

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
November 1, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to maintain the property and to serve homeowners.

Two three-ring binders with supporting documentation for agenda items are available in the room for homeowner use. Please share them. The packets are always available in the office at least four days prior to Board meetings.

Please silence all electronic devices. These proceedings may be recorded to assist with the preparation of minutes. The Board appreciates your cooperation.

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Arrival	Board Member	Positon	Departure
		Steve Huffman	President	
		Joan Haradon	Vice President	
		Linda Cook	Secretary	
		Christina George	Treasurer	
		Frank Loge	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on November 1, 2017 in order to consider matters relating to personnel matters, contract negotiations, legal matters and member discipline.
- b. **Board Announcements**
 - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Underground Utilities
- b. Architectural Review Committee **Pages 8-9**
- c. Finance Committee (no meeting)
- d. Grounds Committee **Page 11**
- e. Insurance, Legal and Safety Committee..... **Pages 12-13**
- f. Outreach Committee (no meeting)

- IV. **MANAGEMENT REPORT** Pages 14-16
- V. **HOMEOWNER CORRESPONDENCE**..... Pages 17-18

VI. **HOMEOWNER FORUM**

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

- VII. **CONSENT CALENDAR** In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. Please review the items prior to the meeting so that you may have your questions answered in advance. Action required: Board Resolution.
Proposed Resolution: The Board approves Consent Calendar items A to E as presented.

Begin Consent Calendar

- a. **Approval of Minutes October 4, 2017 Open Session** Pages 19-23
 Proposed Resolution: The Open Session minutes dated October 4, 2017 are approved as presented.
- b. **Financial Statement: September 2017** Pages 24-35
 Proposed Resolution: The Board accepts the September 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$185,234.15 and reserve funding of \$1,566,521 compared to the reserve funding budget of \$1,530,378. The reserves are funded through September 2017. The Association has \$488,808 in operating funds, which represents 1.75 months of budgeted expenses and reserve contributions. The Association has \$6,041,836 in reserve funds.
- c. **Transfer Irrigation Rebates to Reserves** Pages 36-37
 Proposed Resolution: Whereas the subterranean irrigation project has been paid from Reserve Funds and the \$25,000 rebates are deposited to the operating fund, therefore the Board hereby instructs FirstService Residential to transfer past and future rebates for this project to Reserves.
- d. **Lien Resolution**Page 38

Per the enclosed Resolution dated October 18, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2312-02	\$938.00
1946-01	\$938.00

e. Architectural Applications Pages 39-42

The Architectural Review Committee met on October 10, 2017 to review the enclosed applications.

Proposed Resolution: The Board confirms the recommendations of the committee.

	Address	Application for	Recommendation
1	1587 University	Solar Tubes	Approval
2	1527 University	Exterior light fixture- alley	Approval
3	1509 University	Patio improvements- floral trellis and stone wall	Approval
4	607 Elmhurst	Solar Tubes	Approval

<i>End Consent Calendar</i>

VIII. UNFINISHED BUSINESS

a. Parking Remedies

Directors Loge and George will update the directors on recent efforts to improve the parking situation in the community.

Action required: Board discussion

b. 2018 Budget Pages 43-46

The enclosed budget has been prepared based on the association's average of actual costs over a 12-month period and potential contract expenses for the next fiscal year. The Board of Directors must adopt a budget for the upcoming fiscal year and have it distributed to the membership in accordance with California Civil Code and the association's governing documents. The enclosed 2018 budget calls for an increase to the monthly assessment of \$18, from \$469 to \$488. The \$19 increase represents the increase of \$10.29 to the Reserves, plus increases various operating accounts including utilities, some of the service contracts and onsite staff.

Action required: Board resolution

Proposed resolution: The Board of Directors adopts the enclosed 2018 operating budget for the upcoming fiscal year and directs management to distribute it to the membership in accordance with California Civil Code and the association's governing documents

c. **Clubhouse Sign Proposal..... Pages 47-49**

The directors last reviewed this item at their October 4, 2017 meeting. Since that time, the vendor, Capital City Signs, has permitted the association to borrow a sample of the proposed sign materials and has modified the design to include directional information as part of the whole. Additionally, management has prepared the enclosed photographs showing the proposed size of the sign relative to the side of the building where it will be located on the west side. This sign's purpose is to help guests find the building.

Action required: Board resolution

Proposed resolution: The Board approves/denies the proposal from Capital City Signs for one exterior mounted sign for the clubhouse for a fee not to exceed \$2,003.04 payable from Reserves for miscellaneous items which has an available balance of \$7,538.

d. **Pool Deck Lighting Proposal Pages 50-51**

The proposal calls for four motion sensor lights on the exterior of the clubhouse and to replace the six foot lollipop at the Swarthmore gate with a 10-foot motion sensing light. This lighting is intended to startle, disturb and hopefully discourage non-authorized pool users in the middle of the night. Also enclosed in the in packet is an email from Renee Mendez, former chair of the ad hoc lighting committee.

Action required: Board resolution

Proposed resolution: The Board approves/denies the proposal from River City Electric for motion sensing lighting on the Clubhouse pool deck for a fee not to exceed \$2,410.00 payable from Reserves for miscellaneous items which has an available balance of \$7,538.

IX. NEW BUSINESS

a. **Discussion: Review 2017 Goal progress and possible goals for 2018**

i. 2017 Board Goals

1. Develop well-defined use options for the University lot by August 2017 to include investment amount, annual maintenance costs and rental rates.
2. Investigate the condition of the underground sewers we own and the long-term cost to replace them. Have a complete report by the November Board meeting. Integrate the costs into the next Reserve Study.

3. Form an ad-hoc committee, whose task is to estimate the cost of replacing lighting in the common area, considering the condition of current lighting, safety and future electricity use possibly offset by solar power. Produce a map showing the location of fixtures, their specifications and a multi-year budget for use in the reserve study. Have the final report to the Board for its September 6 meeting so that the projected costs can be integrated into the next reserve study.
4. Present existing governing documents pertaining to committees (Bylaws, general standards and practices for committees, committee-specific standards and practices and the charters for each committee) to the Board as a discussion item of new business at its February 1 meeting. Each Board Liaison to then meet with each committee to revise documents as needed and recommend new documents to the Board at the March 1 meeting. Two Directors shall be appointed to provide oversight for training committee chairs on community association governance and the general standards and practices for committees by the end of March 2017.

ii. Possible 2018 Goals

Action required: Board discussion

b. **Request from homeowner to use Clubhouse on New Year’s Day Pages 52-58**

Homeowner Cheryl Nelson has requested permission to host an informal event open to all residents. She has submitted the enclosed Facilities Request Form for Board approval. Per the Facilities Use Procedures adopted by the Board in October 2016 (enclosed), resident groups offering programs of general interest may request use of the facilities at no charge. It should be noted that the clubhouse will be closed on New Year’s Day so if the event is approved Ms. Nelson will need to be provided keys ahead of time and agree to be responsible for any extra cleaning charges or damages.

Action required: Board resolution

Proposed resolution: The Board approves/denies the request from Cheryl Nelson to host an event open to the residents on New Year’s Day.

c. **Proposal for Flood Insurance Rates for 2018 Pages 59-61**

The enclosed proposal has been received from agent Ryan DeShong and represents the rates for the 2018 Flood Insurance. The rates themselves are locked in, but the proportion of resident owners vs. non-resident owners is subject to change throughout the year. All non-resident owners will be assessed the additional surcharge of \$225 that is charged to Nepenthe by the insurer.

Action required: Board resolution

Proposed Resolution: The Board accepts the 2018 flood insurance rates as proposed by Farmers agent, Ryan Deshong: \$3,364 for main clubhouse, \$2,005 for Dunbarton

Cabana, \$977 for Elmhurst Cabana, \$450 per policy for owner occupied units and \$675 per policy for non-owner occupied units payable from Operating Funds.

- d. **Approve letter to Councilmember GuerraPage 62**
The enclosed letter has been prepared to inform our local City Councilmember of this community’s interest in whatever development is proposed for 910 University Avenue adjacent to Nepenthe.

Action required: Board resolution

Proposed Resolution: The Board approves the letter to Councilmember Guerra and directs management to oversee its delivery.

- e. **Consider Architectural Criteria for Awnings and Shade Sail InstallationsPage 63**
The Architectural Review Committee has prepared the enclosed Criteria #30 for the installation of Awnings and Shade Sails.

Action required: Board resolution

Proposed resolution: The Board adopts the enclosed Criteria #30 for the installation of Awnings and Shade Sails prepared by Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.

- f. **Consider Architectural Criteria for Security Camera InstallationsPage 64**
The Architectural Review Committee has prepared the enclosed Criteria #21 for the installation of Security Cameras by homeowners.

Action required: Board resolution

Proposed resolution: The Board adopts the enclosed Criteria #21 for the installation of Security Cameras prepared by Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.

- g. **Proposal to Paint Light Poles Throughout CommunityPage 65**
The enclosed proposal was provided by Progressive Painting who is currently on the property painting the homes in Phase III. The need for this project is past due and will precede the installation of the translucent light globes as recommended by the ad hoc committee on lighting.

Action required: Board resolution

Proposed resolution: The Board approves the proposal from Progressive Painting to paint all light poles in the community for a fee not to exceed \$7,760 payable from Reserves which has a 2017 allocation for lighting of \$52,531.

- h. **Proposal for Landscape Design Work Pages 66-69**

Landscape Architect Garth Ruffner was contacted by the Grounds Committee and Management to look at the area between 1106 – 1136 Vanderbilt. Recently the Board approved drainage remediation in this area which is prone to flooding. A redesigned landscape will also remediate the drainage problem and provide renewed beauty to the area. This proposed design will eliminate the need for the drainage remediation approved earlier and which has been on hold pending this proposal. The proposal is for design only. If approved, bid(s) for construction would become necessary.

Action required: Board discussion and resolution

Proposed resolution: The Board directs the Grounds Committee to complete a thorough review of the proposal and return with a recommendation on whether to move forward.

i. **Proposals for Tree Maintenance Work..... Pages 70-72**

Arborist Paul Dubois of The Grove Total Tree Care walked the property on September 29, 2017 accompanied by Grounds Chair Pam Livingston, Grounds Steward Elsa Morrison and General Manager Bettsi Ledesma. The purpose of the walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous and to complete an overview inspection of the trees in Zone 6. His report was provided to the Grounds Committee who reviewed the report and proposals at their October 12, 2017 meeting. The Grounds Committee voted to recommend Board approval of the attached proposals.

Action required: Board resolution.

Proposed resolution: The Board approves the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$15,595, payable from Reserves which has a remaining 2017 allocation for tree work of \$21k +/-.

X. HOMEOWNER FORUM

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XI. NEXT MEETING: Wednesday, December 6, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, October 10, 2017 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Bill Henle, Jan Summers, Diane Vanderpot, Joel Weeden.

Members absent: Cheryll Cochrane and Alan Watters.

Present: Bettisi Ledesma, Gen. Manager. Karen Lowrey, resident. Karl Lanocha, applicant.

Meeting was convened at 5:34 pm.

A. Welcome and Opening Remarks.

B.1. Homeowner requests not decided on: none.

B.2. Homeowner Requests Recommended to be Approved. (With conditions if so noted.)

1. 1587 University Ave, Lisa Sierra – 10” Solar Tube in staircase. 4400 Model. No discussion.

Committee Recommendation: Approve.

2. 1527 University Ave, Margaret Clausen: Requesting an exterior LED light on garage exterior alley facing wall on side not above house numbers which is an exception to the Guidelines as proposed placement will illuminate area where common mailboxes are located.

Committee Recommendation: Approve.

3. 1509 University Ave, Karl and Julie Lanocha: Requesting two low stone wall/sitting area, a fountain and trellis **which will not exceed the fence line or approximately 7 ½ feet high**. Since the removal of old vines, the backyard is completely exposed to observation from the levee. The committee explained to the homeowner that there must be a minimum of 12 inches between the trellis and fence. The trellis will be made of metal. Maintenance of the fence can easily be done from the outside of the fence. 7700 Model.

Committee Recommendation: Recommend approval with the condition the trellis will be at least 12 inches from the fence line and for privacy the trellis height will not exceed 18 to 24 inches above the top of the fence; however, the board will make the ultimate decision on the maximum height of the trellis. The Committee approved the exception due to the home’s location abutting the levee.

4. 607 Elmhurst Circle, Lynn Reich – 10” Solar tube for second floor bathroom. 4400 Model.

Committee Recommendation: Approve with understanding solar tube will have a solar light.

B.2.A. Homeowner Requests Already Approved: None to mention.

B.3. Homeowner Requests Not Approved: none.

C. Approval of Minutes: done via email.

D. Reviewed Non-Compliance Notices from Homeowners:

F. Old Business:

1. Estoppel Process – Bettsi to discuss with legal representation.

2. Security Camera Criteria – Bill presented the edits to original text.

Committee voted to approve and adopt criteria as written.

3. Awning and Shade Sails. Bill will make minor edits to the criteria to limit pole height and forward to Bettsi as a word document. Committee voted to approve and adopt criteria with edits as discussed.

G. New Business:

1. Ideas for consideration as goals for 2018:

Investigate the board appointing an ARC liaison to more quickly approve routine applications. Would provide better service to our homeowners.

Develop fence extension criteria, especially for safety and security concerns, along the levy and Howe Road.

Examine expanding the color options for front doors.

Offer criteria for doorbell cameras.

2. ARC Social: Committee agreed to select a date in January for a get together.

H. Meeting adjourned at 6:32 pm.

I. Next meeting. Next regular meeting on Tuesday, November 14 at 5:30 pm in the Clubhouse.

Nepenthe Grounds Committee Meeting Minutes

October 12, 2017 - 3:00PM - Clubhouse

Present: Pam Livingston, Committee Chair; General Manager, Bettsi Ledesma; Board Liaison – Frank Loge; GP Landscape, George Procida and Pete Gerould; The Grove Arborist, Paul Dubois; Zone 1 - Diane Luttrell; Zone 2 - Elsa Morrison and Diana Mortimore; Zone 3 - Lyn Livingston; Zone 4 - Kay Chmielewski and Don Landsittel; Zone 5 - Pam Sechrist; Zone 6 – Diana Vizzard and Kathy Waugh; Zone 7 - Renee Mendez

Absent: Irrigation - Marty Henderson; Zone 1 – Grace Long; Zone 3 – Ken Gromacki and Liza Tafoya;

The meeting was called to order by committee chair, Pam Livingston at 3:15 PM.

