

**NEPENTHE ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**July 6, 2016, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

<b>OPEN SESSION MINUTES</b>
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**I. CALL TO ORDER 5:32pm**

<b>Present</b>	<b>Board Member</b>	<b>Positon</b>
<b>X</b>	Ivan Gennis	President
<b>X</b>	Steve Huffman	Vice President
	Linda Cook	Secretary
<b>X</b>	Will Vizzard	Treasurer
<b>X</b>	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 July 6, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

**Items of discussion include:**

- Authorize publication of trustee’s sale,
- Parking violation hearing
- Purchase of outdoor furniture

**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. Election Committee – Report on Bylaw Election-** Verbal report provided at meeting.
- 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.
- g. Outreach Committee -** Verbal report provided at meeting. Minutes provided to Board in their packet.
- h. Parking Policy 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.** Seal coating was completed on time and for agreed upon contract price.
  - ii.** Phase II Siding and Painting is approximately 90% completed.

- iii. Concrete replacements were materially completed on June 15th; management is currently inspecting the work before recommending for final payment.
- iv. Carpets in clubhouse lounge and library were cleaned on June 16th.
- v. At the June 1st, 2016 Board meeting the following trees were authorized for removal. All, except Redwood 482 are in process. The Redwood has shown recent signs of renewed health and is now on a watch list.
  - 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
- vi. Since the last Board meeting, there were a total of 12 violation notices placed on vehicles in the community by the security patrol.
- vii. Since the last Board meeting, management sent 8 compliance violations.

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

- V. **HOMEOWNER CORRESPONDENCE-** Board reviewed correspondence received:
  - a. Homeowners expressed concern with parking policies for the public streets.

- 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**

**Motion:** Director Huffman

**Second:** Director Will Vizzard

**Vote:** All in Favor

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

*Begin Consent Calendar*

- a. **Approval of Minutes June 1, 2016 Open Session**  
Resolution: The Open Session minutes dated June 1, 2016 were approved as presented.
- b. **Financial Statement: May 2016**  
Resolution: The Board accepted the May 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$148,462.25 and reserve funding of \$828,079.22 compared to the reserve funding budget of \$818,830. The reserves are funded through May 2016. The Association has \$417,062.90 in operating funds, which represents 1.54 months of budgeted expenses and reserve contributions. The Association has \$5,258,757.60 in reserve funds.

**c. Lien Resolution**

Per the enclosed Resolution dated May 17, 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.

<b>Account Number</b>	<b>Past Due Amount</b>
<b>1959-02</b>	<b>\$641.46</b>
<b>2378-02</b>	<b>\$1,132.00</b>

**d. Appoint Committee Memberships**

Resolution: The Board appointed the members below to the indicated committees. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.

<b>Ad Hoc Parking Committee</b> - The purpose of which is to review the proposed parking policy and make a recommendation to the Board of Directors:
Joan Roberts - Chair
Rebecca Stene
Christina George
Amy Wheat
Barbara Murman
Frank Gardner
Pat Peightal
<b>Architectural Review Committee</b>
Jan Summers
<b>Finance Committee</b>
Susan Timmer

**e. Architectural Applications**

The Architectural Review Committee met on Jun 13, 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>
6 Colby Court	Security Screen Door	Approved
302 Dunbarton Circle	Window Replacements	Approved
813 Dunbarton Circle	Window and Patio Slider Replacements	Approved
905 Dunbarton Circle	Whole House Fan with six additional attic vents	Approved
1497 University Avenue	Window and Patio Slider Replacements	Approved

711 Elmhurst Circle	HVAC Replacement	Emergency Approval Granted
308 Dunbarton Circle	HVAC Replacement	Emergency Approval Granted

*End Consent Calendar*

**VIII. UNFINISHED BUSINESS - None**

**IX. NEW BUSINESS**

**a. Architectural Applications**

**i. 1109 Dunbarton Circle**

**Motion:** Director Will Vizzard

**Second:** Director Joan Haradon

**Vote:** All in Favor

**Resolution:** The Board approved the proposed fence extension as submitted which will result in the enclosure of approximately 18 square feet of common area adjacent to the alley between 1109 and 1107 Dunbarton Circle to be completed by James E. Williams & Son, Inc. with the cost to be assumed by the owner of 1109 Dunbarton Circle.

**ii. 820 Elmhurst Circle**

**Motion:** Director Joan Haradon

**Second:** Director Will Vizzard

**Vote:** All in Favor

**Resolution:** The Board approved the application as presented to allow the homeowners to have constructed a wider opening and gate in their privacy fence on the alley provided the completed work is completed by James E. Williams & Son and the homeowner assumes all cost for repair.

**b. Tree Removal Proposal**

**Motion:** Director Will Vizzard

**Second:** Director Joan Haradon

**Vote:** All in Favor

**Resolution:** The Board approved the removal as proposed by The Grove in the amount of \$840 to be paid from reserves which has a remaining allocation of \$19,120 for tree removals in 2016.

**c. Request for Rule Change- Elmhurst Pool**

**Action:** No action taken. Tabled until August 3, 2016.

**d. Proposal for Repair of Sauna**

**Motion:** Director Will Vizzard

**Second:** None

**Vote:** Motion died

**Action:** No action taken

**e. Proposal for Installation of Filtered Water Dispenser in Clubhouse Kitchen**

**Action:** No action taken.

**f. Proposals for Resealing Tennis Courts**

Management with the assistance of volunteer homeowner John Baker prepared and published the attached Request for Proposal for re-sealing the three tennis centers in the community. Five contractors were invited to bid. Two bids have been received for the work:

<b>Tennis Center</b>	<b>Nor-Cal Asphalt</b>	<b>Action Asphalt</b>	<b>Reserve Allocation</b>
Clubhouse	\$17,244.00	\$46,300	\$19,384.00
Commons Drive	\$9,684.00	\$22,300	\$9,932.00
Elmhurst / University	\$9,684.00	\$26,200	\$10,183.00
<b>Totals</b>	<b>\$29,052.00</b>	<b>\$94,800.00</b>	<b>\$29,316</b>

**Resolution:** The Board accepted the proposal from Norcal Asphalt for the following tennis courts: Clubhouse/Commons to be paid from Reserve allocations outlined in the table above. Conditional upon Management confirming the requirements of the other bid.

**Motion:** Director Will Vizzard

**Second:** Director Joan Haradon

**Vote:** All in Favor

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

XI. **NEXT MEETING:** Wednesday, August 2, 2016 at 5:30 pm in the Nepenthe clubhouse

XII. **ADJOURN @ 7:26**