



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
OPEN SESSION**

WEDNESDAY, FEBRUARY 7, 2018 5:30 PM

**NEPENTHE CLUBHOUSE
1131 COMMONS DRIVE
SACRAMENTO, CA 95825**

**OPEN SESSION
MINUTES**

The following items may be addressed in Executive Session in accordance with California Civil Code 4935(a)

- ~ Litigation*
- ~ Matters relating to formation of contract with third parties*
- ~ Member Discipline*
- ~ Personnel matters*

I. CALL TO ORDER 5:30pm

Present	Arrival	Board Member	Position	Departure
X	5:20pm	Steve Huffman	President	
X	5:20pm	Frank Loge	Vice President	
		Linda Cook	Secretary	
X	5:20pm	Christina George	Treasurer	
X	5:20pm	Craig Price	Member at Large	

II. ANNOUNCEMENT - EXECUTIVE SESSION MEETING

In accordance with Civil Code Section 4935(a) the board met in Executive Session on February 7, 2018, in order to consider matters relating to member discipline, and the formation of third-party contracts.

III. COMMITTEE UPDATE & INVITED GUESTS

A. ARCHITECTURAL REVIEW COMMITTEE

Committee has provided minutes of their last meeting held January 9, 2018. The applications recommended for approval are captured on the Consent Calendar.
Action: Report Reviewed & Filed

B. FINANCE COMMITTEE

The Finance Committee met on January 22, 2018. Their minutes are enclosed and presented to the Board for review.

Action: Report Reviewed & Filed

D. GROUNDS COMMITTEE

The Committee last met on December 14, 2017. The Board received their minutes at the last open session. Committee did not meet in January. Committee chair will provide a verbal report to the Board.

Action: Report Reviewed & Filed

E. INSURANCE, LEGAL & SAFETY COMMITTEE

The committee met on January 9, 2018. Their minutes are enclosed for Board review.

Action: Report Reviewed & Filed

F. OUTREACH COMMITTEE

The committee met on January 18, 2018- minutes are enclosed in the packet. The appointment of the new committee chair is on the Consent Calendar.

Action: Report Reviewed & Filed

G. AD HOC COMMITTEE ON UNDERGROUND UTILITIES

The committee met twice in January and provided some preliminary information to the President of the Board. They continue to work on the project.

No Action: Report Only

IV. REPORTS

A. MANAGER'S REPORT

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

(a)

B. MASTER CALENDAR REPORT

Action: Report Reviewed & Filed

V. HOMEOWNER FORUM

No homeowners addressed the Board at this time.

VI. CONSENT CALENDAR

In an effort to expedite the board meetings, Management has placed several business items on a Consent Calendar.

Action Required: Board Resolution

Motion: Frank Loge

Second: Craig Price

Vote: All in Favor

Resolution: Consent Calendar items A. - H. are approved as presented.

Begin Consent Calendar

A. APPROVAL OF MINUTES JANUARY 2018

Resolution: The Open Session minutes dated January 10, 2018 be approved as presented.

B. FINANCIAL STATEMENT DECEMBER 2017

Resolution: The Board accepts the December 2017 year-end financial reports and bank reconciliations as presented, subject to annual review. The report reflects a net negative variance of \$46,791 and reserve funding of \$2,092,051 compared to the reserve funding budget of \$2,040,504. The reserves are funded through December 30, 2017. The association has \$256,783 in operating funds, which represents .92 months of budgeted expenses and reserve contributions. The association has \$6,219,844 in reserve funds.

C. LIEN APPROVAL

Per the enclosed resolution dated January 16, 2018, Management is requesting authorization to place liens on the following accounts.

Resolution: 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	Total Amount Due
2426-01	\$962.50

D. ARCHITECTURAL APPLICATIONS

Address:	Application For:
816 Elmhurst Circle	Solar Tube
816 Elmhurst Circle	Attic Fan
816 Elmhurst Circle	Outside Garage Light
818 Elmhurst Circle	Replacement windows
411 Dunbarton Circle	Replacement Windows
709 Dunbarton Circle	HVAC Replacement
510 Elmhurst Circle	HVAC Replacement

The Architectural Review Committee met on January 9, 2018 to review the listed applications. The committee recommends approval of these applications.

Resolution: The Board approves the home improvement applications as recommended by the committee.

E. APPOINT CHAIR OF OUTREACH COMMITTEE

Resolution: The Board appoints Outreach member Charles Schaffer to serve as Chair of the Committee.

F. APPOINT INSPECTORS OF ELECTIONS

Resolution: In conformance with the Bylaws, the Board appoints Yvonne del Biaggio, Joleen Hecht and Kay Chmielewski to serve as the Inspectors of Election for the 2018 Elections.

G. COMMITTEE APPOINTMENT

Homeowner Joan Haradon has submitted an application to serve on the Finance Committee. Her completed application and signature pages on the Conflict of Interest agreement has been received.

Resolution: The Board appoints Joan Haradon, a member in good standing to serve on the Finance Committee.

H. SET RECORD DATE FOR ANNUAL ELECTION

Our bylaws require the Board to set a "record date" for the purpose of determining which Owners are entitled to receive notice of any meeting, vote, and act by written ballot or exercise any rights in respect to any other lawful action.

Resolution: The Board designates April 4, 2018 as the record date for the 2018 Annual Election in conformance with the Third Restated and Amended Bylaws, Article III, Section 3.8.

End Consent Calendar

VII. UNFINISHED BUSINESS

A. FINALIZE 2018 BOARD GOALS

The Nepenthe Boards of Directors have a long history of adopting goals relating to finances, governance and facilities in order to fulfill their duty to protect, maintain and enhance the value of the community.

Last month the directors discussed possible goals and through a series of surveys, the final list has been compiled by management for possible adoption at this meeting.

Action Required: Board Discussion and possible resolution

Motion: Craig Price

Second: Frank Loge

Vote: All in Favor

Resolution: Goals #1 - #5 to be finalized and approved at next open session.

Director Loge and Director George to work with Management on Goal #3 redraft and verbiage revision.

VIII. HOMEOWNER FORUM

In accordance with California Civil Code 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/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 4920 (a), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

No Homeowners addressed the Board at this time.

IX. NEXT MEETING

The next Board of Directors meeting is scheduled for Wednesday, March 7, 2018 at 5:30 PM at the Nepenthe Clubhouse.

X. ADJOURN

6:20pm