

NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
August 5, 2015, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:36pm

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 August 5, 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 Irrigation-**Verbal report provided at meeting.
- b. **Ad Hoc Website Oversight Committee-** Verbal report provided at meeting.
- c. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- 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-** Verbal report provided at meeting.
- g. **Outreach Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- h. **Social Committee** Verbal report provided at meeting. Minutes provided to Board in their packet.

IV. MANAGEMENT REPORT-Manager provided report in writing to the Board. Items of note include:

- a. **Operations report-**
 - i. Phase I Siding Repair and Painting is almost complete. President Gennis approved 24 change orders that were inspected and recommended for approval by Roger Work, Nepenthe's Facility Administrator in the amount of \$33,069.08.

- ii. 2015 Seal Coats: Browning Reserve Group recommends waiting until all SMUD work and water metering is completed before the next seal coat.
- iii. GP has been issued 42 work orders since the last report. 23 work orders have been completed and closed during that time period, the remaining are still in process.
- iv. On July 10th management and the Grounds Committee sent out a plea to residents to help with watering the neighborhood's many redwood trees. To date, 49 Nepentheans have signed up as "Redwood Heroes".
- v. There were 7 violations of the governing documents cited since the last Board meeting as follows:
 - 1 Pet- not cleaning up after pet in common area
 - 1 Parking- parking in alley
 - 3 Trash- cans left in common area
 - 2 Landscape – overgrown trees in patio

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 C provided that the word "audit" under item B be changed to review.

<i>Begin Consent Calendar</i>

a. Approval of Minutes: July 1, 2015 Open Session

Resolution: The Open Session minutes dated July 1, 2015 are approved as presented.

b. Financial Statement: June 2015

Proposed Resolution: The Board accepts the June 2015 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year-to-date variance of of \$1,637.82 and year-to-date reserve funding of \$946,368.00 compared to the reserve funding budget of \$946,368.00. The reserves are funded through July 2015. The Association has \$471,947.96 in operating funds, which represents 1.8 months of budgeted expenses and reserve contributions. The Association has \$4,542,839 in reserve funds.

c. Architectural Applications

The Architectural Review Committee met on July 11, 2015 to review the enclosed applications. The committee recommends approval of these applications.

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

<i>Address</i>	<i>Application for</i>
514 Dunbarton	Wall Vent Installation
706 Dunbarton (received emergency approval from ARC)	Emergency AC/ Heat Pump
1109 Dunbarton	Window Replacement
1587 University	Trellis Installation

<i>End Consent Calendar</i>

VII. UNFINISHED BUSINESS

a. Policy Regarding Use Of Clubhouse-

Management prepared a draft policy for Board review and possible adoption. Board asked management to add fee for regular use by instructors and bring to next meeting.

VIII. NEW BUSINESS

a. Website Photography Proposal

Motion: Director Herman

Second: Director Huffman

Vote: All in Favor

Resolution: The Board of Directors approves option 1 of the photography proposal for \$300.

Motion: Director Huffman

Second: Director Zanze

Vote: All in Favor

Resolution: The Board approves the photography contest.

b. Nepenthe Facebook Page

Motion: Director Huffman

Second: Director Zanze

Vote: All in Favor

Resolution: The Board of Directors approves the setup of the Facebook page to be administered by management based on input from the Board and Committees.

c. Tree Removal Proposals

Motion: Director Herman

Second: Director Huffman

Vote: All in Favor

Resolution: The Board approves the proposal from ValleyCrest in the amount of \$1,860 to be paid from the reserve allocation for tree removals which has a remaining 2015 allocation of \$54,227.

d. Water Metering Resolution

President Gennis updated the directors on the recent visit with City Councilman Eric Guerra and advise of necessary steps and options for water metering.

Action Item: Tabled until next meeting

e. Health and Safety Committee

Motion: Director Huffman

Second: Director Britton-Gray

Vote: All in Favor

Resolution: The Board of Directors appoints Nicki Shearer, Bill Olmsted, Nancy Arndorfer and Gerry Gelfand Ad Hoc Committee to evaluate the structure of the committee and make a recommendation to the Board at the next open session.

IX. HOMEOWNER FORUM

There were no further comments from the Homeowners.

X. NEXT MEETING: Wednesday, September 2, 2015 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN 7:33pm