



# NEPENTHE ASSOCIATION

## Open Session

May 7, 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

### 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 May 6, 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 May 6th meeting:

- The Board approved proposal from Critical Path Reconstruction for Phase 3 Siding/Fencing repairs in the total amount of \$2,733,757.42 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*
- The Board approved proposal from Progressive Painting for Phase 3 Exterior Painting in the total amount of \$429,900 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*
- The Board approved proposal from Reeves Construction for Phase 3 Construction Management in the total amount of \$81,200 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*
- The Board approved proposal from Tropitone/Amazon for 5 loungers and 1 table with 4 chairs for Dunbarton Cabana and 3 tables with 4 chairs each for the main clubhouse, all tables with also include umbrellas & stands in the total amount of 10,255.23 — *This proposal was approved by the a vote of: YAY– 3, NAY– 1, Not Present-1*
- The Board approved 9 proposals from Carson Landscape for misc. irrigation repairs in the total amount of \$7,075 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*

- The Board approved proposal from Breault Asphalt Maintenance for concrete repairs near 808 Elmhurst in the amount of \$1,898 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*
- The Board approved proposal from Sparkling Clear Pools to install new pool chlorinator in small clubhouse pool in the amount of \$2,950 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*
- The Board approved proposal from Excel Fitness Solutions to replace belts on treadmill in the amount of \$1,688.17 — *This proposal was approved by the a vote of: YAY– 4, Not Present– 1*

### III. REPORTS

#### A. GENERAL MANAGER'S REPORT

The General Manager, Nicole Marks, provided the GM report verbally.

#### B. CONSTRUCTION MANAGER'S REPORT

The Construction Manager, Paul Reeves, provided a written report for the community regarding Phase 2.

### IV. COMMITTEE UPDATES

#### A. ARCHITECTURAL COMMITTEE

##### **Resolved**

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
700 Dunbarton	Handrail	Expired application, close until homeowner follows up with additional information
203 Elmhurst	HVAC	Emergency Approval
202 Dunbarton	Patio Structure	Approval Not Recommended

**Motion:** CHERYL NELSON TRUSTEE

**Second:** COURTENAY DELFIN

**AYEs:** BRIAN COATES, COURTENAY DELFIN, NINA WHITE TTEE, CHERYL NELSON TRUSTEE

**NAYs:** None

► **Resolved**  
*The motion passed*

#### B. OUTREACH COMMITTEE

Marcy Best provided a verbal update for the Outreach Committee which included the Greeting Card Group and the Parking Lot sale on May 17th.

#### C. ILS COMMITTEE

Cheryl Nelson provided a verbal update for the ILS committee which included installation of no trespassing signs at the amenity gates.

#### D. GROUNDS COMMITTEE

Mary provided a verbal update for the Grounds Committee which included the next Grounds meeting being focused on the city's implantation of AB1572.

##### **Resolved**

The Board approves the new proposed plant list proposed by Garth Ruffner/Grounds Committee to be combined with the previous plant list to create an updated list.

**Motion:** COURTENAY DELFIN

**Second:** NINA WHITE TTEE

**AYEs:** BRIAN COATES, COURTENAY DELFIN, NINA WHITE TTEE, CHERYL NELSON TRUSTEE

**NAYs:** None

▶ **Resolved**  
*The motion passed*

#### **E. FINANCE COMMITTEE**

Carol Duke provided a verbal update for the Finance Committee which included the 2024 year-end financial numbers and the tracking for 2025.

#### **F. NOMINATING/ELECTION COMMITTEE**

No updates were provided from the Nominating/Election Committee.

### **V. HOMEOWNER CORRESPONDENCE**

#### **A. HOMEOWNER CORRESPONDENCE - 05.07.25**

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

#### **B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 04.02.25**

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

### **VI. CONSENT CALENDAR**

**Resolved**

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

**Motion:** COURTENAY DELFIN

**Second:** CHERYL NELSON TRUSTEE

**AYEs:** BRIAN COATES, CHERYL NELSON TRUSTEE, NINA WHITE TTEE, COURTENAY DELFIN

**NAYs:** None

▶ **Resolved**  
*The motion passed*

#### **A. OPEN SESSION MINUTES - APRIL 2, 2025**

**Resolved**

The Board approves the Open Session Minutes dated April 2, 2025 as presented.

#### **B. FINANCIAL STATEMENT - MARCH 2025**

**Resolved**

The Board accepts the Association's income statement for March 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 \$62,688.67 and year-to-date reserve funding of \$536,962.80 compared to the year-to-date reserve funding budget of \$520,440. The actual year-to-date operating expenses were \$754,354.51. The budgeted year-to-date operating expenses were \$730,410. The association has \$195,265.96 in operating funds, which represents 0.47 months of budgeted expenses and reserve contributions. The association has \$8,174,185.82 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
4/11/25	2058-02	\$3,094.68	X	
4/11/25	2079-04	\$2,783.55	X	
4/11/25	2426-01	\$2,395.56	X	

**VII. NEW BUSINESS**

**A. REVISED GUIDELINES AND COMMUNITY RULES**

**Background**

With the help of the Architectural Committee, the following rules/applications have been revised:

1. Community Rules
2. Rules for Home Improvement
3. Home Improvement Application
4. Notice of Completion
5. HVAC Application Questionnaire
6. Satellite/Antenna/Cable Installation Letter
7. Window Slider Replacement Questionnaire
8. Improvements Needing Permission

*If approved, they will go out for 28-day review/comment period by the membership. Once 28 days have passed, the Board can adopt the guidelines/applications as policy. If any changes are made to the guidelines after receiving member feedback, the documents would need to be sent out again to the membership for the 28-day review.*

**Resolved**

The Board approves the proposed revisions to the above/attached 8 documents and authorizes Management to distribute the revisions to the membership via general delivery for the required 28-day comment period as stated per Civil Code 4360.

**Motion:** COURTENAY DELFIN

**Second:** BRIAN COATES

**AYEs:** BRIAN COATES, COURTENAY DELFIN, NINA WHITE TTEE, CHERYL NELSON TRUSTEE

**NAYs:** None

▶ *Resolved*  
*The motion passed*

**B. TENNIS COURT RESERVATION SIGN**

**Background**

Management received feedback from residents of the community that they wish to have a tennis court reservation sign installed, similar to Campus Commons. A photo has been included in the packet for reference.

**Resolved**

The Board approves the authorization for Management to receive bids for the installation of a tennis court reservation sign at the Main Clubhouse.

**Motion:** COURTENAY DELFIN

**Second:** CHERYL NELSON TRUSTEE

**AYEs:** BRIAN COATES, COURTENAY DELFIN, NINA WHITE TTEE, CHERYL NELSON TRUSTEE

**NAYs:** None

▶ *Resolved*  
*The motion passed*

**VIII. HOMEOWNER FORUM**

Multiple homeowners addressed the board with concerns/questions/comments which included displaying votes from Exec differently, evaluation of board correspondence included in the packets, status of CC&R revisions, landscaping questions.

**IX. NEXT BOARD MEETING**

The Association's next open Board meeting will be held June 4, 2025, at 6:00 pm.

**X. ADJOURN**

The meeting was adjourned at 6:59PM.

*Cheryl Nelson*

6/5/2025

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**APPROVED**

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**DATE**