



# NEPENTHE ASSOCIATION

## Open Session

March 5, 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-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 March 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 March 4th meeting:

- The Board approved the proposal from Critical Path Reconstruction for fencing repairs for 2 homes totaling \$8,305.37-*This proposal was approved unanimously*
- The Board approved the proposal from Breault Asphalt for concrete repairs for 4 locations totaling \$8,862-*This proposal was approved unanimously*
- The Board approved the proposal from Breault Asphalt for asphalt repairs for 2 locations totaling \$8,984-*This proposal was approved unanimously*
- The Board approved the proposal from Indoor Environmental Services for Dunbarton HVAC repair totaling \$1,680.56-*This proposal was approved unanimously*
- The Board approved 3 proposals from Carson Landscape for irrigation repairs primarily in Zone 1 & 2 totaling \$16,630-*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**

#### **Resolved**

The Board affirms the committee's recommendations below:

<b>Address</b>	<b>Modification</b>	<b>Recommendation</b>
2318 Swarthmore	Hardscape in Patio	Approval
1185 Vanderbilt	Window Replacement	Approval

**Motion:** COURTENAY DELFIN

**Second:** CHERYL NELSON TRUSTEE

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

### **B. OUTREACH COMMITTEE**

Marcy Best provided a verbal update for the Outreach Committee.

### **C. ILS COMMITTEE**

Jackie Grebitus provided a verbal update for the ILS Committee.

### **D. GROUNDS COMMITTEE**

Jane Brown provided a verbal update for the Grounds Committee.

### **E. FINANCE COMMITTEE**

No updates were provided by the Finance Committee.

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

The General Manager stated 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 - 03.05.25**

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

**B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 02.05.25**

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

**VI. CONSENT CALENDAR**

**Resolved**

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

**Motion:** BRIAN COATES  
**Second:** NINA WHITE TTEE

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

**A. OPEN SESSION MINUTES - FEBRUARY 5, 2025**

**Resolved**

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

**B. FINANCIAL STATEMENT - JANUARY 2025**

**Resolved**

The Board accepts the Association’s income statement for January 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 \$135,408.45 and year-to-date reserve funding of \$31,993.48 compared to the year-to-date reserve funding budget of \$173,480. The actual year-to-date operating expenses were \$293,415.26. The budgeted year-to-date operating expenses were \$243,470. The association has \$255,288.67 in operating funds, which represents 0.61 months of budgeted expenses and reserve contributions. The association has \$8,421,083.58 in reserve funds.

**C. 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
2/10/25	2002-03	\$2,304.78	X	

**VII. HOMEOWNER FORUM**

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

**VIII. NEXT BOARD MEETING**

The Association’s next open Board meeting will be held April 2, 2025, at 6:00 pm.

**IX. ADJOURN**

The meeting was adjourned at 6:35PM.

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APPROVED

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DATE