Don Landsittel - Grounds Statement of Work Committee is working with Frank Loge and Bettsi. The Committee will meet next week.

George Procida, GP Landscape – Jay and crew have started trimming in Zone 3. He will be here for the rest of the year. Pete Gerould was welcomed. He will be Nepenthe’s Grounds Onsite Project Manager.

Bettsi Ledesma, General Manager – Bettsi provided the GP Invoice for September for committee review.

University Lot– Zone 6 Steward, Diana Vizzard was asked to work with Pete Gerould to come up with a plan to upgrade the appearance of the front of the lot.

REQUEST FOR BOARD ACTION – September 26, 2017 Tree Walk

The Grounds Committee recommends to the Nepenthe Board of Directors the remedies recommended in the September 26, 2017 Nepenthe Tree Walk Report by Paul Dubois, Arborist with The Grove Total Tree Care.

Motion - made by Lyn and seconded by Elsa - Motion passed unanimously.

The meeting was adjourned at 4:20 PM

Next Zone Walk – Friday, October 13, 2017 – Zone 5 – 9:00 AM

Next Tree Walk – Thursday, October 26th – Zone 7 at 8:30 AM

Next Grounds Meeting – Thursday, November 9th - 3:00 PM – Main Clubhouse

MINUTES

ILSC
October 10, 2017, 5:00 PM
Nepenthe Library

IN ATTENDANCE:

Nancy Armdorfer, Chair
Jerry Dunn
Mike Cochrane
Greg Beale
Bill Olmsted

Steve Huffman, Board Liaison
Mary Wilson, Guest

Nancy called the meeting to order at 5:07 PM, and before any committee business could begin, Guest/Resident Mary Wilson, 316 Elmhurst, (925) [REDACTED], came in and addressed the committee. Her alley is easily accessed by strangers (mainly students at CSUS) who come off of University and use the alley as a shortcut, which is causing a dangerous situation, and in her belief is a safety matter. This is due to low visibility when backing out of her garage and almost hitting the pedestrians. This has alarmed her on several occasions. She said her son is a firefighter, so she will ask him about the access needed by emergency vehicles to come in off of University into the alley and determine if there is a way to make that access safer. If she gets answers, she will report to the ILSC for suggestions. Steve said that he would bring this to the attention of staff.

MINUTES

There was no September meeting, and therefore no minutes to review.

There were no exceptions or additions to the August 8th minutes except for Steve wanting a correction to the statement he made about the proposed rule changes to the parking proposals. In the sentence beginning, "He said hopefully they would be presented to the Board..." The word "not" should be inserted to mean that the proposals would not be presented to the Board as written.

NEW BUSINESS

Steve spoke to the recent Board action of raising HOA dues 3.8% overall - \$10 per month for the reserve budget and \$8 for the operating budget. The Board has approved the reserve raise but not yet the operating. Our flood insurance and PG&E bills have gone up. We are a captive audience for both since there is no competition for the gas portion of the bill, and the flood is set and controlled by FEMA again with no competition. Both of these raises are above general inflation rate over which we have no control. We discussed having a resident's forum inviting our agent, Ryan DeShong, to make the presentation explaining the insurance costs, but the committee decided not to schedule such a forum at this time unless there is too much push-back from residents and there

needs to be further explanation. That was left open-ended for future discussion if warranted and made no recommendation to the Board at this time.

UNFINISHED BUSINESS

Nancy had an agenda item scheduled for an update on the ad hoc lighting committee final report, but she had read it as had Steve, and Bill had been part of the ad hoc committee, and there were no questions or issues, so there was no discussion.

The committee had previously presented the findings to the Board on the subject of defibrillators (AEDs) after discussion and extensive reviews by Mike as to legalities, and Steve said that after Board discussion, no action would be taken.

There was nothing from the committee to present to the Board for action, and therefore the meeting was adjourned at 5:57 PM.

Submitted by
Wm Olmsted

THE NEXT COMMITTEE MEETING WILL BE ON NOVEMBER 14th IN THE LIBRARY.

THE NEXT BOARD MEETING WILL BE IN THE CLUBHOUSE ON NOVEMBER 1st.



Nepenthe Association

Management Report – November 1, 2017

1 COMMUNICATION

1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON OCTOBER 6, 2017. THE NEXT NEWSLETTER WILL BE PUBLISHED ON NOVEMBER 3, 2017. TOPICS TO BE COVERED ARE:

- Manager's Report
- President's Report- 2018 Budget
- Parking Update
- Grounds Report
- Holiday Party
- City Emergency Notifications

1.2 WEBSITE:

- Regular updates to contact pages have been completed.

2 ADMINISTRATION

2.1.1 Manager attended the Architectural Review Committee meeting on October 10, 2017.

2.1.2 Manager attended the Grounds Committee meeting on October 12, 2017

2.1.3 Manager attended four meetings related to parking. Attendees included Director Loge (4 meetings), Director George (3 meetings), Parking Committee Chair Joan Roberts (1 meeting), City District Representative Lidia Lara (1 meeting) and Lyons Security Manager Robin Cheatam (1 meeting)

2.1.4 Manager attended 2 meetings with Director Loge and George Procida of GP Landscape to discuss landscape maintenance contract for 2018.

3 FACILITIES

3.1 PHASE III SIDING AND PAINTING PROJECT IS RUNNING ON SCHEDULE. IT IS APPROXIMATELY 3/4 COMPLETED.

3.2 Fencing Repairs- a fencing project will commence at the completion of the siding and painting project. This project encompasses fences identified in the last 4 months or so and collected into a single project to realize economy of scale. Board will review proposal at the December 6 meeting.

3.3 Management is preparing proposal for Board authorization for purchase of translucent light globes and energy efficient bulbs in correct wattages for the December 6 meeting.

3.4 COMMUNITY POOLS

3.4.1 All serviced on schedule. Service occurs three to five days each week and includes all pools and spas. Pools are tested daily. Pool heaters were turned off October 31st and the spas at the clubhouse and Dunbarton Cabana will remain heated.

3.5 JANITORIAL SERVICE

3.5.1 All regular scheduled cleanings which include cleaning the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom were five days per week.

4 GROUNDS

4.1 GROUND WALKS:

10/6/17, Zone 4. Attended by Pete Gerould, GP Landscape, Don Landsittel and Kay Chmewski, Zone Stewards, Pam Livingston, Grounds Chair

10/13/17, Zone 5. Attended by Pete Gerould, GP Landscape, Pam Sechrist and Pam Livingston, Zone Stewards.

10/20/17, Zone 6. Attended by Pete Gerould, GP Landscape, Pam Livingston, Grounds Chair, Kathy Waugh and Diana Vizzard, Zone Stewards.

10/27/17, Zone 7. Attended by Pete Gerould, GP Landscape, Renee Mendez, Zone Steward.

4.1.1 All Zone Stewards walked their area regularly during the month of September and reported any maintenance issues to management.

4.1.2 The walk notes showing photographs of all extra work are filed in a binder in the library. Board members and homeowners interested in reviewing the walk notes are always welcome to do so.

4.2 **TREE MAINTENANCE:** On October 26, 2017, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for this walk will be on the December 1 Open Session Agenda

4.2.1 The Grounds Committee is currently reviewing a total tree care health package proposal that will include treatments against insects, anti-fruiting measures and deep root watering for particularly vulnerable redwood trees. Their recommendation to the Board will be on the December 6 Open Session agenda.

5 FINANCIAL

- 5.1.1 The September Financials were published on October 16, 2017. There is a current positive variance of \$185,234 which is earmarked for December's Flood Insurance bill.
- 5.1.2 Manager has prepared an Investment Management Authorization for Board approval to transfer the irrigation rebates to Reserves where the subterranean irrigation project is funded. This item is on the Consent Calendar

6 GOVERNANCE

6.1 COURTESY PATROL:

- 6.1.1 Since the last Board meeting, there were a total of 18 violation notices placed on vehicles in the community by the security patrol. There were 2 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

6.2 PARKING NON-COMPLIANCE:

- 6.2.1 Management mailed 35 non-compliance letter related to garage parking requirements

6.3 NON-COMPLIANCE NOTICES

- 6.3.1 Notices have been sent to owners and tenants for the following violations:
- Unapproved patio structure and lights
 - Estate Sale violations
 - Common Area Encroachment
 - Patio landscape overgrown
 - Pets not on leash
 - Trash cans not put away

7 PERSONNEL

- 7.1 CRYSTLE RHINE HAS SUCCESSFULLY COMPLETED AND PASSED CAI'S M-100 COURSE, COMMUNITY ASSOCIATION ESSENTIALS.

Crystle Rhine

From: Linda Anderson <lander2272@comcast.net>
Sent: Saturday, September 30, 2017 2:10 PM
To: Crystle Rhine
Subject: RE: October 2017 Board Meeting

Dear Ms. Rhine,

Please forward this message to the finance committee and Board Members. Thank you.

I have lived here since 1999 and our dues has had a rather steady climb along with at least one additional assessment in that time period. I recognize that an aging community requires more repairs and that we have been well taken care of resulting in a lovely environment and well maintained buildings.

I would like to request and encourage the Board to do some deep digging and examine the entire budget for all the places money is going. The economy has been pretty flat until recently when it seems things may be starting to grow again, but I can't help wondering if there is any place you can trim expenses or obtain new bids for services that could potentially reduce our current costs by enough to either forego or lessen the proposed increase. As it is now the dues is nearly that of a mortgage payment and that is pretty sad. The last few years of increases seem to be trending toward this becoming a routine (bad) precedent.

Although there are many new employed residents in our community, there are still quite a number of retired residents living off a single fixed income that does not rise as the dues, plus mortgages and other tax related expenses that are out of your/our control. It would be helpful if you could put some effort into protecting those of us with limited income to be able to afford to stay in our homes. At least a attempt on your part to try to assist community members that may be less fortunate than yourselves would feel better than continued increases. California is doing a good job chasing people out of the state....perhaps you could do something to encourage people to stay HERE.

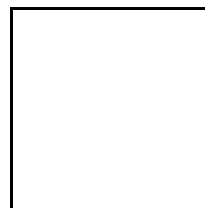
Thank you for your time and efforts.

Best regards,

Linda Anderson

From: crystle.rhine@fsresidential.com [mailto:crystle.rhine@fsresidential.com]
Sent: Friday, September 29, 2017 5:12 PM
To: Lander2272@comcast.net
Subject: October 2017 Board Meeting

Nepenthe Association
C/O Onsite Nepenthe
Club - 1131 Commons Dr
Sacramento, CA 95825
Ph: 916-929-8384
Fax: 916-929-1773



September 29, 2017

1101 Commons Dr
Sacramento CA 95825 USA

October 2017 Open Session Board Meeting
1101 Commons Dr / Customer ID #: NEPEN-2012-01

I hope this email finds you well. Next Wednesday, October 4th is the regularly scheduled monthly Open Session of the Board of Directors. As always, members are most welcome and encouraged to attend.

The Board packet can be accessed by following this link:

<http://nepenthehoa.com/event/board-meeting-2-2017-10-04/>

They can also be reviewed in person in one of the two binders we keep in the Clubhouse library for this purpose.

Wishing all of you a wonderful weekend!

Kind regards,

Sincerely,

Crystle Rhine
Assistant Community Manager

[View Attachment\(s\)](#)

If the above link is not clickable please copy and paste the link below into your browser's address window:

<http://california.fsrconnect.com/cq07QdcO90iTbru/MzMxOTT%3d/mciyiwz3ph.q0n.aspx>

Click here to [Unsubscribe](#)

mc: 33192

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
October 4, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

Present	Board Member	Positon
	Steve Huffman	President
X	Joan Haradon	Vice President
	Linda Cook	Secretary
X	Christina George	Treasurer
X	Frank Loge	Member at Large

II. ANNOUNCEMENTS

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- b. **Board Announcements**
 - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Underground Utilities-No report provided.
- b. Architectural Review Committee- Minutes provided to Board in their packet.
- c. Finance Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. Grounds Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. Insurance, Legal and Safety Committee (no meeting)
- f. Outreach Committee (no meeting)

IV. MANAGEMENT REPORT- Written report provided in packet, highlights are included here:

- a. Phase III Siding and Painting Project is running on schedule. It is approximately 3/4 completed
- b. On September 26, 2017, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for this walk will be on the October 4th Open Session Agenda.

- c. The Grounds Committee is currently reviewing a total tree care health package proposal that will include treatments against insects, anti-fruited measures and deep root watering for particularly vulnerable redwood trees.

V. HOMEOWNER CORRESPONDENCE-None.

VI. HOMEOWNER FORUM- Comments were received on a number of topics. Management made notes of the comments for possible future Board action.

VII. CONSENT CALENDAR

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor

Resolution: The Board approved Consent Calendar items A to D as presented.

Begin Consent Calendar

a. Approval of Minutes September 6, 2017 Open Session

Resolution: The Open Session minutes dated September 6, 2017 were approved as presented.

b. Financial Statement: August 2017

Resolution: The Board accepted the August 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$163244.94 and reserve funding of \$1,389,340 compared to the reserve funding budget of \$1,360,336. The reserves are funded through August 2017. The Association has \$467,700 in operating funds, which represents 1.68 months of budgeted expenses and reserve contributions. The Association has \$5,980,840 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated August 17, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2312-02	\$938.00

d. Architectural Applications

The Architectural Review Committee met on September 12, 2017 to review the enclosed applications.

Resolution: The Board confirmed the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>

1	1009 Dunbarton	Patio hardscape	Approval
2	509 Elmhurst	Window replacements	Approval
3	1124 Vanderbilt	Window replacements	Approval
4	2267 Swarthmore	Window Replacements	Approval
5	1109 Dunbarton	Window Replacements	Approval
6	1366 Commons	HVAC Replacement	Approval
7	1236 Vanderbilt	Fence Relocation for HVAC	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. **Parking Remedies**

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor.

