PEPPER TOWNEHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING HELD NOVEMBER 12, 2025

CALL TO ORDER:
The meeting was called to order at 6:03 PM.

Board Members Present:	Robert Reed – Vice President Ashley Borja-Meyer - Treasurer Anthony Evans - President Matthew Benner – Member at Large
Board Members Absent:	Rhonda Bellavia – Member at Large Ryan Steinbrecher - Secretary
Vacant Board Seats:	Member at Large
Others Present:	Kara Hanley and Rachael Robenolt from 360 Community Management and 10 homeowners

OPEN FORUM:
This time was set aside for owners present to address the Board. Owners discussed the dog run area, the budget, and the Pepper Townehomes website. No Board action was necessary.

APPROVAL OF MINUTES: The Board discussed the Open & Executive Session minutes from the July 9 and October 7, 2025 meetings.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved the July 9 and October 7, 2025 general and executive meeting minutes as presented.

FINANCIALS: The Board discussed the financials for September and October 2025.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved the September and October 2025 financials subject to yearend CPA review and in compliance with California Civil Code.

DRAFT 2026 BUDGET:
The Board discussed the draft 2026 budget.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved the draft 2026 budget reflecting an increase of assessments to $565 per unit per month.

DRAFT LEVEL II RESERVE STUDY: The Board discussed the draft level II reserve study prepared by Barrera Company.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved the draft level II reserve study with a couple amendments.

RESOLUTION:
The Board discussed the resolution for items approved over $10,000 at the last meeting.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved the resolution outlining items over $10,000 that were approved at the last meeting.

END OF THE YEAR FINANCIAL REVIEW AND TAXES:

The Board discussed the proposal from Sonnenberg to prepare the end of the year financial review and tax preparation for $1,400.

Upon a motion duly made by Robert, seconded by Ashley, and unanimously carried, the Board approved the proposal from Sonnenberg to prepare the end of the year financial review and tax preparation for $1,400.

VACANT BOARD SEAT DISCUSSION:

The Board discussed whether to appoint a Member of the community to the one vacant Board seat.

Anthony made a motion to appoint Stephanie Boyd to the vacant Board seat. There was no second and the motion died.

The Board unanimously tabled a motion on the Board Member appointment until the next meeting.

UNANIMOUS WRITTEN CONSENT:

At the last meeting, all Board members in attendance approved the Unanimous Written Consent, which gives quorum of the Board authority to approve emergency decisions between meetings. Unanimous Written Consent must be approved by all Board members. Board Members, Rhonda and Matthew were absent at the last meeting.

With Board Member, Rhonda, absent from the meeting, Unanimous Written Consent was tabled.

TRAIL CAMERA DISCUSSION:

The Board discussed whether to get a trail camera to mitigate pet waste being left in the common area.

The Board unanimously tabled a motion on purchasing a new trail camera until the next meeting. One Board member already owns a trail camera. Once a notice goes out stating that a camera will be set up, the Board member will install the camera.

GARBAGE CAN DISCUSSION:

To replace a 65 gallon trash can for a 95 gallon trash can is $40 plus an extra $3/month.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board denied switching out 65 gallon bins for 95 gallon bins. If an owner would like to change out their bin size, they may do so at their cost. If the change out is due to a damaged bin, the Association will pay the cost.

ARCHITECTURAL COMMITTEE APPOINTMENT:
The Board discussed whether to appoint an architectural committee who has authority to approve architectural applications between meetings if the next regularly scheduled meeting is more than 30 days from the date the application was received.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved to have architectural applications submitted to the whole Board between meetings and any 3 Board members may approve the application if the application is received more than 30 days before the next regularly scheduled Board meeting. All applications approved by the committee will be ratified by the Board of Directors at the following meeting.

MAINTENANCE DISCUSSION:
The Board discussed whether to increase maintenance hours.

Upon a motion duly made by Ashley, seconded by Robert, and unanimously carried, the Board approved to increase maintenance hours for 360 Community Management's maintenance division from 16 hours/month to 24 hours/month beginning in January 2026.

RETAINING WALL PROPOSALS:
The Board discussed proposals to remove and replace the sidewalk and retaining wall and install brow ditches. ACP provided an updated proposal to remove 60 linear feet of sidewalk for $7,500 and install a vinyl fence for $11,000. The Board noted that 60 linear feet is approximately half of the area.

The Board unanimously tabled a motion on the sidewalk and retaining wall proposals until the next meeting.

FINE AND ENFORCEMENT POLICY UPDATE DISCUSSION:
At the last meeting, the Board approved to have the Association's attorney update the fine and enforcement policy in compliance with AB130 not to exceed $550. However, 360 Community Management has a stock draft that the Board may adopt instead. If approved, the document will be submitted to the Membership for a 28-day review period before being formally adopted at the next meeting.

The Board unanimously tabled a motion on the fine and enforcement policy updates until the next meeting.

ZINSCO PANEL UPDATE: The Board discussed progress on ensuring everyone in level 3 has updated their zinsco electrical panels.

Upon a motion duly made by Ryan, seconded by Anthony, and carried, with Board Member, Ashley, abstaining, the Board approved to provide one more 30-day notice to residents advising that they must update their zinsco panels or request an extension. Otherwise, the Association will replace the zinsco panels at the owner's expense.

EXECUTIVE SUMMARY – It was announced to the Membership present that the Board met in executive session immediately prior to this general session meeting to discuss enforcement matters, delinquency, the walkthrough report, legal, and contracts.

A motion was made, seconded, and carried to adjourn the meeting at 7:20 PM.

Attested: Ashley Borja-Meyer Date: 2026-01-16