

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
July 5, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Christina George	Treasurer
	Vacant	Member at Large

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on July 5, 2017 in order to consider matters relating to personnel matters, legal matters and member discipline.
- b. **Board Announcements**
 - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Lighting- Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. Ad Hoc Committee on Underground Utilities Verbal report provided at meeting.
- c. Architectural Review Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. Finance Committee- Verbal report provided at meeting.
- e. Grounds Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- f. Insurance, Legal and Safety Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- g. Outreach Committee- Verbal report provided at meeting.

IV. MANAGEMENT REPORT-

- a. Operations Report-
 - Update on open insurance claims:
 - Water intrusion due to siding failure. Failure appears to be related to the Association's 2009/2010 siding contract. Repairs are completed. Check from Farmers Insurance for the repairs was received on June 25, 2017.
 - Assistant Community Manager, Crystle Rhine, attended an 8-hour pool operator course hosted by the Sacramento County Department of Environmental Health.
 - Phase III Siding and Painting project is running ahead of schedule. It is approximately two-thirds completed.

- On June 27, 2017 Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for both of these walks were obtained.

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

VI. CONSENT CALENDAR

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

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

Begin Consent Calendar

a. Approval of Minutes June 7, 2017 Open Session

Resolution: The Open Session minutes dated June 7, 2017 were approved as presented.

b. Financial Statement: May 2017

Resolution: The Board accepted the May 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$115,663 and reserve funding of \$171,955 compared to the reserve funding budget of \$170,042. The reserves are funded through May 2017. The Association has \$419,222 in operating funds, which represents 1.5 months of budgeted expenses and reserve contributions. The Association has \$5,699,456 in reserve funds.

c. Architectural Applications

The Architectural Review Committee met on June 13, 2017 to review the enclosed applications.

Resolution: The Board confirmed the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	1318 Commons Drive	Window and patio door replacement	Approval
2	215 Elmhurst Circle	Trellis/Patio Cover	Approval
3	2257 Swarthmore Drive	Retractable Awning	Approval
4	13 Colby Court	Hardscape installation	Approval
5	324 Elmhurst Circle	Window & Patio Doors replacement	Approval
6	504 Elmhurst Circle	Fence expansion to accommodate air conditioning compressor	Approval
7	811 Dunbarton Circle	Window replacements	Approval
8	7 Colby Court	Window & Patio Doors replacement	Approval
9	1011 Dunbarton Circle	Window Replacements	Approval

10	217 Elmhurst Circle	Window Replacements	Approval
11	19 Colby Court	HVAC System	Approval
12	2 Colby Court	HVAC System	Approval
13	1107 Commons Drive	HVAC System	Approval

<i>End Consent Calendar</i>

VII. UNFINISHED BUSINESS

a. **Committee Appointments.**

Motion: Director Joan Haradon

Second: Director Christina George

Vote: All in favor

The homeowners listed below have submitted their applications for appointment to the referenced committees. All of them have agreed to abide by Nepenthe’s Conflict of Interest Policy and are hereby appointed to the committees as indicated.

i. Architectural Review Committee:

1. Jenny Smith, Chair
2. Cheryl Cochrane
3. Alan Watters
4. Joel Weeden
5. Diane Vanderpot
6. Jan Summers
7. Bill Henle

ii. Election Committee:

1. Yvonne del Biaggio, Chair
2. Kay Chmielewski
3. Joleen Hecht

iii. Finance Committee:

1. John Baker, Chair
2. Susan Timmer
3. William Vizzard

iv. Grounds Committee:

