



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 2nd, 2019, 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 | 5:35pm | Frank Loge | President | 6:20pm |
| | | Linda Cook | Vice President | |
| X | 5:34pm | Christina George | Treasurer | 6:20pm |
| X | 5:34pm | Steve Huffman | Secretary | 6:20pm |
| X | 5:34pm | 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 January 2nd, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline. The Board announced the approval of one contract for lock replacements to take place throughout the facilities at Nepenthe.
- b. **General Board Announcements**
The Board acknowledged the recent leaf abatement concerns from residents and spoke to the additional crews that were on site to assist before the holidays.

III. COMMITTEE REPORTS

- a. **Architectural Review Committee**
Minutes were reviewed.
- b. **Finance Committee**
No report
- c. **Grounds Committee**
Committee Chair, Don Landsittel, gave a report of leaf abatement, remediation commencement, and the Swarthmore View to be further reviewed by the Grounds Committee. The provided minutes had minor errors; To submit corrected minutes to office for next Open Session. Questions from BOD to Grounds Committee regarding feedback on maintenance responsibilities tabled for 6 months.
- d. **Insurance, Legal and Safety Committee**
Committee Chair, Nancy Arndorfer, expressed the ILS Committees desire and recommendation for the association to continue purchasing flood insurance for the units within the development.

e. **Outreach Committee**

No report.

IV. MANAGEMENT REPORT

- a. Report
- b. December Nepenthe News
- c. 2018 Completed Master Calendar
- d. 2019 Master Calendar
- e. Coast December Weekly Report Sheets

V. HOMEOWNER CORESPONDANCE

The Board of Directors reviewed correspondence received from 3 homeowners.

VI. HOMEOWNER COMMENTS

2 Homeowners addressed the Board at this time regarding items relating to a tree removal and suggestions on financial reinvestments.

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 F as presented.

Motion: Steve Huffman

Second: Christina George

Vote: All in Favor

Begin Consent Calendar

a. **Approval of Minutes December 5th, 2018 Open Session Minutes**

Resolution: The Open Session minutes dated December 5th, 2018 are approved as presented.

b. **Financial Statement: November 2018**

Resolution: The Board accepts the November 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$2,333.33 and reserve funding of \$1,977,993 compared to the reserve funding budget of \$1,935,901. The reserves are funded through November 2018. The Association has \$259,116 in operating funds, which represents 0.89 months of budgeted expenses and reserve contributions. The Association has \$6,926,914 in reserve funds.

c. **Authorization for Automatic Treasury Bill Rollover**

Resolution: The Board authorizes Morgan Stanley to automatically reinvest returns from mature CDs and Treasury Bills into new 1-Month Treasury Bills unless other specific action is directed by the Board of Directors.

d. **Revised Standards and Practices for Committees**

The Standards and Practices for Committees currently in place has been revised by the Board of Directors to provide clearer verbiage on the Committee Volunteer Application process. The current S.A.P.C with redline edits as well as the revised version are both enclosed for review.

Resolution: The Board adopts the revised version of the Nepenthe Standards and Practices for Committees, as presented.

e. Lien Resolution

Per the enclosed Resolution dated December 17th, 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 |
|-----------------------|------------------------|
| 2234-01 | \$976.00 |
| 2313-03 | \$976.00 |
| 2356-01 | \$1,155.00 |
| 2378-02 | \$976.00 |

f. Architectural Applications

The Architectural Review Committee met on December 11th, 2018 to review the application listed below. The application is 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 | 712 Elmhurst Circle | Window Replacement | Approval |
| 2 | 1350 Commons Drive | Security Camera Installation | Approval |
| 3 | 901 Elmhurst Circle | Solar Tube w/ night light | Approval |
| 4 | 714 Dunbarton Circle | Window Replacement | Approval with Conditions |
| 5 | 210 Elmhurst Circle | Window Installation | Approval |

End Consent Calendar

VIII. NEW BUSINESS

a. Homeowner Request – Ash Tree at 609 Elmhurst Circle

The enclosed homeowner request letter is in reference to a large Ash Tree (#1175) recommended for removal on the September Tree walk by arborist Paul Dubois from

The Grove Total Tree Care, due to its current condition. The tree in question has been on the monitor list and was pruned for deadwood in 2016. Tree has shown a significant rate of decline and has a large inclusion along with a pocket of decay. Mr. Dubois's September Tree Walk report is also enclosed for review. This tree work was recommended by the Grounds Committee and approved by the Board at the November Open Session meeting.

Additionally, the arborist for the City of Sacramento has already approved the trees removal and publicly posted notice on the tree. However, the homeowners nearest to the tree at 609 Elmhurst Circle have requested a postponement of the trees removal for the reasons outlined in their letter. The City arborist, who was contacted first by the homeowner, has contacted Paul Dubois and Nepenthe Management in an effort to allow for an internal resolution before any actions are taken.

The Board has the following options:

- 1) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood. Postponing the removal and monitoring the tree in the interim.*
- 2) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood with the cost associated with the pruning to be paid for by the homeowner. Postponing the removal and monitoring the tree in the interim.*
- 3) *Accept both the City arborist and arborist Paul Dubois's current recommendation, and move forward with the removal of the tree.*

Action Required: Board discussion and resolution

Action: Tabled until February Open Session

The Board tables this items until the February Open Session meeting so that The Grove Total Tree Care can conduct a root excavation to determine if a threat to the foundation exists and provide a full report.

IX. HOMEOWNER COMMENTS

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

X. NEXT MEETING: Wednesday, February 6th, 2019 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN: 6:20pm