



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 3rd, 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	5:30pm	Frank Loge	President	6:10pm
X	5:30pm	Linda Cook	Vice President	6:10pm
X	5:30pm	Christina George	Treasurer	6:10pm
X	5:30pm	Steve Huffman	Secretary	6:10pm
X	5:30pm	Jan Summers	Member at Large	6:10pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 3rd, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Contracts Awarded**
 - i. Coast Landscape - Zone 6 Landscape Remediation: \$16,574
 - ii. Coast Landscape - Zone 6 Renovation Project: \$3,720
 - iii. Sparkling Clear Pool Service - Pool and Spa Filer Cartridge Replacements: \$3,500
 - iv. Red Leaf Development - Concrete Repairs: \$3,908
 - v. Elite Service Experts - Power Washing Services: \$1,191
 - vi. Propp, Christiansen & Caniglia – Review, report and recommend financial management practices: \$11,600
- c. **Board Goals Update**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee**
No verbal report. Minutes reviewed.
- b. **Finance Committee**
Committee Chair gave report regarding 2020 financial needs. Report will be included in April 2019 Newsletter.
- c. **Grounds Committee**
Committee Chair gave report summarizing Grounds Meeting Minutes.
- d. **Insurance, Legal and Safety Committee**
No verbal report. Minutes reviewed. Director Huffman, liaison to ILS Committee, briefly addressed the concerns outlined in the ILS Minutes regarding Committee Charters.
- e. **Outreach Committee**

Committee Chair gave verbal report regarding upcoming events such as the Cinco De Mayo party.

IV. MANAGEMENT REPORT

General Manager, Bettisi Ledesma, gave verbal report summarizing details of Management Report. The reports listed below were enclosed in the packet and reviewed by the directors.

- a. **Report**
- b. **Manager’s Reserve Report**
- c. **March Nepenthe News**
- d. **2019 Master Calendar**
- e. **Coast March Report Sheets**

V. HOMEOWNER CORRESPONDENCE

The Board reviewed correspondence received from one homeowner.

VI. HOMEOWNER COMMENTS

One homeowner addressed the Board at this time, regarding landscape and drip conversion.

VII. CONSENT CALENDAR

Resolution: The Board approves Consent Calendar Items A to D as presented.

Begin Consent Calendar

a. **Approval of Minutes March 6th, 2019 Open Session Minutes**

Resolution: The Open Session minutes dated March 6th, 2019 are approved as presented.

b. **Financial Statement: February 2019**

Resolution: The Board accepts the February 2019 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of (\$26,614) and reserve funding of \$261,851 compared to the reserve funding budget of \$351,982. The reserves are funded through February 2019. The Association has \$274,851 in operating funds, which represents 0.92 months of budgeted expenses and reserve contributions. The Association has \$7,256,500 in reserve funds. Please see the Management Report for more information.

c. **Lien Resolution**

Per the enclosed Resolution dated March 14, 2019, 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
2397-02	\$1,095

d. **Architectural Applications**

The Architectural Review Committee met on March 12th, 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>
1	1109 Dunbarton Circle	Gas Line / Meter Installation	Approval with Conditions
2	410 Elmhurst Circle	Window / Patio Slider Replacement	Approval
3	1083 Vanderbilt Way	Window Replacement / Installation	Approval
4	212 Dunbarton Circle	Gas Line Installation	Approval with Conditions
5	408 Elmhurst Circle	Gas Line Installation	Approval with Conditions
6	1217 Vanderbilt Way	Shade Structure / Awning Installation	Approval
7	324 Elmhurst Circle	Patio Hardscape Installation	Approval
8	502 Elmhurst Circle	Screen Door Installation	Approval with Conditions

1	2242 Swarthmore Drive	Window / Patio Slider Replacement	Denial
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End Consent Calendar

VIII. NEW BUSINESS

a. **Nepenthe Bylaws and CC&Rs – Corrections**

One of the Board's goals was to complete a review of the current governing documents. The Association's attorney has completed a thorough proof read of the documents and found where typos or incorrect references existed and has made the appropriate corrections. Directors Loge and Huffman worked with the attorney, Brad Epstein, on this project. As there are no material changes, the Board has the authority to adopt the corrected documents in Open Session.

Resolution: The Board adopts the corrected CC&Rs and Bylaws as presented by legal counsel.

Motion: Director Huffman

Second: Director Cook

Vote: All in Favor

b. **Benches**

In May of 2015, The then Board of Directors approved a plan to install a total of 19 steel benches throughout the community common areas. A total of seven have already

been installed. Proposed locations for this year's installations were presented to the directors.

Resolution:

The Board tables this item until January 2020.

Motion: Director George

Second: Director Summers

Vote: All in Favor

c. **Tree Removal at 210 Elmhurst Circle**

Upon inspection by arborist Paul Dubois, the Liquidambar tree adjacent to the patio area of the home has been found to have an aggressive root system with insufficient clearance from the structure, making an intrusion issue immanent. The roots have already lifted and intruded on the patio area, continuing to near the structure. The arborist notes that the tree will not be a good candidate for root pruning as it would be detrimental to the tree and would likely cause the tree to fail. He recommends removing instead.

Resolution: The Board approves the proposal from The Grove Total Tree Care in the amount of \$1,510 for removal and stump grinding of the tree, payable from the Reserve GL N23282 for Trees which has a remaining allocation of \$63,571.

Motion: Director Cook

Second: Director Huffman

Vote: All in Favor

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

On March 11th, Paul Dubois from The Grove Total Tree Care walked Zone 2 with management, Coast and Grounds Committee members. Various maintenance items were noted and 6 trees are recommended for removal.

Resolution: The Board approves the proposal from The Grove Total Tree Care, with the exception of item 11 per Grounds Committee Minutes, in the amount of \$11,520 payable from Reserve GL N23282 for Trees which has a remaining allocation for 2019 of \$63,571.

Motion: Director Cook

Second: Director Summers

Vote: All in Favor

e. **Fine Schedule Correction**

Management has made corrections to the fine schedule adopted by the Board March 2nd, 2016, to better align with the current practice. The draft fine schedule with corrections in a redline form is enclosed.

Resolution: The Board approves the corrections to the current Fine Schedule.

Motion: Director Huffman

Second: Director George

Vote: All in Favor

IX. HOMEOWNER COMMENTS

No homeowner chose to address the Board at this time.

X. NEXT MEETING: Wednesday, May 1st, 2019 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN: 6:10pm