

# NEPENTHE ASSOCIATION

## BOARD OF DIRECTORS MEETING

January 4, 2017, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

### OPEN SESSION MINUTES

#### I. CALL TO ORDER 5:30 pm

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

#### II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on January 4, 2017 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.
- b. **Board Announcements**
  - i. Training for committee members is forthcoming.
  - ii. 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 University Ave. Lots** – Verbal report.
- b. **Architectural Review Committee** – Minutes and verbal report.
- c. **Finance Committee** – Verbal report.
- d. **Grounds Committee** – No meeting in December - verbal report.
- e. **Insurance, Legal and Safety Committee** – Minutes and verbal report.
- f. **Outreach Committee** – No meeting in December – verbal report provided.

#### IV. MANAGEMENT REPORTS

- a. **Operations Report – Full report enclosed in Board packet, highlights below:**
  - i. The 2017 Master Calendar has been distributed to the Directors in their binders.
  - ii. Flood Insurance has been renewed and certificates of insurance are being provided to all homeowners.
  - iii. Clubhouse and cabana rentals in December totaled \$905. This makes our total for the year \$6,875.
  - iv. Phase III Siding and Painting project is running ahead of schedule. It is approximately one-third completed.

- v. The sauna in the Dunbarton Cabana has now been converted into a proper storage closet.

**b. Master Calendar Report was provided in packet.**

**V. HOMEOWNER CORRESPONDENCE was reviewed by the Board of Directors.**

**VI. HOMEOWNER FORUM**

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

**VII. CONSENT CALENDAR** In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. Please review the items prior to the meeting so that you may have your questions answered in advance. Action required: Board Resolution.

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

**Motion:** Director Will Vizzard

**Second:** Director Linda Cook

**Vote:** All in favor

<i>Begin Consent Calendar</i>
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**a. Approval of Minutes December 7, 2016 Open Session**

**Resolution:** The Open Session minutes dated December 7, 2016 were approved as presented.

**b. Financial Statement: November 2016**

**Resolution:** The Board accepted the November 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$32,090 and reserve funding of \$1,831,744 compared to the reserve funding budget of \$1,801,426. The reserves are funded through November 2016. The Association has \$269,104 in operating funds, which represents 1 month of budgeted expenses and reserve contributions. The Association has \$5,498,235 in reserve funds.

**c. Architectural Applications**

The Architectural Review Committee met on December 12, 2016 to review the enclosed applications.

**Resolution:** The Board confirmed the recommendations of the committee.

<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
2263 Swarthmore Drive	Window Replacement	Approval
23 Adelphi Circle	Window Replacement	Approval
606 Elmhurst Circle	HVAC replacement	Emergency Approval provided

*End Consent Calendar*

**VIII. UNFINISHED BUSINESS**

**a. Board Goals**

The Board unanimously adopted the following goals for 2017:

- Develop well-defined use options for the University lot by **August 2017** to include investment amount, annual maintenance costs and rental rates.
- Investigate the condition of the underground sewers we own and the long-term cost to replace them. Have a complete report by the **November** Board meeting. Integrate the costs into the next Reserve Study.
- Form an ad-hoc committee, whose task is to estimate the cost of replacing lighting in the common area, considering the condition of current lighting, safety and future electricity use. Produce a map showing the location of fixtures, their specifications and a multi-year budget for use in the reserve study. Have the final report to the Board for its **September 6** meeting so that the projected costs can be integrated into the next reserve study.
- Present existing governing documents pertaining to committees (Bylaws, general standards and practices for committees, committee-specific standards and practices and the charters for each committee) to the Board as a discussion item of new business at its February 1 meeting. Each Board Liaison to then meet with each committee to revise documents as needed and recommend new documents to the Board at the **March 1** meeting. Two Directors shall be appointed to provide oversight for training committee chairs on community association governance and the general standards and practices for committees by the end of March 2017.

- b. Discussion Item: Shall the Board Create a Policy to Address Requests from Homeowners to Fence in Small Portions of the Common Area?** The Board discussed this matter and concluded that there is no need for a policy and that all such requests will be handled on a case-by-case basis.

**IX. NEW BUSINESS**

**a. Proposal for tree care:**

- Tree # 1215 Ash (*Fraxinus pennsylvanica*) next to 306 Dunbarton Cir. Developing tree, need to have stakes removed and structural pruning for proper development. \$150.00.

- Tree's #1217, 1219 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have several structural defects along with beetle infestation Recommend removal and replacement. \$720.00.
- Tree's #1216, 1218 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have beetle infestation. Recommend Safari Drench to combat beetle. \$260.00.
- Tree #1232 Birch (*Betula pendula*) next to 502 Dunbarton. Tree appears healthy, but does have large cavity in trunk with some decay. The tree does have beetle infestation. My recommendation is to retain and monitor tree health. Safari Drench to combat beetle. \$130.00
- Tree #1083 Linden (*Tilia cordata*) next 1112 Dunbarton. Tree appears to be healthy. Full canopy. My recommendation is to structurally prune tree, retain and monitor. \$360.00
- Tree #705 Cherry (*Prunus serrulata*) at 1009 Dunbarton. Tree has several structural defects with cavities on trunk (Figure 6). The tree is leaning on the fence at the address. Recommend removal. \$380.00

**Motion:** Director Will Vizzard

**Second:** Director Joan Haradon

**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 \$2,000, payable from Reserves which has a 2017 allocation for tree work of \$122,010.

**b. Application for installation of a metal canopy at 504 Dunbarton Circle**

This application is for an item which there is no criteria. Attached is the full application and the report from the ARC Committee with their opinions on the improvement?

**Motion:** Director Joan Haradon motioned to deny application.

**Second:** Director Linda Cook

**Vote:** All in favor

**Resolution:** The Board of Directors denied the application and requires the homeowner to remove the canopy and caulk and paint the installation holes.

**X. HOMEOWNER FORUM**

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**XI. NEXT MEETING:** Wednesday, February 1, 2017 at 5:30 pm in the Nepenthe clubhouse

**XII. ADJOURN @ 6:43pm**