

**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 6, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

<b>OPEN SESSION MINUTES</b>
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**I. CALL TO ORDER**

<b>Present</b>	<b>Board Member</b>	<b>Positon</b>
<b>X</b>	Steve Huffman	President
	Joan Haradon	Vice President
<b>X</b>	Linda Cook	Secretary
<b>X</b>	Christina George	Treasurer
<b>X</b>	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 6, 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 Lighting- Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. Ad Hoc Committee on Underground Utilities- Verbal report provided at meeting.
- c. Architectural Review Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. Finance Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- 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. Minutes provided to Board in their packet.
- g. Outreach Committee-No meeting.

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

- a. Newsletter and website update
  - i. September topics: parking rule update, water conservation
- b. Administration updates
- c. Facility project updates
  - i. Phase III siding and painting project in final section- University Avenue
- d. Grounds and Trees

- i. Grounds walks with committee and landscaper
  - 1. Zone 2, 8/4/17, \$2,358
  - 2. Zone 3, 8/11/17, \$11,133
  - 3. Zone 4, 8/18/17, \$4,863
  - 4. Zone 5, 8/25/17, \$11,805
  - 5. Zone 6, 9/1/17, Walk notes not yet approved
- ii. Monthly tree walk Zone 5 with Arborist
- e. Financial
- f. Governance
  - i. Parking infractions
  - ii. Other compliance issues

**V. HOMEOWNER CORRESPONDENCE**

- a. Parking Correspondence- Reviewed by Board of Directors.
- b. General Correspondence- Reviewed by Board of Directors.

**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 Steve Huffman motioned to remove and correct item A from Consent Calendar. Director Frank Lodge seconded this motion and it passed unanimously. **Director Steve Huffman Motioned to approve corrected item A. Minutes August 2, 2017 Open Session.**

**Second:** Director Linda Cook

**Vote:** All in favor

**The Board approved Consent Calendar items A to E as presented excepting therefrom the item removed by unanimous consent: Item A. Minutes August 2, 2017 Open Session.** - Joan Haradon was not present during the August 2, 2017 Open Session Meeting and will be marked not present in the August 2, 2017 Open Session Minutes.

*Begin Consent Calendar*

**a. Approval of Minutes August 2, 2017 Open Session**

**Resolution:** The Open Session minutes dated August 2, 2017 were approved with changes.

**b. Financial Statement: July 2017**

Proposed Resolution: The Board accepted the July 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$154,118 and reserve funding of \$1,216,650 compared to the reserve funding budget of \$1,190,2940. The reserves are funded through July 2017. The Association has \$458,402 in operating funds, which represents 1.64 months of budgeted expenses and reserve contributions. The Association has \$6,325,383 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
2000-01	\$938.00

**d. Architectural Applications**

The Architectural Review Committee met on August 8, 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>
<b>1</b>	407 Dunbarton	Window Replacements	Approval
<b>2</b>	1049 Commons	Window Replacements	Approval
<b>3</b>	1049 Commons	Solartubes	Approval
<b>4</b>	1521 University	Window Replacements	Approval
<b>5</b>	2320 Swarthmore	Window Replacements	Approval
<b>6</b>	2330 Swarthmore	Window Replacements	Approval
<b>7</b>	801 Dunbarton	HVAC Replacement	Emergency Approval

**e. Charter for the Outreach Committee**

In accordance with the 2017 Board Goals, the Directors adopted enclosed charter.

<i>End Consent Calendar</i>
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**VIII. UNFINISHED BUSINESS**

**a. Proposed Parking Rules**

No motion for the proposed parking rules.

**Director Loge moved the following actions** with a follow up report to take place at the October 4, 2017 meeting:

- Instruct management to increase enforcement of CC&R Article III, Section 3.3(a) requiring owners to use their garage for parking.
- Appoint Director George to represent the Board to meet with management to assess red curb or parking signage enhancements on our private streets.
- Appoint Director Loge to represent the Board to meet with management and the City of Sacramento to develop actions the City is willing to take to improve parking control on Nepenthe public streets. Items to consider are,

but not limited to: red curb enhancements, City “no parking” signage, increased parking patrols, or any other appropriate measures.

**Director George seconded the motion.**

**The motion passed unanimously.**

b. **Discussion: Put the 2017 Landscape Contract to Bid?**

**Motion:** Director Linda Cook

**Second:** Director Frank Loge

**Vote:** All in favor

**Resolution:** The Board hereby agrees to not solicit bids for the monthly landscape monthly maintenance contract.

**IX. NEW BUSINESS**

a. **Insurance Renewal**

Motion: Christina George

Second: Director Linda Cook

Vote: All in favor

**Resolution:** The Board accepted the renewal offer from Farmers in the amount of \$93,670 annually to be paid in 12 monthly installments from operating funds.

b. **Proposal for Construction Management Services to Conduct Roof Inspections and oversee repairs as needed**

Motion: Director Linda Cook

Second: Director Frank Loge

Vote: All in favor

**Proposed Resolution:** The Board approved the proposal from CM2 Construction Management in the amount of \$5,900 plus 5% of total construction, payable from Reserves which has a 2018 allocation of \$61,987. Management to negotiate and prepare contract for Board signature.

c. **Proposals for Tree Maintenance Work**

**Motion:** Director Frank Loge

**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 \$15,675, payable from Reserves which has a remaining 2017 allocation for tree work of \$55k +/-.

d. **Proposal for Drains at 1106-1136 Vanderbilt**

**Motion:** Director Frank Lodge

**Second:** Director Christina George

**Vote:** All in favor

**Resolution:** The Board accepted the proposal from 1<sup>st</sup> Call Plumbing & Sewer Service to install approx. 160' of 3" hard pipe with approx. 10 catch basin for drainage for a fee of \$9,000 to be paid from the Grounds Reserves which has a 2017 remaining allocation of \$713,192+/-.

- e. **Received Report of AD HOC Lighting Committee**  
**Director Frank Lodge moved to accept the report and disband the committee.**  
**Second:** Director Christina George  
**Vote:** All in favor

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

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

**XII. ADJOURN @7:00pm**