

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
June 13, 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: 5:35pm

Present	Arrival	Board Member	Positon	Departure
X	5:25pm	Frank Loge	President	6:20pm
X	5:25pm	Linda Cook	Vice President	6:00pm
X	5:25pm	Christina George	Treasurer	6:20pm
X	5:25pm	Steve Huffman	Secretary	6:20pm
X	5:25pm	Jan Summers	Member at Large	6:20pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on May 23, 2018, June 4th, June 5th and June 13, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Architectural Review Committee
- b. Finance Committee
- c. Grounds Committee
- d. Insurance, Legal and Safety Committee
-At this time the ILS committee requested more time to prepare an emergency preparedness plan and requests assistance from FirstService to provide an outline of a proposal. Management to follow up with ILS Committee
- e. Outreach Committee

IV. MANAGEMENT REPORT

- a. Report
- b. May Nepenthe News
- c. Grounds Zone Walk Expenses
- d. Master Calendar

V. HOMEOWNER CORRESPONDENCE (Listed alphabetically by last name)

VI. HOMEOWNER COMMENTS

A number of homeowners addressed the Board on numerous items including grounds/landscape, water meter inspections, violation letters and Standards and Practices for Communication to the Board of Directors.

- VII. 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. Action required: Board Resolution.

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

Motion: Linda Cook

Second: Steve Huffman

Vote: All in Favor

Begin Consent Calendar

a. **Approval of Minutes May 2, 2018 Open Session Minutes**

Proposed Resolution: The Open Session minutes dated May 2, 2018 are approved as presented

b. **Approval of Minutes May23, 2018 Annual Meeting Minutes**

Proposed Resolution: The Annual Meeting Open Session minutes dated May 23, 2018 are approved as presented.

c. **Financial Statement: April 2018**

Proposed Resolution: The Board accepts the April 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$13,028 and reserve funding of \$746,056 compared to the reserve funding budget of \$703,964. The reserves are funded through April 2018. The Association has \$338,174 in operating funds, which represents 1.16 months of budgeted expenses and reserve contributions. The Association has \$6,395,278 in reserve funds.

d. **Architectural Applications**

The Architectural Review Committee met on May 8, 2018 to review the applications listed below. The applications are in a binder on the directors' table.

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

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	2317 Swarthmore Drive	Emergency HVAC Replacement	Approval
2	1010 Dunbarton Circle	Solar Panels	Approval
3	514 Dunbarton Circle	Security Cameras	Approval
4	504 Elmhurst Circle	Solar Tubes	Approval
5	1433 Commons Drive	Solar Tubes	Approval
6	1217 Vanderbilt Way	Window/Patio Slider Replacement	Approval

End Consent Calendar

VIII. 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 once more for a permit to remove the tree. A letter has been drafted by the Board in support of this application for removal. Letter is enclosed.

Resolution: The Board requests that The Grove Total Tree Care move forward with the application for tree removal and also requests that a courtesy copy of the letter be sent to Councilman Guerra's office.

Motion: Christina George

Second: Steve Huffman

Vote: All in Favor

b. **Approve proposed locations for four benches within the community**

At the April Open Session, the Board reviewed and tentatively approved the locations for the installation of the next four benches in Nepenthe.

Management informed the Board that the signs were only placed on April 24, therefore it was recommended that the Board table its final decision until the June 13 Open Session to allow homeowners time to submit written comments. A number of comments were received and are enclosed for review.

Resolution: Having reviewed homeowner correspondence, the Board designates Director Huffman to work with Grounds Committee chair to refine the locations of each bench.

Motion: Christina George

Second: Jan Summers

Vote: All in Favor

IX. NEW BUSINESS

a. **Grounds / Landscape Planting Policy**

The process for a homeowner to request a planting in the Common Area Landscape allows for residents to submit a planting request. The request requires the homeowner or resident to choose plants from the approved planting list and to cover the cost of such plants. If approved, the planting will be coordinated by the Grounds committee and carried out by the Landscaping contractors. This process and the policies surrounding planting requests has been somewhat unclear.

Resolution: The Board appoints the Grounds Committee to re-evaluate the processes in place for private planting requests and report back to Board at the next Open Session on July 11 with policy of process.

Motion: Christina George

Second: Jan Summers

Vote: All in Favor

b. **Appoint committees for 2018-2019**

The homeowners listed below have submitted their applications for appointment to the referenced committees. All of them have agreed to abide by Nepenthe's Conflict of Interest Policy.

i. **Architectural Review Committee:**

1. Jenny Smith, Chair
2. Alan Watters
3. Joel Weeden
4. Bill Henle
5. Mary Gray

6. Steve Farrar
7. Lee Blachowicz
- ii. **Finance Committee:**
 1. John Baker, Chair
 2. William Vizzard
- iii. **Grounds Committee:**
 1. Kay Chmielewski
 2. Don Landsittel
 3. Pam Sechrist
 4. Liza Tafoya
 5. Diana Vizzard
 6. Diane Luttrell
 7. Valerie Layne
 8. Julie Lanocha
 9. Mike Herder
- iv. **Insurance, Legal & Safety Committee**
 1. Nancy Arndorfer, Chair
 2. Greg Beale
 3. Bill Olmsted
 4. Jerry Dunn
- v. **Outreach Committee**
 1. Charles Schaffer, Chair
 2. Karen Van Maren
 3. Bonnie Jean Ueltzen
 4. Valerie Weinberg
 5. Ed Goldman

Resolution: The Board appoints the committees as listed on the June 13, 2018 Open Session Agenda.

Motion: Steve Huffman

Second: Christina George

Vote: All in Favor

X. HOMEOWNER COMMENTS

No homeowners addressed the Board at this time.

XI. NEXT MEETING: Wednesday, July 11, 2018 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN: 6:16pm