

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
October 4, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

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

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on September 13, 2017 and October 4, 2017 in order to consider matters relating to personnel matters, contract negotiations, 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 Underground Utilities-No report provided.
- b. Architectural Review Committee- 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 (no meeting)
- f. Outreach Committee (no meeting)

IV. MANAGEMENT REPORT- Written report provided in packet, highlights are included here:

- a. Phase III Siding and Painting Project is running on schedule. It is approximately 3/4 completed
- b. On September 26, 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 this walk will be on the October 4th Open Session Agenda.

- c. The Grounds Committee is currently reviewing a total tree care health package proposal that will include treatments against insects, anti-fruited measures and deep root watering for particularly vulnerable redwood trees.

V. HOMEOWNER CORRESPONDENCE-None.

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

VII. CONSENT CALENDAR

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor

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

Begin Consent Calendar

a. Approval of Minutes September 6, 2017 Open Session

Resolution: The Open Session minutes dated September 6, 2017 were approved as presented.

b. Financial Statement: August 2017

Resolution: The Board accepted the August 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$163244.94 and reserve funding of \$1,389,340 compared to the reserve funding budget of \$1,360,336. The reserves are funded through August 2017. The Association has \$467,700 in operating funds, which represents 1.68 months of budgeted expenses and reserve contributions. The Association has \$5,980,840 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated August 17, 2017, 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
2312-02	\$938.00

d. Architectural Applications

The Architectural Review Committee met on September 12, 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	1009 Dunbarton	Patio hardscape	Approval
2	509 Elmhurst	Window replacements	Approval
3	1124 Vanderbilt	Window replacements	Approval
4	2267 Swarthmore	Window Replacements	Approval
5	1109 Dunbarton	Window Replacements	Approval
6	1366 Commons	HVAC Replacement	Approval
7	1236 Vanderbilt	Fence Relocation for HVAC	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. **Parking Remedies**

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor.

Resolution: The Board adopts the following Private Street Parking Remedies:

- The Board instructs Management to enforce the stipulation that no public parking is allowed on private streets. Increased diligence is necessary to avoid becoming a default parking space for CSUS students and faculty. Management will immediately follow up on any report of student cars left on private streets. Signage at the entry point from Vanderbilt to Elmhurst and clearer signage at other entry points into private streets shall be placed discourage vehicles with no legitimate purpose from turning into them.
- The Board instructs Management to increase the enforcement of requiring garages for parking cars at all times except for brief loading and unloading. Residents must use their garages, not the private street, as their designated parking spot. Minimal resident parking on these streets makes them safer and more enjoyable for walkers and children and more aesthetically pleasing and is a deterrent to public parking abuse. For non-compliance, penalties and fines shall apply in accordance with Governing Document Enforcement Policy revised March 2, 2016, pursuant to the CC&Rs Article XVI, Section 16.6(b).
- The Board instructs Management to increase signage to indicate no parking at points where parking, even on one side, is obstructive, dangerous or aesthetically detrimental. For example, for safety it may be necessary to restrict parking on tight corners on curves such as at the Vanderbilt entry to Elmhurst Circle and the cul-de-sac near the Elmhurst Circle tennis courts. We need to ensure that emergency vehicles have swift access to our private streets at all points. On occasion, red lines may indicate no parking in front of fire hydrants and walkways. Red lines will be used sparingly. Parking in front of resident housing located immediately facing the street blocking main living room views is discouraged unless all other parking options are unavailable.

- Overnight Guest Permits will be issued up to 14 days. Abuse of guest permits by residents will result in the forfeiture of the guest permit privilege.

b. **Clubhouse Sign Proposal**

Action: No action taken. Board instructed Management to provide more details and materials at next meeting.

IX. NEW BUSINESS

a. **2018 Reserve Study Update**

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor

Resolution: The Board approved the Browning Reserve Group draft reserve study for the fiscal year ending 2018 as presented. The reserve study recommends an annual reserve contribution of \$2,111,922 (\$298.29 per owner, per month) based on projected reserve funds balance of \$6,405,741 as of December 31, 2017. The Board directs management to adjust the unfunded reserve balance consistent with the actual reserve fund amount and with the reserve analyst's projection of that balance as of December 31, 2017, if any.

b. **2018 Draft Budget**

Action: Discussion only. No action at this time.

c. **Proposal for motion sensor lights on the Clubhouse Pool Deck**

Action: Tabled until next meeting. Management will confer with the ad hoc lighting committee chair and return next month.

d. **Request from owner to prune limbs over patio**

Motion: Director Christina George

Second: Director Frank Loge

Motion: All in favor

Resolution: The Board denied the homeowner's request and directs management to supervise the suggested pruning outlined in the Arborist's letter.

e. **Proposal for Annual Tree Maintenance Pruning**

Motion: Director Frank Loge

Second: Director Christina George

Motion: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$90,000, payable from Reserves which has a 2018 allocation for tree work of \$168,455.

f. **Proposals for Tree Maintenance Work**

Motion: Director Christina George

Second: Director Frank Loge

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 \$15,305, payable from Reserves which has a remaining 2017 allocation for tree work of \$35k +/-.

g. **University Lot Discussion**

The Board has become aware that the developer interested in purchasing 910 University Avenue may also be interested in purchasing Nepenthe's lot that the Association is currently using as a staging area for the siding and painting project. The directors discussed whether to consider selling the lot. It was generally agreed that the one-time influx of cash from a possible sale would be negatively offset by the ongoing expense to house materials for various facilities projects.

Action: No action taken. Discussion item only.

- X. **HOMEOWNER FORUM-** A number of homeowners spoke to the Board concerning various topics.
- XI. **NEXT MEETING:** Wednesday, November 1, 2017 at 5:30 pm in the Nepenthe clubhouse
- XII. **ADJOURN @ 7: 45pm**