



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**July 1, 2020, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION MINUTES**

**I. CALL TO ORDER 5:31 PM**

<b>Present</b>	<b>Board Member</b>	<b>Position</b>
<b>x</b>	Christina George	President
<b>x</b>	Linda Cook	Vice President
<b>x</b>	Will Vizzard	Treasurer
<b>x</b>	Greg Beale	Secretary
<b>x</b>	Mary Gray	Member at Large

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on June 15, 2020 and July 1, 2020 to consider legal matters, member discipline, personnel and contract formation.

**III. COMMITTEE REPORTS- The Directors accepted the reports of the committees**

- a. Architectural Review Committee
- b. Finance Committee (no report)
- c. Grounds Committee (no report)
- d. Insurance, Legal and Safety Committee (no report)
- e. Outreach Committee (no report)

**IV. MANAGEMENT REPORT- The Directors accepted the Manager’s reports**

Part of the Manager’s report was the listing of COVID-19 Protocols for the homeowners:

Most importantly, if you're not feeling well, stay home!

Maintain physical distancing while at the pool.

Pools will be open from 7am – 8pm daily.

Households wishing to swim will use the dated signup sheet located at the gate entrance to the pool.

There will be only one gate in use providing access to each of the pools. This is the gate with the sign-up sheet.

Only two households per hour will be allowed per pool. Swimming periods begin at the beginning of the hour. Each residence will be allowed to sign up for 1 hour of use – (maximum number of persons per household to be in the pool area is 4).

No pool toys or chairs are to be brought into pool area (except for small safety floats, i.e., blow- up type for arms).

There will be no bathroom access. Be sure to use the restroom prior to your scheduled pool use.

Spas will remain closed and are not to be used.

Please do not move the stanchions with the yellow “tape” dividing the pools. Each household using the pool will need to stay within the limits of one of the preset areas.

**Director Cook made a motion to also restrict access to the pools to Nepenthe residents only. The motion was seconded by Director Beale and passed unanimously.**

**V. HOMEOWNER CORRESPONDENCE – The Directors reviewed correspondence received from members.**

**VI. HOMEOWNER COMMENTS – A number of members addressed the Board.**

**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 D as presented.

**Motion:** Director Vizzard

**Second:** Director Cook

**Vote:** All in favor

- a. **Minutes:** May 27, 2020 Open Session Minutes were approved
- b. **Financial Statement:** The Board accepts the May 2020 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$101,110 and reserve funding of \$1,024,589 compared to the reserve funding budget of \$908,115. The Association has \$310,047 in operating funds, which represents less than one month of budgeted expenses and reserve contributions. The Association has \$9,134,340 in reserve funds.

- c. **Lien Resolution:** The Board authorized management 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
1946-01	\$1,557
2228-01	\$1,557

d. **Architectural Applications**

The Board confirms the recommendations of the committee as noted below.

	Address	Application for	Recommendation
1	2267 Swarthmore	Light fixture (Homeowner has withdrawn application)	Approval
2	1170 Vanderbilt	Awning	Approval
3	1121 Commons	Sliding Door Replacement	Approval
4	509 Dunbarton	HVAC Replacement	Emergency Approval

VIII. **UNFINISHED BUSINESS** – There was no unfinished business.

IX. **NEW BUSINESS**

a. **Appoint Committees**

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 and are homeowners in good standing.

**1. Architectural Review Committee**

Jenny Smith – Chair  
 Alan Watters  
 Kenneth Luttrell  
 Lee Blachowicz  
 Steve Farrar  
 Jan Summers  
 Diane Vanderpot

**2. Finance Committee**

Susan Timmer  
 Aubrey Lara

**3. Grounds Committee**

Steve Huffman – Chair  
 Diane Durawa  
 Diane Luttrell  
 Elizabeth Tafoya

Joleen Hecht  
Kathy Waugh  
Kay Chmielewski  
Yvonne Del Biaggio  
Solveig Toft  
Joan Trotta  
Don Landsittel  
Markus Dascher  
Helga Dicker

**4. Insurance, Legal and Safety Committee  
(Standards and Practices for Insurance Awaiting Board approval)**

Nancy Arndorfer – Chair  
Jerry Dunn  
William Olmsted  
Peter Lewicki

**5. Election Committee**

Joleen Hecht  
Yvonne Del Biaggio  
Kay Chmielewski

**6. Outreach Committee**

Karen Van Maren  
Cheryl Nelson  
Jan Beale  
William Olmsted  
Bonnie Jean Ueltzen

**Resolution:** The Board appoints the committees as listed on the July 1, 2020 Open Session Agenda.

**Motion:** Director Cook

**Second:** Director Beale

**Vote:** All in favor

**b. Change to Architectural Guidelines Section 9 Front Door**

**Resolution:** The Board accepts the modification to Section 9 Front Doors to the guidelines as written: “Note: For a front door within a fenced patio area (Models 2200 and 2300), where the front door is largely obscured from the common area, front doors other than a solid type may be considered.”

**Motion:** Director Cook

**Second:** Director Vizzard

**Vote:** All in favor

**X. HOMEOWNER FORUM – No owners addressed the Board at this time.**

**XI. NEXT MEETING:** Wednesday, August 5, 2020 at 5:30 pm in the Nepenthe Clubhouse

**XII. ADJOURN 6:28 PM**