

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

August 3, 2016, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

OPEN SESSION MINUTES

I. CALL TO ORDER

Present	Board Member	Positon
x	Ivan Gennis	President
Via phone	Steve Huffman	Vice President
	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:

- Accounts Receivable Reports
- Contract Negotiations with Morgan Fussell for broadband easement agreement

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on University Ave. Lots-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- c. **Finance Committee- No Meeting-** No meeting in July. Minutes provided to Board in their packet.
- d. **Grounds Committee-** Verbal report provided at meeting. Minutes from June meeting 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.
- g. **Parking Policy 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:

- i. Tennis/Pickleball Court sealing contract was signed by all parties. The schedule for the sealing work will be announced shortly.
- ii. Phase II Siding and Painting is approximately 98% completed.
- iii. James E. Williams is preparing an estimate to remove the decommissioned sauna and turning the space into a regular storage closet. The main purpose will be to store the chaise lounges and chairs during the winter months. The estimate will be available for Board review at the September 7, 2016 Board meeting
- iv. The Dunbarton gate system was repaired Monday, August 1, 2016.
- v. At the July 6, 2016 Board meeting the following trees were authorized for removal.
 - #2021, Bay Laurel located in the alley behind 1467 University
- vi. Arborist Paul Dubois has recently replaced Phil Johnson at The Grove Total Tree Care. The Board will be reviewing a number of his reports and recommendations at the August 3rd meeting. He has recommended the following tree work:
 - Tulip 101 on Howe Ave. berm near 27 Adelphi, \$3,100.00
 - Locust 756 at 811 Dunbarton, \$840.00
 - Plum 411 at 2265 Swarthmore, \$470.00
 - Birch 899 at 1333 Commons, \$840.00
 - Birches 1990 & 1991 at 1025 Vanderbilt, \$1,350
 - Birch 1521 at 1113 Vanderbilt, \$840.00
 - Locust 1566 at 1161 Vanderbilt, \$840.00
 - Liquidambar 371, Crown reduction to subdue co-dominant stem. Weight reduction pruning, \$2,720
 - Liquidambars 634 and 635 at 1106 Vanderbilt, \$4,800.00
 - Birch 606 at 1212 Vanderbilt, \$1,800
- vii. Since the last Board meeting, there were a total of 26 violation notices placed on vehicles in the community by the security patrol. There were 2 vehicles towed during this time. Reports are reviewed by 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 concern with a tree located outside her bedroom window.
- 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.
- VII. **CONSENT CALENDAR** -The Board approved Consent Calendar items A to E as presented excepting therefrom the item removed by unanimous consent: 1 architectural application as indicated below.

- 817 Dunbarton Circle, Skylights and Solar Tubes, will be approved contingent upon escrow closing.

<i>Begin Consent Calendar</i>

a. Approval of Minutes July 6, 2016 Open Session

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

b. Financial Statement: June 2016

Resolution: The Board accepted the June 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$170,674.53 and reserve funding of \$1,003,227 compared to the reserve funding budget of \$982,596. The reserves are funded through June 2016. The Association has \$438,027 in operating funds, which represents 1.61 months of budgeted expenses and reserve contributions. The Association has \$5,325,646 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated July 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
1963-02	\$914.00
2153-01	\$914.00

d. Appoint Committee Memberships

Resolution: The Board appointed Renee Mendez and Mark Gorton, members in good standing, to the Grounds Committee and Insurance, Legal & Safety Committees, respectively. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.

e. Architectural Applications

The Architectural Review Committee met on July 11, 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>
219 Elmhurst Circle	Replace Skylight	Approved
711 Elmhurst Circle	Window Replacements	Approved
1426 Commons Drive	Window Replacements	Approved
905 Dunbarton Circle	Window Replacements	Approved
2308 Swarthmore Drive	Solar tubes	Approved

114 Dunbarton Circle	HVAC Replacement	Emergency Approval Granted
1418 Commons Drive	HVAC Replacement	Emergency Approval Granted

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. Age Restrictions at Nepenthe Pools

Action: Tabled until September 7, 2016 Board Meeting.