1. Pam Livingston, Chair
2. Kay Chmielewski
3. Kathy Waugh
4. Elsa Morrison
5. Don Landsittel
6. Pam Sechrist
7. Ken Gromacki
8. Renee Mendez
9. Marilyn Livingston
10. Liza Tafoya
11. Grace Long
12. Diana Vizzard
13. Diana Mortimore
14. Diane Luttrell

v. Insurance, Legal & Safety Committee

1. Nancy Arndorfer, Chair
 2. Mike Cochrane
 3. Greg Beale
 4. Bill Olmsted
 5. Jerry Dunn
- vi. Nominating Committee**
1. Karen Lowrey
- vii. Outreach Committee**
1. Nancy Arndorfer
 2. Charles Schaffer
 3. Gerry Gelfand
- b. **Charter for the Architectural Review Committee**
Motion: Director Joan Haradon
Second: Director Linda Cook
Vote: All in favor
 In accordance with the 2017 Board Goals, the directors approved the adoption of the enclosed Draft Charter with revisions.

VIII. NEW BUSINESS

- a. **Appeal for Architectural Application**
 The Board voted unanimously to deny the application on May 17, 2017. Ms. Freeman was unaware that the Board was prepared to review the application at that time and is asking to discuss the application with the directors.
Motion: Joan Haradon
Second: Christina George
Vote: all in favor
Resolution: Board denied the application for patio shade structure.
- b. **Review Architectural Application**
 The owner of 504 Elmhurst applied for the installation of a parcel box in the common area near his unit. The Architectural Review Committee was split in its vote. The Board reviewed the application and no motion was made, therefore application can be deemed as not approved.
Action: No action taken
- c. **Consider Criteria for Satellite/Antenna/Cable Installations**
Motion: Director Linda Cook
Second: Director Joan Haradon
Vote: All in favor
Resolution: The Board adopted Criteria #29 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.
- d. **Consider Revised Criteria for Mail Slots**
Motion: Director Joan Haradon
Second: Director Christina George
Vote: All in favor
Resolution: The Board adopted revised Criteria #18 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines.
- e. **Consider Revised Criteria for Wiring and Pipe Installations**

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board adopted revised Criteria #28 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines.

f. **Consider Adoption of New Parking Rules**

Motion: Director Linda Cook

Second: Director Steve Huffman

Vote: Director Christina George-Aye

Director Linda Cook- Aye

Director Steve Huffman-Aye

Director Joan Haradon-Abstain

Action- No action at this time. Comment period has been extended until August 6, 2017.

Directors will review members' comments at the next open session on August 2, 2017 and may vote to adopt the rule as is or with slight modifications based upon input received.

g. **Homeowner Requests for Tree Removals**

i. **318 Elmhurst, Zelkova**

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the removal of Zelkova #318 located at 318 Elmhurst for a fee not to exceed \$1,485, payable from Reserves which has a remaining 2017 allocation of \$88K +/-.

ii. **711 Elmhurst, Cedar**

Motion: Director Joan Haradon

Second: Director Christina George

Vote: All in favor

Resolution: The Board approved the removal of tree located at 711 Elmhurst, pending approval from The City of Sacramento, for a fee not to exceed \$3,375.00, payable from Reserves which has a remaining 2017 allocation of \$88K +/-.

h. **Proposal to Remediate Tree Encroachment at 1136 Vanderbilt**

Motion: Director Linda Cook

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the removal of the subject Deodar Cedar and the root pruning of the Tulip tree located at 1136 Vanderbilt for a fee not to exceed \$3,225, payable from Reserves which has a remaining 2017 allocation of \$88K +/-.

i. **Proposals for Tree Maintenance Work**

Motion: Director Linda Cook

Second: Director Joan Haradon

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 \$12,990, payable from Reserves which has a remaining 2017 allocation for tree work of \$88K +/-.

Motion: Director Linda Cook

Second: Director Christina George

Vote: All in favor

Resolution: The Board approved the proposal from TurfPro (A division of Carson Industries, also the owner of The Grove Total Tree Care) for a series of deep root Redwood watering injections for \$4,950, payable from Reserves which has a remaining 2017 allocation for tree work of \$88K +/-.

IX. HOMEOWNER FORUM- No comments were received.

X. NEXT MEETING: Wednesday, August 2, 2017 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN @ 6:59pm