



# NEPENTHE ASSOCIATION

## Open Session Nepenthe Board of Directors

August 4, 2021 6:00 PM  
Nepenthe Clubhouse  
1131 Commons Drive  
Sacramento, 95825

### MINUTES

#### Directors Present

LINDA COOK - Secretary  
MARY GRAY - Vice President  
JOHN BAKER - President  
ASHLEY TANGERAAS - Treasurer

#### Directors Absent

MARKUS DASCHER TTEE - Director at Large

#### Additional Attendees

Bettsi Ledesma, CMCA, General Manager, FirstService Residential  
Nirmal Dhesi, Assistant Community Manager, FirstService Residential

### I. CALL TO ORDER

The meeting was called to order at 5:56 pm.

### II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session immediately preceding the Open Session meeting in order to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

#### Teleconference Notice:

Pursuant to the Centers for Disease Control and Prevention's (CDC) interim guidance on mitigation strategies in response to COVID-19 outbreak, including the implementation of social distancing measures where feasible, this meeting is being held via teleconference and videoconference. All homeowners were provided with call-in and video conference information and an opportunity to address the Board of Directors during Homeowner Forum.

Please be advised that pursuant to California Penal Code section 632 it is a crime to intentionally use a recording device to eavesdrop on a confidential communication without the express consent of all parties to the communication.

### III. COMMITTEE UPDATE & INVITED GUESTS

Invited Guest: Denise Ibsen, Farmers Insurance presented the renewal quote to the Board for action at next month's open session.

Outreach Committee Chair Emily Nakanishi provided an update to the Board regarding Jazz at the Pool which will be held on September 36.

The following committees submitted minutes for Board review:

1. Architectural Review Committee
2. Grounds Committee
3. Insurance, Legal & Safety Committee

#### **IV. REPORTS**

Manager provided brief overview of her report and gave a presentation for the assembled owners on how to access the Board packets on the website.

#### **V. HOMEOWNER FORUM**

A number of owners addressed the Board on matters of community interest.

#### **VI. HOMEOWNER CORRESPONDENCE**

The Board reviewed correspondence from three homeowners.

#### **VII. CONSENT CALENDAR**

##### **Resolved**

The Board approves Consent Calendar Items A to C as presented.

**Motion:** LINDA COOK

**Second:** JOHN BAKER

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

► **Resolved**  
*The motion passed*

#### **A. APPROVAL OF MINUTES**

##### **Resolved**

That the Open Session Minutes dated July 7, 2021 be approved as presented.

#### **B. FINANCIAL STATEMENT**

##### **Resolved**

That the Board approves the Association's income statement for June 2021, comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating income of -\$18,968 and year-to-date reserve funding of \$1,141,565 compared to the year-to-date reserve funding budget of \$1,090,320. The actual year-to-date operating expenses were \$864,416. The budgeted year-to-date operating expenses were \$824,940. The association has \$404,298 in operating funds, which represents 1.27 months of budgeted expenses and reserve contributions. The association has \$10,110,861 in reserve funds.

#### **C. ARCHITECTURAL APPROVALS**

##### **Resolved**

The Architectural Review Committee recommends approval of the following improvements:

1330 Commons Drive	Sun Screens
2304 American River Drive	HVAC
1136 Vanderbilt Way	Windows
17 Colby Court	HVAC
1396 Commons Drive	HVAC
612 Elmhurst Circle	HVAC
1405 Commons Drive	HVAC
1063 Commons Drive	HVAC

The Board confirms the recommendations of the committee as noted above.

**D. LIEN RESOLUTION JULY13, 2021**

**Resolved**

Per the enclosed Resolution, 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
1946-01	\$1,070.00
1994-04	\$1,130.00

**VIII. UNFINISHED BUSINESS**

**A. HOWE AVE. BERM TREE WORK PROPOSAL**

This item is tabled pending clarification from the City concerning the right of way.

**B. WATER METER BILLING REPORT**

We reached out to Michelle Eckard of Carolo Engineers regarding this information.

She confirmed that ours will also have the cost showing. She also stated that our first report is coming shortly after July 1 and it will have March, April, May and June on it. We will not be receiving any actual bills until April of next year.

**IX. NEW BUSINESS**

**A. PARKING RULE CHANGE**

**Resolved**

The Board directs management to post the proposed Dunbarton and University Parking Rules for 28-days for homeowner comments.

**New Rule:**

**ELMHURST CIRCLE RESIDENTS**

Elmhurst Circle residents are to always park in their garages except for brief loading and unloading. Short term guests are certainly welcome to park on the private streets. Parking permits can be obtained online through [nepenthe.parkingattendant.com](http://nepenthe.parkingattendant.com). You will need your 4-digit code available from the office. Overnight guest permits will be issued for up to 14 days. Abuse of guest permits by residents will result in the

forfeiture of the guest permit privilege.

### **DUNBARTON CIRCLE AND UNIVERSITY AVENUE RESIDENTS**

Parking for owners, other residents and their guests is permitted, except between the hours of 12:00 a.m. and 6:00 a.m., on one side of Dunbarton Circle only, as indicated by the signs posted on those streets. The same rule applies to the guest stalls in the alleys on University Avenue. Public parking in those locations is prohibited.

