separate budget drafts at the next meeting, one with a \$14 increase and one with no increase. This item has been tabled for review and approval to the next meeting.

COMMITTEE REPORTS

Architectural: 7889-E requested approval to replace their windows with retro-fit windows. After review, a motion was made, seconded, and carried to approve the request with conditions that the windows must have white trim and may not have grids or grilles. A copy of the contractor's insurance naming Pepper as additional insured must be submitted.

Landscape: A walk-thru inspection of the Community landscape was conducted with the landscapers on 8/21/2020 with the Community Manager and Landscape Supervisor present. A report was provided to the Board for their review. Several Mexican Fan Palm seedlings noted throughout the property will be removed by the landscapers. The Board reviewed a proposal from Green Horizons to replace plant matter that was destroyed by gophers on level 4 alongside of the 7895 building. A motion was made, seconded, and carried to approve the proposal as submitted for a cost of \$1,060.00.

Maintenance: A walk-thru inspection of the Community was conducted on 8/21/2020 by the Community Manager and a Board Member. New light fixtures were installed on all of the garages on the 7897 building to the full satisfaction of the residents. Fixtures will be replaced as materials are available. No other action was taken or needed at this time.

UNFINISHED BUSINESS

Damaged Asphalt Repair/Replace Review: Eagle Paving has not fully completed the asphalt project. Asphalt curbing installation is not complete as well as striping throughout the community is not complete. A final inspection will be performed to confirm all work has been completed after these pending matters are addressed. The asphalt consultant will also be present for the final inspection.

Asphalt Sealing and Restriping: The sealing of the asphalt will be scheduled approximately 60 days after the asphalt project is complete. Early and increased notifications will be provided to all residents with information and instructions. Management shall attempt to contact the owners of the well water facility next door for use of the lot for parking during the sealing of the asphalt.

2020 Painting Project: The 2020 painting project began on 6/8/2020 is tentatively completed except for issues with the 7891 building which are being addressed. Empire Painting has addressed any issues reported by residents. A final inspection will be performed. Moving forward, patio covers will be inspected at the start of each annual project to allow sufficient time for unit owners to respond to any concerns regarding their patio cover and access for the painters.

NEW BUSINESS

Pool Area Access: The pool areas shall remain closed until such time that the Association is able to meet the County Health Guidelines. A meeting is tentatively scheduled on 9/9 with Management, the Association Attorney, and the Board to discuss possible options and recommendations for opening the 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. This line item is being added to the reserve study.

Vehicle Charging Station Review: As electric vehicles become more common, there will eventually be a need for unit owners to install charging stations. The Board and Management shall work on drafting proposed rules and guidelines for this.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded, and carried to adjourn the meeting at 7:53 p.m. to the Executive Session to review correspondence, and to discuss violation and collection matters.

Secretary

Date

The next meeting of the Board of Directors is scheduled for 11/4/2020