NEPENTHE ASSOCIATION

Open Session

April 2, 2025 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

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

Directors Absent
PETER LEWICKI - Secretary

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 April 1, 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 April 1st meeting:

- The Board approved proposal from the Browning Reserve Group for the 2026 Reserve Study in the amount of $1,000 - *This proposal was approved unanimously*
- The Board approved 2 proposals from Critical Path Reconstruction for fencing repairs at 1497 University and 1611 University totaling $20,077.44 - *The proposals were approved unanimously*
- The Board approved 2 proposals from Critical Path Reconstruction for siding/trim repairs at 717 Dunbarton and 1497 University totaling $1,252.08 - *The proposals were approved unanimously*
- The Board approved 11 proposals from Carson Landscape for irrigation repairs across the community totaling $33,080- *The proposals were approved unanimously*
- The Board approved proposal from Sparkling Clear Pools for pool filter cartridges (28 in total) in all pools and spas totaling $4,540- *The proposal was approved unanimously*
- The Board approved 2 proposals from City of Sacramento for public sidewalk repairs at 1473 and 1533 University totaling $13,129.33 - *The proposals were approved unanimously*

III. REPORTS

A. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, provided the work order report and provided a brief visual of the new website to be officially launched by Monday, April 7th.

B. CONSTRUCTION MANAGER'S REPORT

The General Manager, Nicole Marks, provided a construction update verbally and updated progress for Phase 2 and the upcoming Phase 3.

C. BOARD PRESIDENT REPORT

The Board President, Courtenay Delfin, provided a brief update on the CC&R Survey that is circulating the community with a due date now of April 17th at 5pm. Also briefly discussed the possibly of adding crime reports back into the newsletter if community would be interested.

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Resolved

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
2 Colby	Window Replacement	Approval with Conditions
2316 Swarthmore	Trellis Replacement	Approval
2316 Swarthmore	Patio Hardscape Replacement	Approval
2316 Swarthmore	Garden Features	Approval
2316 Swarthmore	Wiring and Conduit Installation	Approval
1350 Commons	Fence Relocation	Approval Not Recommended

Motion: CHERYL NELSON TRUSTEE
Second: NINA WHITE TTEE

► ***Resolved***
The motion passed unanimously

B. OUTREACH COMMITTEE

Marcy Best provided a verbal update for the Outreach Committee including the Easter Event on April 19th and the Parking Lot sale on May 17th.

C. ILS COMMITTEE

Cheryl Nelson provided a verbal update for the ILS committee which included the CC&R survey feedback from the committee and installation of no trespassing signs at the amenity gates.

D. GROUNDS COMMITTEE

Mary Gray provided a verbal update on the Grounds Committee including the committee exploring other ground cover options besides rocks and bark. Courtenay Delfin also provided update on approvals of Grounds recommendations.

E. FINANCE COMMITTEE

Carol Duke provided a verbal update for the Finance Committee.

F. NOMINATING/ELECTION COMMITTEE

The Nominating Committee announced the 6 candidates that will be running in the upcoming Director election in May (listed below in alphabetical order by last name):

1. Andrew Barrios
2. Jane Brown
3. Mary Gray
4. Cheryl Nelson
5. Ricardo Pineda
6. Nina White

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 04.02.25

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 03.05.25

The Board provided written responses to all Homeowner Correspondence received for the March 2025 Open Session Board Meeting.

VI. CONSENT CALENDAR

Resolved

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

Motion: COURTENAY DELFIN
Second: BRIAN COATES

► ***Resolved***
The motion passed unanimously

A. OPEN SESSION MINUTES - MARCH 5, 2025

Resolved

The Board approves the Open Session Minutes dated March 5, 2025 as presented.

B. FINANCIAL STATEMENT - FEBRUARY 2025

Resolved

The Board accepts the Association’s income statement for February 2025 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 $154,425.09 and year-to-date reserve funding of $231,792.91 compared to the year-to-date reserve funding budget of $346,960. The actual year-to-date operating expenses were $501,041.58. The budgeted year-to-date operating expenses were $486,940. The association has $251,543.89 in operating funds, which represents 0.60 months of budgeted expenses and reserve contributions. The association has $8,136,259.45 in reserve funds.

C. RECORD LIEN RESOLUTION

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
3/10/25	2356-01	$3,453.92	X	

D. 2024 TAXES & YEAR-END FINANCIAL REVIEW

Resolved

The Board approves the taxes and to send the 2023-2024 Annual Financial Review prepared by Levy, Erlanger & Company, LLP to the membership within 120 days of fiscal year end.

VII. HOMEOWNER FORUM

Multiple homeowners addressed the community/board regarding misc. topics including: CC&R revisions, landscaping, and insurance.

VIII. NEXT BOARD MEETING

The Association's next open Board meeting will be held May 7, 2025, at 6:00 pm.

IX. ADJOURN

The meeting was adjourned at 6:51PM.

5/8/2025

APPROVED

DATE