



# NEPENTHE ASSOCIATION

## Open Session

June 5, 2024 6:00 PM  
Nepenthe Clubhouse  
1131 Commons Drive  
Sacramento, CA

### MINUTES

#### Directors Present

MARKUS DASCHER TTEE - President  
CHRISTINA GEORGE - Member at Large  
BRIAN COATES - Secretary  
COURTENAY DELFIN - Treasurer  
CHERYL NELSON - Vice President

#### Directors Absent

None

#### Additional Attendees

Nicole Marks, CMCA, AMS - General  
Manager, FirstService Residential  
Julienna Michel - Administrative  
Assistant, FirstService Residential

### I. CALL TO ORDER

The meeting was called to order at 6:00PM.

### II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on May 29, 2024, June 3, 2024 and June 5, 2024, to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

**The Board met in Executive Session on May 29th, June 3rd and June 5th. The Board took the following actions during the June 5th meeting:**

- The Board approved the proposal from CNA Engineering in the amount of \$5,500 to survey a small area on Swarthmore to determine tree ownership of redwoods
- The Board approved 3 proposals from CPR totaling \$5,899.12 for fence/gate/siding repair to 3 homes
- The Board approved the proposal from Grove Total Tree Care in the amount of \$28,210 for tree pruning and removal in Zone 2
- The Board approved the proposal from IES in the amount of \$21,556 for HVAC replacement at the clubhouse

### III. ELECTION UPDATES

**The Board appointed officer positions as follows:**

- President – Markus Dascher
- Vice President – TBD
- Treasurer – Courtenay Delfin
- Secretary – Brian Coates
- Member at Large – Christina George

**The Board appointed committee liaison positions as follows:**

- Architectural Committee - Brian Coates
- Finance Committee - Courtenay Delfin
- Outreach Committee - 5th Board Member (to be appointed on June 5th)
- ILS Committee - Markus Dascher
- Grounds Committee - Christina George

**Resolved**

The Board appoints Cheryl Nelson to the Board with the officer position of Vice-President and Committee Liaison appointment of Outreach Committee. Cheryl's term to expire in May 2025.

**First Motion**

**Motion:** CHRISTINA GEORGE

**Second:** COURTENAY DELFIN

**AYEs:** CHRISTINA GEORGE, COURTENAY DELFIN, MARKUS DASCHER TTEE

**NAYs:** BRIAN COATES

▶ **Resolved**  
*The motion passed*

**Second Motion**

The Board appoints the following members to the Architectural Committee: Alan Watters (Chair), Allen Davenport, Paul Serafimidis, and Patricia Singer

**Motion:** CHRISTINA GEORGE

**Second:** MARKUS DASCHER TTEE

▶ **Resolved**  
*The motion passed unanimously*

**Third Motion**

The Board appoints the following members to the Finance Committee: Carol Duke (Chair), John Apostolo, Tara Foust, Susan Timmer and Nina White

**Motion:** CHRISTINA GEORGE

**Second:** BRIAN COATES

▶ **Resolved**  
*The motion passed unanimously*

**Fourth Motion**

The Board appoints the following members to the ILS Committee: Jackie Grebitus (Chair), Pam DiMaggio, and Ricardo Pineda

**Motion:** CHRISTINA GEORGE

**Second:** CHERYL NELSON

▶ **Resolved**  
*The motion passed unanimously*

**Fifth Motion**

The Board appoints the following members to the Election Committee: Joleen Hecht and Yvonne Del Biaggio

**Motion:** COURTENAY DELFIN

**Second:** BRIAN COATES

▶ **Resolved**  
*The motion passed unanimously*

**Sixth Motion**

The Board appoints the following members to the Grounds Committee: Jim Shaw (Chair), Theresa McCrackin (Secretary), Paula Connors, Jean Dascher, Diane Durawa, Don Ellwanger and Mary Gray

**Motion:** CHERYL NELSON  
**Second:** COURTENAY DELFIN

▶ **Resolved**  
*The motion passed unanimously*

**Seventh Motion**

The Board appoints the following members to the Outreach Committee: Marcy Best (Chair), Jan Beale, Ann Bennett, Yvonne Del Biaggio, Carol Duke, Patricia Furukawa, Geraldine Gelfand, Bonnie Jacobson, Theresa McCrackin and Lori Slevin

**Motion:** CHRISTINA GEORGE  
**Second:** BRIAN COATES

▶ **Resolved**  
*The motion passed unanimously*

**IV. REPORTS**

**A. CONSTRUCTION MANAGER'S REPORT**

The Construction Report from Paul Reeves was reviewed.

