

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
January 10, 2018, 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 | Frank Loge | Vice President |
| X | Linda Cook | Secretary |
| X | Christina George | Treasurer |
| X | Craig Price | Member at Large |

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session and took the following actions:
- b. December 27, 2017 to determine the positions of the Board with new Director Craig Price following Joan Haradon’s resignation. The positions are as follows:
 - i. President: Steve Huffman
 - ii. Vice President: Frank Loge
 - iii. Treasurer: Christina George
 - iv. Secretary: Linda Cook
 - v. Member at Large: Craig Price
- c. January 10, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
 - i. The Board voted to approve continuing Foreclosure/Legal Action against the following two delinquent accounts: 1946-01, 2312-02.
 - ii. The Board approved a proposal for a replacement treadmill payable from Reserves in the amount of \$3,691.42.
 - iii. The Board approved a proposal from The Grove for annual tree health treatments payable from Reserves in the amount of \$24,075.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Underground Utilities, no report
- b. Architectural Review Committee provided minutes to the Board in their packets.
- c. Finance Committee (no meeting)
- d. Grounds Committee
- e. Insurance, Legal and Safety Committee

IV. MANAGEMENT REPORT

General Manager Bettsi Ledesma provided brief verbal report to supplement the submitted written report. Highlights of the report are:

V. HOMEOWNER FORUM

A number of Home Owners addressed the Board of Directors regarding various topics.

VI. CONSENT CALENDAR In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar.

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

Begin Consent Calendar

a. Approval of Minutes December 6 and December 27, 2017 Open Session Minutes

Resolution: The Open Session minutes dated December 6 and December 27, 2017 are approved as presented.

b. Financial Statement: November 2017

Resolution: The Board accepts the November 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$235,437 and reserve funding of \$1,914,597 compared to the reserve funding budget of \$1,870,462 The reserves are funded through November 2017. The Association has \$529,010 in operating funds, which represents 1.93 months of budgeted expenses and reserve contributions. The Association has \$6,677,137 in reserve funds.

c. Appoint Nominating Committee

Resolution: Pursuant to Bylaws Article IV, Section 4.6(a), the Board hereby appoints Liza Tafoya, Will Vizzard and Steve Huffman as Chair to serve as this year’s Nominating Committee.

d. Appoint members to Outreach Committee

Homeowners Charles Schaffer, Valerie Weinberg, Karen Van Maren and Bonnie Jean Ueltzen have submitted applications to serve on the Outreach Committee. They have also agreed to abide by the Nepenthe Conflict of Interest Policy.

Resolution: The Board hereby appoints Charles Schaffer, Valerie Weinberg, Karen Van Maren and Bonnie Jean Ueltzen, members in good standing to Outreach Committee.

e. Confirm revised language of Nepenthe Parking Guidelines

In October, the Association published a set of parking guidelines to the membership to serve as a handy reference piece. It was pointed out to the Board that it contained an erroneous statement. Under the heading PUBLIC STREET RESIDENTS was the sentence “No overnight parking is allowed.” The guidelines have since been corrected and to read “Overnight parking is discouraged.”

Resolution: The Board confirms the language change to the Nepenthe Parking Guidelines.

f. Ratify decision to provide legal briefing on Board responsibilities to potential Board candidates.

Resolution: The Board hereby resolves that a legal briefing on Board responsibilities will be given potential candidates before the annual nominating meeting.

g. Lien Resolution

Resolution: Per resolution dated December 18, 2017, The Board approves authorization to place liens on the following account should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

| Account Number | Past Due Amount |
|-----------------------|------------------------|
| 2310-01 | \$938.00 |

h. Architectural Applications

The Architectural Review Committee met on December 14, 2017 to review the applications listed below. The applications are in a binder on the directors' table.

Resolution: The Board confirms the recommendations of the committee.

| | <i>Address</i> | <i>Application for</i> | <i>Recommendation</i> |
|----------|---------------------|--|-----------------------|
| 1 | 1423 Commons Dr. | Handrail | Approval |
| 2 | 718 Elmhurst Cir. | Window Replacement | Approval |
| 3 | 1333 Commons Dr. | Security Camera | Approval |
| 4 | 10 Colby Ct. | Window Replacements | Approval |
| 5 | 312 Elmhurst Cir. | Free standing handrail at driveway | Approval |
| 6 | 711 Dunbarton Cir. | Inner fence for patio fronting Howe Ave. | Approval |
| 7 | 1015 Dunbarton Cir. | Emergency HVAC replacement | Approval |

End Consent Calendar

VII. UNFINISHED BUSINESS

a. 2018 Board Goals

List of 2018 Board Goals was submitted by Board members for review and discussion.

Resolution: Board approved 2018 Board Goals list

b. Parking Update

- i.** Report on meeting with City of Sacramento by Director Loge
- ii.** Report on enforcement process to date by General Manager
- iii.** Confirm appointment of subcommittee of Board members

Resolution: The Board of Directors confirms the appointment of Directors Loge, George and Cook to serve as a hearing committee regarding compliance issues surrounding garage use as mandated in the CC&Rs.

c. Set Event Calendar for 2018

A year-at-a-glance calendar will be at the clubhouse for the purpose of recording the dates of any special events to be held throughout the year by the Association. Directors and Committee Chairs are encouraged to bring their calendars to the meeting to formalize event dates.

Resolution: Event dates formalized and updated to Master Calendar

VIII. NEW BUSINESS

a. Report from Construction Management Company CM2 on Condition of Roofs

CM2 was retained by the Board to inspect the roofs, prepare report and scope of work for necessary repairs, and oversee the bidding process and subsequent work.

No action: report only

b. **Appoint Committee to Re-write Landscape Contract and Prepare Request for Proposal for Bidding Process**

This year the monthly landscape contract will be going to bid. A subcommittee of the Board will be appointed to oversee the process with input from Grounds Committee and Finance Committee.

Action required: Board resolution

Resolution: The Board appoints Frank Loge and Christina George as liaisons to Grounds and Finance Committees respectively, to work with Management on the preparation of the landscape contract.

IX. 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.

A number of Home Owners addressed the Board of Directors with various topics.

X. NEXT MEETING: Wednesday, February 7, 2018 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN