

[www.peppertownhoa.com](http://www.peppertownhoa.com)  
**PEPPER TOWNEHOMES HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 12, 2018**  
**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
Ashley Borja	Secretary
Carrie Barong	Director

**Directors Absent:** Tina Wick Director

**Also Present:** Joseph G. Apparito, CCAM Community Manager

**OPEN FORUM**

Each Member is provided 5 minutes to speak. There were no Members present for this meeting.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The Board reviewed the Open Session Meeting Minutes of July 17, 2018. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of July 17, 2018 in which homeowner correspondence was reviewed, due process violation hearings were held, 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 6/30/2018**

The combined reserve account balance is \$405,698. The operating account balance is \$59,586. The accounts receivable total is \$5,192. Income for this period is \$60,876 with expenses of \$57,908. The total assets for this period is \$470,477. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

**Period Ending 7/31/2018**

The combined reserve account balance is \$420,963. The operating account balance is \$60,739. The accounts receivable total is \$3,852. Income for this period is \$63,483 with expenses of \$62,330. The total assets for this period is \$485,554. A motion was made, seconded and carried to approve the Financial Report as presented for filing pending Independent Financial Review.

The Board and Management also reviewed proposed changes in the civil code regarding Association finances. The proposed bill would require the Association to review financial reports on a monthly basis rather than every three months. A member may be assigned this task outside of a regular board meeting if needed.

### **2018 Draft Reserve Study**

The Board reviewed an amended draft 2018 Reserve Study prepared by Barrera and Company. The report provides the reader with information on the current status of the reserve fund and a stable and equitable funding plan to offset anticipated future major capital expenditures. The report indicates that the Association is approximately 35% funded at this time. A motion was made, seconded and carried to approve the draft 2018 Reserve Study as submitted.

### **2019 Draft Budget Review**

The Board reviewed a draft 2019 Budget prepared by the Association Treasurer. The Treasurer has reached out to all utility companies and vendors servicing the community to determine if there will be any increase or decrease in costs for 2019 related to their services provided. The remaining utility to provide a projection for cost increases for 2019 is Padre Dam. After further review and discussion a motion was made, seconded and carried to approve the draft 2019 budget as presented with no increase in the monthly assessment pending the projection by Padre Dam if a small increase may be required.

## **COMMITTEE REPORTS**

### **Architectural**

7861-B: the unit owners have requested approval to replace the windows and doors on their unit. After review and discussion, a motion was made, seconded and carried to approve the request with condition that the new windows be like for like in size, style and trim color and no grids.

### **Landscape**

A walk-thru inspection of the Community landscape was conducted with the landscapers on 8/17/2018 with two Board Members and Community Manager present. A report was provided to the Board for their review. A walk-thru of the Community is scheduled once every month meeting in front of the level 1 pool. The previous months Walk-Thru Report is reviewed at each successive scheduled walk-thru to determine if all items have been addressed. The next scheduled walk-thru is Friday 9/21/2018 at 7:30 a.m. The Board reviewed several landscape upgrade proposals which were tabled due to lack of funding availability. The Board discussed converting additional turf areas to drought resistant plants with rebates available from the water authority. This item has been tabled at this time.

### **Maintenance**

A walk-thru inspection of the Community was conducted on 8/17/2018 by the Community Manager and two Board Members. A report was provided to the Board for their review. The next scheduled inspection is Friday 9/21/2018. Damaged pool furniture will be removed from the level 1 pool area.

There has been an ongoing disagreement with the Management Company (PHOAC) Maintenance regarding maintenance billing for unapproved painting of the red curbs throughout the community. After review and discussion, the Pepper Board approved a response to the offer from PHOAC to resolve the Red Curb Painting issue. A motion was made, seconded and carried to demand that PHOAC reimburse the HOA for the \$2,204.92 that the Association previously paid to PHOAC for the red curb painting on the property. At that point, PHOAC should regenerate the PHOAC Maintenance invoices that have been on hold due to this issue, minus the additional charges that were previously included in them for the red curb project, and the Association will pay these invoices.

### **UNFINISHED BUSINESS**

#### **Proposed Rule Amendments Review**

The board is considering proposing new and amended rules including drone operation guidelines, water waste, increasing the minimum violation fine from \$50 to \$150, amending the maintenance matrix to include patio closet door responsibility and imposing a transfer fee for units being sold. Management shall draft the notice for review of the Board and approval prior to distribution.

#### **Bi-Monthly Meeting Times Contract Review**

The Board is considering amending the management agreement allowing only 1 hour for board meetings rather than the current 2 hours at a savings of \$100 per month. This item will remain on the agenda for further review and consideration.

#### **Garage Light Fixture Replacement**

The board has been considering the replacement of all of the aged and deteriorating garage light fixtures throughout the community. The Association President purchased 2 approved light fixtures with one installed on garage 7897-I to inspect. After further review and discussion, a motion was made, seconded and carried to approve the purchase of ten (10) additional light fixtures for use as older fixtures become inoperable.

### **NEW BUSINESS**

There was no new business brought before the board this period.

### **ADJOURNMENT**

With no further business to come before the meeting, a motion was made, seconded and carried to adjourn the meeting at 7:25 p.m. to the Executive Session to review correspondence, conduct due process violation hearings and review of the Violation Log and the Delinquency Report.

---

**Secretary**

---

**Date**

**The next meeting of the Board of Directors is scheduled for 11/14/2018**