Resolution: The Board adopts the following Private Street Parking Remedies:

- The Board instructs Management to enforce the stipulation that no public parking is allowed on private streets. Increased diligence is necessary to avoid becoming a default parking space for CSUS students and faculty. Management will immediately follow up on any report of student cars left on private streets. Signage at the entry point from Vanderbilt to Elmhurst and clearer signage at other entry points into private streets shall be placed discourage vehicles with no legitimate purpose from turning into them.
- The Board instructs Management to increase the enforcement of requiring garages for parking cars at all times except for brief loading and unloading. Residents must use their garages, not the private street, as their designated parking spot. Minimal resident parking on these streets makes them safer and more enjoyable for walkers and children and more aesthetically pleasing and is a deterrent to public parking abuse. For non-compliance, penalties and fines shall apply in accordance with Governing Document Enforcement Policy revised March 2, 2016, pursuant to the CC&Rs Article XVI, Section 16.6(b).
- The Board instructs Management to increase signage to indicate no parking at points where parking, even on one side, is obstructive, dangerous or aesthetically detrimental. For example, for safety it may be necessary to restrict parking on tight corners on curves such as at the Vanderbilt entry to Elmhurst Circle and the cul-de-sac near the Elmhurst Circle tennis courts. We need to ensure that emergency vehicles have swift access to our private streets at all points. On occasion, red lines may indicate no parking in front of fire hydrants and walkways. Red lines will be used sparingly. Parking in front of resident housing located immediately facing the street blocking main living room views is discouraged unless all other parking options are unavailable.

- Overnight Guest Permits will be issued up to 14 days. Abuse of guest permits by residents will result in the forfeiture of the guest permit privilege.

b. **Clubhouse Sign Proposal**

Action: No action taken. Board instructed Management to provide more details and materials at next meeting.

IX. NEW BUSINESS

a. **2018 Reserve Study Update**

Motion: Director Frank Loge

Second: Director Christina George

Vote: All in favor

Resolution: The Board approved the Browning Reserve Group draft reserve study for the fiscal year ending 2018 as presented. The reserve study recommends an annual reserve contribution of \$2,111,922 (\$298.29 per owner, per month) based on projected reserve funds balance of \$6,405,741 as of December 31, 2017. The Board directs management to adjust the unfunded reserve balance consistent with the actual reserve fund amount and with the reserve analyst's projection of that balance as of December 31, 2017, if any.

b. **2018 Draft Budget**

Action: Discussion only. No action at this time.

c. **Proposal for motion sensor lights on the Clubhouse Pool Deck**

Action: Tabled until next meeting. Management will confer with the ad hoc lighting committee chair and return next month.

d. **Request from owner to prune limbs over patio**

Motion: Director Christina George

Second: Director Frank Loge

Motion: All in favor

Resolution: The Board denied the homeowner's request and directs management to supervise the suggested pruning outlined in the Arborist's letter.

e. **Proposal for Annual Tree Maintenance Pruning**

Motion: Director Frank Loge

Second: Director Christina George

Motion: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$90,000, payable from Reserves which has a 2018 allocation for tree work of \$168,455.

f. **Proposals for Tree Maintenance Work**

Motion: Director Christina George

Second: Director Frank Loge

Vote: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$15,305, payable from Reserves which has a remaining 2017 allocation for tree work of \$35k +/-.

g. **University Lot Discussion**

The Board has become aware that the developer interested in purchasing 910 University Avenue may also be interested in purchasing Nepenthe's lot that the Association is currently using as a staging area for the siding and painting project. The directors discussed whether to consider selling the lot. It was generally agreed that the one-time influx of cash from a possible sale would be negatively offset by the ongoing expense to house materials for various facilities projects.

Action: No action taken. Discussion item only.

- X. **HOMEOWNER FORUM-** A number of homeowners spoke to the Board concerning various topics.
- XI. **NEXT MEETING:** Wednesday, November 1, 2017 at 5:30 pm in the Nepenthe clubhouse
- XII. **ADJOURN @ 7: 45pm**

NEPENTHE ASSOCIATION
CASH BASIS FINANCIAL STATEMENTS

**FOR THE MONTH AND NINE MONTH(S) ENDED
SEPTEMBER 30, 2017**

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**THE ACCOMPANYING FINANCIAL STATEMENTS ARE SUBJECT TO AUDIT
AND ARE ONLY INTENDED FOR THE ASSOCIATION'S INTERNAL USE.**

PREPARED BY:



NEPENTHE ASSOCIATION

FINANCIAL SUMMARY

Fiscal Year End: December 31, 2017

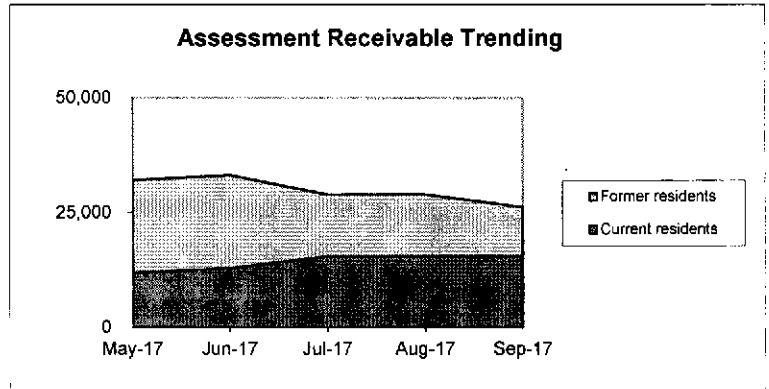
For the Month Ended: September 30, 2017

CASH SUMMARY

	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	488,957.55	467,700.34	Increase in Cash	21,257.21
Reserve Cash General Reserve	6,041,836.49	5,980,840.15	Increase in Cash	60,996.34
Adj Operating Cash (see note 1)	394,251.36	368,548.38	Increase in Cash	25,702.98
Average budgeted expenses / month		278,914.00		
Average # of months of available cash		1.75		
Percent Funded Per 2016 Reserve Study		41%		

ASSESSMENT SUMMARY

Monthly Assessment Budget	276,710.00
Assessment Cash Received	274,993.55
Total Assessments Receivable	
0-30 days (see note 1)	9,286.69
31-60 days late	0.00
61-90 days late	1,876.00
<u>over 90 days late</u>	<u>15,040.85</u>
Total Assessments Due	26,203.54
Other Receivable	7,066.03
Total Owners Receivable	33,269.57
Past Residents Assessments Rec.	10,668.90
Prepaid Assessments	94,706.19



OPERATING SUMMARY

Category	September Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances >\$2500
Utilities	3,476	81,252	72,945	(8,307)	Gas, Water
Landscape	28,567	259,798	258,993	(805)	
Common Area	9,507	81,088	99,189	18,101	
Management/On-Site Admin	28,153	336,429	291,483	(44,946)	see note 3
Insurance	15,603	77,522	257,238	179,716	Insurance
Total Operating Expenses	85,305	836,089	979,848	143,759	Spending underbudget year-to-date

RESERVE SUMMARY

Contribution to Reserves this month:	170,042.00	Rsv Disbursement this month:	116,184.75
Contribution to Rsvs Year-to-Date:	1,530,378.00	Rsv Disbursement YTD:	1,077,172.13
Interest on reserve funds Year-to-Date:	36,143.06		

ITEMS OF NOTE

1. Adj Operating Cash is calculated by Operating Account Funds minus Prepaid Assessments.
2. In a month with 31 days, assessments owed for that month would be reflected under 31-60 days late.
3. Federal Tax, Franchise Tax, General Counsel, Admin Misc, On-site Staff, Payroll Taxes/Benefits

Nepenthe's Year To Date Cash Flow

Sources/Uses		Operations	Reserves
Beginning Balance 1/01/2017		303,773	5,552,488
	Prior year Due from Management	52	
	Prior year Due from Vendor	0	
Plus	Income	2,551,701.27	
	Reserve Investment Income		36,143.06
	Contributions to Reserves		1,530,378.00
	Pending Reserve Expense	0.00	
	Due From Vendor	(101.78)	
	Receivable from Mgmt	0.00	
	Processing Fees	0.00	
Less	Operating Expenses	(836,089.12)	
	Reserve Funding	(1,530,378.00)	
	Reserve Expenses		(1,077,172.13)
Ending Balance 9/30		488,958	6,041,836

Budget Report

Actual year-to-date income of \$2,551,701.27 versus year-to-date budgeted income of \$2,510,226 produced a positive year-to-date income variance of \$41,475.27.

Actual year-to-date operating expenses of \$836,089.12 versus year-to-date budgeted expenses of \$979,848 produced a positive year-to-date operating expenses variance of \$143,758.88.

The two combined variances produced a positive year-to-date variance of \$185,234.15.

Other Information

Unpaid assessments at August 31, 2017 were:	\$	26,204
Prepaid assessments at August 31, 2017 were:	\$	94,706

NEPENTHE ASSOCIATION
 COMPARATIVE BALANCE SHEET
 09/30/2017

c/o FirstService Residential
 15241 Laguna Canyon Rd
 Irvine CA 92618

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	CURRENT MONTH	PRIOR MONTH

CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	488,807.55	467,550.34
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	6,041,836.49	5,980,840.15
	-----	-----
TOTAL CASH AND INVESTMENTS	6,530,794.04	6,448,540.49
OTHER ASSETS		
DUE FROM VENDOR-	101.78	101.78
	-----	-----
TOTAL OTHER ASSETS	101.78	101.78
TOTAL ASSETS	6,530,895.82	6,448,642.27
	=====	=====
LIABILITIES		
	-----	-----
PROCESSING FEES	0.00	732.00
	-----	-----
TOTAL LIABILITIES	0.00	732.00
MEMBERS EQUITY		
	-----	-----
GENERAL RESERVE FUND BALANCE	6,041,836.49	5,980,840.15
OPERATING FUND BALANCE-BEG OF YEAR	303,825.18	303,825.18
CURRENT YEAR INCOME/(LOSS)	185,234.15	163,244.94
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	6,530,895.82	6,448,642.27
	=====	=====

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine, CA 92618

As of date: 09/30/2017

Account	Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY PETTY CASH	PTYCSH ON-SITE (CLUBHOUSE)		150.00
11110	OPERATING CHECKING	USBANK US BANK	CKING 153495833060		333,052.76
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.90%	155,754.79
Total (Cash)					488,957.55
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK	CHKING 153495833060		21,115.01
21138	RESERVE INVESTMENT	WELLS WELLS FARGO	INVSMT 66896148		4,168,948.90
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148		1,851,772.58
Total (Reserves)					6,041,836.49
Grand Total					6,530,794.04

NEPENTHE ASSOCIATION
 RESERVE FUND BALANCES SUPPORT SCHEDULES
 09/30/2017

c/o FirstService Residential
 15241 Laguna Canyon Rd
 Irvine CA 92618

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
GENERAL RESERVES						
N23277 ROOF INSPECTIONS & REPAIR	(74.78)	74.78	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	25,317.56	(25,317.56)	0.00	(16,455.00)	(156,262.50)	(172,717.50)
N22911 UNDERGROUND UTILITY REPR RSV	(20,825.00)	20,825.00	0.00	0.00	(29,025.00)	(29,025.00)
N23017 CLUBHOUSE INTERIOR RENOVATION	92,839.23	(15,273.38)	31,743.00	(7,233.49)	(25,009.15)	77,066.21
N23130 MISCELLANEOUS RSV	47,876.66	(3,992.20)	17,136.00	(7,612.75)	8,534.18	61,941.89
23103 INTEREST ON RESERVE FUNDING	39,725.21	(39,725.21)	36,143.06	0.00	0.00	36,143.06
23130 CONTIGENCY RESERVES	0.00	0.00	0.00	0.00	(600.00)	(600.00)
N23270 UNIT EXTERIOR RESERVE	4,883,894.20	(328,850.09)	1,147,617.00	(54,616.63)	(488,377.87)	5,159,666.61
N23271 MAIN CLUBHOUSE AREA RSV	106,365.55	39,696.82	49,860.00	0.00	(6,595.00)	189,327.37
N23275 GROUNDS RESERVE	375,423.92	352,780.77	282,402.00	(30,266.88)	(263,652.04)	716,687.77
N23276 ADMINISTRATIVE RESERVE	1,945.01	(218.93)	1,620.00	0.00	0.00	3,346.08
	-----	-----	-----	-----	-----	-----
TOTAL GENERAL RESERVES	5,552,487.56	0.00	1,566,521.06	(116,184.75)	(960,987.38)	6,041,836.49

