

**NEPENTHE ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**WEDNESDAY, MARCH 7, 2018 5:30 PM**

**NEPENTHE CLUBHOUSE**

**1131 COMMONS DRIVE**

**SACRAMENTO, CA 95825**

**OPEN SESSION MINUTES**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present** | **Arrival** | **Board Member** | **Position** | **Departure** |
| X | 5:20 pm | Steve Huffman | President | 7:00 pm |
| X | 5:20 pm | Frank Loge | Vice President | 7:00 pm |
| X | 5:20 pm | Linda Cook | Secretary | 7:00 pm |
| X | 5:20 pm | Christina George | Treasurer | 7:00 pm |
| X | 5:20 pm | Craig Price | Member at Large | 7:00 pm |

## II. ANNOUNCEMENT - EXECUTIVE SESSION MEETING

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

**III. COMMITTEE UPDATE & INVITED GUESTS**

##  A. ROOF INSPECTION REPORT

CM2 presented a follow up report on the roof inspections in Nepenthe. The inspections are complete and data is still being analyzed. A full report to be given at April Open Session.

##  B. ARCHITECTURAL REVIEW COMMITTEE

Committee has provided minutes of their last meeting held February 13, 2018. The applications recommended for approval are captured on the Consent Calendar.

##  C. FINANCE COMMITTEE

The Finance Committee has not met since their last meeting on January 22. Their next meeting will be with the Reserve Specialist Bob Browning on March 9.

##  D. GROUNDS COMMITTEE

The Committee met on February 8. Their minutes are enclosed for Board review.

##  E. INSURANCE, LEGAL & SAFETY COMMITTEE

The committee met on February 13, 2018. Their minutes are enclosed for Board review.

##  F. OUTREACH COMMITTEE

The committee met on February 27, 2018. The appointment of a new committee member is on the Consent Calendar.

##  G. NOMINATING COMMITTEE REPORT

In conformance with the Nepenthe Bylaws, the Nominating Committee submits its report to the Board. Linda Cook and Jan Summers are the nominees for the two open director positions.

## IV. REPORTS

|  |  |  |
| --- | --- | --- |
| **A.** | **MANAGER'S REPORT**General Manager Bettsi Ledesma provided a written report with the following highlights: 1. Notice from City of Sacramento regarding water meter installation has been responded to.
2. Phase III Siding and Painting project is on Schedule and nearing completion.
3. New Security Patrol Company Paladin Security began its contract on March 1st, 2018.
 |  |
| **B.** | **MASTER CALENDAR REPORT** |  |

**Action: Reviewed & Filed**

## V. HOMEOWNER FORUM

A number of Homeowners addressed the Board on various items.

## VI. 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.***

**Resolution:** That Consent Calendar items A. - E. are approved as presented.

**Motion:** Linda Cook

**Second:** Craig Price

**Vote:** All in Favor

***Begin Consent Calendar***

##  A. APPROVAL OF MINUTES

Proposed Resolution: The Open Session minutes dated February 7, 2018 be approved as presented.

##  B. FINANCIAL STATEMENT

Proposed Resolution: The Board accepts the January 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of $10,961 and reserve funding of $180,757 compared to the reserve funding budget of $175,991. The reserves are funded through January 31, 2018. The association has $293,930 in operating funds, which represents 1.01 months of budgeted expenses and reserve contributions. The association has $6,166,367 in reserve funds.

##  C. LIEN APPROVAL

Per the enclosed resolution dated February 21, 2018, 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 Total Amount Due**

 2310-01 $887.24

##  D. ARCHITECTURAL APPLICATIONS

|  |  |
| --- | --- |
| Address: | Application For: |
| 1293 Vanderbilt Way | Replace one patio slider with half wall and window. |
| 1333 Commons Dr. | Window replacements |
| 1125 Commons Dr. | HVAC Replacement |
| 1242 Vanderbilt | Emergency Approval- HVAC Replacement |

The Architectural Review Committee met on February 13, 2018 to review the listed applications. The committee recommends approval of these applications.

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

##  E. COMMITTEE APPOINTMENT

Homeowner Susan Schepker has submitted an application to serve on the Outreach Committee. Her completed application and signature pages on the Conflict of Interest agreement has been received.

Proposed Resolution: The Board appoints Susan Schepker, a member in good standing to serve on the Outreach Committee.

***End Consent Calendar***

**VII. NEW BUSINESS**

##  A. DISCUSS TURKEYS IN NEPENTHE

The Board discussed Nepenthe's turkey population which has increased annually. There are areas within Nepenthe where homeowners' quality of life is significantly impacted by the presence of turkeys. Specifically, there are a number of "roosting" trees where the turkeys sleep at night, creating an unhygienic mess on alleys, walkways and patios.

**Resolution:** The Board approves Management to assist in inviting wildlife management experts to contract with Nepenthe in order to assist with long term solutions and provide recommendations with regard to the growing wild turkey population.

**Motion:** Frank Loge

**Second:** Christina George

**Vote:** All in Favor

##  B. CEDAR TREE AT 711 ELMHURST CIRCLE

At the July 5, 2017 Board meeting, the directors voted to approve the homeowner's request to remove the cedar located next to the garage of the unit. The permit was applied for by the Association's Arborist, Paul Dubois, but the City denied the application.

