

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

June 3, 2015, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

Present	Board Member	Positon
x	Ivan Gennis	President
x	Steve Huffman	Vice President
x	Marcia Britton-Gray	Secretary
x	Melanie Herman	Treasurer
x	Pamela Zanze	Member at Large

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on June 3, 2015 in order to consider matters relating to personnel, member discipline and the formation of third-party contracts.
- b. **General Announcements from the Board**

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on CC&R Updates-** Verbal report provided at meeting. Ad Hoc Meeting scheduled for June 11, 2015.
- b. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet. Meeting date moved to June 12, 2015.
- c. **Elections Committee-** No report provided at meeting.
- d. **Finance Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. **Grounds Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- f. **Insurance, Legal and Risk Management Committee-** No report provided at meeting.
- g. **Outreach Committee-** Verbal report provided at meeting.
- h. **Social Committee-** Verbal report provided at meeting.

IV. MANAGEMENT REPORT

- a. **Operations Report-** Management provided report in writing to the Board. Items of note to include:
 - i. Phase I Siding Repair and Painting continues on schedule. Presidents Vizzard and Gennis approved sixteen change orders that were inspected and recommended for approval by Roger Work, Nepenthe's Facility Administrator in the amount of \$27,364.39.
 - ii. 2015 Seal Coats: Due to the SMUD work on Elmhurst and Vanderbilt, I have delayed obtaining bids for seal coats.

- iii. GP has been issued 53 work orders since the last report. 33 work orders have been completed and closed during that time period, the remaining are still in process.
- iv. ValleyCrest Tree Care Services has been issued 11 work orders, 3 have been closed, the remaining are still in process.
- v. There were 5 violations of the governing documents cited since the last Board meeting as follows:
 - 3 Overgrown trees in private patios
 - 1 Pet off leash
 - 1 Trash cans left in common area

V. HOMEOWNER FORUM

A number of Homeowners addressed the Board on various issues. Management made note of the concerns for possible Board action on a later agenda.

VI. CONSENT CALENDAR

Motion: Director Huffman

Second: Director Britton-Gray

Vote: All in favor

Resolution: The Board approves Consent Calendar items A to E as presented.

a. Approval of Minutes: May 6, 2015 Open Session

Resolution: The Open Session minutes dated May 6, 2015 are approved as presented.

b. Approval of Minutes: May 20, 2015 Open Session

Resolution: The Open Session minutes for the Annual Organizational Meeting dated May 20, 2015 are approved as presented.

c. Financial Statement: April 2015

Resolution: The Board accepts the April 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year-to-date negative variance of \$16,745 and year-to-date reserve funding of \$632,927 compared to the reserve funding budget of \$630,912. The reserves are funded through April 30, 2015. The Association has \$401,947 in operating funds, which represents 1.63 months of budgeted expenses and reserve contributions. The Association has \$4,481,429 in reserve funds.

d. Lien Approval

Per the enclosed Resolution dated May 18, 2015, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due
1957-01	\$880.00
2003-01	\$708.49

e. Architectural Applications

The Architectural Review Committee met on May 9, 2015 to review the enclosed applications. The committee recommends approval of these applications.

Resolution: The Board approves the applications as recommended by the committee.

<i>Address</i>	<i>Application for</i>
1113 Vanderbilt Way	New window- bathroom
1338 Commons Drive	Replacement Windows
1209 Vanderbilt Way	HVAC Replacement
1211 Vanderbilt Way	HVAC Replacement
611 Dunbarton Circle	Window Glass Replacement

VII. UNFINISHED BUSINESS

a. Irrigation Retrofit for Improved Efficiency and Water Conservation

A bid has been solicited and received from GP Landscape for the installation of drip irrigation at the following addresses:

- Building 1- 1355, 1359 and 1363 Commons \$3,550
- Building 2- 1371 and 1395 Commons and 101 and 109 Dunbarton..... \$3,847

Presentation was made at the Board meeting illustrating the implementation.

Motion: Director Zanze

Second: Director Huffman

Vote: All in favor

Resolution: The Board approves Irrigation Retrofits as presented for an amount not exceed \$8,000 to be paid from Reserves.

VIII. NEW BUSINESS

a. Appoint Board Liaisons

The Board will discuss which directors will serve as liaisons to which committees

Motion: Director Zanze

Second: Director Herman

Vote: All in favor

Resolution: The Board hereby appoints Committee Liaisons as designated:

- Architectural Review Committee..... Director Huffman
- Finance Committee..... Director Herman
- Grounds Committee Director Zanze
- Insurance, Legal & Risk Management Committee..... Director Huffman
- Outreach Committee Director Gennis
- Social Committee Director Britton-Gray

b. Request from Social Committee: Pilates Classes

The Association has been approached by a certified fitness instructor. A Board Agenda Report by Linda Cook, Chair of the Social Committee is enclosed in the Board packet.

Motion: Director Herman

Second: Director Zanze

Vote: All in favor

Resolution: The Board permits Julie Lanocha to offer one-hour Pilates fitness classes to residents in the Nepenthe Clubhouse on a weekly basis (possibly more than once a week, based upon demand) provided that proof of insurance is provided to management before classes begin.

c. Proposals for Tree Work

The proposals are to remove a dead cedar tree on Swarthmore for \$1,881 and provide clearance pruning for a number of trees impinging on 15 homes in the Dunbarton area for \$2,460.

Motion: Director Huffman

Second: Director Herman

Vote: All in favor

Resolution: The Board approves both proposals from Valley Crest Tree Services for a total of \$4,341 to be paid from Reserves.

IX. HOMEOWNER FORUM

There were no further comments from the Homeowners.

X. NEXT MEETING: Wednesday, July 1, 2015 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN 6:42pm