NEPENTHE ASSOCIATION
INCOME STATEMENT
09/30/2017

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
274,993.55	276,709	(1,715.45)	14000	HOMEOWNER ASSESSMENT REVENUE	2,507,238.61	2,490,381	16,857.61	3,320,508	813,269.39
1,062.63	1,430	(367.37)	14087	EASEMENT AGREEMENT	11,129.87	12,870	(1,740.13)	17,160	6,030.13
539.11	0	539.11	14101	INTEREST ON PAST DUE ASSESSMENTS	1,924.58	0	1,924.58	0	(1,924.58)
30.00	75	(45.00)	14110	KEY REVENUE	570.00	675	(105.00)	900	330.00
600.00	700	(100.00)	14113	CLUBHOUSE RENTAL	4,165.00	6,300	(2,135.00)	8,400	4,235.00
0.00	0	0.00	14116	CC&R VIOLATIONS/FINES	900.00	0	900.00	0	(900.00)
0.00	0	0.00	14132	MISCELLANEOUS REVENUE	150.00	0	150.00	0	(150.00)
111.27	0	111.27	14162	OPERATING INTEREST REVENUE	623.21	0	623.21	0	(623.21)
7,139.09	0	7,139.09	14163	RESERVE INTEREST REVENUE	36,143.06	0	36,143.06	0	(36,143.06)
0.00	0	0.00	14194	LANDSCAPE REVENUE	25,000.00	0	25,000.00	0	(25,000.00)
284,475.65	278,914	5,561.65		TOTAL REVENUE	2,587,844.33	2,510,226	77,618.33	3,346,968	759,123.67
RESERVE CONTRIBUTION									
170,042.00	170,042	0.00	19758	GENERAL RESERVES	1,530,378.00	1,530,378	0.00	2,040,504	510,126.00
7,139.09	0	(7,139.09)	19803	GENERAL RESERVE INTEREST	36,143.06	0	(36,143.06)	0	(36,143.06)
177,181.09	170,042	(7,139.09)		TOTAL RESERVE CONTRIBUTION	1,566,521.06	1,530,378	(36,143.06)	2,040,504	473,982.94
107,294.56	108,872	(1,577.44)		AVAILABLE OPERATING REVENUE	1,021,323.27	979,848	41,475.27	1,306,464	285,140.73
OPERATING EXPENSES									
UTILITIES									
0.00	2,725	2,725.00	15101	ELECTRICITY	22,792.74	24,525	1,732.26	32,700	9,907.26
832.50	1,200	367.50	15102	GAS	16,725.42	10,800	(5,925.42)	14,400	(2,325.42)
0.00	350	350.00	15103	REFUSE COLLECTION	4,791.43	3,150	(1,641.43)	4,200	(591.43)
294.27	430	135.73	15105	TELEPHONE EXPENSE	2,931.92	3,870	938.08	5,160	2,228.08
2,349.07	3,400	1,050.93	15106	WATER	34,010.19	30,600	(3,410.19)	40,800	6,789.81
3,475.84	8,105	4,629.16		TOTAL UTILITIES	81,251.70	72,945	(8,306.70)	97,260	16,008.30
LAND MAINTENANCE									
28,567.00	28,567	0.00	15500	CONTRACT LANDSCAPE SERVICE	257,103.00	257,103	0.00	342,804	85,701.00
0.00	185	185.00	15511	BACKFLOW DEVICE TEST	2,695.00	1,665	(1,030.00)	2,220	(475.00)
0.00	25	25.00	15597	COMMON AREA IMPROVEMENT	0.00	225	225.00	300	300.00
28,567.00	28,777	210.00		TOTAL LAND MAINTENANCE	259,798.00	258,993	(805.00)	345,324	85,526.00
COMMON AREA									
1,700.00	1,350	(350.00)	16020	CONTRACT POOL/SPA SERVICE	13,420.00	12,150	(1,270.00)	16,200	2,780.00
342.03	25	(317.03)	16022	POOL EQUIPMENT REPAIR	642.03	225	(417.03)	300	(342.03)
0.00	115	115.00	16027	POOL INSPECTION	1,808.48	1,035	(773.48)	1,380	(428.48)

NEPENTHE ASSOCIATION
INCOME STATEMENT
09/30/2017

c/o FirstService Residential
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Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	25	25.00	18510	ROOF MAINTENANCE	0.00	225	225.00	300	300.00
156.97	279	122.03	18524	MATERIAL SUPPLIES	2,868.80	2,511	(357.80)	3,348	479.20
175.00	190	15.00	18526	PEST CONTROL	2,450.00	1,710	(740.00)	2,280	(170.00)
3,050.00	1,525	(1,525.00)	18531	JANITORIAL SERVICE	13,725.00	13,725	0.00	18,300	4,575.00
763.17	247	(516.17)	18532	JANITORIAL SUPPLIES	1,858.33	2,223	364.67	2,964	1,105.67
0.00	10	10.00	18534	FIRE EXTINGUISHER	107.16	90	(17.16)	120	12.84
0.00	25	25.00	18544	LIGHT REPAIRS	0.00	225	225.00	300	300.00
0.00	125	125.00	18564	SPECIAL SECURITY	3,352.75	1,125	(2,227.75)	1,500	(1,852.75)
2,900.00	1,200	(1,700.00)	18579	PATROL SERVICE	9,800.00	10,800	1,000.00	14,400	4,600.00
0.00	4,993	4,993.00	18736	GUTTER & DOWNSPOUT CLEANING	25,899.40	44,937	19,037.60	59,916	34,016.60
326.21	400	73.79	18767	REPAIR & MAINTENANCE	3,004.33	3,600	595.67	4,800	1,795.67
8.17	172	163.83	18905	KITCHEN SUPPLIES	1,096.81	1,548	451.19	2,064	967.19
0.00	300	300.00	18957	JANITORIAL EXTRA	400.00	2,700	2,300.00	3,600	3,200.00
85.00	40	(45.00)	18986	FITNESS CONTRACT	655.04	360	(295.04)	480	(175.04)
9,506.55	11,021	1,514.45		TOTAL COMMON AREA	81,088.13	99,189	18,100.87	132,252	51,163.87
				MANAGEMENT/ON-SITE ADMIN EXP					
42.51	150	107.49	18001	COMMUNITY WEBSITE	3,570.49	1,350	(2,220.49)	1,800	(1,770.49)
(1.99)	75	76.99	18003	COMMUNITY EVENTS/PROGRAMS	1,335.11	675	(660.11)	900	(435.11)
0.00	75	75.00	18008	VOLUNTEER RECOGNITION	74.64	675	600.36	900	825.36
0.00	75	75.00	18092	EDUCATION/ADULT PROGRAM	621.91	675	53.09	900	278.09
7,159.31	6,970	(189.31)	19109	CONTRACT MANAGEMENT	64,433.79	62,730	(1,703.79)	83,640	19,206.21
0.00	160	160.00	19101	CPA SERVICES	1,895.00	1,440	(455.00)	1,920	25.00
2,579.00	650	(1,929.00)	19104	FEDERAL TAX EXPENSE	14,319.00	5,850	(8,469.00)	7,800	(6,519.00)
0.00	375	375.00	19105	FRANCHISE TAX BOARD	7,060.00	3,375	(3,685.00)	4,500	(2,560.00)
0.00	175	175.00	19106	TAXES & LICENSES	1,088.52	1,575	486.48	2,100	1,011.48
0.00	0	0.00	19121	RESERVE STUDY CONSULTANT SRVC	600.00	0	(600.00)	0	(600.00)
0.00	500	500.00	19108	GENERAL COUNSEL SERVICE	17,039.62	4,500	(12,539.62)	6,000	(11,039.62)
250.00	2,100	1,850.00	19111	MANAGEMENT REIMBURSABLE	19,368.33	18,900	(468.33)	25,200	5,831.67
69.95	50	(19.95)	19112	POSTAGE, ON-SITE	457.09	450	(7.09)	600	142.91
0.00	0	0.00	19116	ADMINISTRATIVE MISC	3,500.00	0	(3,500.00)	0	(3,500.00)
0.00	40	40.00	19117	DUES & PUBLICATIONS	0.00	360	360.00	480	480.00
35.00	35	0.00	19119	BANK FEES	315.00	315	0.00	420	105.00
13,858.15	14,000	141.85	19124	ON-SITE STAFF	134,608.32	126,000	(8,608.32)	168,000	33,391.68
(377.06)	60	437.06	19126	DELINQUENCY MONITORING	118.35	540	421.65	720	601.65
0.00	182	182.00	19132	OPERATING CONTINGENCY	3,540.00	1,638	(1,902.00)	2,184	(1,356.00)
0.00	100	100.00	19143	LEGAL-COLLECTIONS	2,990.82	900	(2,090.82)	1,200	(1,790.82)
0.00	100	100.00	19172	ACCOUNTING REIMBURSABLES	1,262.80	900	(362.80)	1,200	(62.80)
(960.00)	135	1,095.00	19174	AMS COLLECTION EXPENSE	(580.43)	1,215	1,795.43	1,620	2,200.43
0.00	75	75.00	19178	PROPERTY TAX	265.80	675	409.20	900	634.20
4,908.56	5,300	391.44	19247	PAYROLL TAXES & BENEFITS	51,350.41	47,700	(3,650.41)	63,600	12,249.59
150.00	5	(145.00)	19281	WEBSITE MONTHLY FEE	857.40	45	(812.40)	60	(797.40)
100.27	150	49.73	19295	ON-SITE OFFICE SUPPLIES	1,880.13	1,350	(530.13)	1,800	(80.13)

NEPENTHE ASSOCIATION
INCOME STATEMENT
09/30/2017

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
339.65	400	60.35	19382	COPIER LEASE	4,360.42	3,600	(760.42)	4,800	439.58
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	450	450.00	600	600.00
0.00	400	400.00	19505	CC&R REVISION	96.36	3,600	3,503.64	4,800	4,703.64
28,153.35	32,387	4,233.65		TOTAL MANAGEMENT/ON-SITE ADMIN E	336,428.88	291,483	(44,945.88)	388,644	52,215.12
				INSURANCE					
15,602.61	7,801	(7,801.61)	19107	INSURANCE	78,166.41	70,209	(7,957.41)	93,612	15,445.59
0.00	20,781	20,781.00	DC19307	FLOOD INSURANCE	(644.00)	187,029	187,673.00	249,372	250,016.00
15,602.61	28,582	12,979.39		TOTAL INSURANCE	77,522.41	257,238	179,715.59	342,984	265,461.59
85,305.35	108,872	23,566.65		TOTAL OPERATING EXPENSES	836,089.12	979,848	143,758.88	1,306,464	470,374.88
21,989.21	0	21,989.21		NET INCOME/(LOSS)	185,234.15	0	185,234.15	0	(185,234.15)

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
09/30/2017

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL	
REVENUE														
14000	HOMEOWNER ASSESSMENT REVENUE	257374	256396	281848	278952	266931	306681	259767	292586	279285	275972	272070	274994	3302856
14087	EASEMENT AGREEMENT	1826	721	29782	0	1790	1816	379	1856	758	1729	1739	1063	43459
14101	INTEREST ON PAST DUE ASSESMEN	387	73	81	5	24	611	84	382	107	83	90	539	2466
14110	KEY REVENUE	15	10	75	40	-20	85	60	-20	110	150	135	30	670
14113	CLUBHOUSE RENTAL	1060	435	1625	240	510	270	750	450	470	160	715	600	7285
14116	CC&R VIOLATIONS/FINES	0	0	0	0	0	0	15	25	489	372	0	0	900
14132	MISCELLANEOUS REVENUE	0	0	0	0	0	0	105	45	0	0	0	0	150
14162	OPERATING INTEREST REVENUE	26	25	25	15	97	59	54	63	57	59	107	111	700
14163	RESERVE INTEREST REVENUE	2174	1757	9407	2089	1733	3039	6348	1913	9623	1611	2648	7139	49480
14194	LANDSCAPE REVENUE	0	0	0	0	25000	0	0	0	0	0	0	0	25000
	TOTAL REVENUE	262862	259417	322844	281341	296064	312561	267457	297361	290944	280137	277505	284476	3432967
RESERVE CONTRIBUTION														
19758	GENERAL RESERVES	163766	163766	163766	170042	170042	170042	170042	170042	170042	170042	170042	170042	2021676
19803	GENERAL RESERVE INTEREST	2174	1757	9407	2089	1733	3039	6348	1913	9623	1611	2648	7139	49480
	TOTAL RESERVE CONTRIBUTION	165940	165523	173173	172131	171775	173081	176390	171955	179665	171653	172690	177181	2071156
	AVAILABLE OPERATING REVENUE	96922	93894	149671	109210	124289	139480	91066	125406	111279	108484	104814	107295	1361811
OPERATING EXPENSES														
UTILITIES														
15101	ELECTRICITY	2661	0	2669	5848	0	6117	0	2572	2593	0	5662	0	28123
15102	GAS	1926	1603	2688	1804	2398	1724	3377	2013	1310	2575	693	833	22944
15103	REFUSE COLLECTION	286	216	269	144	422	0	631	240	0	0	3355	0	5563
15105	TELEPHONE EXPENSE	364	570	559	126	943	261	63	299	357	294	294	294	4425
15106	WATER	4609	3315	3430	4137	3994	3633	2791	5457	4175	3320	4153	2349	45364
	TOTAL UTILITIES	9846	5704	9616	12059	7757	11735	6862	10582	8435	6189	14157	3476	106418
LAND MAINTENANCE														
15500	CONTRACT LANDSCAPE SERVICE	26823	26823	26823	0	28567	57134	0	57134	28567	28567	28567	28567	337572
15504	TREE MAINTENANCE	180	0	0	0	0	0	0	0	0	0	0	0	180
15511	BACKFLOW DEVICE TEST	0	0	0	0	0	0	0	0	2695	0	0	0	2695
	TOTAL LAND MAINTENANCE	27003	26823	26823	0	28567	57134	0	57134	31262	28567	28567	28567	340447
COMMON AREA														
16020	CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1350	1350	1570	1700	1700	1700	17470
16022	POOL EQUIPMENT REPAIR	0	0	0	0	0	0	0	0	300	0	0	342	642

