

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

October 5, 2016, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER @ 5:35pm

Present	Board Member	Positon
X	Ivan Gennis	President
X	Steve Huffman	Vice President
X	Linda Cook	Secretary
X	Will Vizzard	Treasurer
X	Joan Haradon	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 3, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

Items of discussion include:

- **Delinquencies**
- **Civil Code Compliance Discussion**
- **Contract Negotiation**

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on University Ave. Lots-** Verbal report provided at meeting.
- b. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- 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.
- f. **Outreach Committee** Verbal report provided at meeting. Minutes provided to Board in their packet.

IV. MANAGEMENT REPORTS

- a. **Operations Report** Manager provided report in writing to the Board. Items of note include:
- Areas of lifted concrete have been cut by Precision Concrete Cutting.
 - Replacement pool furniture for Elmhurst and Dunbarton Pools has been received in good condition.

- iii. Phase II Siding and Painting is completed. Phase III Siding and Painting has begun.
- iv. At the September 7, 2016 Board meeting the following trees work was authorized:
 - Remove and stump grind Tulip Tree 1258 at 516 Dunbarton, \$2,400.00
 - Prune Tulip Tree 1436 at 215 Elmhurst, \$980.00
 - Prune Crabapple 1390 at 601 Elmhurst, \$420.00
 - Prune Deodar Cedar 1785 at 606 Elmhurst, \$1,200
 - Prune Deodar Cedar 1369 at 705 Elmhurst, \$1,200
 - Prune Deodar Cedar 2049 at 1533 University, \$1,200
 - Provide Deep Root Watering Injections to Redwoods 1808, 1809, 1810 and 1811 at 504-506 Elmhurst in August, September and October, \$780.00
 - Provide Deep Root Watering Injections to Cedars 1785, 1369, 2059 located at 606 and 705 Elmhurst and 1533 University in August, September and October, \$780.00
- v. Since the last Board meeting, there were a total of 20 violation notices placed on vehicles in the community by the security patrol. There was 1 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- vi. Since the last Board meeting, management sent 4 compliance notices, 1 regarding unsightly cable installation visible from Common Area and 3 for a resident parked on the street.

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

V. **HOMEOWNER CORRESPONDENCE-** Board reviewed correspondence received:

VI. **HOMEOWNER FORUM –** Comments were received on a number of topics. Management made notes of the comments for possible future Board action.

CONSENT CALENDAR-

The Board agreed to consider items 3, 4 and 6 from the Architectural Application list separately.

Motion: Director Will Vizzard moved to approve modified Consent Calendar

Second: Director Linda Cook

Vote: All in favor

The Board approved Consent Calendar items A to C as presented excepting therefrom the item removed by unanimous consent: 4 architectural application as indicated below.

- 1423 Commons, solar panel installation, will be approved contingent upon the installation meeting the proposed “Responsibilities of Rooftop Solar Panel Owners”.
- 1581 University and 1587 University, fence relocation, tabled until November 2nd Board Meeting.
- 2265 Swarthmore, fence relocation, withdrawn by homeowner.

Begin Consent Calendar

a. **Approval of Minutes September 7, 2016 Open Session**

Resolution: The Open Session minutes dated September 7, 2016 were approved as presented.

b. Financial Statement: August 2016

Resolution: The Board accepted the August 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$235,497.25 and reserve funding of \$1,333,186.18 compared to the reserve funding budget of \$1,310,128. The reserves are funded through August 2016. The Association has \$502,626.90 in operating funds, which represents 1.85 months of budgeted expenses and reserve contributions. The Association has \$5,411,704.73 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated September 15, 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
2484-02	\$951.00
1959-02	914.00
2039-01	914.00
2387-03	\$951.00

Architectural Applications- the Architectural Review Committee met on September 12, 2016 to review the enclosed applications.

Resolution: The Board confirms the decisions of the committee contingent on notes above.

<i>Address</i>	<i>Application for</i>	<i>Decision</i>
716 Elmhurst Circle	Window Replacement	Approved
1185 Vanderbilt Way	HVAC Replacement	Approved
1581 University Ave.	Fence Relocation	Considered Separately
1587 University Ave.	Fence Relocation	Considered Separately
510 Elmhurst Cir.	Chimney Cap Replacement	Approved
1423 Commons Dr.	Solar Energy Roof Panels	Considered Separately
2265 Swarthmore Dr.	Fence Relocation	Approved
2257 Swarthmore	Trellis Installation	Approved
2283 Swarthmore	HVAC Replacement	Emergency Approval Granted

VII. UNFINISHED BUSINESS

a. Bench Locations

Motion: Director Steve Huffman

Second: Director Linda Cook

Director Will Vizzard Abstain

Vote: All others in favor

Resolution: The Board approved the placement of a bench West of 500 Dunbarton Circle for the enjoyment of the community.

b. 2017 Budget

Management, with input from the Finance Committee and the Treasurer, has prepared a budget for Board review and adoption. The budget calls for an increase to the monthly assessment of \$12, from \$457 to \$469. For comparison's sake, a table of increases over the past 10 years is included here:

Year	Assessment
2007	\$387
2008	\$387 + \$5,000 S.A.
2009	\$399
2010	\$403
2011	\$403

Year	Assessment
2012	\$408
2013	\$424
2014	\$430
2015	\$440
2016	\$457

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the presented budget as stated and directed management to send the budget disclosure packet to the owners in compliance with Civil Code 5300.

VIII. NEW BUSINESS

a. Criteria for installation of solar panels on homes

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: Board accepted criteria as presented

b. Appoint Members to Ad Hoc Committee on Fencing

Motion: Director Steve Huffman

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board appointed Alan Watters, Rebecca Stene and Renee Albright to serve on the Ad Hoc Committee on Fencing to be chaired by Director Haradon.

c. Contribute to CAI CLAC- Community Associations Institute, California Legislative Action Committee

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

d. Proposals for Tree Work

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$8,450, payable from Reserves which has a remaining 2016 allocation for tree work of \$71,454 +/-.

IX. HOMEOWNER FORUM- There were no comments from the Homeowners. Director Gennis will instruct the Insurance, Legal and Risk Management Committee to take up the issue raised concerning security.

X. NEXT MEETING: Wednesday, November 2, 2016 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN @ 7:20pm