



# NEPENTHE ASSOCIATION

## Open Session

February 5, 2025 6:00 PM  
Nepenthe Clubhouse  
1131 Commons Drive  
Sacramento, CA

### MINUTES

#### Directors Present

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

#### Directors Absent

None

#### Additional Attendees

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

### 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 February 4, 2025 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 took the following actions during the February 4th meeting:

- The Board approved the proposal from Critical Path Reconstruction for fencing repairs for 5 homes totaling \$15,751.80 - *This proposal was approved unanimously*
- The Board approved the proposal from Critical Path Reconstruction for siding/trim repairs for 4 homes totaling \$3,998.03 - *This proposal was approved unanimously*
- The Board approved the proposal from Carson Landscape for improvements at 1461 University & 1423 Commons in the amount of \$735 - *This proposal was approved unanimously*
- The Board approved the proposal from Critical Path Reconstruction for phase 3 evaluations in the amount of \$9,846 - *This proposal was approved unanimously*
- The Board approved the proposal from Reeves Construction for phase 3 evaluations in the amount of \$12,100 - *This proposal was approved unanimously*
- The Board approved the proposal from Breault Asphalt for asphalt repairs in the 312-322 Elmhurst alley in the amount of \$3,437 - *This proposal was approved unanimously*

### III. REPORTS

#### A. GENERAL MANAGER'S REPORT

The General Manager provided an update verbally.

#### B. CONSTRUCTION MANAGER'S REPORT

The General Manager provided a construction update verbally.

### IV. COMMITTEE UPDATES

#### A. ARCHITECTURAL COMMITTEE

Alan Watters provided verbal update for Architectural Committee.

#### B. OUTREACH COMMITTEE

Marcy Best stated no new updates for Outreach Committee.

#### C. ILS COMMITTEE

No updates were provided for the ILS Committee.

#### D. GROUNDS COMMITTEE

Mary Gray provided a verbal update for the Grounds Committee.

#### E. FINANCE COMMITTEE

No updates were provided by the Finance Committee.

#### F. NOMINATING/ELECTION COMMITTEE

Brian Coates, Board Liaison, provided a verbal update regarding the upcoming Director Election and seeking board candidacy applications.

### V. HOMEOWNER CORRESPONDENCE

#### A. HOMEOWNER CORRESPONDENCE - 02.05.25

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

#### B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 01.08.25

The Board provided written responses to all Homeowner Correspondence received for the December 2024 and January 2025 Open Session Board Meetings.

### VI. CONSENT CALENDAR

#### **Resolved**

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

**Motion:** COURTENAY DELFIN

**Second:** BRIAN COATES

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

#### A. OPEN SESSION MINUTES - JANUARY 8, 2025

#### **Resolved**

The Board approves the Open Session Minutes dated January 8, 2025 as presented.

**B. FINANCIAL STATEMENT - NOVEMBER 2024**

**Resolved**

The Board accepts the Association’s income statement for November 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 \$68,576.18 and year-to-date reserve funding of \$2,380,206.07 compared to the year-to-date reserve funding budget of \$2,173,204. The actual year-to-date operating expenses were \$2,220,477.48. The budgeted year-to-date operating expenses were \$1,894,035. The association has \$140,199.91 in operating funds, which represents 0.38 months of budgeted expenses and reserve contributions. The association has \$9,256,218.11 in reserve funds.

**C. FINANCIAL STATEMENT - DECEMBER 2024**

**Resolved**

The Board accepts the Association’s income statement for December 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 \$177,068.21 and year-to-date reserve funding of \$2,429,247.25 compared to the year-to-date reserve funding budget of \$2,370,768. The actual year-to-date operating expenses were \$2,350,115.42. The budgeted year-to-date operating expenses were \$2,066,220. The association has \$89,191.80 in operating funds, which represents 0.24 months of budgeted expenses and reserve contributions. The association has \$8,937,749.74 in reserve funds.

**D. RECORD LIEN RESOLUTION**

**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
1/17/25	2058-01	\$3,963.02	X	

**VII. HOMEOWNER FORUM**

Multiple homeowners addressed the community/board regarding misc. topics including: association dues, city water billing, and moss on roofs.

**VIII. NEXT BOARD MEETING**

The Association’s next open Board meeting will be held March 5, 2025, at 6:00 pm.

**IX. ADJOURN**

The meeting was adjourned at 6:39PM.



3/21/2025

APPROVED

DATE