



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
September 5th, 2018, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION
MINUTES**

I. CALL TO ORDER: 5:29PM

Present	Arrival	Board Member	Positon	Departure
X	5:15pm	Frank Loge	President	6:00pm
X	5:15pm	Linda Cook	Vice President	6:00pm
		Christina George	Treasurer	
X	5:15pm	Steve Huffman	Secretary	6:00pm
X	5:15pm	Jan Summers	Member at Large	6:00pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on September 5th, 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 - No Report
- c. Grounds Committee
- d. Insurance, Legal and Safety Committee
- e. Outreach Committee

IV. MANAGEMENT REPORT

- a. Report
- b. July Nepenthe News
- c. August Nepenthe News
- d. Master Calendar
- e. Coast Weekly Report Matrix Coast Zone Walk Notes
- f. Facility Manager Zone Walk Notes
- g. Landscape Request Procedure
- h. Arborist’s report on failed Cedar at 1020 Dunbarton

V. HOMEOWNER CORRESPONDENCE

The Board reviewed correspondence from one homeowner.
NO Action – Review Only

VI. HOMEOWNER COMMENTS

One homeowner addressed the Board at this time, with concerns relating to parking and water meters.

- VII. CONSENT CALENDAR** In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. The Board reviewed the items prior to the meeting so that they may have questions answered in advance. Action required: Board Resolution.

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

Motion: Linda Cook

Second: Jan Summers

Vote: All in Favor

<i>Begin Consent Calendar</i>

a. Approval of Minutes July 11, 2018 Open Session Minutes

Resolution: The Open Session minutes dated July 11, 2018 are approved as presented.

b. Approval of Minutes August 14th, 2018 Special Open Session Minutes

Resolution: The Open Session minutes dated July 11, 2018 are approved as presented

c. Approve Security Camera Policy

To improve safety and security at Nepenthe, cameras have been installed at the main clubhouse pool deck and the Dunbarton Cabana. The policy enclosed outlines camera usage and video accessibility.

Resolution: The Board approves the Security Camera Policy as presented.

d. Accept Recommendation to Obtain Insurance Quotes from the Insurance, Legal & Safety Committee

e. Financial Statement: June 2018

Resolution: The Board accepts the June 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$27,377 and reserve funding of \$1,098,038 compared to the reserve funding budget of \$1,055,946. The reserves are funded through June 2018. The Association has \$374,731 in operating funds, which represents 1.28 months of budgeted expenses and reserve contributions. The Association has \$6,609,449 in reserve funds.

f. Financial Statement: July 2018

Resolution: The Board accepts the July 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$26,400 and reserve funding of \$1,274,029 compared to the reserve funding budget of \$1,231,937. The reserves are funded through July 2018. The Association has \$399,941 in operating funds, which represents 1.37 months of budgeted expenses and reserve contributions. The Association has \$6,763,488 in reserve funds.

g. 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. Diane Durowa, Grounds Committee**
- ii. Charles Nelson, Grounds Committee**
- iii. Ron Holehouse, Grounds Committee**
- iv. Pat Thompson, Grounds Committee**

Resolution: The Board appoints the committee members as listed on the September 5, 2018 Open Session Agenda.

h. Lien Resolution

Per the Resolution dated August 31, 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
2356-01	\$850.99
1957-01	\$976.00
2431-01	\$3,416.00
2452-02	\$675.00
2394-03	\$1,464.00

i. Architectural Applications

The Architectural Review Committee met on August 14th, 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>
1	2248 Swarthmore Drive	Emergency HVAC Replacement	Approval
2	1111 Commons Drive	Window / Patio Slider Replacement	Approval
3	2308 Swarthmore Drive	Window / Patio Slider Replacement	Approval
4	1497 University Ave	Emergency HVAC Replacement	Approval
5	1229 Vanderbilt Way	Emergency HVAC Replacement	Approval

6	901 Elmhurst Circle	Emergency HVAC Replacement	Approval
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End Consent Calendar

VIII. UNFINISHED BUSINESS

a. **Revised Solar Criteria**

The Architectural Review Committee has performed an extensive review of the criteria and has made some modifications to allow for continuity and to address some things that were missing in the original version prepared by Nepenthe’s general counsel. Management recommends that this revised version be returned to the attorney for one more review and then get published to the membership for a final thirty-day comment period. Recommended adoption date: November 7, 2018.

No Action: Tabled until November Open Session Meeting

IX. NEW BUSINESS

a. **Review Tree Care Proposal from The Grove Total Tree Care**

On August 7th, Paul Dubois from The Grove Total Tree Care walked Zone 4 with management, Coast and Grounds Committee members. Various maintenance items were noted and 9 trees are recommended for removal.

Resolution: The Board approved the proposal from The Grove Total Tree Care in the amount of \$19,435 payable from Reserves which has a remaining allocation for 2018 of \$87,043.

Motion: Steve Huffamn

Second: Linda Cook

Vote: All in Favor

X. HOMEOWNER COMMENTS

No homeowner chose to address the Board at this time.

XI. NEXT MEETING: Wednesday, October 3rd, 2018 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN: 5:56PM