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PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 8 2017
MINUTES

The Meeting was called to order by the Association President at 6:30 p.m. in the office of Professional HOA Consultants, Inc. 8181 Mission Gorge Road in San Diego, CA 92120.

Directors Present:	Robert Reed	President
	Mike Dayton	Vice President
	Jim McCorkle	Treasurer
	Carrie Barong	Director
	Ashley Borja	Director

Directors Absent:	Rhonda Bellavia	Secretary
	Tina Wick	Director

Also Present:	Joseph G. Apparito, CCAM	Community Manager
	Four (4) Unit Owners	

OPEN FORUM

Vehicle parking rules were discussed as well as water runoff issues during rain storms. Members remained to observe the remainder of the meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the Open Session Meeting Minutes of January 11, 2017. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of January 11, 2017 in which homeowner correspondence was reviewed, the violation log was reviewed and the delinquent account file was reviewed. A motion was made, seconded and carried to approve the Minutes as presented.

FINANCIAL REPORT

Period Ending 12/31/2016

As of period ending 12/31/2016 the combined reserve account balance is \$142,391.71. The operating account balance is \$60,791.79. The accounts receivable total is \$5,180.37. Income for this period is \$55,235.00 with expenses of \$52,749.00. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

Period Ending 1/31/2017

As of period ending 1/31/2017 the combined reserve account balance is \$144,298.05. The operating account balance is \$68,280.69. The accounts receivable total is \$3,554.28. Income for this period is \$54,817.00 with expenses of \$55,226.00. The Treasurer also provided a report on ever increasing water rates and the possible effects on future budgets. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

2017 Draft Reserve Study Review

The Board reviewed a draft 2017 reserve study report provided by Barrera & Company. The report will be reviewed in detail and any adjustments or amendments will be provided to Barrera to execute. Due to a recently discovered concrete foundation crack it was determined that there is no reserve funding category

for repairs such as this. After further review and discussion it was agreed that a line item labeled concrete foundation repair will be added to the reserve study. The amount of funding for this line item will be determined at future meetings. An updated report with any recommendations from Board Members will be provided for review and approval at the next Board meeting.

Banking Services and Software Changes

The operating and money market bank accounts will be moved from Pacific Western Bank to Alliance Association Bank due to integrating software capabilities and increased services available to unit owners. Owners will be notified of the bank change during the month of March. All owners will receive new coupon booklets and a cover letter explaining the changes.

For those owners who use coupons to pay their dues, they will simply start using the new coupon booklet we send them. Those owners who use our ACH program may use the same ACH information they have already provided to automatically withdraw their dues.

COMMITTEE REPORTS

Architectural

7883-A: The unit owner requested approval to replace the windows on their unit. After further review and discussion, a motion was made, seconded and carried to approve the request with conditions that the windows are replaced like for like with white trim and no grids. The contractors insurance must be provided naming Pepper Townhomes as additional insured.

Landscape

A walk-thru inspection of the Community was conducted on 2/17/2017 with the Landscape Supervisors, the Community Manager and 2 Board Members present. A report was provided for review. A walk-thru of the Community is scheduled once every month meeting in front of the 1st level pool. The previous months Walk-Thru Report is reviewed at each successive scheduled walk-thru to determine if all items have been addressed.

The Board reviewed a proposal to install 60 flats of Purple Rosea ground cover to replace the dead and dying Red Apple ground cover at the level 1 slope area in front of building 7835. After further review and discussion, a motion was made, seconded and carried to approve the proposal as submitted for a cost of \$1,800.00.

The Board reviewed a proposal to install 125 flats of Purple Rosea ground cover to replace the dead and dying Red Apple ground cover at the level 5 slope area behind the garages. After further review and discussion, this proposal was not approved at this time due to funding restrictions.

Maintenance

A walk-thru inspection of the Community was conducted on 2/17/2017 by the Community Manager and 2 Board Members. A report was provided to the Board for their review. No further action was taken or needed at this time.

The Board reviewed a proposal from Kennedy Electric to run common area electric to the exterior light located on the side of building 7883-E which is currently on the same electric meter as unit 7883-E. After further review and discussion, the proposal has been tabled pending an evening light inspection that will be conducted by 2 volunteer board members with results sent to the community manager for any action needed.

The Board reviewed a report of roof maintenance needs for building 7887 provided by Paradise Roofing. After further review and discussion, a motion was made, seconded and carried to approve the proposal as presented for a cost of \$700.00. Additional damage may be discovered while removing damaged roof shingles which would be an additional cost. Management shall obtain a proposal from Paradise Roofing to inspect all of the roofs for needed maintenance.

Pool

There are no major issues or concerns to report this period. A question was raised if the pool vendor replaced the expansion joint or pool coping at the level 3 pool last year. Subsequent to this meeting it was researched and found that the expansion joints were replaced. Management will instruct the pool vendor to verify and clarify the name of the component in and around the pool area that is in question or need of repair or replace moving forward.

UNFINISHED BUSINESS

Visitor Parking & Fire Lane Discussion

The Association Treasurer has been in contact with the Santee Fire Marshall to obtain information on adding additional parking spaces around the community. It appeared that areas on levels 3 and 4 may be available for additional parking. This item will remain on the agenda as additional information is obtained.

NEW BUSINESS

Community FHA Recertification

The Board reviewed a proposal to perform the necessary functions and submission for obtaining FHA Condo Recertification for the Community. Recertification is required every 2 years and the current certification expires 8/19/2017. After review and discussion a motion was made, seconded and carried to approve FHA Recertification for a cost of \$499.00.

West Property Line Fence Replacement

The Board reviewed a proposal from Alpine Fence to replace the damaged chain link fencing along the west side of the community with 6 foot tall almond colored vinyl fencing. Management shall attempt to contact the adjoining property owner to share in the cost of fence replacement.

Tree Trimming Proposals

The Board reviewed competing proposals to trim trees throughout the community. After further review and discussion, a motion was made, seconded and carried to approve the proposal from Green Horizons Tree Service which includes trimming 2 additional Eucalyptus trees next to building 7897 that the unit owner originally requested to be removed. The total cost of the approved proposals is \$4,150.00.

ADJOURNMENT

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:51 p.m. to the Executive Session to review correspondence, the Violation Log and the Delinquency Report.

Secretary

Date

The next meeting of the Board of Directors is scheduled for May 10, 2017