

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

January 6, 2016 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:32pm

Present	Board Member	Positon
X	Ivan Gennis	President
X	Steve Huffman	Vice President
X	Marcia Britton-Gray	Secretary
X	Will Vizzard	Treasurer
X	Pamela Zanze	Member at Large

II. ANNOUNCEMENTS

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. Foreclosures
2. Clubhouse and Cabana rental policy permitting staff to rent facilities.

III. COMMITTEE REPORTS

- a. **Architectural Review Committee**-Minutes provided to Board in their packet. Verbal report provided at meeting.
- 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**- 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 4 change orders since last Board Meeting. All change orders are first inspected and recommended for approval by Facility Coordinator, Roger Work. The total amount of change orders to date is \$53,823.36.
 - ii. Precision Concrete Cutting has completed the work called out for in bid.
 - iii. James E. Williams & Son, Inc. is currently completing the Zone 1 wood replacement work on the porches.
 - iv. The sauna in the Dunbarton Cabana is still non-operable. Management is soliciting bids for the repair and will bring the bids before the Board at next month's meeting.

- v. 18 work orders were generated for Roger Work since the last meeting. 16 work orders were closed during the same period.
 - vi. GP has been issued 14 work orders since the last report. 14 work orders have been completed and closed during that time period.
 - vii. There were 3 violations of the governing documents cited since the last Board meeting.
 - 1. One for pet not on a leash
 - 2. One for improperly parked vehicle
 - 3. One for unapproved architectural modification
 - viii. Since the last Board meeting, there were a total of 13 violation notices placed on vehicles in the community and one vehicle was towed over Christmas weekend.
- b. Homeowner Correspondence-** Management received an email from Homeowner Karen Lowrey. Karen wanted to commend GP Landscape and James E. Williams & Son for the great work they have been doing. Karen stated, both companies were professional, neat, friendly and very accessible for any questions they had.

V. HOMEOWNER FORUM – There were no comments from the Homeowners.

VI. CONSENT CALENDAR-

Motion: Director Will Vizzard

Second: Director Steve Huffman

Vote: All in Favor

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

Begin Consent Calendar

a. Approval of Minutes: December 2, 2015 Open Session

Resolution: The Open Session minutes dated December 2, 2015 were approved as presented.

b. Financial Statement: November 2015

Resolution: The Board accepted the November 2015 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a negative year-to-date variance of \$319,973.05 (due to paying flood insurance and roof cleaning in November rather than in the scheduled month of December) and year-to-date reserve funding of \$1,744,220 compared to the reserve funding budget of \$1,735,008. The reserves are funded through November 2015. The Association has \$277,338 in operating funds, which represents 1.1 months of budgeted expenses and reserve contributions. The Association has \$4,935,306 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated December 16, 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
1956-03	\$909.03
1959-02	\$845.00
2039-01	\$880.00
2321-03	\$2,189.72
2417-01	\$880.00
2484-02	\$870.00

- d. **Architectural Applications Resolution:** The Board approved the applications as recommended by the committee.

Address	Application for
605 Dunbarton Circle	Emergency Air Conditioner/Heat Pump Replacement
2300 American River Drive	Emergency Air Conditioner/Heat Pump Replacement
219 Elmhurst Circle	Emergency Furnace Replacement

End Consent Calendar

VII. UNFINISHED BUSINESS- NONE

VIII. NEW BUSINESS

a. Board Goals for 2016

It is the custom of the Nepenthe's Boards of Directors to adopt goals for each calendar year. Last year's goals are enclosed in the packet for review. The Board attained all of them minus the goal to adopt charters for all committees.

Some possible goals for 2016 include

- Appoint committee to look at possible development or sale of lots on University Avenue and make recommendation to the Board.
- Map underground utilities.
- Obtain funding for turf renovations and low-water use irrigation methods.
- Research renovation or replacement of current landscape lighting.

Action: Tabled until February 3, 2016 Board Meeting.

b. Tree Removal Proposals

Management has obtained two bids for the removal of ten trees throughout the community. These trees were noted during the December 17 tree walk with arborist Greg Rogers of Arborwell Tree Care as potentially hazardous or in declining health. The trees were posted for removal on December 21 asking homeowners to submit comments by January 25. Please also see the enclosed report and map showing the locations of these trees.

Action: No action taken. Discussion item only.

IX. 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.

X. NEXT MEETING: Wednesday, February 3, 2016 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN 6:16pm