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NEPENTHE ASSOCIATION

Open Session

December 4, 2024 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

Directors Present
COURTENAY DELFIN - President
CHERYL NELSON - Vice President
BRIAN COATES - Treasurer
PETER LEWICKI - Secretary
NINA WHITE TTEE - Member at Large

Directors Absent
None

Additional Attendees
Nicole Marks, CMCA, AMS - General Manager, FirstService Residential
Trevon McCrea - Administrative Assistant, FirstService Residential

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I. CALL TO ORDER

The meeting was called to order at 6PM.

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on December 3, 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 December 3rd. The Board took the following actions during the December 3rd meeting:

- The Board approved renewal proposal from Sparkling Clear Pool Service in the monthly amount of $2,700
  - *This proposal was approved unanimously*

III. 5TH BOARD MEMBER APPOINTMENT

The Board appoints Nina White to the Member at Large position with a term ending in May 2025.

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: COURTENAY DELFIN, CHERYL NELSON, PETER LEWICKI, BRIAN COATES
NAYs: None

▶ ***Resolved***
The motion passed

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IV. REPORTS

A. GENERAL MANAGER'S REPORT

The General Manager provided the GM Report verbally.

B. CONSTRUCTION MANAGER'S REPORT

The General Manager provided the Construction Report verbally.

V. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Resolved

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
322 Elmhurst	Handrails	Approval
1020 Dunbarton	HVAC	Emergency Approval with Conditions
2274 Swarthmore	Trellis	Denial

Motion: CHERYL NELSON
Second: PETER LEWICKI
AYEs: COURTENAY DELFIN, CHERYL NELSON, PETER LEWICKI, BRIAN COATES
NAYs: None
Abstained: NINA WHITE TTEE

▶ ***Resolved***
The motion passed

B. OUTREACH COMMITTEE

Marcy Best provided a verbal update for events happening in Nepenthe.

C. ILS COMMITTEE

No committee updates from the ILS Committee were provided.

D. GROUNDS COMMITTEE

The Board appoints the following members to the Grounds Committee:

- Jane Brown
- Theresa McCrackin
- William Newbill
- Joanne Massoni

Motion: COURTENAY DELFIN
Second: BRIAN COATES

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

E. FINANCE COMMITTEE

The Board appoints the following members to the Finance Committee:

- Julie Valverde

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Motion: COURTENAY DELFIN
Second: BRIAN COATES

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

VI. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 12.04.24

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 10.02.24 & 11.06.24

The Board has provided written response to all Homeowner Correspondence received for the October 2, 2024 and November 6, 2024 Open Session Board Meetings.

VII. CONSENT CALENDAR

Resolved

The Board approves Consent Calendar Items A-D as presented.

Motion: PETER LEWICKI
Second: NINA WHITE TTEE

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

A. FINANCIAL STATEMENT - OCTOBER 2024

Resolved

The Board accepts the Association's income statement for October 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 loss of $13,560.98 and year-to-date reserve funding of $1,975,640 compared to the year-to-date reserve funding budget of $2,132,694.37. The actual year-to-date operating expenses were $2,007,731.66. The budgeted year-to-date operating expenses were $1,721,850. The association has $166,110.11 in operating funds, which represents 0.45 months of budgeted expenses and reserve contributions. The association has $9,347,148.30 in reserve funds.

B. OPEN SESSION MINUTES - NOVEMBER 6, 2024

Resolved

The Board approves the Open Session Minutes dated November 6, 2024 as presented.

C. DQ POLICY

Resolved

The Board approves the policy effective January 1, 2025 as presented to be included in the Budget disclosures.

D. 2025 RESERVE STUDY

Resolved

The Board accepts the Reserve Study Dated November 4, 2024, prepared by Browning Reserve Group and approves funding $2,081,760 to reserves in 2025.

VIII. HOMEOWNER FORUM

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

IX. NEXT BOARD MEETING

The Association's next open Board meeting will be held January 8, 2025 at 6:00 pm.

X. ADJOURN

The meeting was adjourned at 6:51PM.



1/9/2025

APPROVED **DATE**