

**NEPENTHE ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**December 7, 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 @ 5:30pm**

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Will Vizzard	Treasurer

**II. ANNOUNCEMENTS**

**a. Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 7, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

**Items of discussion include:**

- Delinquency Policy
- Personnel Matters
- Contract Negotiations

**b. Board Announcements-** Due to the unfortunate passing of President Ivan Gennis the Board of Directors will be as follows: Director Steve Huffman, President; Director Joan Haradon, Vice President; Director Will Vizzard, Treasurer; and Director Linda Cook, Secretary.

**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-** No report given. 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-**
  - 1. Phase III Siding and Painting continues on schedule
  - 2. Bids have been obtained for concrete bench pads for the bench at the Vanderbilt greenbelt and the one near 500 Dunbarton.

3. A scope of work for roof inspections is being prepared. The request for proposal is expected to be ready for distribution in early January.
4. Roof and gutter cleanings are in process and going well with good coordination with the landscaper for the leaf clean up.
5. Randy Ross Services is also preparing a bid for roof moss treatment for review at the next Board meeting.
6. At the November 2, 2016 Board meeting the following trees work was authorized:
  - Zelcova Trees #685,686,690 at 1113 Dunbarton: Clean and thin canopy and weight reduction pruning.
  - Pear #1512 at 1119 Vanderbilt: Weight reduction pruning.
  - Birch # 1523 at 1113 Vanderbilt: Safari Drench For beetle.
  - Birch #1032 at 801 Dunbarton: Remove & Stump Grind.
  - Birch #1577 at 1213 Vanderbilt: Remove & Stump Grind.
  - Birch #525 at 2246 Swarthmore: Remove & Stump Grind.
  - Redwoods #2061-2067 Deep Root Watering (Starting in June 2017).
7. Since the last Board meeting, there were a total of 24 violation notices placed on vehicles in the community by the security patrol. There were 2 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
8. Since the last Board meeting, management sent 12 compliance notices, 6 regarding landscape-trim trees in patio, 2 for architectural modification not within guidelines, 1 satellite dish not within guidelines, 1 nuisance-noise, 1 unsightly item, and 1 unauthorized object.

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.

VII. **CONSENT CALENDAR-** Director Joan Haradon motioned to remove item 3 from the architectural applications. Director Will Vizzard seconded this motion and it passed unanimously.

**Motion:** Director Linda Cook moved to approve modified Consent Calendar

**Second:** Director Will Vizzard

**Vote:** All in favor

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.

- 2257 Swarthmore Drive trellis cover.

**Director Will Vizzard Motioned to approve 2257 Swarthmore trellis cover.**

**Second:** Director Linda Cook

**Vote:** Directors Steve Huffman, Will Vizzard and Linda Cook approve. Director Joan Haradon abstain.

**a. Approval of Minutes November 2, 2016 Open Session**

**Resolution:** The Open Session minutes dated October 05, 2016 were approved as presented.

**b. Financial Statement: October 2016**

**Resolution:** The Board accepted the October 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$264,761.27 and reserve funding of \$1,500,282.13 compared to the reserve funding budget of \$1,473,894. The reserves are funded through August 2016. The Association has \$531,920.63 in operating funds, which represents 1.96 months of budgeted expenses and reserve contributions. The Association has \$5,578,800.68 in reserve funds.

**c. Lien Resolution**

Per the enclosed Resolution dated November 18, 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
2356-01	\$2,156.00
1957-01	\$914.00
2112-04	\$903.47
2378-02	\$914.00

**d. Architectural Applications**

The Architectural Review Committee met on November 14, 2016 to review the enclosed applications.

Resolution: The Board confirmed the recommendations of the committee.

Address	Application for	Recommendation
2325 Swarthmore	Window Replacements	Approve
215 Elmhurst Circle	Window Replacements	Approve
1127 Commons Drive	HVAC repair: re-location of compressor and new lineset.	Emergency Approval provided
106 Dunbarton Circle	HVAC replacement	Emergency Approval provided

**VIII. UNFINISHED BUSINESS - None**

**IX. NEW BUSINESS**

**a. Discussion Item – Board Goals**

No action taken. Discussion item only. Board members agreed to review suggested goals and current goals and be prepared to discuss the matter further at the January meeting.

**b. Waiver of Insurance Requirements for Consultant**

**Motion:** Director Will Vizzard

**Second:** Director Joan Haradon

**Vote:** All in favor

**Resolution:**

We, the undersigned, Members of the Board of Directors of Nepenthe Association organized under the Non-Profit General Corporation Law of California; being all current Members of such Board as presently constituted do by this writing, consent to make the following resolution.

WHEREAS, the Board of Directors has the duty to administer the affairs of the corporation,

Management has requested insurance, license and W-9 information from Kristin Vandersluis. She has provided all required items except those checked below:

**Professional Service Vendors**

  X   Proof of Professional Liability (or Errors and Omissions) Coverage with \$1,000,000 limit.

IT IS HEREBY RESOLVED by this action the Board of Directors has reviewed the matter and approves Kristin Vandersluis' current qualifications.

We direct that this resolution be filed in the Minute Book of the Corporation.

**c. Changes to Insurance, Legal & Safety Committee**

**Motion:** Director Will Vizzard

**Second:** Director Linda Cook

**Vote:** All in favor

**Resolution:** The Board of Directors hereby approved this new roster for the committee:

Nancy Arndorfer, Chair

Jerry Dunn, Committee Member

Mark Gorton, Committee Member

Bill Olmsted, Committee Member

Bill Newbill, Committee Member

**d. Appoint Nominating Committee**

**Motion:** Director Will Vizzard

**Second:** Director Joan Haradon

**Vote:** All in favor

**Resolution:** The Board of Directors hereby appoints Director Cook to chair the nominating committee and also appoints homeowners Karen Lowrey and Diana Vizzard to serve on the committee.

**e. Appoint members to Architectural Review Committee**

**Motion:** Director Linda Cook

**Second:** Joan Haradon

**Vote:** All in favor

**Resolution:** The Board of Directors hereby appoints Jenny Smith to chair the Architectural Review Committee and also appointed Cheryll Cochrane, Bill Henle, Diane Vanderpot and Joel Weeden to serve on the committee.

**f. Discussion Item: Shall the Board Create a Policy to Address Requests from Homeowners to Fence in Small Portions of the Common Area?**

No action taken. Board agreed that general counsel Bradley Epstein shall be consulted on this matter.

**g. 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 \$4,690, payable from Reserves which has a remaining 2016 allocation for tree work of \$56,089 +/-.

**h. Flood Insurance Renewal**

**Motion:** Director Linda Cook

**Second:** Director Will Vizzard

**Vote:** All in favor

**Resolution:** The Board approved the purchase of Flood Insurance for the units and assets of the association as presented by agent Ryan DeShong for the amount of \$298,846, payable from Operating Expenses.

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

**XI. NEXT MEETING:** Wednesday, January 4, 2017 at 5:30 pm in the Nepenthe clubhouse

**XII. ADJOURN @ 6: 35pm**