



NEPENTHE ASSOCIATION
Open Session Nepenthe Board of Directors

February 2, 2022 6:00 PM
 Nepenthe Clubhouse
 1131 Commons Drive
 Sacramento, 95825

MINUTES

Directors Present

LINDA COOK - Secretary
 MARY GRAY - Vice President
 JOHN BAKER - President
 MARKUS DASCHER TTEE - Director at Large
 ASHLEY TANGERAAS - Treasurer

Directors Absent

None

Additional Attendees

Bettsi Ledesma, CMCA, AMS, General Manager, FirstService Residential

I. CALL TO ORDER

Meeting was called to order at 6:02 PM.

This meeting is recorded. Recorded Board meetings are available to view on the community website at:
<https://nepenthehoa.com/recorded-board-meetings/>

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. The directors approved a foreclosure resolution for two delinquent accounts.

III. COMMITTEE UPDATES

The following committees submitted minutes and/or provided verbal reports for Board review:

- Architectural Review Committee
- Finance Committee
- Grounds Committee
- Insurance, Legal & Safety Committee

IV. REPORTS

Communication

- The Nepenthe News was last published on January 7, 2022. The next newsletter will be published on February 4, 2022. Topics to be covered include:
 - Board Report
 - Update your Resident Information Form
 - 2022 Annual Meeting
- Website has received review and cleanup.
 - Updated "Contact Us" to include Russo Insurance.
 - Uploaded the Service Request Form to the "Contact Us" page.
 - Added insurance summary pages to the Welcome Packet
 - Board meeting Zoom recordings are uploaded on "Board of Directors" page.

Administration

- To comply with recent SB392, we have revised the service request form to capture whether homeowners will allow us to share their contact information with contracted vendors that will be working on their unit.
- To that end, we will be encouraging all homeowners making a service request to do so in writing- either on the Connect Resident Portal or by submitting the Service Request Form available at the clubhouse or on the website.
- FirstService is rolling out an improved way to process home improvement applications. Nirmal and I will be trained on the new system and will work with the ARC on its implementation.

Facilities

- Management provided overview of Water Metered Usage Report and discussed how and when the invoices for water will be switched over from the homeowners to the Association. Management has requested that the switch not take place until January 2023. Update to be in next month's report.
- In December and January, there was a marked increase in after-hours Clubhouse spa use. Many of the instances appeared to be by unhoused trespassers. Some used soap in the spa which incurred an extra expense for cleaning. Others left behind articles of clothing, soap, etc. Securitas has agreed to check the pool decks on every patrol. Management has added a sign to the Swarthmore pool gate advising of camera surveillance. Since instituting these changes, we have not had any more of these incidents. We will continue to monitor and report to the Board.
- Janitorial Service: Custom Care Cleaning has performed all scheduled nightly cleanings of the facilities.
- Pool Service: Sparkling Clear Pool service performed all daily testing and cleaning. Heaters to all pools have been turned off, but spas are available throughout winter.
- Work orders for water intrusion repairs were authorized by management as follows:
 - 209 Elmhurst, roof, \$5,061.96
 - 606 Elmhurst, siding, \$1,353.07
 - 1318 Vanderbilt, siding and framing, \$6,770.00 (conditions that caused dry rot are currently under investigation. I will provide a follow up report next month with recommendations for next steps.)

Grounds

- City tree crews pruned the trees on Howe Ave. Carson will be cleaning up debris left behind by the crews.
- 42 Christmas trees were discarded by homeowners with no payment provided for pickup. Carson has

- charged the Association \$10 each for pick up and dump fees.
- The Grove is finishing the approved Zone 5 work.
- Carson completed shrub bed clean up in January. Their service schedule for February is appended to this report.

Financial

- Due to illness, our Irvine accounting team has been shorthanded. We are still waiting for the December financials, but will forward to the Directors as soon as they are available.
- The flood insurance policies have renewed. Non-resident owners can expect to see the pass-through surcharge on their April statements.

Governance

- Securitas has provided mobile patrols throughout January. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- I emailed Councilmember Guerra’s office to inquire about the uptick in incidents Nepenthe saw in November and December. I received the following response:

First, let me apologize for not having an officer at the January 5 meeting. On the day of the meeting, they had a homicide just before 5:00 pm that required our officers to assist. PD did some research on the burglaries and came up with the following:

- most of the burglaries are through the sliders or open side garage doors.
- there are no real common suspect descriptions and some include both males and females as the suspects.
- two of the cases have been assigned to our Neighborhood Crimes Unit detectives who have issued bulletins to the department regarding the burglaries and/or waiting on forensic evidence to be processed.

