

**PEPPER TREE IN CORONA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
JANUARY 18, 2022**

**NOTICE OF MEETING**

Upon due notice given, a meeting of the Directors for Pepper Tree in Corona Maintenance Corporation was held on January 18, 2022 at the hour of 5:00 P.M. via Zoom.US,

**ATTENDANCE:**

Directors Present: Milo Way, Danesha Flowers and Kevin Goran.

Directors Absent: None.

Representing Encore Property Management: Shelley Seay, CCAM-PM-CI® and Elizabeth Mefford

**CALL TO ORDER**

The meeting was called to order at 5:03 p.m. by Milo Way, President.

**HOMEOWNER FORUM**

There were homeowners in attendance.

**CONSENT CALENDAR**

- A. Review/Approve Minutes of July 19, 2021
- B. Review/Approve Management Report of July 19, 2021.
- C. Review/Approve Ratified Financials for July - October 2021
- D. Review/Approve Financials for November 2021

Motion by Milo Way to approve the consent calendar. Seconded by Danesha Flowers, Carried.

**INVESTMENTS**

**Reserve Account**

Reserve account has excess cash for \$15,000.

TD is recommending to purchase a 15,000 CD for July - Sep 2022

Motion by Milo Way to deny the following Authorizations to Transfer Funds.,seconded by Danesha Flowers.

**Reserve Account**

Reserve account for \$15,000 to mature 01/06/2022. The Board approved the purchase of Reserve CD in the amount of \$15,000 for Jan-Mar 2023.

Motioned by Milo Way to approve, seconded by Danesha Flowers.

**PEPPERTREE IN CORONA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING  
JANUARY 18, 2022  
PAGE 2**

**LANDSCAPE REPORT/PROPOSALS**

The Board reviewed and approved Bemus Landscapes increase from \$749 to \$799 (4%) increase. Motioned by Milo Way, seconded by Danesha Flowers.

**UNFINISHED BUSINESS**

**Ratify D & O Policy**

The Board Reviewed and Approved Labarre/Oksnee renewal 08/23/2021 to 08/23/2022.

**Locking Mailbox Bids**

Kevin Goran motioned to approve Carasso locking mail boxes in the amount of \$8,194.00, seconded by Milo Way.

**NEW BUSINESS**

Motion made by Milo Way to approve Tax Preparation Bid for Frisbey, Carter & Associates in the amount of \$275.00, seconded by Danesha Flowers.

Motion made by Danesha Flowers to approve Farmers Insurance for Liability, D & O and Workers Comp in the amount of \$2,701.00, seconded by Milo Way.

**NEXT MEETING**

The next tentative meeting date is scheduled for April 18, 2022 at the hour of 5 P.M. General, Exec to follow. If necessary. Location to be at Encore and Zoom.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on January 18, 2022 to review the Executive Session Minutes, collection accounts, violations and hearings.

**ADJOURNMENT**

There being no further business to bring before the Board at this time, the meeting was adjourned at 5:35 p.m.

Respectfully submitted by: Shelley Seay, CCAM-PM-CI® Certified Community Manager and Elizabeth Mefford

Approved by:

Milo Way  
Authorized Board Member

07/20/2022

\_\_\_\_\_  
Date