The City's denial stated that the tree did not meet the requirements under the Sacramento City Code SCC 12.56.050. This code states that the requirement for the issuance of a removal permit is that the condition of the tree with respect to disease, danger of falling, or interference with utility services, is such that the public health, safety, or welfare requires its removal; or that the tree or its roots are causing, or threatening to cause, damage to any main structure on the property or on any adjacent property and there are no reasonable alternative means to mitigate the damage or threatened damage while minimizing the impact on the tree.

Reasonable alternative means of mitigation include, but are not limited to, cutting tree roots, trimming the tree canopy, or installing a root barrier.

Mr. Dubois, Arborist from The Grove Total Tree Care advised the Board that an exploratory permit may be granted for investigating whether roots may be damaging the foundation of the home.

**Resolution:** The Board approvesPaul Dubois to submit application to the city for examining the root system of the tree. Mr. Dubois to give report at next Open Session meeting.

**Motion:** Linda Cook

**Second:** Craig Price

**Vote:** All in Favor

**C. ARCHITECTURAL APPLICATION- 1310 COMMONS DRIVE**

In this 5000F model, the installation of a solar voltaic electricity-generating system. The ARC requested further information about the system and location of its installation. The ARC met with a representative from Tesla to have him/her explain the technical drawings.

The committee voted to recommend denial of the application.

**Resolution:** The Board approves Architectural Application for 1310 Commons Drive as is.

**Motion:** Linda Cook

**Second:** Craig Price

**Vote:** Steve Huffman, Craig Price and Linda Cook in Favor.

 Frank Loge and Christina George Against.

## D. ARCHITECTURAL APPLICATION-816 ELMHURST CIRCLE

This application is for a modification to, in this 5500 model, the installation of an attic fan in the garage that was approved by the ARC and Board in January, 2018.

Requested is a solar component to the unit: a small vertical solar panel would be installed on the garage roof to power the attic fan. The ARC viewed the presence of a small upright panel on the roof as constituting a hazard to the roof workers and an impediment to replacing shingles.

The ARC does not want to see wires run from this solar panel across the roof and siding; also, the ARC sees the panel as being unsightly. The Architectural Review Committee does not recommend approval.

**Resolution:** The Board denies the application for solar component installation to garage/attic fan.

**Motion:** Steve Huffman

**Second:** Craig Price

**Vote:** All in Favor

## E. ARCHITECTURAL APPLICATION-907 DUNBARTON CIRCLE

In this 5500A model, requested is the approval of a “doorbell camera.” The application was submitted in December. The ARC needs further information regarding the camera placement, location and brand. The Architectural Review Committee does not recommend approval of this application.

**No Action:** The Board needs further information regarding the camera placement, location and brand.

##  F. EMERGENCY PLANNING

The Directors will discuss charging the Insurance, Legal and Safety Committee with investigating emergency preparedness plans.

FirstService offers emergency preparedness plans for an additional fee. Other resources are available- some from local agencies, some from for profit companies. Committee will investigate options and make recommendations to the Board.

**Resolution:** The Board charges the Insurance, Legal and Safety Committee with researching emergency preparedness plans and coming back to the Board by August with a recommended plan.

**Motion:** Linda Cook

**Second:** Craig Price

**Vote:** All in Favor

## G. RECOGNIZE THE NEPENTHE NETTERS AND THEIR OPERATIONAL GUIDELINES

Pickleball has become a very popular activity at Nepenthe. So much so that there are a number of non-residents that enjoy playing at our clubhouse courts.

A group of resident players prepared operational guidelines for the group and is requesting the Board formally recognize the group and accept the guidelines.

**No Action**: The Board needs more information from a resident player involved in Pickleball. No such member was present.

## H. PROCESS FOR HOMEOWNER REIMBURSEMENT FOR ASSOCIATION-RELATED EXPENDITURES

Management is requesting the Board authorize the General Manager to approve homeowner reimbursements for events and various clubhouse improvements not to exceed $300 for a single purchase or event.

**Resolution:** The Board authorizes the General Manager to approve homeowner reimbursements for events and various clubhouse improvements not to exceed $300 for a single purchase or event.

**Motion:** Linda Cook

**Second:** Frank Loge

**Vote**: All in Favor

## I. CHARGE TO THE COMMITTEE ON SIDING LONGEVITY

The Board adopted as one of their goals to form a committee for the purpose of investigating options for extending the life of our siding. The Directors reviewed the charge to the committee prepared by President Huffman.

**Resolution:** The Board adds an item #7, to consult with the Finance Committee. Committee to review recommendation before it is submitted to the Board.

**Motion:** Linda Cook

**Second:** Christina George

**Vote:** All in Favor

## VIII. HOMEOWNER FORUM

A number of Homeowners addressed the Board on various items.

## IX. NEXT MEETING

The next Board of Directors meeting is scheduled for Wednesday, April 4, 2018 at 5:30 PM at the Nepenthe Clubhouse.

## X. ADJOURN: 7:00PM