



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**March 6<sup>th</sup>, 2019, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION  
MINUTES**

**I. CALL TO ORDER: 5:30pm**

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

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on March 6<sup>th</sup>, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Contracts awarded**
  - 1. Zone 2 Roofing Inspections and Repairs: \$14,783
  - 2. Brussels Consulting - Clubhouse Inspections: \$1,000
- c. **Board Goals Update**

**III. COMMITTEE REPORTS**

- a. **Architectural Review Committee**  
No verbal report. Minutes Reviewed.
- b. **Finance Committee**  
Committee Chair, Joan Haradon, gave report regarding Financial Management Reports.
- c. **Grounds Committee**  
Committee Chair, Don Landsittel, confirmed Zone 7 plantings complete. Coast to begin in Zone 6 within 2-3 weeks.
- d. **Insurance, Legal and Safety Committee**  
No report. Minutes reviewed.
- e. **Outreach Committee**  
No report. Minutes reviewed.

**IV. MANAGEMENT REPORT**

- a. **Report**  
General Manager, Bettsi Ledesma, summarized Management Report verbally.

- b. **2019 Flood Surcharges Levied**
- c. **Manager’s Financial Report**
- d. **February Nepenthe News**
- e. **2019 Master Calendar**
- f. **Coast February Weekly Report Sheets**

**V. HOMEOWNER COMMENTS**

Two homeowners addressed the Board at this time regarding a number of items including tree concerns and potential install or research of root dams, architectural concerns, and landscape plantings.

- VI. 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:** Director Huffman

**Second:** Director George

**Vote:** All in Favor

*Begin Consent Calendar*

- a. **Approval of Minutes February 6<sup>th</sup>, 2019 Open Session Minutes**  
Resolution: The Open Session minutes dated February 6<sup>th</sup>, 2019 are approved as presented.
  
- b. **Financial Statement: January 2019**  
Resolution: The Board accepts the January 2019 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$32,659 and reserve funding of \$179,327 compared to the reserve funding budget of \$175,991. The reserves are funded through January 2019. The Association has \$246,158 in operating funds, which represents 0.82 months of budgeted expenses and reserve contributions. The Association has \$7,195,492 in reserve funds. Please see the Management report for more information.
  
- c. **Nominating Committee – Slate of Candidates**  
In conformance with the Nepenthe Bylaws, the Nominating Committee has submitted its report to the Board.  
  
No Action Required: Review and File
  
- d. **Appoint Co-chair to the Outreach Committee**  
The Board appoints Ann Conway, an Outreach Committee Member and Nepenthe member in good standing to serve as Co-chair to the Outreach Committee.
  
- e. **Contribution to 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 approves the donation of \$1,180 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

**f. Architectural Applications**

The Architectural Review Committee met on February 12<sup>th</sup>, 2019 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>
<b>1</b>	1149 Vanderbilt Way	Exterior Security Light Installation	Approval
<b>2</b>	718 Elmhurst Cir	Shade Structure/Awning Installation	Approval
<b>3</b>	300 Elmhurst Cir	Emergency HVAC Replacement	Approval

*End Consent Calendar*

**VII. UNFINISHED BUSINESS**

**a. Flood Insurance Discussion**

This discussion is concerning the policies purchased for Flood Insurance for Nepenthe. The directors discussed this topic at the January open session and tabled the discussion to allow the Insurance, Legal & Safety Committee time to review the issue and make a recommendation.

**No Action:** Discussion Only

**b. 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 2018 Tree walk by arborist Paul Dubois from The Grove Total Tree Care, due to its current condition.

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. At the January Open Session, the Board of Directors tabled this item 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.

The root excavation was performed on February 15<sup>th</sup> by The Grove, which revealed several 4"-8" tree roots growing into the home's foundation. Paul Dubois's report is also enclosed.

**Resolution:** The arborist's recommendation has been confirmed by the local authority, and the root excavation confirmed there is an existing threat to the foundation. In the interests of risk management, the Board approves the removal of the tree per the arborist original recommendation.

**Motion:** Director George

**Second:** Director Cook

**Vote:** All in Favor

## VIII. NEW BUSINESS

### a. **Revise Key Card Policy**

The Nepenthe Key Policy was adopted in February 2014 and is enclosed. The revised draft policy is also enclosed. There is only one change: after one year, key cards will no longer be refundable. Verbiage has been added to the policy to remind residents to notify management when moving out of the community.

**Resolution:** The Board adopts the revised Key Policy as presented.

**Motion:** Director George

**Second:** Director Summers

**Vote:** All in Favor

### b. **Review Tree Care Proposal from The Grove Total Tree Care**

On February 18<sup>th</sup>, Paul Dubois from The Grove Total Tree Care walked Zone 1 and parts of zone 3, 4 and 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 5 trees are recommended for removal.

**Resolution:** The Board approves the proposal from The Grove Total Tree Care in the amount of \$15,628 payable from Reserves which has a remaining allocation for 2019 of \$145,266.

**Motion:** Director Huffman

**Second:** Director George

**Vote:** All in Favor

## IX. HOMEOWNER COMMENTS

Two homeowners addressed the Board at this time regarding the Arborists report and flood insurance.

X. **NEXT MEETING:** Wednesday, April 3<sup>rd</sup>, 2019 at 5:30 pm in the Nepenthe Clubhouse

XI. **ADJOURN: 6:13pm**