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
09/30/2017

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
16027 POOL INSPECTION	0	793	0	0	0	490	0	1243	75	0	0	0	2601
18457 PLUMBING REPAIR	0	0	200	0	0	0	0	0	0	0	0	0	200
18510 ROOF MAINTENANCE	0	520	0	0	0	0	0	0	0	0	0	0	520
18524 MATERIAL SUPPLIES	54	453	222	1372	392	194	411	299	43	0	0	157	3597
18526 PEST CONTROL	0	0	1750	145	0	0	350	0	285	1495	0	175	4200
18531 JANITORIAL SERVICE	1525	1525	1525	1525	1525	1525	1525	1525	1525	0	1525	3050	18300
18532 JANITORIAL SUPPLIES	343	33	440	0	230	0	382	14	306	0	163	763	2674
18534 FIRE EXTINGUISHER	0	0	0	0	0	0	0	0	0	0	107	0	107
18564 SPECIAL SECURITY	0	40	59	99	0	0	0	1804	1450	0	0	0	3452
18579 PATROL SERVICE	1000	1000	1000	1000	1000	2000	0	0	0	2900	0	2900	12800
18736 GUTTER & DOWNSPOUT CLEANING	289	12153	24306	12153	396	12153	178	1019	0	0	0	0	62648
18767 REPAIR & MAINTENANCE	309	0	133	346	200	0	0	627	348	485	673	326	3447
18905 KITCHEN SUPPLIES	90	233	110	100	0	372	150	235	0	232	0	8	1530
18957 JANITORIAL EXTRA	0	0	0	0	0	120	0	55	50	0	175	0	400
18986 FITNESS CONTRACT	0	0	85	0	240	85	141	0	105	0	0	85	740
TOTAL COMMON AREA	4960	18100	31181	18090	5333	18289	4487	8173	6056	6811	4343	9507	135328
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	0	225	0	0	228	0	983	450	833	1033	0	43	3795
18003 COMMUNITY EVENTS/PROGRAMS	-105	93	571	0	639	155	332	452	295	-516	-20	-2	1894
18008 VOLUNTEER RECOGNITION	0	0	0	0	0	0	0	70	0	5	0	0	75
18092 EDUCATION/ADULT PROGRAM	0	0	98	0	99	0	76	205	86	32	124	0	720
19109 CONTRACT MANAGEMENT	6818	6818	6818	7159	7159	7159	7159	7159	7159	7159	7159	7159	84889
19101 CPA SERVICES	0	0	0	0	0	1895	0	0	0	0	0	0	1895
19104 FEDERAL TAX EXPENSE	0	0	1800	0	0	0	9161	0	2579	0	0	2579	16119
19105 FRANCHISE TAX BOARD	0	0	1322	0	0	0	4648	0	2412	0	0	0	8382
19106 TAXES & LICENSES	0	0	0	0	30	0	0	0	1059	0	0	0	1089
19121 RESERVE STUDY CONSULTANT SRVC	0	0	0	0	0	0	0	0	0	0	600	0	600
19108 GENERAL COUNSEL SERVICE	514	0	313	2489	990	0	1006	9654	0	0	2900	0	17866
19111 MANAGEMENT REIMBURSABLE	1304	1015	1040	5245	1484	1082	1137	6864	250	1100	1956	250	22727
19112 POSTAGE, ON-SITE	0	73	0	0	213	0	0	0	111	16	48	70	530
19116 ADMINISTRATIVE MISC	0	0	0	3500	0	0	0	0	0	0	0	0	3500
19117 DUES & PUBLICATIONS	440	0	590	0	0	0	0	0	0	0	0	0	1030
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	12630	12688	18859	15237	12800	13084	12865	12242	26764	14011	13745	13858	178785
19126 DELINQUENCY MONITORING	-120	79	116	93	367	-1032	206	414	-226	179	494	-377	193
19132 OPERATING CONTINGENCY	0	0	0	0	0	0	0	0	3250	290	0	0	3540
19143 LEGAL-COLLECTIONS	0	0	0	0	0	0	0	1034	1957	0	0	0	2991
19172 ACCOUNTING REIMBURSABLES	81	46	89	31	352	372	37	181	0	75	215	0	1479
19174 AMS COLLECTION EXPENSE	-390	-141	420	365	390	-325	626	-1796	-245	1456	-91	-960	-691
19178 PROPERTY TAX	949	0	0	0	0	0	0	0	0	266	0	0	1214
19247 PAYROLL TAXES & BENEFITS	5008	5029	7440	5565	5857	5646	5277	4990	9369	4848	4890	4909	68828
19281 WEBSITE MONTHLY FEE	0	0	0	0	0	0	0	150	150	150	257	150	857

NEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 09/30/2017

c/o FirstService Residential
 15241 Laguna Canyon Rd
 Irvine CA 92618

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
19295 ON-SITE OFFICE SUPPLIES	152	213	192	98	44	551	54	546	101	13	374	100	2437
19382 COPIER LEASE	902	336	0	328	655	387	902	340	351	719	340	340	5598
19505 CC&R REVISION	0	0	0	0	0	0	0	96	0	0	0	0	96
TOTAL MANAGEMENT/ON-SITE ADM	28218	26509	39702	40145	31341	29009	44504	43087	56289	30871	33027	28153	430858
INSURANCE													
19107 INSURANCE	7797	0	7797	7797	7797	7797	7797	8313	7797	-326	15593	15603	93760
DC1930 FLOOD INSURANCE	0	298846	0	0	0	0	0	0	-644	0	0	0	298202
TOTAL INSURANCE	7797	298846	7797	7797	7797	7797	7797	8313	7153	-326	15593	15603	391962
TOTAL OPERATING EXPENSES	77823	375983	115119	78091	80795	123964	63650	127289	109196	72113	95687	85305	1405014
<i>NET INCOME/(LOSS)</i>	<i>19099</i>	<i>-282088</i>	<i>34552</i>	<i>31119</i>	<i>43494</i>	<i>15516</i>	<i>27417</i>	<i>-1883</i>	<i>2084</i>	<i>36371</i>	<i>9127</i>	<i>21989</i>	-43203

Investment Management Authorization (IMA)

Association:
Entity Code:

Date:



Financial Institution:

Bank Account Number: _____ **Bank GL Number:** _____

_____ **Transfer/Withdraw** the sum of \$ _____ from the above account.

_____ **Close** the above account _____ Immediately; or _____ at maturity. _____
If CD, enter maturity date.

**Issue check payable to association named above and send to 15241 Laguna Canyon Rd, Irvine, CA 92618.*

Instructions for use of funds:

Deposit Amount of \$ _____ to a (check one) _____ NEW or _____ EXISTING account.
Financial Institution _____ Type of Account: _____
Bank Account No.: _____ Bank GL No.: _____
<small>("N/A" for new accounts)</small>

Deposit Amount of \$ _____ to a (check one) _____ NEW or _____ EXISTING account.
Financial Institution _____ Type of Account: _____
Bank Account No.: _____ Bank GL No.: _____
<small>("N/A" for new accounts)</small>

Deposit Amount of \$ _____ to a (check one) _____ NEW or _____ EXISTING account.
Financial Institution _____ Type of Account: _____
Bank Account No.: _____ Bank GL No.: _____
<small>("N/A" for new accounts)</small>

Reserve Borrowing:

If funds used from reserves are to pay for an operating expense, the membership is to be notified in advance of the meeting in which the decision is made (posted on the agenda). The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered. After approving a transfer from reserves to cover operating expenses, the board must issue a written finding in the minutes explaining the reasons the transfer was needed; describing how and when the funds will be paid back to reserves. Unless otherwise approved by the membership, the funds must be paid back within twelve (12) months. **Monthly payments shall be \$ _____ per month beginning _____ until the funds are fully replenished.**

Authorizations: At least two (2) authorized board members must sign in accordance with California Law.

By our signatures below, we, members of the Board of Directors of the above-referenced association, authorize this transaction.

Board member	Date	Board Member	Date
Board member	Date	Board Member	Date

Accounting Use: Transfer Date: _____ Method: _____ Bank Coord Init: _____ Journal Entry# _____

Investment Management Authorization (IMA)

Association:
Entity Code:

Date:



Additional Deposit of funds:

Deposit Amount of \$ _____ to a (check one) _____ NEW or _____ EXISTING account.
Financial Institution _____ Type of Account: _____
Bank Account No.: _____ Bank GL No.: _____
<small>("N/A" for new accounts)</small> <small>("N/A" for new accounts)</small>
Deposit Amount of \$ _____ to a (check one) _____ NEW or _____ EXISTING account.
Financial Institution _____ Type of Account: _____
Bank Account No.: _____ Bank GL No.: _____
<small>("N/A" for new accounts)</small> <small>("N/A" for new accounts)</small>
Deposit Amount of \$ _____ to a (check one) _____ NEW or _____ EXISTING account.
Financial Institution _____ Type of Account: _____
Bank Account No.: _____ Bank GL No.: _____
<small>("N/A" for new accounts)</small> <small>("N/A" for new accounts)</small>

NEPENTHE

October 18, 2017

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 property listed below

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.

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>
10/18/17	1946-01	\$962.69	\$938.00			
9/15/17	2312-02	\$1,292.17	\$938.00			

Deferred Items from prior meeting

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

RECEIVED SEP 30 2017



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

E-MAILED OCT 02 2017

Date: 9/29/17	Phone: 530-383-3196
Name: USA SIERRA	Email: sierrarubia@hotmail.com
Address: 1587 UNIVERSITY AVE	House Model: 4400

What improvement are you applying for? One improvement per application, please.

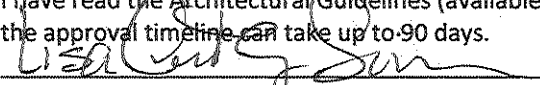
These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Antenna/Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	<input checked="" type="checkbox"/> Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here: Install a Solatube (LED DS 10") in stair-case. Std Solatube. See attached spec and list.	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
Outbuilding / Shed	

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

 _____ 9/29/17 _____
 Signature Date

The Architectural Review Committee recommends:

Approval
 Approval with Conditions
 Disapproval

Chair:  _____ Date: 10/10/17 _____

The Board of Directors will review for final approval at their next open session on _____.

RECEIVED SEP 22 2017



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

E-MAILED SEP 25 2017

Date: 9/22/17
Name: Margaret Clausen
Address: 1527 University Avenue

Phone: 916 488-1878
Email: margaretmclausen@gmail.com
House Model:

What improvement are you applying for? One improvement per application, please.

These items can be approved in management office:

These items require ARC & Board approval:

Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window - new construction
Cable/Satellite Dish installations	Window - Security Features/Bars
Mail Box from approved styles	Window - Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here: <u>Outdoor exterior lighting on garage wall outside fence line</u>	Gas Line and Meter
	Shade Structure - Trellis, Awnings, Sails, Etc.
	Trellis - Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents - Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

Margaret Clausen 9/22/17
Signature Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: [Signature] Date: 10/10/17

The Board of Directors will review for final approval at their next open session on _____



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
 916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

Date:	10/05/17	Phone:	Karl: 603-738-5756	Julie: 603-738-5755
Name:	Karl and Julie Lanocha	Email:	klanocha@mac.com	jillanocha@gmail.com
Address:	1509 University Ave	House Model:	7700	

What improvement are you applying for? One improvement per application, please.

These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here: See attached plan: low stone wall, fountain, trellis (approx. 7 ft.)	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	<input checked="" type="checkbox"/> Trellis – Floral Support / Garden Feature
	<input checked="" type="checkbox"/> Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
Outbuilding / Shed	

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

Julie Lanocha
 Signature

10/05/17
 Date

trellis + stone wall will be at least 12" from fence

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: *Jaime M. [Signature]*

Date: 10/10/17

trellis shall not exceed height of fence beyond 24"

The Board of Directors will review for final approval at their next open session on _____.



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

RECEIVED SEP 25 2017

E-MAILED SEP 25 2017

Date: 9-21-2017
Name: LYNNE REICH
Address: 607 Elmhurst Cir

Phone: (916) 847-8848
Email: delaneyreich@yahoo.com
House Model: 4400

What improvement are you applying for? One improvement per application, please.

These items can be approved in management office:

These items require ARC & Board approval:

Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
Fence Relocation	
	Outbuilding / Shed

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

Lynne Reich Signature 9-20-2017 Date

The Architectural Review Committee recommends:

Approval ___ Approval with Conditions ___ Disapproval

Chair: [Signature] Date: 10/10/17

The Board of Directors will review for final approval at their next open session on _____.

NEPENTHE ASSOCIATION

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual {6/30/2017}	12 mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2017-2018 Annual Variance	Annual Percentage Variance (%)	Remarks
	REVENUE											
14000	HOMEOWNER ASSESSMENT REVENUE	276,709	3,320,508	274,830	3,297,965	274,830	287,921	3,455,052	488.00	134,544	4.05	
14087	EASEMENT AGREEMENT	1,430	17,160	3,641	43,690	3,641	1,800	21,600	3.05	4,440	25.87	
14101	INTEREST ON PAST DUE ASSESSMENTS	0	0	155	1,857	155	0	0	0.00	0	0.00	
14110	KEY REVENUE	75	900	49	590	49	50	600	0.08	(300)	(33.33)	
14113	CLUBHOUSE RENTAL	700	8,400	529	6,350	529	700	8,400	1.19	0	0.00	
14116	CC&R VIOLATIONS/FINES	0	0	44	528	44	0	0	0.00	0	0.00	0
14132	MISCELLANEOUS REVENUE	0	0	13	150	13	1,770	21,240	3.00	21,240	0.00	Surcharge on flood insurance for non-resident owners
14162	OPERATING INTEREST REVENUE	0	0	42	500	42	0	0	0.00	0	0.00	
14163	RESERVE INTEREST REVENUE	0	0	3,653	43,839	3,653	0	0	0.00	0	0.00	
14194	LANDSCAPE REVENUE	0	0	2,083	25,000	2,083	0	0	0.00	0	0.00	
	**TOTAL REVENUE	278,914	3,346,968	285,039	3,420,469	285,039	292,241	3,506,892	495.32	159,924	4.78	
	**RESERVE CONTRIBUTION											
19758	GENERAL RESERVES	170,042	2,040,504	166,904	2,002,848	166,904	175,991	2,111,892	298.29	71,388	3.50	
19803	RESERVE INTEREST	0	0	3,653	43,839	3,653	0	0	0.00	0	0.00	
	**TOTAL RESERVE CONTRIBUTION	170,042	2,040,504	170,557	2,046,687	170,557	175,991	2,111,892	298.29	71,388	3.50	
	**TOTAL AVAILABLE OPERATING REVENUE	108,872	1,306,464	114,482	1,373,782	114,482	116,250	1,395,000	197.03	88,536	6.78	
	OPERATING EXPENSES											
	**UTILITIES											

