



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
November 7th, 2018, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:36pm

Present	Arrival	Board Member	Position	Departure
x	5:15pm	Frank Loge	President	6:49pm
x	5:15pm	Linda Cook	Vice President	6:49pm
x	5:15pm	Christina George	Treasurer	6:49pm
x	5:15pm	Steve Huffman	Secretary	6:49pm
x	5:15pm	Jan Summers	Member at Large	6:49pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on November 7th, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline. The board approved the following contracts:
- i. Additional engineering services provided by Wood Rodgers in conjunction with water metering for an amount not to exceed \$16,700.
 - ii. Flood insurance renewal effective 12-14-18 through 12-14-19 at the current rate of \$450 for resident owners and \$675 for non-resident owners.
 - iii. Roof and gutter cleaning contract in the amount of \$67,397.00.

III. COMMITTEE REPORTS

- a. Architectural Review Committee- Minutes provided to Board in their packet. Highlights from the minutes include:
- i. Possibility of new security door and paint color criteria was discussed.
 - ii. Reorganization of the ARC guidelines.
 - iii. Grounds committee concerns were discussed regarding mailbox posts that are too small or too weak to support the current new, larger double decker replacement boxes.
- b. Finance Committee- Minutes provided to Board in their packet. Verbal report provided at meeting. Highlights from the minutes include:

- i. Review of 2019 operations budget draft.
- c. Grounds Committee- Minutes provided to the Board in their packet. Verbal report provided by Chairman Landsittel. Highlights from the minutes include:
 - i. Homeowner Comments and concerns from meeting were reviewed and written into the minutes.
 - ii. Coast representative Juliana Brown provided her report to the committee, touched on best practices and preparation for leaf drop season as well as fall/winter preventative maintenance.
 - iii. 1 day has been removed from irrigation clocks due to seasonal weather changes.
 - iv. Paul DuBois (Arborist) presented proposal with recommendations. Committee recommended approval.
 - v. Tree walks suspended until February 5th 2019. (Resume zone 1)
- d. Insurance, Legal and Safety Committee- **Ad Hoc Meeting**- Minutes provided to Board in their packet. Highlights from the minutes include:
 - i. Committee recommended that the Board enter into contract with Lyons Security.
- e. Outreach Committee- Minutes provided to Board in their packet. Verbal report by Chairman Schaffer. Highlights from the minutes include:
 - i. Jazz by the fireplace.
 - ii. Holiday party, held at the clubhouse.
 - iii. Possibility of a gold club, with play offsite.
 - iv. All upcoming events will be included in the full monthly calendar published in the newsletter.
 - v. Reviewed outcome of homeowner's forum.

IV. MANAGEMENT REPORT

- a. Report (highlights below):
 - i. **Website**- A new featured page has been created on the homepage of the website and is in the process of being developed for the purpose of Grounds and Landscaping information and updates.
 - ii. **Fencing Repairs**- James E. Williams and Son has completed the first phase of reported fencing repairs and painting earlier this year. New bids are being received for the next round of fencing repairs, which include fencing issues reported after this first phase of repairs began. The bids are expected to be reviewed at the December 5th executive Session.
 - iii. **Roof Repairs**- Since cancelling the contract with CM2, management has met with Advanced Roof Design, Nepenthe's roofers of record, on 10/15/18. Roof inspections and repairs are to commence per zone, starting with Zone 1 after the scheduled gutter cleanings.
 - iv. **Alley Monuments**- CAM Construction has been contracted to replace the 60 monument signs throughout the community. Installation of the new alley monuments began on 10/22/18. Signage installation is complete as of 11/2/18.

Management is scheduled on 11/9/18 with CAM to do a walkthrough of the property for confirmation of proper installation and workmanship.

- v. **Landscape-** Management and the Grounds Committee has been working with Coast on numerous issues. While it has been agreed that attention will be focused on priority items such as weed abatement and irrigation issues, Coast landscape has now shifted focus to seasonal priority items such as broad leaf treatment and leaf abatement in preparation for fall. New plantings will continue to be postponed until after the start of 2019.
- vi. **Tree Maintenance-** A tree walk was performed on October 4th, Paul Dubois from The Grove Total Tree Care walked Zone 6 and Zone 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 9 trees are recommended for removal.
- b. October Nepenthe News- Published October 5th 2018
- c. Master Calendar was reviewed by the Board.
- d. Facility Manager Zone Walk Notes were included for review by the Board.