**B. GENERAL MANAGER'S REPORT**

The General Manager's Report was reviewed and provided verbally by General Manager, Nicole Marks.

**V. COMMITTEE UPDATES**

**A. ARCHITECTURAL COMMITTEE**

**Resolved**

The Board approves the applications below as Architecture Committee recommends:

Address	Modification	Recommendation
710 Dunbarton	Awning	Approved with Conditions: Any damage to the siding or structure resulting from installation or operation of this awning will be the responsibility of the homeowner to pay for during the life of this awning product.
1455 University	HVAC Replacement	Approved with Conditions: A) the Grounds Committee or its representatives approve the plans, and B) the homeowner will submit proof of the "finalized" permit status to the Nepenthe office.
1191 Vanderbilt	Emergency HVAC	Approved

**Motion:** CHERYL NELSON  
**Second:** BRIAN COATES

▶ **Resolved**  
*The motion passed unanimously*

**B. OUTREACH COMMITTEE**

Marcy Best provided a verbal update. Events coming up include Bunco on June 20th, Jazz by the Pool and 4th of July Event in the month of July.

**C. ILS COMMITTEE**

No updates were provided by the ILS Committee.

**D. GROUNDS COMMITTEE**

Jim Shaw provided an updated for the Grounds Committee. Jim explained goals and focus for the committee for this next year.

**E. FINANCE COMMITTEE**

No meeting was held for the month of June due to pending Board Liaison Appointments and Committee Appointments. No updates were provided.

**F. ELECTION/NOMINATING COMMITTEE**

No updates were provided by the Election/Nominating Committees.

**VI. HOMEOWNER CORRESPONDENCE**

**A. HOMEOWNER CORRESPONDENCE - 06.05.24**

The Board has acknowledged receipt of all correspondence received and will respond accordingly.

**B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 05.01.24**

The Board has provided written response to all Homeowner Correspondence received for the May 1, 2024 Open Session Board Meeting.

**VII. NEW BUSINESS**

**A. OPEN SESSION MINUTES - MAY 1, 2024**

**Resolved**

The Board approves the Open Session Minutes dated May 1, 2024 as presented.

**Motion:** CHERYL NELSON

**Second:** MARKUS DASCHER TTEE

▶ **Resolved**  
*The motion passed unanimously*

**B. FINANCIAL STATEMENT - APRIL 2024**

**Resolved**

The Board accepts the Association's income statement for April 2024 comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year-to-date net operating income of \$70,102.40 and year-to-date reserve funding of \$722,023.53 compared to the year-to-date reserve funding budget of \$790,256. The actual year-to-date operating expenses were \$891,665.22. The budgeted year-to-date operating expenses were \$688,740. The association has \$73,768.49 in operating funds, which represents 0.19 months of budgeted expenses and reserve contributions. The association has \$10,519,904.63 in reserve funds.

**Motion:** COURTENAY DELFIN

**Second:** CHERYL NELSON

▶ **Resolved**  
*The motion passed unanimously*

**C. RESOLUTION TO RECORD LIEN**

**Background**

**WHEREAS**, Section 5673 of the California Civil Code requires that, the decision to record a lien for delinquent assessments shall be made only by the Board of Directors of the association and may not be delegated to an agent of the association; and

**WHEREAS**, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 30 days prior to recording a lien; and

**WHEREAS**, the Association has sent this letter and the 30 days has or will soon expire; and **WHEREAS**, as of the date of this report payment has not been received to pay the delinquent assessment amount on the properties listed below

**Resolved**

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 30 days has elapsed from the mailing of the warning letter and no payment has been received.

Date	Account No.	Total Amount Due	Approved	Denied
5/15/24	2115-01	\$2,892.06	X	

**Motion:** MARKUS DASCHER TTEE  
**Second:** CHRISTINA GEORGE

▶ **Resolved**  
*The motion passed unanimously*

**VIII. HOMEOWNER FORUM**

Multiple Owners addressed the Board during Homeowner Forum. Cheryl has notated all the comments/questions and will draft the responses for the July 3rd Open Session Board Meeting.

**IX. NEXT BOARD MEETING**

The Association’s next open Board meeting will be held July 3, 2024, at 6:00 pm.

**X. ADJOURN**

The meeting was adjourned at 7:08PM.

*Brian Coates*

7/10/2024

APPROVED

DATE