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual {6/30/2017}	12 mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2017-2018 Annual Variance	Annual Percentage Variance (%)	Remarks
15101	ELECTRICITY	2,725	32,700	2,543	30,520	2,543	2,575	30,900	4.36	(1,800)	(5.50)	
15102	GAS	1,200	14,400	1,752	21,030	1,753	1,700	20,400	2.88	6,000	41.67	
15103	REFUSE COLLECTION	350	4,200	236	2,830	236	200	2,400	0.34	(1,800)	(42.86)	
15105	TELEPHONE EXPENSE	430	5,160	419	5,022	419	350	4,200	0.59	(960)	(18.60)	
15106	WATER	3,400	40,800	3,732	44,781	3,732	3,700	44,400	6.27	3,600	8.82	0
	**TOTAL UTILITIES	8,105	97,260	8,682	104,183	8,683	8,525	102,300	14.45	5,040	5.18	
	**LAND MAINTENANCE											
15500	CONTRACT LANDSCAPE SERVICE	28,567	342,804	27,695	332,340	27,695	30,500	366,000	51.69	23,196	6.77	for contract negotiations
15504	TREE MAINTENANCE	0	0	15	180	15	0	0	0.00	0	0.00	
15511	BACKFLOW DEVICE TEST	185	2,220	225	2,695	225	0	0	0.00	(2,220)	(100.00)	
15597	COMMON AREA IMPROVEMENT	25	300	0	0	0	0	0	0.00	(300)	(100.00)	
	**TOTAL LAND MAINTENANCE	28,777	345,324	27,935	335,215	27,935	30,500	366,000	51.69	20,676	5.99	
	**COMMON AREA											
16020	CONTRACT POOL/SPA SERVICE	1,350	16,200	1,368	16,420	1,368	1,800	21,600	3.05	5,400	33.33	First increase since 2005
16022	POOL EQUIPMENT REPAIR	25	300	147	1,765	147	0	0	0.00	(300)	(100.00)	
16027	POOL INSPECTION	115	1,380	357	4,289	357	125	1,500	0.21	120	8.70	
18457	PLUMBING REPAIR	0	0	17	200	17	0	0	0.00	0	0.00	
18510	ROOF MAINTENANCE	25	300	43	520	43	0	0	0.00	(300)	(100.00)	
18524	MATERIAL SUPPLIES	279	3,348	391	4,692	391	280	3,360	0.47	012	0.36	
18526	PEST CONTROL	190	2,280	240	2,880	240	190	2,280	0.32	0	0.00	
18531	JANITORIAL SERVICE	1,525	18,300	1,541	18,493	1,541	1,580	18,960	2.68	660	3.61	cost of living increase
18532	JANITORIAL SUPPLIES	247	2,964	189	2,271	189	185	2,220	0.31	(744)	(25.10)	
18534	FIRE EXTINGUISHER	10	120	20	245	20	20	240	0.03	120	100.00	
18544	LIGHT REPAIRS	25	300	0	0	0	0	0	0.00	(300)	(100.00)	
18564	SPECIAL SECURITY	125	1,500	317	3,806	317	0	0	0.00	(1,500)	(100.00)	
18579	PATROL SERVICE	1,200	14,400	833	10,000	833	1,450	17,400	2.46	3,000	20.83	New price is still well below market price

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual {6/30/2017}	12 mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2017-2018 Annual Variance	Annual Percentage Variance (%)	Remarks
18736	GUTTER & DOWNSPOUT CLEANING	4,993	59,916	5,233	62,797	5,233	5,200	62,400	8.81	2,484	4.15	
18767	REPAIR & MAINTENANCE	400	4,800	324	3,893	324	325	3,900	0.55	(900)	(18.75)	
18905	KITCHEN SUPPLIES	172	2,064	143	1,715	143	150	1,800	0.25	(264)	(12.79)	
18957	JANITORIAL EXTRA LABOR	300	3,600	30	365	30	0	0	0.00	(3,600)	(100.00)	
18986	FITNESS CONTRACT	40	480	62	740	62	40	480	0.07	0	0.00	
	**TOTAL COMMON AREA	11,021	132,252	11,255	135,091	11,255	11,345	136,140	19.23	3,888	2.94	
	**MANAGEMENT/ON-SITE ADMIN EXP											
18001	COMMUNITY WEBSITE	150	1,800	128	1,532	128	150	1,800	0.25	0	0.00	
18003	COMMUNITY EVENTS/PROGRAMS	75	900	23	281	23	75	900	0.13	0	0.00	
18008	VOLUNTEER RECOGNITION	75	900	6	70	6	0	0	0.00	(900)	(100.00)	
18092	EDUCATION/ADULT PROGRAM	75	900	76	907	76	75	900	0.13	0	0.00	
19101	CPA SERVICES	160	1,920	158	1,895	158	160	1,920	0.27	0	0.00	
19104	FEDERAL TAX EXPENSE	650	7,800	1,381	16,572	1,381	700	8,400	1.19	600	7.69	
19105	FRANCHISE TAX BOARD	375	4,500	699	8,382	699	400	4,800	0.68	300	6.67	
19106	TAXES & LICENSES	175	2,100	91	1,089	91	200	2,400	0.34	300	14.29	0
19108	GENERAL COUNSEL SERVICE	500	6,000	1,562	18,742	1,562	525	6,300	0.89	300	5.00	5 year average: \$6,238
19109	CONTRACT MANAGEMENT	6,970	83,640	6,989	83,866	6,989	7,200	86,400	12.20	2,760	3.30	0
19111	MANAGEMENT REIMBURSABLE	2,100	25,200	1,878	22,533	1,878	1,800	21,600	3.05	(3,600)	(14.29)	
19112	POSTAGE, ON-SITE	50	600	44	524	44	50	600	0.08	0	0.00	
19116	ADMINISTRATIVE MISC	0	0	292	3,500	292	0	0	0.00	0	0.00	
19117	DUES & PUBLICATIONS	40	480	86	1,030	86	50	600	0.08	120	25.00	
19119	BANK FEES	35	420	35	420	35	35	420	0.06	0	0.00	
19124	ON-SITE STAFF	14,000	168,000	14,596	175,155	14,596	15,250	183,000	25.85	15,000	8.93	

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual {6/30/2017}	12 mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2017-2018 Annual Variance	Annual Percentage Variance (%)	Remarks
19126	DELINQUENCY MONITORING	60	720	14	168	14	25	300	0.04	(420)	(58.33)	
19132	OPERATING CONTINGENCY	182	2,184	303	3,630	303	200	2,400	0.34	216	9.89	
19143	LEGAL-COLLECTIONS	100	1,200	249	2,991	249	75	900	0.13	(300)	(25.00)	
19172	ACCOUNTING REIMBURSABLES	100	1,200	110	1,316	110	100	1,200	0.17	0	0.00	
19174	AMS COLLECTION EXPENSE	135	1,620	(2)	(26)	(2)	0	0	0.00	(1,620)	(100.00)	
19178	PROPERTY TAX	75	900	103	1,231	103	75	900	0.13	0	0.00	
19247	PAYROLL TAXES & BENEFITS	5,300	63,600	5,726	68,708	5,726	5,833	69,996	9.89	6,396	10.06	
19281	WEBSITE MONTHLY FEE	5	60	34	407	34	50	600	0.08	540	900.00	
19295	ON-SITE OFFICE SUPPLIES	150	1,800	190	2,280	190	175	2,100	0.30	300	16.67	
19382	COPIER LEASE	400	4,800	466	5,589	466	400	4,800	0.68	0	0.00	
19442	CLAC CONTRIBUTION	50	600	0	0	0	50	600	0.08	0	0.00	
19505	CC&R REVISION	400	4,800	8	96	8	0	0	0.00	(4,800)	(100.00)	
	**TOTAL MANAGEMENT/ON-SITE ADMIN EXP	32,387	388,644	35,245	422,888	35,245	33,653	403,836	57.04	15,192	3.91	
	**INSURANCE											
19107	INSURANCE	7,801	93,612	7,886	94,633	7,886	7,810	93,720	13.24	108	0.12	
DC19307	FLOOD INSURANCE	20,781	249,372	24,865	298,375	24,865	24,417	293,004	41.38	43,632	17.50	
	**TOTAL INSURANCE	28,582	342,984	32,751	393,008	32,751	32,227	386,724	54.62	43,740	12.75	
	**TOTAL OPERATING EXPENSES	108,872	1,306,464	115,868	1,390,385	115,869	116,250	1,395,000	197.03	88,536	6.78	
	NET INCOME/(LOSS)	0	0	(1,386)	(16,603)	(1,387)	0	0	0.00	0	0.00	



4807 Auburn Blvd.
 Sacramento, CA 95841
 (916) 348-9378
 FAX 348-9379

ESTIMATE

DATE	ESTIMATE NO.
7/24/2017	43321

NAME / ADDRESS

Nepenthe Association
 1131 Commons Drive
 Sacramento CA 95825

TERMS

REP

Due on receipt

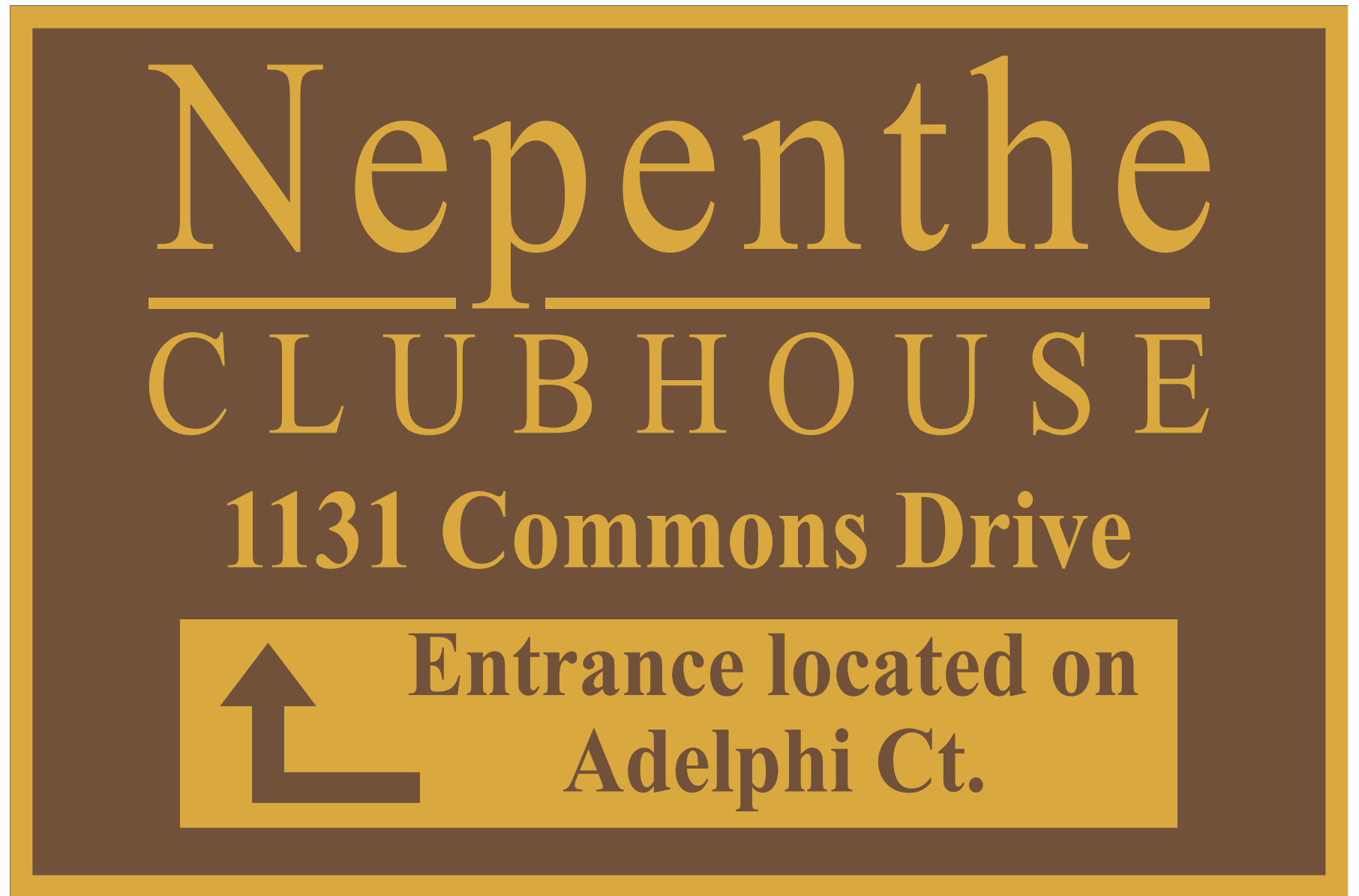
RJS

THIS ESTIMATE IS VALID FOR 30 DAYS

QTY	ITEM	DESCRIPTION	COST	TOTAL
1	ARTWORK SETUP	LAYOUT AND SETUP	125.00	125.00
1	SIGNS	One Single faced non-illuminated wall sign Aluminum pan with 1/2" Raised Acrylic letters painted One shot metallic gold to read " Nepenthe Clubhouse" with rule line Address to be 3m Metallic gold vinyl Lower badge to be 1/2" Acrylic painted One shot metallic gold with Brown vinyl lettering Body of pan to be texture coated and painted Includes all materials and labor	1,438.00	1,438.00T
1	INSTALLATION	Install sign to wall with angle cleat, blind mount	325.00	325.00
		Sales Tax	8.00%	115.04
			TOTAL	\$2,003.04

60 in

40 in



Qty (1) Single faced non-illuminated wall sign
 Size 5' x 3' 4"
 Aluminum pan with 1/2" Raised Acrylic letters
 painted One shot metallic gold to read "Nepenthe
 Clubhouse" with rule line
 Address to be 3m Metallic gold vinyl

Entrance badge to be 1/2" surface mount acrylic
 Body of pan to be texture coated and painted
 Includes all materials and labor

NOT FOR CONSTRUCTION
 PRELIMINARY ONLY



916-348-9378

Jobsite: **Nepenthe Clubhouse**
 Address: **1131 Common Drive**
Sacramento, CA

Client: **Nepenthe Association**
 Contact: **Bettsi Ledesma**
 Est/Invoice: **43321**
 Address: **1131 Common Drive**
Sacramento, CA 95825

INFO

10/2/17
 10/24/17

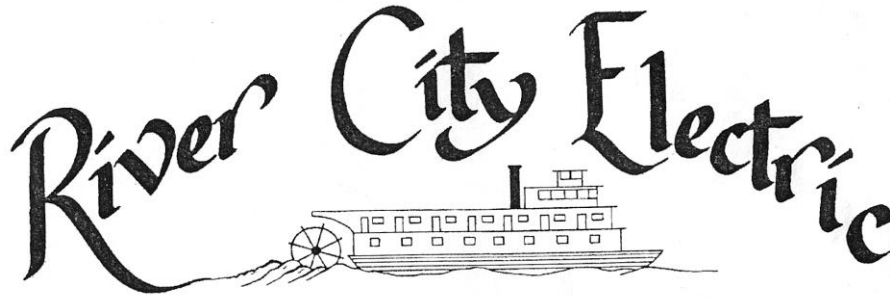
Preliminary Drawing
 Revised Drawing (contained all elements within one sign)

KH
 KH

This is an original drawing by Capital City Signs Inc..
 It is submitted for your personal use in connection
 with a project being planned for you by CCS, Inc..
 It is not to be reproduced, copied, or exhibited in
 any fashion without the written permission of CCS, Inc.

