NEPENTHE ASSOCIATION

Open Session

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

MINUTES

Directors Present
COURTENAY DELFIN - President
NINA WHITE TTEE - Treasurer
BRIAN COATES - Vice President
RICARDO PINEDA - Member at Large

Directors Absent
CHERYL NELSON TRUSTEE - 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 July 2, 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 July 2nd meeting:

- The Board approved proposal from SignsNow for installation of tennis court reservation sign for the amount of $358.89. – *This proposal was approved unanimously*
- The Board approved proposal from Critical Path Reconstruction for fencing repairs at 1461 University in the amount of $396.80. – *This proposal was approved unanimously*
- The Board approved proposal from Critical Path Reconstruction for siding/trim repairs at 516 Dunbarton in the amount of $1,658.67. – *This proposal was approved unanimously*
- The Board approved 29 irrigation proposals throughout the community from Carson Landscape in the total amount of $10,640. – *This proposal was approved unanimously*
- The Board approved proposal from Grove Total Tree Care for root cutting at 812 Dunbarton in the amount of $360. – *This proposal was approved unanimously*

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 2/3

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Alan Watters provided a verbal update for the Architecture Committee.

Resolved

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
1077 Vanderbilt	Patio hardscape replacement	Approval
1003 Dunbarton	Patio hardscape installation	Approval
804 Elmhurst	Patio hardscape installation	Approval
804 Elmhurst	Shade structure	Approval
1170 Vanderbilt	Shade sail	Approval with Conditions: The east end affixed to the residence will have the attachment bolts relocated as described and that the four bolts in use and the two remaining holes will be sealed against water intrusion
2 Adelphi	HVAC system replacement	Emergency Approval
1371 Commons	HVAC system replacement	Emergency Approval
708 Dunbarton	HVAC system replacement	Emergency Approval with Conditions: The homeowner see that the new wiring in conduit to power the heat strips be installed inside the exterior wall and use Nepenthe's own siding contractor to remove and replace the siding panels
1111 Commons	HVAC replacement	Expired - Not Recommended for Approval

First Motion

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

Second Motion
The Board appoints Jane Brown to the Architecture Committee.

Motion: COURTENAY DELFIN

Second: RICARDO PINEDA
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

▶ ***Resolved***
The motion passed

B. OUTREACH COMMITTEE

Marcy Best provided a verbal update for the Outreach Committee.

Resolved

The Board appoints Marcy Best as chair of the Outreach Committee.

First Motion

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

▶ ***Resolved***
The motion passed

Second Motion
The Board appoints Maggie Ward to the Outreach Committee.

Motion: COURTENAY DELFIN
Second: NINA WHITE TTEE
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

▶ ***Resolved***
The motion passed

C. ILS COMMITTEE

Brian Coates provided a verbal update for the ILS Committee.

Resolved

The Board appoints Jackie Grebitus as chair of the ILS Committee.

First Motion

Motion: BRIAN COATES
Second: NINA WHITE TTEE
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

▶ ***Resolved***
The motion passed

Second Motion
The Board appoints Roy Hui and Nancy Arndorfer to the ILS Committee.

Motion: BRIAN COATES
Second: COURTENAY DELFIN
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

▶ ***Resolved***
The motion passed

D. GROUNDS COMMITTEE

Mary Gray provided a verbal update for the Grounds Committee.

Resolved

The Board appoints Mary Gray as chair of the Grounds Committee.

First Motion

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

Second Motion
The Board denies the request to appoint Jim Shaw and Maggie Ward to the Grounds Committee.

Motion: COURTENAY DELFIN
Second: NINA WHITE TTEE
AYEs: NINA WHITE TTEE, COURTENAY DELFIN
NAYs: BRIAN COATES
Abstained: RICARDO PINEDA

► ***The motion did not pass***

Third Motion
The Board approves the Grounds Committee to submit application to the city for smart controllers

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

E. FINANCE COMMITTEE

Nina White provided a verbal update for the Finance Committee.

Resolved

The Board appoints John Apostolo as chair of the Finance Committee.

First Motion

Motion: NINA WHITE TTEE
Second: RICARDO PINEDA
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

Second Motion
The Board appoints Ashley Tangeraas to the Finance Committee.

Motion: NINA WHITE TTEE
Second: COURTENAY DELFIN
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 07.02.25

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 06.04.25

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

VI. CONSENT CALENDAR

Resolved

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

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

A. OPEN SESSION MINUTES - JUNE 4, 2025

Resolved

The Board approves the Open Session Minutes dated June 4, 2025 as presented.

B. FINANCIAL STATEMENT - MAY 2025

Resolved

The Board accepts the Association's income statement for May 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 $175,322.14 and year-to-date reserve funding of $923,266 compared to the year-to-date reserve funding budget of $867,400. The actual year-to-date operating expenses were $1,102,467.85. The budgeted year-to-date operating expenses were $1,217,350. The association has $271,928.94 in operating funds, which represents 0.65 months of budgeted expenses and reserve contributions. The association has $7,759,148.10 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
6/16/25	2356-01	$4,324.30	X	

VII. NEW BUSINESS

A. CRIME MAP IN NEWSLETTER

This agenda item has been tabled for more research to be conducted on the topic.

B. CC&R REVISION

Updates from the Board were provided regarding the status of the possible revision of CCRs Section 10.8.

C. 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

The Board approved the above listed documents during the May Open Session Board Meeting. The documents were then sent out to residents via individual delivery for the 28-day member comment period.

Resolved

The Board approves to adopt the following documents:

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

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, RICARDO PINEDA, NINA WHITE TTEE, COURTENAY DELFIN
NAYs: None

► ***Resolved***
The motion passed

VIII. HOMEOWNER FORUM

Multiple homeowners addressed the Board during homeowner forum to discuss topics including the insurance deductible/policy, crime reporting for Nepenthe and an upcoming improvement project on Howe Ave.

IX. NEXT BOARD MEETING

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

X. ADJOURN

The meeting was adjourned at 6:49PM.

Cheryl Nelson — 8/8/2025

APPROVED | **DATE**