



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 8th, 2020, 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		Christina George	President	
X		Linda Cook	Vice President	
X		Will Vizzard	Treasurer	
X		Jan Summers	Secretary	
X		Greg Beale	Member at Large	

MANAGEMENT PRESENT

Dawn Robinson, General Manager, FirstService Residential
Christina Romero, Assistant Community Manager, FirstService Residential
Michael Marshall, Vice President, FirstService Residential

II. ANNOUNCEMENTS

A. Executive Session Disclosure: In accordance with Civil Code Section 4935(a), the Board met in Executive Session on January 8th, 2020 in order to consider matters relating to personnel, contracts, legal matters and member discipline.

In Executive Session, the Board Approved:

- CAM destructive testing for the clubhouse \$1,232.16.
- ARD roof inspections Zone 6 \$10,525.00 and Zone 7 \$5,554.00.
- Coast landscape proposals: Zone 4 remediation's \$14,697.00 and Zone 5b Remediation \$5,578.50.
- Grove proposals: 410 Elmhurst stump grinding \$300.00. 1111 Commons Drive tree removal and stump grinding \$953.25. 1411 Commons Drive tree removal and stump grinding \$3,581.00.
- Fire Hydrant inspection proposal: Firecode Safety 5 year inspection \$1,650.00, and blue dot reflectors as needed \$25.00 each.

B. Senate Bill 323: Board reviewed in Executive Session the *Notice of Board's Proposed Adoption of Updated Election Rules*, composed by Angius and Terry.

Motion: Greg Beale

Second: Will Vizzard

Resolution: Board approves proposed election rules and instructs management that the Notice of Board's Proposed Adoption of Updated Election Rules, be sent out to the community for a 28 day review.

Vote: All in favor

III. COMMITTEE UPDATES AND INVITED GUESTS

A. Architectural Review Committee

Minutes reviewed and filed.

B. Finance Committee

No meeting in December. Announced that committee members are still needed.

C. Grounds Committee

Minutes reviewed and filed.

Brief overview from Grounds Committee Chair, Steve Huffman: Leaf drop is almost over. Coast to concentrate on cleaning out the flower beds. Pre-emergent and fertilization coming soon. Committee working on an improved communication.

D. Insurance, Legal and Safety Committee

Minutes reviewed and filed.

E. Outreach Committee

Minutes reviewed and filed.

Verbal report from Gerry and Pam on the success of Holiday and NYE celebrations. VP Linda Cook complimented on how nice the clubhouse holiday decorations looked.

IV. REPORTS

A. Master Calendar Report 2020:

Reviewed and filed. Some changes were noted to management.

V. HOMEOWNER COMMENTS

No homeowners addressed the Board at this time.

VI. CONSENT CALENDAR: Removed item A from Consent Calendar.

Resolution: The Board approves Consent Calendar items B to D, with corrections noted:

Remove Account # 2011-06 from Lien Approval

Motion: Linda Cook

Second: Jan Summers

Vote: All in Favor.

Approval of Meeting Minutes from December 4th 2019

Resolution: The Board approves Meeting Minutes of December 4th 2019 as presented.

Motion: Linda Cook

Second: Greg Beale

Vote: All in Favor / Will Vizzard abstained, was not present at the December 4th 2019 meeting.

VII. UNFINISHED BUSINESS

A. Outreach Committee: The committee requested an allowance to help with the expense of community events planned and held at Nepenthe. Committee presented

the Board with a list of events and a way to track expenses and will provide a budget and monthly financial report to the Board.

Resolution: Board to allocate a monthly allowance of \$100 to offset expenses. Monies will come from budget for 18008, volunteer recognition.

Motion: Linda Cook

Second: Greg Beale

Vote: All in Favor

B. ARC Guidelines Update: The Architectural Review Committee requested that the Board adopt the following criteria:

- 1 Windows Criteria – An update and clarification of Criteria Section 26 on installation of windows and patio sliders.

Resolution: Board to accept window criteria as presented.

Motion: Greg Beale

Second: Linda Cook

Vote: All in favor

- 2 Patio Maintenance and Improvements – a new criteria where none had previously existed. Addition discussed to require fence to be free from soil at the base.

Resolution: Board to accept patio and improvement criteria as modified.

Motion: Greg Beale

Second: Will Vizzard

Vote: All in favor

- 3 Architectural Criteria – Primarily, stating for each type of improvement, statement of whether office or ARC approval is needed.

Resolution: Board to accept criteria as presented.

Motion: Greg Beale

Second: Jan Summers

Vote: All in favor

VIII. NEW BUSINESS

A. Homeowner Correspondence:

The Board reviewed correspondence received from one homeowner.

IX. HOMEOWNER COMMENTS

One homeowner addressed to the Board at this time, regarding Architectural Committee help with his newly purchased unit.

X. NEXT MEETING: Wednesday, February 5th 2020 at 5:30 pm in the Nepenthe Clubhouse.

XI. ADJOURN: 6:32 pm