



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
October 3rd, 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		Frank Loge	President	5:51pm
x		Linda Cook	Vice President	5:51pm
x		Christina George	Treasurer	5:51pm
		Steve Huffman	Secretary	
x		Jan Summers	Member at Large	5:51pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on October 3rd, 2018 to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Architectural Review Committee- Had no September meeting; No report
- b. Finance Committee- Reviewed the investment prospectus from FirstService Financial advisors.
- c. Grounds Committee Insurance- Chair Don Landsittel spoke on current grounds activities and their minutes reflected the review of the most recent tree report.
- d. Legal and Safety Committee- Met to review the quotes for insurance and provided recommendations to the Board of Directors.
- e. Outreach Committee- Discussed specifics in preparation for the Homeowners forum and their minutes reflected the first two community events of fall.

IV. MANAGEMENT REPORT

- a. Report
- b. September Nepenthe News
- c. Master Calendar
- d. Facility Manager Zone Walk Notes

V. HOMEOWNER CORRESPONDENCE

The Board reviewed correspondence from one homeowner.

No Action- Review Only

VI. HOMEOWNER COMMENTS

One homeowner addressed the board regarding tree maintenance.

VII. CONSENT CALENDAR

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

Motion: Linda Cook

Second: Jan Summers

Vote: All in Favor

Begin Consent Calendar

a. Approval of Minutes September 5th, 2018 Open Session Minutes

Resolution: The Open Session minutes dated September 5th, 2018 were approved as presented.

b. Approve Investment Prospectus

Resolution: The Board approved the Banking Analysis statement as presented by FirstService Residential Financial Advisor, Karla Chung, as recommended by the Finance Committee.

c. Financial Statement: August 2018

Resolution: The Board accepted the August 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$21,579 and reserve funding of \$1,450,020 compared to the reserve funding budget of \$1,407,928. The reserves are funded through August 2018. The Association has \$416,927 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has \$6,665,488 in reserve funds.

d. 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. Ken Luttrell, Architectural Review Committee

ii. Melissa Currier, Insurance, Legal and Safety Committee

Resolution: The Board appointed the committee members as listed on the October 3rd, 2018 Open Session Agenda.

e. Contribute to the CAI – CLAC

Nepenthe has a long history of supporting the efforts of this organization; CAI CLAC-Community Associations Institute, California Legislative Action Committee.

The "Buck A Door or More" is an item budgeted for each year. A long form resolution is enclosed in the Board packet as is an information flyer about CLAC.

Action required: Board resolution

Resolution: The Board approved the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

f. **Lien Resolution**

Per the enclosed Resolution dated September 14th, 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
1938-02	\$976.00
1959-02	\$1,464.00
2394-03	\$1,952.00

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 has returned to the attorney for one more review and then 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. **2019 Budget Draft Review**

Management has prepared the draft version of the 2019 Budget. It has been included as a separate packet for Board review.

Resolution: The Board directs management to incorporate the director's comments and forward the draft to the Finance Committee by close of business, Friday 10/5/2018 for review and recommendations before it's approved at the November 7th open session.

b. **2019 Goal Discussion**

The Nepenthe Board of Directors has a long-standing tradition of adopting yearly goals pertinent to the association for the Board to focus on achieving. The Directors were

asked to forward goals they would like to discuss at the next meeting, to the General Manager by October 29th for inclusion in the November 7th, 2018 Board packet.

No action: Discussion only

c. **Update on Water Meter Analysis**

A verbal report was given to the membership by Director Cook on the current status of the Water Meter Analysis.

No action: Board discussion

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

On September 4th, Paul Dubois, arborist from The Grove Total Tree Care walked Zone 5 with management, Coast and Grounds Committee members. Various maintenance items were noted and 2 trees are recommended for removal.

Resolution: The Board approved the proposal from The Grove Total Tree Care in the amount of \$20,100 payable from Reserves which has a remaining allocation for 2018 of \$66,943, with the 2 highlighted trees recommended for removal to be tabled for approval until the November Open Session after the Committee has reviewed them with arborist Paul Dubois.

X. HOMEOWNER COMMENTS

No homeowner chose to address the board at this time.

XI. NEXT MEETING: Wednesday, November 7th, 2018 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN 5:51pm