

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
November 1, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Christina George	Treasurer
X	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 November 1, 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 Underground Utilities-No report provided.
- b. Architectural Review Committee- Minutes provided to Board in their packet.
- c. Finance Committee (no meeting) - Verbal report provided at meeting.
- 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. Minutes provided to Board in their packet.
- f. Outreach Committee (no meeting) - No report provided.

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

- a. Manager attended four meetings related to parking. Attendees included Director Loge (4 meetings), Director George (3 meetings), Parking Committee Chair Joan Roberts (1 meeting), City District Representative Lidia Lara (1 meeting) and Lyons Security Manager Robin Cheatam (1 meeting)
- b. Manager attended 2 meetings with Director Loge and George Procida of GP Landscape to discuss landscape maintenance contract for 2018.
- c. Fencing Repairs- a fencing project will commence at the completion of the siding and painting project. This project encompasses fences identified in the last 4 months or so

and collected into a single project to realize economy of scale. Board will review proposal at the December 6 meeting.

- d. Management is preparing proposal for Board authorization for purchase of translucent light globes and energy efficient bulbs in correct wattages for the December 6 meeting.
- e. On October 26, 2017, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for this walk will be on the December 1 Open Session Agenda

V. **HOMEOWNER 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**

Motion: Director Joan Haradon

Second: Director Frank Loge

Vote: All in favor

Resolution: The Board approved Consent Calendar items A to E as presented.

<i>Begin Consent Calendar</i>

a. **Approval of Minutes October 4, 2017 Open Session**

Resolution: The Open Session minutes dated October 4, 2017 were approved as presented.

b. **Financial Statement: September 2017**

Resolution: The Board accepted the September 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$185,234.15 and reserve funding of \$1,566,521 compared to the reserve funding budget of \$1,530,378. The reserves are funded through September 2017. The Association has \$488,808 in operating funds, which represents 1.75 months of budgeted expenses and reserve contributions. The Association has \$6,041,836 in reserve funds.

c. **Transfer Irrigation Rebates to Reserves**

Resolution: Whereas the subterranean irrigation project has been paid from Reserve Funds and the \$25,000 rebates are deposited to the operating fund, therefore the Board hereby instructed FirstService Residential to transfer past and future rebates for this project to Reserves.

d. **Lien Resolution**

Per the enclosed Resolution dated October 18, 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
2312-02	\$938.00
1946-01	\$938.00

e. Architectural Applications

The Architectural Review Committee met on October 10, 2017 to review the enclosed applications.

Resolution: The Board confirmed the recommendations of the committee.

	Address	Application for	Recommendation
1	1587 University	Solar Tubes	Approval
2	1527 University	Exterior light fixture- alley	Approval
3	1509 University	Patio improvements- floral trellis and stone wall	Approval
4	607 Elmhurst	Solar Tubes	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. Parking Remedies

Directors Loge and George will update the directors on recent efforts to improve the parking situation in the community.

Action: No action taken. Discussion item only.

b. 2018 Budget

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor

Resolution: The Board of Directors adopted the enclosed 2018 operating budget for the upcoming fiscal year and directs management to distribute it to the membership in accordance with California Civil Code and the association's governing documents

c. Clubhouse Sign Proposal

Motion: Director Frank Loge

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the proposal from Capital City Signs for one exterior mounted sign for the clubhouse for a fee not to exceed \$2,003.04 payable from

Reserves for miscellaneous items which has an available balance of \$7,538 with elimination of directional portion.

d. **Pool Deck Lighting Proposal**

Action: No action taken.

IX. NEW BUSINESS

a. **Discussion: Review 2017 Goal progress and possible goals for 2018**

i. 2017 Board Goals

ii. Possible 2018 Goals

Action: Board instructed Management to send an email to all Directors requesting suggested goals for 2018.

b. **Request from homeowner to use Clubhouse on New Year's Day**

Action: Approved with no formal action.

c. **Proposal for Flood Insurance Rates for 2018**

Motion: Director Frank Loge

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board accepted the 2018 flood insurance rates as proposed by Farmers agent, Ryan Deshong: \$3,364 for main clubhouse, \$2,005 for Dunbarton Cabana, \$977 for Elmhurst Cabana, \$450 per policy for owner occupied units and \$675 per policy for non-owner occupied units payable from Operating Funds.

d. **Approve letter to Councilmember Guerra**

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the letter to Councilmember Guerra and directs management to oversee its delivery.

e. **Consider Architectural Criteria**

Motion: Director Joan Haradon

Second: Director Christina George

Vote: All in favor

Consider Architectural Criteria for Awnings and Shade Sail Installations

Resolution: The Board adopted the enclosed Criteria #30 for the installation of Awnings and Shade Sails prepared by Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.

Consider Architectural Criteria for Security Camera Installations

Resolution: The Board adopted the enclosed Criteria #21 for the installation of Security Cameras prepared by Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.

f. **Proposal to Paint Light Poles Throughout Community**

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the proposal from Progressive Painting to paint all light poles in the community for a fee not to exceed \$7,760 payable from Reserves which has a 2017 allocation for lighting of \$52,531.

g. **Proposal for Landscape Design Work**

Action: Tabled until December 6, 2017 Open Session Meeting.

h. **Proposals for Tree Maintenance Work**

Motion: Director Linda Cook

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 \$15,595, payable from Reserves which has a remaining 2017 allocation for tree work of \$21k +/-.

X. **HOMEOWNER FORUM-** No comments were received.

XI. **NEXT MEETING:** Wednesday, December 6, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. **ADJOURN @ 6:45pm**