

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

December 2, 2015, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:34pm

Present	Board Member	Positon
X	Ivan Gennis	President
X	Steve Huffman	Vice President
X	Marcia Britton-Gray	Secretary
X	Will Vizzard	Treasurer
	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 December 2, 2015 in order to consider matters relating to personnel, member discipline and the formation of third-party contracts. Items of discussion include:

1. Wells Fargo Investments.
2. Contract for handrails at 1322 Commons.
3. Flood Insurance Assessments.
4. Fine Schedule.

b. **General Announcements from the Board**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee-** Minutes provided to Board in their packet.
- b. **Finance Committee-** Verbal report provided at meeting.
- c. **Grounds Committee-** Verbal report provided at meeting.
- d. **Insurance, Legal and Safety Committee-** Verbal report provided at meeting.
- e. **Outreach Committee-** Minutes provided to Board in their packet. Verbal report provided at meeting.
- f. **Social Committee-** Verbal report provided at meeting.

IV. MANAGEMENT REPORTS

- a. **Operations Report-** Manager provided report in writing to the Board. Items of note include:
 - i. Phase II Siding and Fencing Repair and Painting is in process. President Gennis has approved 31 change orders since work began in July. All change orders are first inspected and recommended for approval by Facility Coordinator, Roger Work. The total amount of change orders to date is \$43,764.76.

- ii. The Bids for concrete repair have been approved. Precision Concrete Cutting will begin work November 30, 2015.
- iii. 30 work orders were generated for Roger Work since the last meeting. 24 work orders were closed during the same period.
- iv. GP has been issued 35 work orders since the last report. 27 work orders have been completed and closed during that time period, the remaining are still in process.
- v. Arborwell has completed pruning the trees called out in the 2016 Tree Care Proposal.
- vi. There were 3 violations of the governing documents cited since the last Board meeting.
 - 1. Two for overgrown trees in a patio
 - 2. One for improperly parked vehicle
- vii. Since the last Board meeting, there were a total of 8 violation notices placed on vehicles in the community.

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 approved Consent Calendar items A to G as presented.

<i>Begin Consent Calendar</i>

a. **Approval of Minutes: November 4, 2015 Open Session**

Resolution: The Open Session minutes dated November 4, 2015 were approved as presented.

b. **Financial Statement: October 2015**

Resolution: The Board accepted the October 2015 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year-to-date variance of \$67,548.97 and year-to-date reserve funding of \$791,613 compared to the reserve funding budget of \$1,577,280. The reserves are funded through October 2015. The Association has \$639,477 in operating funds, which represents 2.1 months of budgeted expenses and reserve contributions. The Association has \$4,823,050 in reserve funds.

c. **Lien Resolution:**

Per the enclosed Resolution dated November 17, 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 Amount
2484-02	\$1,310.00

d. Application for Committee Membership

Resolution: The Board appointed Nancy Arndorfer, a member in good standing, to serve on the Insurance, Legal and Safety Committee. Her application has been received and reviewed by management and she has agreed to abide by the Conflict of Interest Policy.

e. Application for Committee Membership

Resolution: The Board appointed John Baker, a member in good standing, to serve on the Finance Committee. His application has been received and reviewed by management and he has agreed to abide by the Conflict of Interest Policy.

f. Appoint Chair of Finance Committee

Resolution: The Board appointed Ken Butler, current member of the Finance Committee, as Chair of the Finance Committee.

g. Architectural Applications

The Architectural Review Committee met on November 15, 2015 to review the enclosed applications. The committee recommends approval of these applications.

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

Address	Application for
1521 University	Air Conditioner/Heat Pump
1 Adelphi	Air Conditioner/Heat Pump
1219 Vanderbilt	Air Conditioner/Heat Pump
1323 Vanderbilt	Window Replacement

<i>End Consent Calendar</i>

VII. UNFINISHED BUSINESS-

a. Amendment to Standards and Practices for Walkways, Driveways and Sidewalks

Resolution: The Board hereby changed the Standard and Practices for Walkways to include the addition of lampblack so that the pattern joints match the adjacent walkway panels.

Motion: Director Huffman

Second: Director Vizzard

Vote-

Director Huffman: Aye

Director Vizzard: Abstain

Director Gennis: Nye

Director Britton-Gray: Nye

VIII. NEW BUSINESS

a. Tree Removal Proposals

Action: Board Resolution

Resolution: The Board approves the proposal from The Grove in the amount of \$5,710.00 to be paid from the reserve allocation for tree removals which has a remaining 2015 allocation of \$50,000 +/-.

IX. HOMEOWNER FORUM- There were no further comments from the Homeowners.

X. NEXT MEETING: Wednesday, January 6, 2015 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN @6:30pm