Each home located on Dunbarton Circle and University Avenue will receive two placards for their overnight guest(s) at no charge. Replacement of lost placards can be obtained at the management office for a fee of \$10. Placards are for guest vehicles only and not for resident vehicles. Placards do not provide for parking on the City streets which are administered by the City of Sacramento.

**Motion:** MARY GRAY

**Second:** ASHLEY TANGERAAS

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

### **B. REQUESTS FROM OUTREACH COMMITTEE PER MINUTES**

**Resolved**

The Board authorizes the Outreach Committee to expend up to \$400 for Jazz by the Pool and \$200 for Homeowner Education Forum payable from the Operating Funds.

**Motion:** LINDA COOK

**Second:** MARY GRAY

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

### **C. APPOINT AD HOC FUNDRAISING COMMITTEE FOR THE CAMPUS COMMONS PLAYGROUND**

**Resolved**

The Board appoints Cheryl Nelson to explore and implement fundraising options with management and any other interested Nephenthe volunteers for the purpose of helping to defray the expenses Campus Commons Park Corporation is facing in the rehabilitation of the playground.

**Motion:** MARY GRAY

**Second:** JOHN BAKER

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

### **D. PROPOSALS FOR SIDING REPAIRS**

**Resolved**

The Board approves the proposal from Critical Path Reconstruction for the siding repairs at 907 Dunbarton for a fee not to exceed \$6,572.85 payable from Reserves. Further, the Board approves the proposal from Critical Path Reconstruction for the siding repairs at 1182 Vanderbilt for a fee not to exceed \$1,252.46 payable from Reserves.

**Motion:** LINDA COOK

**Second:** MARY GRAY

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

#### **E. PROPOSALS FOR FENCE REPAIRS**

##### **Resolved**

The Board approves the proposals from Critical Path Reconstruction for the fence work at 703 Dunbarton and 1378 Commons for a fee not to exceed \$6,294.76 payable from Reserves.

**Motion:** JOHN BAKER

**Second:** MARY GRAY

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

#### **F. LANDSCAPING PROPOSAL - 1363 COMMONS**

##### **Resolved**

The Board approves the landscape work at 1363 Commons for a fee not to exceed \$3,120.00 payable from Reserves.

**Motion:** LINDA COOK

**Second:** MARY GRAY

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

#### **G. LANDSCAPING PROPOSAL - 2242-2248**

##### **Resolved**

The Board approves the proposal for landscaping at 2242-2248 Swarthmore for a fee not to exceed \$3,265.00 payable from Reserves.

**Motion:** LINDA COOK

**Second:** MARY GRAY

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

## H. ZONE 1 TREE WORK

### Resolved

The Board approves the proposal from The Grove Total Tree Care for Zone 1 tree work for a fee not to exceed \$35,620.00 payable from Reserves.

**Motion:** LINDA COOK

**Second:** JOHN BAKER

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ *Resolved*  
*The motion passed*

## I. CPA ENGAGEMENT LETTER

### Resolved

The Board approves the letter of engagement from CPA Levy-Ehrlanger for the preparation of the 2021 Annual Review and tax returns for an estimated fee of \$1,890.

**Motion:** LINDA COOK

**Second:** JOHN BAKER

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ *Resolved*  
*The motion passed*

## J. DUNBARTON CABANA POOL DECK DOORS

### Resolved

The Board approves the proposal from Critical Path Reconstruction for the installation of a Von Duprin Aluminum Mullion on the pool deck doors at the Dunbarton Cabana for a fee not to exceed \$4,329.42 payable from Reserves.

**Motion:** LINDA COOK

**Second:** MARY GRAY

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ *Resolved*  
*The motion passed*

## K. ROOF AND GUTTER CLEANING PROPOSAL

### Resolved

The Board approves the proposal from Bailey Boys for two full roof cleanings for a fee not to exceed \$74,000 payable from Operating provided that they start and finish the cleanings a month later than last year.

**Motion:** MARY GRAY

**Second:** LINDA COOK

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

**L. ACCEPT VERIFICATION DOCUMENTS FROM TENNIS COURT SPECIALISTS**

**Resolved**

The Board of Directors accepts the Tennis Court Specialist's verification documents as submitted:

- Workers' compensation insurance with statutory limits and employers' liability limits not less than \$500,000 (no employees)
- Commercial automobile liability insurance with limits not less than \$1,000,000 combined single limit and non-owned/hired autos
- Additional insured endorsements naming the Association and FirstService
- Professional liability insurance (errors & omissions coverage) with limits not less than \$1,000,000 per occurrence & aggregate

**Motion:** JOHN BAKER

**Second:** LINDA COOK

**AYEs:** MARY GRAY, LINDA COOK, JOHN BAKER, ASHLEY TANGERAAS

**NAYs:**None

▶ **Resolved**  
*The motion passed*

**X. SECOND HOMEOWNER FORUM**


**XI. NEXT BOARD MEETING**

The Association's next Board meeting will be held Wednesday, September 1, 2021 at 6:00 pm.

**XII. ADJOURN**

Adjourned 7:46 pm.

  
APPROVED

  
DATE