

**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 11, 2018, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION  
MINUTES**

**I. CALL TO ORDER: 5:34pm**

Present	Arrival	Board Member	Positon	Departure
X	5:30pm	Frank Loge	President	6:02pm
X	5:30pm	Linda Cook	Vice President	6:02pm
X	5:30pm	Christina George	Treasurer	6:02pm
X	5:30pm	Steve Huffman	Secretary	6:02pm
X	5:30pm	Jan Summers	Member at Large	6:02pm

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on June 11<sup>th</sup>, 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
- e. Outreach Committee

**IV. MANAGEMENT REPORT**

- a. Report
- b. June Nepenthe News
- c. Master Calendar
- d. Realtors Letter
- e. Reference sheet for all Contractors

**V. HOMEOWNER CORRESPONDENCE**

No Action: Review Only

**VI. HOMEOWNER COMMENTS**

One Homeowner addressed the Board with a concern regarding water supplies.

- 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 E as presented.

**Motion:** Linda Cook

**Second:** Steve Huffman

**Vote:** All in Favor

*Begin Consent Calendar*

a. **Approval of Minutes June 13 , 2018 Open Session Minutes**

Resolution: The Open Session minutes dated June 13, 2018 are approved as presented

b. **Financial Statement: May 2018**

Resolution: The Board accepts the May 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$14,540 and reserve funding of \$922,047 compared to the reserve funding budget of \$879,955. The reserves are funded through May 2018. The Association has \$392,666 in operating funds, which represents 1.34 months of budgeted expenses and reserve contributions. The Association has \$6,426,198 in reserve funds.

c. **Appoint Committee Members 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. **Outreach Committee**

Kathy O'Neal

ii. **Finance Committee**

Susan Timmer

Joan Haradon

iii. **Elections Committee**

Joleen Hech

Yvonne Del Biaggio

Kay Chmielewski

iv. **Insurance, Legal and Safety Committee**

Michael Cochrane

Resolution: The Board appoints the committee members as listed on the July 11, 2018 Open Session Agenda.

d. **Appoint Co-Chair to Grounds Committee**

Appoint Don Landsittel, a member in good standing, to the Grounds Committee as Co-Chair.

Resolution: The Board appoints Don Landsittel as Co-Chair of the Grounds Committee on the July 11, 2018 Open Session Agenda.

e. **Architectural Applications**

The Architectural Review Committee met on June 12th, 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.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
<b>1</b>	2273 Swarthmore Drive	Emergency HVAC Replacement	Approval
<b>2</b>	14 Colby Court	Emergency Window Replacement	Approval
<b>3</b>	803 Dunbarton Circle	Window / Patio Slider Replacement	Approval
<b>4</b>	504 Elmhurst Circle	Shade Structure Installation	Approval
<b>5</b>	1623 University Ave	Emergency Vent Installation	Approval
<b>6</b>	720 Dunbarton Circle	Emergency HVAC Replacement	Approval

<i>End Consent Calendar</i>
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**VIII. UNFINISHED BUSINESS - None**

**IX. NEW BUSINESS**

a. **Appoint Director to Approve Architectural Review Committee Applications**

**Resolution:** The Board appoints Director Jan summers to review and approve ARC applications by August 8<sup>th</sup>, as there will be no August Open Session Board Meeting.

**Motion:** Steve Huffman

**Second:** Linda Cook

**Vote:** All in Favor

**X. HOMEOWNER COMMENTS**

One Homeowner addressed the Board with matters including the approval of contracts in Executive Session.

**XI. NEXT MEETING:** Wednesday, September 5th, 2018 at 5:30 pm in the Nepenthe Clubhouse

**XII. ADJOURN: 6:02pm**