

**NEPENTHE ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**May 4, 2016, STAR WARS DAY, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION MINUTES**

**I. CALL TO ORDER**

<b>Present</b>	<b>Board Member</b>	<b>Positon</b>
<b>X</b>	Ivan Gennis	President
	Steve Huffman	Vice President
<b>X</b>	Marcia Britton-Gray	Secretary
<b>X</b>	Will Vizzard	Treasurer
<b>X</b>	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 May 4, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

**III. COMMITTEE REPORTS**

- a. **Architectural Review Committee** -Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. **Election Committee**- Verbal report provided at meeting.
- c. **Finance Committee**- Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. **Grounds Committee**- Verbal report provided at meeting.
- e. **Insurance, Legal and Safety Committee**- Verbal report provided at meeting.
- f. **Nominating Committee**- Verbal report provided at meeting.
- g. **Outreach 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. Management prepared contract for seal coating with Nor-Cal Asphalt. ILS reviewed and approved the contract for Board signature. Work is scheduled to begin June 6th.
  - iii. 37 work orders were generated for Roger Work since the last meeting. 30 work orders were closed during the same period.

- iv. GP has been issued 18 work orders since the last report. 14 work orders have been completed and closed during that time period.
- v. **Violations:** There were 10 violations of the governing documents cited since the last Board meeting.
  - 1 Trim Patio Trees
  - 1 Common Area Encroachment
  - 1 Pets Not On Leash
  - 7 Improper Garage Use
- vi. **Courtesy Patrol:** Since the last Board meeting, there were a total of 4 violation notices placed on vehicles in the community by the security patrol. There were no vehicles towed during this time. Reports have been provided to management daily, recapping the rounds and interactions of the officers on duty.

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

V. **HOMEOWNER CORRESPONDENCE-** Board reviewed correspondence received:  
 a. Homeowners expressed views on discussion regarding placement of Pickleball Courts.

VI. **HOMEOWNER FORUM-** There were no comments from the Homeowners.

VII. **CONSENT CALENDAR**

**Motion:** Director Will Vizzard

**Second:** Director Marcia Britton-Gray

**Vote:** All in favor

**Resolution:** The Board approved Consent Calendar items A to C as presented.

*Begin Consent Calendar*

a. **Approval of Minutes April 6, 2016 Open Session**

**Resolution:** The Open Session minutes dated April 6, 2016 were approved as presented.

b. **Financial Statement: March 2016**

**Resolution:** The Board accepted the March 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$49,090.26 and reserve funding of \$329,926 compared to the reserve funding budget of \$327,532. The reserves are funded through March 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. **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.

<i>Address</i>	<i>Application for</i>	<i>Decision</i>

1006 Vanderbilt	New Window Installation	Approved
31 Adelphi	Window Replacement	Approved
13 Adelphi	Window Replacement	Approved
2232 Swarthmore	Window Replacement	Approved

*End Consent Calendar*

**VIII. UNFINISHED BUSINESS**

**a. Pickleball Courts**

**Motion:** Director Will Vizzard

**Second:** Director Marcia Britton-Gray

**Vote:** All in favor

**Resolution:** The Board accepted the recommendation of the ad hoc committee for two permanent Pickleball courts over the southwest tennis court at the clubhouse and to keep the southeast court as a multi-use court. Two north courts remain tennis and Committee is to seek input on colors of lines. The Board directs management to obtain pricing for the re-surfacing of the sports courts at the clubhouse and on Commons Drive.

**b. Tree Removals 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
- Birch Tree #898 at 1331 Commons
- Tulip Tree # at 1653 University

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

The list has been posted in the newsletter – there has been no correspondence received from homeowners regarding these trees.

**Motion:** Director Will Vizzard

**Second:** Marcia Britton-Gray

**Vote:** All in favor

**Resolution:** The Board approved the removals as proposed by The Grove in the amount of \$5,930 to be paid from reserves which has a remaining allocation of \$27,725 for tree removals in 2016.

## IX. NEW BUSINESS

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

The Board directed the Architectural Committee to evaluate siding and fencing material options.

**b. Policy for Parking on Public Streets**

Tabled: the Board decided to forward the matter to the ILs Committee for review and recommendation at the next meeting.

**c. Decommission Sauna at Dunbarton Cabana**

**Action:** Tabled until June 1, 2016 Board Meeting.

**d. Review bid for purchase of a second recumbent bike for clubhouse gym**

**Motion:** Director Will Vizzard

**Second:** Director Marcia Britton-Gray

**Vote:** All in favor

**Resolution:** Board approved the proposal of \$2,553.88 from Opti-fit for the purchase of one recumbent bicycle for the gym payable from the miscellaneous reserve which has a remaining 2016 allocation of \$5,500 +/-.

**e. Liquidambar Priority Plan**

No action taken at this time.

**f. Tree removals identified during tree walk**

At the monthly tree walk on April 19, 2016, Arborist Phil Johnson of The Grove Total Tree Care recommended the following trees be removed:

- Redwood #482 at 2276 Swarthmore
- Cherry #1946 at 200 Elmhurst
- Japanese Maple #1789 at 606 Elmhurst
- Alder #1704 at 814 Elmhurst
- Locust #1191 at 206 Dunbarton
- Willow #1213 at 306 Dunbarton
- Podocarpus at 1599 University

The notes from the walk are also enclosed in the Board packet for review. The trees were posted for removal on or about April 20<sup>th</sup>.

**Action:** Board will consider removal at the next meeting on June 1, 2016.

**g. Proposal to paint light poles and handrails in community**

The enclosed proposal was received from Progressive Painting and is recommended for approval by management. The pricing reflects the fact that the company is already working on the property and does not include a mobilization cost.

**Action:** Director Will Vizzard motioned to table this discussion item until the June 1, 2016 Board Meeting.

**h. Rain Barrel Installations**

**Motion:** Director Will Vizzard

**Second:** Director Marcia Britton-Gray

**Vote:** All in favor

**Action:** The Board directs Management and ARC Committee to modify existing documents to include rainwater catchment systems to list of items for criteria.

**i. New Rule for Architectural Applications**

The Architectural Review Committee (ARC) has come to the conclusion that the most effective way to review architectural applications by owners is to require owner attendance at the monthly ARC meeting. See page 4 of the ARC Committee Minutes for a complete discussion.

Action required: None. This is an advisement only from the committee with the power to adopt this change in the architectural review process.

**j. Director Zanze moved to remove parking permits from outside of building.**

**Second:** Director Marcia Britton-Gray

**Vote:**

**Against:** Director Will Vizzard

**Against:** Director Ivan Gennis

**For:** Director Pam Zanze

**For:** Director Marcia Britton-Gray

**Due to tie vote, motion did not pass.**

**X. HOMEOWNER FORUM-** There were no comments from the Homeowners.

**XI. NEXT MEETING:** Wednesday, June 1, 2016 at 5:30 pm in the Nepenthe clubhouse

**XII. ADJOURN@ 7:30pm**