

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

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:34 PM

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 December 6, 2017 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Underground Utilities
- b. Architectural Review Committee-Board reviewed the submitted minutes
- c. Finance Committee (no meeting)
- d. Grounds Committee. Minutes submitted in packet and verbal report by Chair Pam Livingston
- e. Insurance, Legal and Safety Committee. Board reviewed the submitted minutes

- IV. MANAGEMENT REPORT** General Manager Bettsi Ledesma provided verbal recap of report which was submitted in advance materials.

- V. HOMEOWNER CORRESPONDENCE** The Board reviewed the letters submitted by owners. No action taken, but some items were referred to management for later follow up.

VI. HOMEOWNER FORUM

A number of owners addressed the Board on items not included on the agenda; however, no action occurred with respect to those items due to requirements under the open meeting act. Some items were referred to management for later follow up.

VII. CONSENT CALENDAR

Motion by Director Loge: The Board approves Consent Calendar items A and C through E as presented.

Second: Director George

Vote: All in favor

At Director Haradon's request, the Chair removed item B from the Consent Calendar. Director Haradon had a number of questions for the manager regarding the apparent positive variance on the Income Statement. The manager explained that Flood Insurance comes due in December of every year. The necessary funds collect in the bank account until they are needed. It is not a true positive variance- the funds are earmarked which is noted every month on the Management Report. The directors asked management to explore other ways for that line item to be accounted for on the Income Statement.

Motion by Director Loge: The Board accepts the October 2017 Financial Statement as presented.

Second: Director Cook

Vote: All in favor

Begin Consent Calendar

a. Approval of Minutes November 1, 2017 Open Session

Proposed Resolution: The Open Session minutes dated November 1, 2017 are approved as presented.

b. Financial Statement: October 2017

Proposed Resolution: The Board accepts the October 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$202,276.31 and reserve funding of \$1,741,899 compared to the reserve funding budget of \$1,700,420 The reserves are funded through October 2017. The Association has \$506,000 in operating funds, which represents 1.81 months of budgeted expenses and reserve contributions. The Association has \$6,069,802 in reserve funds.

c. Appoint Committee Member

Proposed Resolution: The Board hereby appoints Mike Herder, a member in good standing to the Grounds Committee.

d. Lien Resolution

Per the enclosed Resolution dated November 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
2315-02	\$938.00

e. Architectural Applications

The Architectural Review Committee met on November 14, 2017 to review the enclosed applications.

Proposed Resolution: The Board confirms the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	1009 Dunbarton Cir	Roof Vent for Gas Water Heater	Approval
2	1045 Commons	HVAC Replacement	Approval
3	507 Elmhurst	Window Replacement	Approval
5	1124 Vanderbilt	Window Application	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS - none

IX. NEW BUSINESS

a. Homeowner Architectural Application for Amateur Radio Antenna

The Board reviewed application submitted by owner Lee Blachowicz of 1005 Dunbarton. The Architectural Review Committee recommended approval, but as this is an improvement for which no criteria exists, the committee asked the Board to review it in some depth to make an informed decision.

Motion by Director Haradon: The Board approves the application by the owner of 1005 Dunbarton for the installation of a radio antenna with the condition that it be removed when the owner moves out and that the approval not set a precedent for future applications.

Second: Director Cook

Vote: All in favor

b. Homeowner Architectural Application for Internal Fence

The Board reviewed the application submitted by the owners of 1207 Vanderbilt, Richard and Ann Marder. The Architectural Review Committee recommended denial.

Motion by Director Cook: The Board denies the application by the owners of 1207 Vanderbilt for an interior patio fence.

Second: Director Haradon

Vote: All in favor

c. Purchase Light Globes and Fittings

The Board reviewed the quote from Edith Aiken Company for white acrylic globes and fitters for Nepenthe's landscape lights. The cost for these items is \$14,424 not including shipping which is expected to cost \$1,800. These light globes comply with the standards adopted by the Board at their September 6, 2017 Open Session.

Motion by Director Loge: The Board approves the quote from Edith Aiken Company for globes and fitters for a fee not to exceed \$17,000 payable for reserves which has an allocation of \$150,000 for lighting improvements.

Second: Director Cook

Vote: All in favor

- d. **The Board agreed to set time aside during the next Open Session for the purpose of completing an Annual Event Calendar.** Management to ensure that all parties are alerted think ahead of time and come prepared to set their 2018 event on the calendar.
- e. **Motion by Director Haradon:** The Board agrees to move the January Open Session to Wednesday, January 10.
Second: Director George
Vote: All in favor
- f. **Contribute to CAI CLAC- Community Associations Institute, California Legislative Action Committee**
Nepenthe has a long history of supporting the efforts of this organization. The “Buck A Door or More” is an item budgeted for each year.
Motion by Director Loge: The Board approves the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.
Second: Director Cook
Vote: All in favor
- g. **Proposals for Tree Maintenance Work**
Arborist Paul Dubois of The Grove Total Tree Care walked the property on October 26, 2017 accompanied by Grounds Chair Pam Livingston, Grounds Steward Renee Mendez and General Manager Bettsi Ledesma. The purpose of this final 2017 walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous and to complete an overview inspection of the trees in Zone 7. His report was provided to the Grounds Committee who reviewed the report and proposals at their November 14, 2017 meeting. The Grounds Committee voted to recommend Board approval of the attached proposals.
Motion by Director Loge: The Board approves the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$9,315, payable from Reserves which has a 2018 allocation for tree work of \$79,336.
Second: Director Cook
Vote: Directors Huffman, Cook, George, Loge: Aye. Director Haradon: Nay
The motion carried.

X. HOMEOWNER FORUM

No owners spoke during the second open forum.

XI. NEXT MEETING: Wednesday, January 10, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN 6:25 pm