Please Note: Colors as displayed on this Conceptual
 Drawing are for presentation purposes only. Actual
 colors of final products may vary.





September 28th, 2017

Nepenthe Association
Attention: Crystle

The following electrical quotation is for Club House security lighting,
which includes:

Motion Floods attached to Building:

- 1) Provide and install four double LED floodlights controlled by motion detectors.
- 2) Power all lights with all available 120-volt power closets to each of the lights.

Bid Price: \$1,250.00

Replacing Existing Pole light at exit Gate:

- 1) Remove existing 6 foot pole light.
- 2) Install new 10 foot high pole light and reconnect post top light.
- 3) Provide and install two double LED floodlights controlled by motion detectors, attached to pole just below the top.

Bid Price: \$1,160.00

No other work is included.

Thank you,

Darren Trone
President and CEO

From Renee Mendez, former chair of ad hoc committee on lighting. This committee did exhaustive research on best lighting practices in terms of security and in terms of environmental impact. Management asked her to review the proposal from River City Electric and provide a recommendation.

Thank you for recognizing this is exactly what we were trying to get away from in the criteria for exterior lights...no more bullet lights. That being said, I recognize the different application needed in order to find a solution to the unwanted "guests" in our pools enjoying the star-filled night!

If the quote for the two sets of lights are in fact "bullet" type, the type that shine out into others line of sight, there's no place for these lights in either the recent lighting research recommendations or with the updated ARC criteria.

The replacement of the lollipop to a taller fixture with motion detector capability may be the better approach as long as it meets dark sky requirements and the head of the fixture is complementary to our existing lighting - which now includes the exterior garage fixture.

I am not able to render a full opinion or recommendation on the proposed free-standing light as a photo/illustration is not included in the quote. Once a photo is obtained, I would suggest the ARC be involved as they can determine if the fixture meets the new criteria along with the community design aesthetic.

Manager's note: The light fixture proposed for the taller fixture is simply a taller lollipop light and will have no shielding. The proposed lights for the clubhouse walls are "bullet" type lights.

I also do not recommend approval of this proposal. It is a large expense for an occasional problem. I also feel that the look of the lighting detracts from the value of the amenity.

NEPENTHE FACILITY USE PROPOSAL FORM

INSTRUCTIONS: Please complete the following information, attach any supporting material, and return to: Management, 1131 Commons Drive, Sacramento, CA 95825 or Nepenthe@fsresidential.com

REQUESTOR INFORMATION (Please print) <i>CHERYL NELSON</i> Resident? <input checked="" type="radio"/> YES or <input type="radio"/> NO Name: <i>CHERYL NELSON</i>	Date: <i>10/7/17</i>
---	----------------------

Address: *1433 COMMONS DR*

Email: *SLYNNSEARCH@YAHOO* Best contact phone: *916-421-0407*

CLASS / ACTIVITY / GROUP TITLE: *NEW YEARS DAY SOCIAL*

DESCRIPTION FOR FLYER (Flyers are distributed once monthly via email with newsletter and are posted on interior clubhouse bulletin boards): *SEE ATTACHED*

One time event? YES or NO If yes, Date and Time: *JAN 1, 2018*
 If no, Reoccurrence: # Hours _____ # Weeks _____ # Times Per Week _____

Preferred Days of the Week and Time to Instruct / Meet:

1st Choice	Date(s) / Day(s)	<i>JAN 1, 2018</i>	Time	<i>10A-4P</i>
2nd Choice	Date(s) / Day(s)		Time	

Recommended Class/Activity Fee: \$ *0*

Enrollment: Minimum Maximum Ages (if applicable):

Facility Needed: MAIN LOUNGE LIBRARY DUNBARTON CABANA

Equipment Requested: *TV, REMOTE + ^{SOUND} EQUIPMENT (ALL WORKING)*

Class Interest List:
 Please provide a list of at least 10 Nepenthe Residents interested in the class/activity.

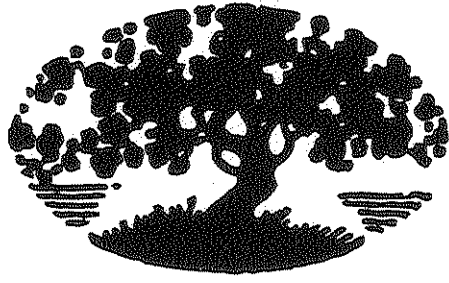
***After Class Approval:** Register on our portal which you'll find at www.bcscoi.com/fsresidential/ca. Have your insurance agent work with Business Credential Services (BCS) to complete the qualification process. This process must be complete before classes may begin.

*Does not apply to Residents Groups

Date:	
Approved:	Denied:

NEW YEAR'S DAY WITH OLD FRIENDS AND NEW!

Join other residents for a New Year's Day social event and potluck. All are welcome, to drop in for some fun and camaraderie. We'll have group games (like scrabble, Mexican train, yahtzee, dominoes and others). As well as card games and jigsaw puzzles. Plus, conversations with neighbors. Also, football (at a low volume) to view on a very large-screen TV. This would be a great time to share your traditional New Year foods, and be sure to bring a favored beverage, although coffee and tea will be provided. Have a favorite game? – bring it along as well. The Nepenthe Clubhouse will be open from 10 to 4 for this event, January 1, 2018.



Nepenthe Association

Facilities Use Procedures

This is the first edition of the Nepenthe Association Facilities Use Policies and Procedures, effective 10/7/2016 (date of Board adoption).

Using the authority granted to it in of the CC&Rs, the Board of Directors may, from time to time, adopt new or revised rules and regulations that change these Policies and Procedures.

All new or revised rules will be incorporated into this document as soon as possible. However, some printed versions of these rules may not contain all the latest changes because printed versions are distributed only periodically to reduce costs.

Anyone who is interested in seeing the latest version of these rules should look on the Community Association's website, shown below, or view the latest version which is kept in a binder in the clubhouse library.

<http://NepentheHOA.com>

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Section 1. PURPOSE

1.1. General Information

It is necessary for the owners of common property to come to an agreement, in writing, on how the jointly owned property should be managed and used. These Facilities Use Procedures shall serve as that agreement. The goals of this document are:

- To provide for the harmonious use of the Clubhouse by residents.
- To be instructive about the obligations each Resident has to his/her fellow users of our shared Clubhouse Facilities.
- To provide clear procedures for use of the Clubhouse by residents and non-residents.

1.2 Management of the Clubhouse

The Nepenthe Association, hereafter referred to as the Community Association, owns the clubhouse. The clubhouse is managed under the direction of the Board of Directors. The Board of Directors is primarily a policy-making Board and has hired a property manager to manage the operations involved with the Common Areas including the clubhouse, the sports courts, swimming pools, spas and cabanas.

1.3 Clubhouse Hours and Staff

Operating hours of the various clubhouse facilities and the names and positions of staff members can be obtained in the community newsletter, the *Nepenthe News*, on the association website, and from front desk personnel. The clubhouse phone number is 916-929-8380.

Currently the clubhouse is open Monday through Friday, 9:00 am to 6:00 pm and Saturday and Sunday, 9:00 am to 1:00 pm October through April and 12:00 pm to 4:00 pm May through September.

Section 2. PRIORITY OF USE

2.1. Board of Directors' Monthly Open Session

2.2. Residents with an Executed Rental Agreement

2.3. Resident groups and committees

2.4. Approved classes or presentations

2.5. "Drop in" residents and guests

Section 3. PROCEDURES

3.1. Resident rental of facilities

Any homeowner in good standing, or his or her tenant, may rent the clubhouse for a private, not-for-profit special event subject to the requirements contained in the facility rental agreement (Exhibit A). Currently this process can be completed during regular business hours at the clubhouse office.

3.2. Resident groups

There are a number of committees, both standing and ad hoc, and social groups that use the

clubhouse regularly for meetings, games and other gatherings. Whenever possible, priority shall be given to these groups provided that they have completed a Facility Use Proposal Form (Exhibit B).

3.3. Approved classes or presentations

From time to time a special interest group or vendor may approach management to hold a function or class that may be of interest to the residents of Nepenthe. The requestor will be provided with a Facility Use Proposal Form (Exhibit B). Should the manager find that the requested event does not conflict with previously scheduled events and will appeal to a broad range of residents, the event will be placed on the calendar with the understanding that insurance requirements must be met. **Instructors with recurring classes meeting at least weekly will be subject to an annual \$75 usage fee, payable to Nepenthe Association the first of each calendar year.**

3.4 Resident "drop in" use

The clubhouse is for the use and enjoyment of the Residents of Nepenthe. When the clubhouse is not being used in any of the above manners, residents are welcome to enjoy the facility and its amenities.

Section 4. ADVERTISING

4.1. Newsletter Flyer

All approved special events, whether put on by a Resident Group or outside requestor, shall have a flyer created for the purpose of advertising the event. The flyer can be provided by the event contact or staff can format the flyer based on the information provided in the Facility Use Proposal Form. The flyer will be distributed with the monthly Nepenthe News and placed on the interior clubhouse bulletin boards.

4.2. Website / Facebook Advertising

Once the new website and Facebook page are live, management will place events on the calendar. The calendar entry will contain a link that when clicked, will open a .PDF version of the Flyer.

4.3. Signs

Not all events are candidates for signage. Sign locations are

1. Corner of American River & Commons
2. Entry Island at corner of Commons and Swarthmore
3. Entry Island at corner of Vanderbilt and Elmhurst
4. 1653 University
5. 1425 University

Requests for signage will be evaluated by management on a case-by-case basis. The criteria for signage will be based on whether it is a rare event that requires ticket sales in order to be held, i.e. to pay a band or caterer. If approved, the group hosting the event will be responsible for providing the signs to management for placement for a period of no more than ten days before the event.

Date Rec'd: _____ Emp. Initials: _____

NEPENTHE FACILITY USE PROPOSAL FORM

INSTRUCTIONS: Please complete the following information, attach any supporting material, and return to:
Bettsi McComb, 1131 Commons Drive, Sacramento, CA 95825 or Bettsi.McComb@FSResidential.com

REQUESTOR INFORMATION (Please print)

Resident? YES or NO

Name: _____

Date: _____

Address: _____

Email: _____

Best contact phone: _____

CLASS / ACTIVITY / GROUP TITLE:

DESCRIPTION FOR FLYER (Flyers are distributed once monthly via email with newsletter and are posted on interior clubhouse bulletin boards):

One time event? YES or NO

If no, Reoccurrence: # Hours _____ # Weeks _____ # Times Per Week _____

Preferred Days of the Week and Time to Instruct / Meet:

1st Choice Date(s) / Day(s) _____ Time _____

2nd Choice Date(s) / Day(s) _____ Time _____

Recommended Class/Activity Fee: \$

Enrollment: Minimum _____ Maximum _____

Ages (If applicable): _____

Facility Needed: MAIN LOUNGE LIBRARY DUNBARTON CABANA

Equipment Requested:

Class Interest List:

Please provide a list of at least 10 Nepenthe Residents interested in the class/activity.

***After Class Approval:** Register on our portal which you'll find at www.bcscoi.com/fsresidential/ca. Have your insurance agent work with Business Credential Services (BCS) to complete the qualification process. This process must be complete before classes may begin.

*Does not apply to Residents Groups

Date: _____

Approved: _____ Denied: _____



2017 - 2018
Flood Insurance Renewal Summary

Prepared for:

NEPENTHE ASSOCIATION
C/O FirstService Residential
15241 Laguna Canyon Road, Irvine, CA 92618

Presented By:

Ryan DeShong
3400 Bradshaw Road, Suite C
Sacramento, CA. 95827
916-636-0115

LICENSE NUMBER # 0E44888

October 26th, 2017

DISCLAIMER - THE ABBREVIATED OUTLINES OF COVERAGE'S USED THROUGHOUT THIS PROPOSAL ARE NOT INTENDED TO EXPRESS ANY LEGAL OPINION AS TO THE NATURE OF COVERAGE. THEY ARE ONLY VISUALS TO A BASIC UNDERSTANDING OF COVERAGE'S. PLEASE READ YOUR POLICY FOR SPECIFIC DETAILS OF COVERAGE'S.



Flood Insurance Renewal Summary

Fire Insurance Exchange

EFFECTIVE DATE	December 14th, 2017
EXPIRATION DATE	December 14th, 2018
COMPANY PLACEMENT	Fire Insurance Exchange

LOCATION	496 OWNER OCCUPIED HOMES	
COVERAGE NAME	DEDUCTIBLE	LIMIT
Building	\$ 1,250	\$ 250,000
Contents	\$ 1,250	\$ 100,000
\$450.00 per policy x 496 Individual Homes		Total: \$ 223,200

LOCATION	94 NON-OWNER OCCUPIED HOMES	
COVERAGE NAME	DEDUCTIBLE	LIMIT
Building	\$ 1,250	\$ 250,000
Contents	\$ 1,250	\$ 100,000
\$675.00 per policy x 94 Individual Homes		Total: \$ 63,450

LOCATION	1131 COMMONS DRIVE (CLUBHOUSE)	
COVERAGE NAME	DEDUCTIBLE	LIMIT
Building	\$ 5000	\$ 500,000
Contents	\$ 5000	\$ 50,000
Annual Premium		Total: \$ 3,364

LOCATION	150 DUNBARTON DRIVE (CABANA)	
COVERAGE NAME	DEDUCTIBLE	LIMIT
Building	\$ 5000	\$ 225,000
Contents	\$ 0	\$ 0
Annual Premium		Total \$ 2,005

Farmers. Gets you back where you belong ®.