IX. NEW BUSINESS

a. Report from Ad Hoc Committee on Parking Policy

Action: It was agreed that the Ad Hoc Committee on Parking Policies will work with management to engage a consultant to assist with the facilitation of homeowner forums to achieve consensus around parking policies.

b. Risk Assessment Report

Motion: Director Steve Huffman

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board accepted the Risk Assessment Report by Farmers Agent Ryan DeShong and directed management to implement the suggestions therein and report at the next open session on September 7, 2016.

c. Board Instruction to Ad Hoc Committee on University Ave. Lots

Action: Board agreed that the Ad Hoc Committee on University Ave. Lots will look at costs to utilize the yard for parking.

d. Board Instruction to Architectural Review Committee

Action: Board agreed that the Board Liaison will work with committee to develop criteria for rooftop improvements.

e. Proposals for Tree Work

ITEM 1: Arborist Paul Dubois walked the property on July 12 accompanied by Grounds Committee member Elsa Morrison and General Manager Bettsi Ledesma. The purpose of the walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous. Additionally, the arborist was asked to provide instruction for the care of the community's young trees. His Report was provided to the Grounds Committee who reviewed it on July 21st and asked Mr. Dubois to prepare the enclosed proposals for Board action. The specific work identified is as follows:

- Tulip 101 on Howe Ave. berm near 27 Adelphi, \$3,100.00
- Locust 756 at 811 Dunbarton, \$840.00
- Plum 411 at 2265 Swarthmore, \$470.00
- Birch 899 at 1333 Commons, \$840.00
- Birches 1990 & 1991 at 1025 Vanderbilt, \$1,350
- Birch 1521 at 1113 Vanderbilt, \$840.00
- Locust 1566 at 1161 Vanderbilt, \$840.00
- Liquidambar 371, Crown reduction to subdue co-dominant stem. Weight reduction pruning, \$2,720

Motion: Director Joan Haradon

Second: Director Will Vizzard

Vote: All in favor

Resolution: The Board approved the removals and crown reduction as proposed by Grove Total Tree Care for the amount of \$11,000, payable from Reserves which has a remaining 2016 allocation for tree work of \$94,454 +/-.

ITEM 2: The arborist was also asked to provide a report for Birch Tree 606 at 1212 Vanderbilt at the request of management. The tree has been requested for removal by the homeowner. Based on the report and the fact that the tree only impacts two homeowners who both desire its removal, management recommends removal.

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the removal of Birch Tree 606 for the amount of \$1,800 payable from Reserves which has a remaining 2016 allocation for tree work of \$94,454 +/-.

ITEM 3: The arborist was also asked to examine two Liquidambar at 1106 Vanderbilt at the request of management. The trees have been requested for removal by the homeowner. The homeowner has experienced fallen limbs in her patio and has had to replace her air conditioner's condenser unit due to the unit burning out because it was lifted off-level by the invasive tree roots. Management has conferred with the zone steward for the area about these trees and the arborist's report is enclosed in the Board packet (please note that the arborist has inadvertently transposed the tree numbers- they are actually 634 and 635). Management recommends removal due to the extensive impact to the existing hardscape. To continue to root prune to allow for concrete replacement can be detrimental the trees and may cause instability which could lead to tree failure.

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in Favor

Resolution: The Board approved the removal of Liquidambar 634 and 635 for the amount of \$4,800 payable from Reserves which has a remaining 2016 allocation for tree work of \$94,454 +/-.

f. Proposal to Purchase Two Wausau Benches

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board chose the bench locations on pages 123 and 132 from the approved Standards and directs management to set signage in place to solicit member comments.

Motion: Director Steve Huffman

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the proposal from Wausau for two benches in the amount of \$2,703.59 payable from Reserves which has a 2016 allocation of \$8,000.

g. Proposal to Purchase Ping Pong Table

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the purchase of the table proposed by management for a fee not to exceed \$493.90.

h. Proposals for Fence Replacements

Some fences have been noted by Roger Work, the Nepenthe Facilities Coordinator, as being in need of repair and/or replacement.

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the work called out for in the enclosed fence repair/replace proposals from James E. Williams & Son, Inc. as follow:

- 0716-0020, 312 Elmhurst Circle, \$689.01
- 0616-0046, 700 Dunbarton Circle, \$2,773.86

For a total of \$3,462.87 payable from Reserves which has a remaining 2016 allocation of \$110,000.

Tabled until September 7, 2016 Board Meeting- 0716-0021, 801 Dunbarton Circle, \$4,841.28.

X. **HOMEOWNER FORUM-** A Homeowner addressed the Board on various issues. Management made note of the concern for possible Board action on a later agenda.

XI. **NEXT MEETING:** Wednesday, September 7, 2016 at 5:30 pm in the Nepenthe clubhouse

XII. **ADJOURN@ 8:20pm**