V. **HOMEOWNER CORRESPONDENCE-** Board reviewed correspondence from one homeowner regarding solar panel criteria.

VI. **HOMEOWNER COMMENTS-** Two homeowners addressed the board regarding landscape practices and vendor management.

VII. **CONSENT CALENDAR-** With change to incorrect address; architectural application for window installation **716 Dunbarton (Wrong address) to 716 Elmhurst (Correct address)**

Resolution: The Board approved Consent Calendar items A to E as presented.

Motion- Steve Huffman

Second: Jan Summers

Vote: All in Favor

Begin Consent Calendar

a. **Approval of Minutes October 3rd, 2018 Open Session Minutes**

Resolution: The Open Session minutes dated October 3rd, 2018 were approved.

b. **Financial Statement: September 2018**

Resolution: The Board accepted the September 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a ~~positive~~-negative year to date variance of ~~\$49,495~~-\$47,495 and reserve funding of \$1,626,011 compared to the reserve funding budget of \$1,583,919. The reserves are funded through September 2018. The Association has \$417,197 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has \$6,833,131 in reserve funds.

c. **Lien Resolution**

Per the enclosed Resolution dated October 15th, 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
2224-03	\$976.00

d. **Correction to Board Goals Adopted February 7th,2018**

The February 7th, 2018 minutes are enclosed for proposed correction to Board goals.

Resolution: The Board accepted the corrections as presented in red on the enclosed draft February 7th, 2018 minutes.

e. **Architectural Applications**

The Architectural Review Committee met on October 9th, 2018 and October 18th, 2018 to review the applications listed below. The applications are in a binder on the directors' table.

Resolution: The Board confirmed the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	2269 Swarthmore Drive	Window Replacement	Approval
2	13 Adelphi Court	Solar Installation	Approval
3	716 Elmhurst (Corrected) Circle	Window Installation	Approval
4	1213 Vanderbilt Way	Emergency HVAC Replacement	Approval
5	714 Dunbarton Circle	Door Installation and Window Replacement	Door Approval, Window Denial
6	1318 Commons Drive	Security Camera Installation	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. **Board Goals**

The Nepenethe 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 at the last Open Session to please forward goals they would like to discuss at the next meeting, to the General Manager. The enclosed goals have been submitted by the Directors for discussion and review. The 2018 adopted Board Goals are also enclosed for review.

Action: Board discussed the goals and agreed to rank them via email to the manager for further review at next month's open session.

b. **2019 Budget**

General Manager Bettsi Ledesma provided written and verbal report to the directors describing the increase to the budget.

Resolution: The Board of Directors adopts the enclosed 2019 operating budget for the upcoming fiscal year and directs management to distribute it to the membership in accordance with California Civil Code and the association's governing documents.

Motion: Steve Huffman

Second: Linda Cook

Vote: Directors Loge, George, Cook, Huffman voted for approval. Director Summers opposed.

c. **Adopt Revised Solar Criteria**

The revised solar criteria was posted to the membership on the 19th of September and is enclosed in this packet. One homeowner has provided written correspondence on this proposed criteria.

Resolution: The Board adopted the revised solar criteria as presented and directed management to incorporate the criteria into the Architectural Guidelines.

Motion: Linda Cook

Second: Steve Huffman

Vote: All in favor

IX. NEW BUSINESS

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

On October 4th, Paul Dubois, arborist from The Grove Total Tree Care walked Zone 6 and Zone 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 9 trees are recommended for removal.

Resolution: The Board approves the proposal from The Grove Total Tree Care in the amount of \$24,415 payable from Reserves which has a remaining allocation for 2018 of \$65,000 +/- . This is to include the 2 trees recommended for removal that were tabled for approval at last month's Open Session. The two trees were reviewed by the Grounds Committee and with arborist Paul Dubois.

Motion: Christina George

Second: Linda Cook

Vote: All in favor

b. **Annual Tree Clearance Pruning**

The Grove Total Tree Care provided a proposal for the annual maintenance pruning of the trees within the development. This will clear all branches from the roofs by a minimum of 10 feet. It will also eliminate hazards over walkways and roadways.

Resolution: The Board approves the annual tree clearance pruning proposal as presented in the amount of \$76,800, to be paid from the 2019 Tree Reserve which has an allocation of \$172,666.

Motion: Linda cook

Second: Christina George

Vote: All in Favor

c. **2019 Tree Health Calendar Proposal**

Resolution: The Board approves for Merit Tree Injections for the communities Crape Myrtle and Hackberry Trees in the amount of \$2,700.

Motion: Linda Cook

Second: Christina George

Vote: All in Favor

X. **HOMEOWNER COMMENTS**

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

XII. **ADJOURN 6:49pm**