V. HOMEOWNER FORUM

VI. HOMEOWNER CORRESPONDENCE

VII. CONSENT CALENDAR

Resolved

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

Motion: JOHN BAKER

Second: LINDA COOK

► *Resolved*
The motion passed unanimously

A. APPROVAL OF MINUTES

Resolved

The Open Session Minutes dated January 5, 2022 are approved as presented.

B. ARCHITECTURAL APPROVALS

Resolved

The Board confirms the recommendations of the committee as noted below:

711 Elmhurst Circle	Awning	Approval
1127 Commons	Emergency HVAC	Approval
1149 Vanderbilt Way	Emergency HVAC	Approval

14 Adelphi Court	Replacement Windows	Approval
2264 Swarthmore Drive	Emergency HVAC	Approval
714 Elmhurst Circle	Replacement Windows	Approval
2266 Swarthmore Drive	Security Light	Approval
1203 Vanderbilt Way	HVAC Replacement	Approval
1587 University Ave.	Emergency HVAC	Approval

C. LIEN RESOLUTION DECEMBER 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
2006-01	\$1,605.00
2202-04	\$1,605.00

D. APPOINT 2022 NOMINATING COMMITTEE

Proposed Resolution

Pursuant to Bylaws Article IV, Section 4.6(a), the Board hereby appoints Bill Endicott, Karen Lowrey and Markus Dascher as Chair to serve as this year’s Nominating Committee.

VIII. UNFINISHED BUSINESS

A. PROPOSAL FOR LANDSCAPE ARCHITECT

Resolved

The Board approves the proposal from Garth Ruffner, landscape architect, at an hourly rate of \$145, not to exceed \$3,480 payable from Reserves for Landscaping/Contingency which has an allocation for 2022 of \$12,362. Scope of work to be further refined by the directors.

Motion: LINDA COOK

Second: MARY GRAY

- ▶ *Resolved*
The motion passed unanimously

B. TURF REHABILITATION PROPOSAL

Resolved

The Board of Directors approves the proposal for turf renovation in the areas noted for a fee of \$4,320 payable from Reserves which has a turf renovation allocation of \$50,225.

Motion: MARY GRAY

Second: LINDA COOK

- ▶ *Resolved*
The motion passed unanimously

C. CHARGE ARC WITH REVIEWING EXTERIOR PAINT OPTIONS

This item was tabled until the next open session pending delivery of renderings.

IX. NEW BUSINESS

A. DISCUSS CIVIL CODE CHANGES REGARDING RENTAL RESTRICTIONS

No action at this time. Board will monitor rental rate going forward to determine if adopting rental restrictions in the future will be advantageous.

B. REQUEST FOR SIGNAGE FROM HOMEOWNER

No action. Item dies for lack of a motion.

C. PROPOSAL FOR LANDSCAPE IMPROVEMENTS- 1235 VANDERBILT

Resolved

The Board approves the proposal from Carson Landscape for landscape enhancements at 1235 Vanderbilt way for a fee not to exceed \$2,765 payable from Reserves which has a 2022 allocation for plant replacements of \$25,600.

Motion: MARKUS DASCHER TTEE

Second: LINDA COOK

▶ *Resolved*

The motion passed unanimously

D. FENCE PROPOSALS

Resolved

The Board approves the following proposals for fence repairs:

- 600 Elmhurst, Vendor JWS, \$3,627.24
- 605 Elmhurst, Vendor JWS, \$5,334.41
- 702 Elmhurst, Vendor JWS, \$2,926.18
- 212 Dunbarton, Vendor JWS, \$5,574.79 (front fence only)

Payable from reserves which has a 2022 allocation of \$35,000 for out-of-cycle fence repairs and replacements.

Motion: JOHN BAKER

Second: MARY GRAY

▶ *Resolved*

The motion passed unanimously

E. SIDING PROPOSALS

Resolved

The Board approves the proposals as noted below for siding repairs using DuraTemp siding for a fee not to exceed \$500 above the proposed prices noted below

1. 1026 Vanderbilt, Vendor CPR, \$1,469.37
2. 1329 Vanderbilt, Vendor CPR, \$3,777.65
3. 2275 Swarthmore, Vendor CPR, \$2902.39
4. 2267 Swarthmore, Vendor CPR \$1,248.35

Payable from reserves which has a 2022 allocation for out of phase repairs of \$127,566.

Motion: MARY GRAY
Second: ASHLEY TANGERAAS

▶ *Resolved*
The motion passed unanimously


X. SECOND HOMEOWNER FORUM

XI. NEXT BOARD MEETING

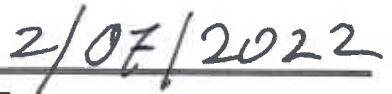
The Association's next Board meeting will be held Wednesday, March 2, 2021 at 6:00 pm.

XII. ADJOURN

Meeting was adjourned at 7:10 PM.



APPROVED



DATE