

**PEPPER TOWNEHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD MARCH 13, 2024**

Community Manager Rachael Robenolt called the meeting at 6:01 p.m. Board members present via Zoom were Robert Reed, Jim McCorkle, Ashley Borja, Tina Wick, Anthony Evans, Kellie Spurgeon & Rhonda Bellavia. Manager Rachael Robenolt was also present from 360 Community Management.

**OPEN FORUM:** Lauren noted that she is concerned about the crack on her sidewalk, as she is on the top of the slope. She also noted that the sidewalk is tilted. 7883B.

Ashley noted that 7827H owner has not come out to look at the leak that is coming out the wall. She also noted that she is concerned about water pressure on the buildings, as there have been leaks. She also noted that she would like more than one of the Board on the walk next week. Robert noted that there was a leak at 7831B/C as well.

**APPROVAL OF MINUTES:** The Board reviewed the Open & Executive Session minutes from the January 2024 meeting. After discussion, Robert moved to approve the minutes as presented. Rhonda seconded, vote was ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for December 2023 – January 2024. After discussion, Rhonda moved to approve the financials reports as submitted, subject to the CPA's year-end review, and in accordance with the California Civil Code. Jim seconded, vote was ayes, motion carried.

**APPROVAL OF LIENS:** The Board reviewed a notice of intent to lien for parcel # 386-300-38-02. A motion was made and seconded to approve the lien. Vote was all ayes, motion carried. It was resolved that the Board authorizes that a lien be recorded on the property in the event that payment in full is not received by the deadline imposed in the Intent to Lien letter.

**FINANCIAL REVIEW:** The Board reviewed the draft 2023 financial review by Sonnenberg CPA. After discussion, Robert moved to approve the review for distribution to the membership. Jim seconded, vote was ayes, motion carried.

**CONCRETE REPAIRS:** The Board reviewed the proposals for concrete replacement at 7857 & 7889. It was noted that there is also a lifted sidewalk at 7889. After discussion, Robert moved approve the proposal from ProTec. Ashley seconded, vote was all ayes, motion carried.

The Board reviewed the proposal from BPR for concrete grinding throughout the community. After discussion, Jim moved to approve the proposal, with the 7889 & 7857 areas removed. Kellie seconded, vote was all ayes, motion carried.

**SOILS ENGINEERING:** The Board reviewed the proposals for a soils engineer inspection. Management noted that they had talked to a third vendor, who had informed them that the movement did not appear to them to be anything out of the ordinary, and as such did not want to provide a quote. After discussion, Robert moved to approve the proposal from Applied Consultants. Rhonda seconded, vote was all ayes, motion carried.

**INSURANCE:** Management noted that the insurance renewal is not yet available, and that a meeting in April may be needed. The Board agreed to meet with Berg in late April if needed.

**ASPHALT CONSULTING:** The Board reviewed the proposal for asphalt consulting, for planning purposes for the 2024 asphalt work. Ashley moved to approve the proposal from AMC (Monty Wilde). Robert seconded, vote was all ayes, motion carried.

**INSPECTOR OF ELECTION:** Management noted that there is an independent notary available that can act as the Inspector of Election, in the event of a contested 2024 Board of Directors election, at a cost of \$1.50 per door (\$237.00 total), as opposed to the \$1,000+ for an election company. Rhonda moved to approve the use of the notary as the IOE, in the event of a contested election. Ashley seconded, vote was all ayes, motion carried.

**SOLAR SYSTEM INSPECTION:** The Board reviewed the proposal for inspection of the solar. After discussion, Ashley moved to approve the proposal for both solar systems. Robert seconded, vote was all ayes, motion carried.

**SOLAR PANEL CLEANING:** The Board reviewed the proposal for cleaning of the solar panels. After discussion, Ashley moved to approve the proposal for both solar systems. Robert seconded, vote was all ayes, motion carried. It was noted that the truck must be able to get close to the building, so No parking signs should be posted ahead of time. The vendor will need access to the maintenance area for water access.

**BRICK REPAIR:** The Board reviewed the proposal for repair of the damaged brick on the end of 7879. After discussion, Ashley moved to approve the proposal from STP Masonry. Kellie seconded, vote was all ayes, motion carried.

**BALCONY REPAIR:** The Board reviewed the proposal for repair to the balcony at 7891A. After discussion, Ashley moved to approve the proposal from ACP. Robert seconded, vote was all ayes, motion carried.

**DOG PARK:** The Board discussed putting in a dog run. After discussion, Robert moved to approve Management to send a survey to the owners. Ashley seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for fence at lot 49 (already installed). After discussion, Rhonda moved to approve the application as presented. Anthony seconded, vote was all ayes, motion carried.

The Board reviewed the application for fence at lot 9. After discussion, Ashley moved to approve the application as presented, with the condition that the vendor insurance is provided. Rhonda seconded, vote was all ayes, motion carried.

The Board reviewed the architectural application for a solar system at unit 26. After discussion, Jim moved to approve the application as presented, with the condition that they must note if there any conduit that will be run on the outside of the building, and if so where. Ashley seconded, vote was all ayes, motion carried. Management will ensure that a certificate of insurance with Pepper Townehomes is obtained.

Management will add a post inspection requirement by Kennedy (or HOA electrician) to the solar application.

Management was directed to remind any homeowners who apply to install solar panels that they will be responsible for the costs to remove and replace the panels when the roof needs to be replaced, and that per the current Reserves schedule, all residence roofs and all carport and garage roofs are scheduled to be replaced in the next 5 years.

A motion was made, seconded, and carried to adjourn the meeting at 7:15 p.m.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_