

NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
April 6, 2016 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:31pm

Present	Board Member	Positon
Via Telephone	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

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 6, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.
- b. **General Announcements from the Board- none**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. **Election Committee-** no report provided.
- c. **Finance Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. **Grounds Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. **Insurance, Legal and Safety Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- f. **Nominating Committee-** Provided verbal report- Slate of Candidates is included in Consent Calendar.
- g. **Outreach Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- h. **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 3 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 \$71,665.31.

- ii. 37 work orders were generated for Roger Work since the last meeting. 30 work orders were closed during the same period.
- iii. GP has been issued 20 work orders since the last report. 13 work orders have been completed and closed during that time period.
- iv. The following trees have been received from the Sacramento Tree Foundation at no cost and planted by GP Landscape:
 - 1. Valley Oak, 1101 Commons
 - 2. Red Maple, 1101 Commons
 - 3. Red Maple, 2241 Swarthmore
 - 4. Eastern Redbud, 1016 Vanderbilt
 - 5. Japanese Snowbell, 600 Elmhurst
 - 6. Japanese Snowbell, 602 Elmhurst
 - 7. Eastern Redbud, 704 Elmhurst
 - 8. Eastern Redbud, 1467 University
- v. **Violations:** There were 11 violations of the governing documents cited since the last Board meeting.
 - 1. 2 Trim Patio Trees
 - 2. 1 Common Area Encroachment
 - 3. 2 Improperly Parked
 - 4. 6 Delinquent Assessments
- vi. **Courtesy Patrol:** Since the last Board meeting, there were a total of 6 violation notices placed on vehicles in the community. There were no vehicles towed during this time.

b. **Master Calendar Report:** Manager Bettsi Ledesma reviewed the calendar with the Board.

- V. **HOMEOWNER CORRESPONDENCE-** Board reviewed correspondence received:
 - a. Requests for removal of liquidambar trees on Vanderbilt.
 - b. Complaints concerning a lighting outage that has since been repaired prior to the Board meeting.

VI. **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.

I. CONSENT CALENDAR

Resolution: Remove ARC Application for 603 Dunbarton circle from Consent Calendar.

Motion: Director Ivan Gennis

Second: Director Marcia Britton-Gray

Vote: All in Favor

Resolution: The Board approves Consent Calendar items A to F as amended.

Motion: Director Will Vizzard

Second: Director Pamela Zanze

Vote: All in Favor

- a. Approval of Minutes March 2, 2016 Open Session**
Resolution: The Open Session minutes dated March 2, 2016 were approved as presented.
- b. Financial Statement: February 2016**
Resolution: The Board accepted the February 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$59,332 and reserve funding of \$329,926 compared to the reserve funding budget of \$327,532. The reserves are funded through February 2016. The Association has \$326,463 in operating funds, which represents 1.2 months of budgeted expenses and reserve contributions. The Association has \$5,042,916 in reserve funds.
- c. Accept 2015 Financial Review from CPA Paula Hegner**
Resolution: The Board accepted the 2015 Annual Financial Review and directs management to mail the review to all owners as required by California Civil Code Section 5305.
- d. Applications for Committee Membership**
Resolution: The Board appointed Jim King, Joan Trotta, John Donovan and Joan Haradon to the Ad Hoc University Lots Committee. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.
- e. Lien Resolution:**
 Per the enclosed Resolution dated March 14, 2016, 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
1959-02	\$849.00
2479-03	\$914.00
2378-02	\$1,354.00

- f. Architectural Applications**
 The Architectural Review Committee met on March 14, 2016 to review the enclosed applications.
Resolution: The Board confirmed the decisions of the committee.

Address	Application for	Decision

2270 Swarthmore Drive	Window Replacement	Approved
31 Adelphi Court	HVAC Replacement	Approved
322 Elmhurst Circle	HVAC Replacement	Approved
1428 Commons Drive	HVAC Replacement	Approved
504 Dunbarton Circle	Skylights	Approved
2261 Swarthmore	Trellis	Denied

End Consent Calendar

II. UNFINISHED BUSINESS

a. Permanent Pickleball Courts

Motion: Director Will Vizzard

Second: Director Ivan Gennis

Vote: All in Favor

Resolution: The Board appointed a committee of 2 Pickleball players and 2 Tennis Players to work together to bring a recommendation to the Board.

III. NEW BUSINESS

a. Tree Removal Proposal

Management has obtained a bid for the removal of eight trees in the community;

- Privet Tree #314 at 1045 Commons
- Alder Tree #405 at 2261 Swarthmore
- Plum Tree #411 at 2265 Swarthmore
- Redwood Tree #694 at 1109 Dunbarton
- Birch Tree #889 at 1329 Commons
- Acacia Tree #1071 at 1431 Commons
- Willow Tree #1735 at 722 Elmhurst
- Liquidambar Tree #622 at 1182 Vanderbilt

These trees were noted to be in decline of health. The arborist was consulted and recommended removal. The trees were posted for removal on or about March 17th.

No action taken. Management will post the list in the newsletter. Board will consider removal at the next meeting on May 4th.

b. Seal Coat Proposals

Motion: Director Ivan Gennis

Second: Director Will Vizzard

Vote: All in Favor

Resolution: The Board approved the bid from Nor-Cal Asphalt in the amount of \$39,116.00 to be paid from Reserves which has a 2016 allocation of \$82,125, subject to contract negotiation.

c. Phase III Siding and Fencing Inspection Report

Motion: Director Vizzard

Second: Director Britton-Gray

Vote: All in Favor

Resolution: The Board accepted the report and directs Management to obtain bid(s) for siding repairs to be reviewed at the May 4th meeting of the Board.

d. Research of Funding Resources for Landscape Lighting Renovation

Motion: Director Ivan Gennis

Second: Director Pamela Zanze

Vote: All in Favor

Resolution: The Board directed Management to research funding resources such as grants or rebates for the renovation of the pole lights in the common area.

e. Aging In Community

It was agreed to put an article in the Newsletter with links to more information for future discussion.

f. Annual Election Ballot

Motion: Director Will Vizzard

Second: Director Marcia Britton-Gray

Vote: All in Favor

Resolution: The Board accepted the ballot and information prepared by legal counsel and instructs management to mail the ballot to the homeowners no later than April 21, 2016.

g. Create Ad Hoc Committee for Purpose of Investigating Siding and Fencing Materials

The Board is interested in exploring new technologies and materials available for siding and fencing.

No action taken. Item tabled until May 4, 2016 Board of Directors Meeting.

HOMEOWNER FORUM- There were no comments from the Homeowners.

IV. NEXT MEETING: Wednesday, May 4, 2016 at 5:30 pm in the Nepenthe clubhouse

V. ADJOURN