

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 4, 2018, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION
M I N U T E S**

I. CALL TO ORDER

Present	Arrival	Board Member	Positon	Departure
X	5:00pm	Steve Huffman	President	7:40pm
X	5:00pm	Frank Loge	Vice President	7:40pm
X	5:00pm	Linda Cook	Secretary	7:40pm
X	5:00pm	Christina George	Treasurer	7:40pm
X	5:00pm	Craig Price	Member at Large	7:40pm

II. SPECIAL ORDER ITEMS:

a. **INVITED GUEST: JOHN MCNERNEY RE: TURKEY POPULATION**

Guest was not able to attend.

b. **INVITED GUESTS: CITY OF SACRAMENTO ENGINEER RE: WATER METERING**

Michelle Eckerd, engineer with the City of Sacramento recently met with management to discuss the installation of water meters in Nepenthe as mandated by the State of California. The City Code 13.04.305 concerning water meter installations within Common Interest Developments is enclosed in the Board packet. Per this code, there will be certain requirements made of Nepenthe Association in order to install individual meters at each unit. Michelle has provided the Board with answers to questions about these requirements and the potential costs to the Association.

In 2016, the Board of Directors voted to request individual meters. At the time that decision was made, it was not clear what the actual physical requirements would be. In light of the potential costs and disruptions to the community, the directors were asked to revisit this decision.

Resolution: Option 2: The Board hereby resolves to instruct the City of Sacramento to install meters at the points of entry from the public water system to the private association-owned water system. The cost of water will be borne equally by the owners in their assessment payment to Nepenthe.

Motion: Frank Loge

Second: Linda Cook

Vote: All in Favor

c. **ENFORCEMENT HEARING**

The owners of 2312 American River Drive are the owners of a red recreational vehicle, license # 7ZHA356. The association management sent them a notice in October 2017 informing them that CC&R Article III, Section 3.3.a prohibits recreational vehicles from being parked, stored or kept on the streets of the development and asked them to find alternative storage for the vehicle.

The directors have reviewed the submitted documentation, heard from affected owners and discussed the matter to determine the appropriate enforcement action.

Resolution: The Homeowners at 2312 American River Drive will be provided with a 7 Day window to remove the vehicle from within the streets of the Nepenthe Development. Effective April 11, a \$100 fine per each instance of overnight RV parking within the development will be assessed to the owners.

Motion: Frank Loge

Second: Christina George

Vote: All in Favor

III. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 4, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

IV. COMMITTEE REPORTS – The Board of Directors reviewed the minutes of the following committees:

- a. Architectural Review Committee
- b. Finance Committee
- c. Grounds Committee
- d. Insurance, Legal and Safety Committee
- e. Outreach Committee
- f. Board Sub-committee on Parking
- g. Ad hoc Committee on the Underground

V. MANAGEMENT REPORT – The directors reviewed the following reports from the management team

- a. Report
- b. March Nepenthe News
- c. Grounds Zone Walk Expenses
- d. Private street daytime parking notice
- e. Private street guest and contractor placards
- f. Master Calendar

VI. HOMEOWNER CORRESPONDENCE

The Board of Directors reviewed homeowner correspondence.

VII. HOMEOWNER FORUM

A number of homeowners addressed the Board on various items including parking enforcement and water metering.

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

Resolution: The Board approves the Consent Calendar items as presented.

Motion: Frank Loge

Second: Christina George

Vote: All in Favor

<i>Begin Consent Calendar</i>

- a. **Approval of Minutes March 7, 2018 and March 9, 2018 Open Session Minutes**

Resolution: The Open Session minutes dated March 7 and March 9, 2018 are approved as presented.

b. Financial Statement: February 2018

Resolution: The Board accepts the February 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a negative year to date variance of \$14,361 and reserve funding of \$359,271 compared to the reserve funding budget of \$351,982 The reserves are funded through February 2018. The Association has \$294,795 in operating funds, which represents 1.01 months of budgeted expenses and reserve contributions. The Association has \$6,207,381 in reserve funds.

c. Accept 2017 Annual Financial Review by CPA Paula Hegner

Resolution: The Board accepts the 2017 Annual Financial Review and directs management to distribute it to the membership in conformance with California Civil Code 5305.

d. Appoint member to Grounds Committee

Homeowner Valerie Layne has submitted an application to serve on the Grounds Committee. She has also agreed to abide by the Nepenthe Conflict of Interest Policy.

Resolution: The Board hereby appoints Valerie Layne, member in good standing to the Grounds Committee.

e. Lien Resolution

Per the enclosed Resolution dated March 19, 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	Past Due Amount
2017-01	\$976.00
2041-03	\$976.00
2356-01	\$976.00
2431-01	\$976.00

f. Architectural Applications

The Architectural Review Committee met on March 13, 2018 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.

	Address	Application for	Recommendation
1	1117 Commons Dr.	Windows	Approval
2	506 Elmhurst Cir.	Window Replacement	Approval
3	705 Elmhurst Cir.	Solar Panels	Approval
4	1400 Commons Dr.	Windows	Approval

5	1333 Commons	Windows	Approved
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<i>End Consent Calendar</i>

IX. UNFINISHED BUSINESS

a. **711 Elmhurst Cedar Tree**

At last month’s open session, the Board authorized Arborist Paul Dubois, of The Grove Total Tree Care to apply for a permit to conduct exploratory root excavation to ascertain whether roots may be damaging the foundation of the home.

As of the preparation of this agenda, Mr. Dubois has received permission from the City to do the root excavation. He and his crew are scheduled for Tuesday, April 3 to conduct the excavation and document the root activity.

No action- report only.

X. NEW BUSINESS

a. **Report from Board regarding contract for roof repairs**

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. The President announced that one bid for the roof work was still outstanding and that the proposals would be reviewed at the May 2 Executive Session.

No action- report only

b. **Review annual report by Insurance Agent, Ryan DeShong**

The Board reviewed the report which was conducted in conformance with Nepenthe’s Standards and Practices for Insurance. The report was first reviewed by the Insurance, Legal and Safety Committee. Management will be obtaining pricing for remediating the trip hazards which will be presented to the Board next month.

No action – report only

c. **Review proposed locations for four benches within the community**

In accordance with the adopted Standards and Practices for Benches, the Board will review and tentatively approve the locations for the installation of the next four benches in Nepenthe.

A map showing the locations of the previously installed benches and the proposed locations for the next four benches is enclosed as is the proposal from Wausau and the Standards and Practices for Benches. Reviewed map, proposal and Standards and Practices for Benches.

Resolution: The Board approves the purchase of four Wausau benches for a price of \$5,575.55 payable from Reserves which has an allocation of \$8,615. The Board also approves the tentative locations (1. West of 14 Adelphi, 2. West of 2270 Swarthmore, 3. West of 901 Elmhurst, 4. West of 208 Elmhurst) for benches and directs management to place signs at the locations for homeowner comment before final approval on May 2, 2018.

Motion: Frank Loge

Second: Craig Price

Vote: All in Favor

XI. HOMEOWNER FORUM

A number of Homeowners addressed the Board on various items including parking enforcement and water metering.

XII. NEXT MEETING: Wednesday, May 2, 2018 at 5:30 pm in the Nepenthe Clubhouse

XIII. ADJOURN: 7:40pm