LOCATION	101 ELMHURST CIRCLE (POOL HOUSE)	
COVERAGE NAME	DEDUCTIBLE	LIMIT
Building	\$ 5000	\$ 75,000
Contents	\$ 0	\$ 0
Annual Premium		Total \$ 977

Total Renewal Premium 2017-2018	Total \$ 292,996
--	-------------------------

COVERAGE NAME	2014-2015	2015-2016	2016-2017	2017-2018
Annual Flood Insurance Totals	\$ 249,029	\$ 305,640	\$ 298,846	\$ 292,996



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825
916.929.8380 FAX: 916.929.1773
nepenthe@fsresidential.com

November 2, 2017

Councilmember Eric Guerra
945 I Street
Sacramento, CA 95816

Dear Mr. Guerra:

Thank you for your hard work on behalf of District 6. Nepenthe Association has appreciated your efforts to keep our area a safe and pleasant place to live and work.

We understand that there is investor interest in redeveloping the property at 910 University Avenue. This property abuts Campus Commons to the east and south, specifically units within Village 3 and Nepenthe Association. Therefore, you can see why residents here may be anxious to be part of any discussion of future development here.

We ask that you provide oversight over any proposed projects on this site so that our homeowners association may also be made aware of any pending applications before permits are issued or binding decisions are made. We request to be part of any ongoing conversations regarding the property.

As you know, the entirety of Campus Commons is a planned unit development designed to establish a mutually supportive environment of resident/owners, commercial offices and apartments serving CSU Sacramento. We ask that you join us in assuring that new projects take this context seriously and do not risk the financial value or the quality of life of existing residents.

We look forward to working with you on this and other neighborhood issues in the future. We have appreciated your interest in our community and hope to partner with you to maintain the unique ambience of Campus Commons.

Sincerely,

Stephen Huffman, President

Awnings and Shade Sails

Installing exterior retractable patio awnings and structurally anchored shade sails are considered architectural alterations to a home's exterior and therefore require prior approval of the Architectural Review Committee and Board of Directors.

Retractable patio awnings

Retractable awnings allow residents to have shade and enjoy sun when they wish.

General specifications:

- Awning style – Lateral arms open and close horizontally under the awning canopy
 - Retraction – manual or motorized
- Widths – 8 feet to 20 feet
- Projection – 7 feet to 11 feet 8 inches
- Fabric Selections
 - Solid lighter colored earth tones which are complementary to the residence exterior paint
 - Vertical striped with lighter colored earth tones which are complementary to the residence exterior paint

Installation

Retractable awnings may be mounted on residences in the area above patio windows and doors and below the horizontal flashing between panels on two story residences. Awning installation must allow for future removal for maintenance (painting and replacement) of exterior siding.

Shade Sails

Shade Sails (aka Sun Sails) with the right design provide shade to patio areas. The sail is typically anchored to a residence, garage, or wood posts no more than 8½ feet in height which are embedded in concrete footings. Shade sails are considered temporary tension structures which may be taken down seasonally.

The perimeter of each sail is designed with a catenary curve inwards towards the center of the sail to control the fabric tension. Shade sails have reinforced webbing around the edges and marine stainless-steel Delta or D-Rings at each corner. When properly anchored and tensioned, this curve or gore helps eliminate fabric wrinkles, sagging and flapping in the heaviest of winds.

General specifications:

- Style – Triangle or rectangle
- Widths – Variable depending on location of installation
- Fabric Selections
 - Solid color lighter colored earth tones which are complementary to the residence exterior paint

Installation

Shade sails may be mounted on residences in the area above patio windows and doors and below the horizontal flashing between panels on two story residences. Sail installation must allow for future removal for maintenance (painting and replacement) of exterior siding. Sails may not be anchored above horizontal flashing between panels on two story residences. Mounting anchors must be securely installed, and sealed to prevent moisture intrusion, through exterior paneling into structure framing.

Applications

Applications for retractable awnings and shade sails must include a full description of the proposed installation as well as samples of the selected awning or sail fabric.

10/10/2017

Exterior Security System and Cameras

Installing exterior security system and cameras is considered an architectural alteration to a home's exterior and therefore requires prior approval of the Architectural Review Committee and Board of Directors. The installation will only be approved after neighbors' rights to privacy and quiet use and enjoyment of their property has been considered and neighbors have acknowledged the proposed installation.

In instances when a neighbor objects to the proposed installation the Board of Directors may ask for advice from the association attorney who will review the application and the basis for the objection before rendering a decision on the application. Any expenses incurred by the association will be the responsibility of the applicant.

Applications

Applications to install an exterior security system and cameras must include:

- a plot plan showing the locations of cameras in relation to the residence, neighboring structures and association Common Areas;
- specifications on the size, camera shape and camera angles
- a diagram showing the field of view for each of the cameras
- pictures of the exterior locations where cameras will be mounted

The Architectural Review Committee may require a new application and neighbor acknowledgement if there are any changes made to the initial application. Changes include, but are not limited to, altering the location, equipment or field of view of the camera(s).

Security systems

Security systems may be wireless or hard wired. If hard wired, wiring shall be run within the wall of the residence. A small penetration, properly caulked to prevent moisture intrusion, in siding is permissible to accommodate hardwired systems.

Camera Types

There are a variety of cameras available. Typical types are Dome, Turret and Bullet cameras. Only infrared (IR) motion detecting cameras are permissible for night viewing. Cameras requiring bright light illumination for night viewing will not be approved.



Dome Camera



Turret Camera



Bullet Camera

The camera type utilized will be dependent on the location of the installation. The camera's exterior housing shall be painted to match the color of the exterior surface on which the camera is mounted. Residents are encouraged to utilize a licensed security system vendor to assist in selecting the proper camera for the proposed location.

Placement of camera(s)

Home security cameras need to be mounted in the least intrusive or visible locations, and may only be focused on the resident's property. The height of cameras shall be no more than 6 inches above or 6 inches below the plate line (flashing line between vertical siding panels) and no higher than 102" above ground level at highest point. Cameras may never be directed at windows of adjacent residences, neighboring property (i.e. patios) or common areas with the exception that security cameras may be placed on garage exteriors with the camera angle limited to the front edge of the garage reaching to the owner's mailbox in common area.

Security System Signage

Security system signs affixed to fences, gates, residences and mailbox posts are not permissible.



EXTERIOR PAINTING PROPOSAL

SUBMITTED TO:

Date: 10/18/17
 Company: First Service Residential
 Address: 1131 Commons Drive
 City: Sacramento, CA 95825
 Phone: 916-929-8380

PROJECT NAME AND LOCATION:

Nepenthe HOA
 Common Area Lights

Total fee to furnish all materials, labor and equipment in complete accordance with the specifications provided for the sum of:

	Phase 1- common area lights	\$2,150.00
	Phase 2- common area lights	\$3,325.00
	Phase 3- common area lights	\$2,285.00

Progressive Painting Inc. Tom Tramel Date: 10/18/17

Acceptance of proposal/ contract: By signing this proposal I acknowledge that the prices, specifications and conditions are satisfactory and hereby accepted. I recognize this as a legal and binding agreement. In the event of a dispute, a mediator shall be hired to resolve the issue and the prevailing party shall be awarded reasonable court costs and attorney fees. Progressive Painting is authorized to do the work as specified. This proposal may be withdrawn by Progressive Painting if not signed and received in our office within 30 days.

Authorized Signatures _____ Date: _____

_____ Date: _____

Scope of Work:

1. Prep and paint all common area lights.
2. Clean surfaces as needed.
3. Scrape and sand areas as needed prior painting.
4. Prime any peeling and rusted areas with a rust inhibitive primer.
5. Apply 1 coat Kelly Moore s-37 Metal Max paint.
6. Color- Black semi-gloss

General Terms:

1. All agreements are contingent upon unforeseen conditions including but not limited to labor disputes, accidents, fire, unusual delays in transportation, acts by public utilities or public bodies, inspectors, adverse weather conditions catastrophes, war, Acts of God or other causes beyond the Contractor's reasonable control.
2. This proposal may be withdrawn by Progressive Painting if not accepted within 30 days.
3. All applicable industry standards adopted by the Painting and Decorating Contractors of America (PDCA) shall be incorporated into this proposal. A copy of the standards will be provided upon request. By signing this contract you are agreeing that you accept the PDCA's standards for all applied finishes on this job.
4. Warranty for Workmanship: Contractor warrants that all of its work shall conform to industry residential standards. Contractor will promptly repair or replace any faulty workmanship performed under this contract, for a period of **3 years** from the date of Substantial Completion of the Work covered hereby and this warranty is expressly conditioned on (1) Contractor having had a reasonable opportunity to inspect the same prior to removal or alteration by Client and (2) Contractor having been paid in full for all Work under this contract. This warranty specifically excludes failures which are the result of normal weathering, poorly bonded previous coatings and sealants, and horizontal or hand held surfaces. The reoccurrence of rust or mildew, the reoccurrence of nail holes or wax bleed in composition siding, excessive substrate movement, items not covered by manufacturer's warranty or conditions not reasonably foreseeable by Contractor (such as latent defects in existing work or other causes beyond Contractor's control). Areas where others have performed painting after Contractor has finished the Work shall be voided from warranty.
5. Warranty for Materials: Contractor does not manufacture any of the materials used, and therefore gives no warranty or guaranty of any kind, as to any materials used in the work. Client shall look to the Manufacturer, and not to the Contractor for any and all damages arising from materials alleged to have been defective. These provisions are expressly in lieu of any other express or implied warranties, including any implied warranty of merchandise or fitness for any particular purpose.

5703 Dudley Blvd. McClellan, CA 95652 Tel: 916-924-1642 Fax: 916-924-8821 Lic.#755367

**PROPOSAL FOR
LANDSCAPE ARCHITECTURAL SERVICES
NEPENTHE HOMEOWNER ASSOCIATION
VANDERBILT WAY PEDESTRIAN CORRIDOR**

I. Description

- A. This Proposal is prepared for Nepenthe Homeowner Association, of Sacramento, California, hereinafter referred to as the Client, by Garth Ruffner Landscape Architect, of 4120 Douglas Blvd., #306-301, Roseville, California, on October 6, 2017.
- B. Site Description: The Site is located between 1106-1136 and 1146-1182 Vanderbilt Way in the City of Sacramento, California. The Site is approximately 0.4 acres in size.
- C. Project Summary: This Proposal offers services for preliminary design, construction documentation and construction observation of grading, drainage, planting and irrigation work.

II. Scope of Services

- A. Preliminary Design
 - 1. Site visit and soil testing to evaluate the impact of the Site's existing features and surroundings on the proposed landscaping. The proposed work area will be measured horizontally and vertically to the nearest foot, but a comprehensive site survey is not a part of this work.
 - 2. Prepare an electronic site plan based upon field measurements and public aerial photographs.
 - 3. Evaluate potential landscape concepts in relation to cost, local ordinance compliance, ease of maintenance and attractive appearance.
 - 4. Prepare at least two alternative conceptual landscape plans that indicate drainage and planting strategies.
 - 5. Meet with the Client to discuss the concept drawings and determine a suitable approach for the work.
 - 6. Prepare an electronically colored preliminary landscape plan that includes tree types and locations, planter areas, a plant palette and drainage features.
 - 7. Up to one meeting with the Client to discuss the preliminary landscape plan.
- B. Construction Documents
 - 1. Prepare a grading and drainage plan.
 - 2. Prepare an irrigation plan which describes the layout of products and equipment.
 - 3. Prepare a planting plan which describes the layout and types of plant materials proposed.
 - 4. The following detail drawings are included in this Proposal:
 - a. Subsurface drainage (as applicable)
 - b. Irrigation
 - c. Tree and shrub planting
 - 5. The following Specifications are included in this Proposal:
 - a. Irrigation
 - b. Planting - preparation

- c. Planting - trees, shrubs and groundcovers
- d. Planting - maintenance

C. Construction Observation

- 1. A progress site observation visit will be made during construction to verify that the work completed is generally consistent with the intent of the Landscape Architect's Construction Documents.
- 2. A pre-maintenance observation visit will occur prior to the Landscape Architect's recommending that the landscape contractor be authorized to proceed with the Maintenance Period.
- 3. A written report will be submitted to the Client within 7 working days of each observation visit.
- 4. Although Landscape Architect may observe and discuss potential problems during these visits, the visits are not construction inspections or a guarantee that there will not be construction deficiencies.
- 5. Additional observation visits shall be billed for as an Extra Service.

III. Fees for Services

A. Preliminary Design	\$4,290.00
B. Construction Documents	\$3,240.00
C. Construction Observation	<u>\$1,400.00</u>
D. Total Fee	\$8,930.00

IV. Extra Services

- A. Extra Services beyond Landscape Architect's Scope of Services may be provided if confirmed in writing. Client agrees that significant changes to the Project schedule, budget or the Project's scope may require Extra Services of Landscape Architect.
- B. Extra Services shall be performed at a rate of \$135.00 per hour.

V. Expenses

- A. Included Expenses:
 - 1. Landscape soils test as analyzed by Sunland Analytical Labs of Rancho Cordova, California.
 - 2. Mileage
 - 3. Phone charges
 - 4. First class mail
 - 5. Drawings in electronic format (*.dxf, *.dwg, and/or *.pdf)
- B. Extra Expenses requested and approved by the Client shall be billed as noted below to the Client.
 - 1. Courier Delivery (at cost)
 - 2. Overnight or Express Mail (at cost)
 - 3. Hiring of consultants not specifically mentioned in This Proposal (at cost plus 10%).

- C. Reimbursable Expenses (including, but not limited to prints or plots) will be billed at cost.

VI. Conditions

- A. Services will be billed on a monthly basis or upon completion of a phase of work, whichever occurs first. Payment shall be due within 30 calendar days of the date of invoice.
- B. The Client will provide the Landscape Architect with all of the information, surveys, reports, and professional recommendations necessary for the performance of the Landscape Architect's professional services and a current CAD *.dwg (*Release 12-2014*) or *.dxf format electronic file(s) of the site plan. The Landscape Architect may reasonably rely on the accuracy and completeness of these items.
- C. The Client will advise the Landscape Architect of any known or suspected contaminants at the Project site.
- D. Client will obtain and pay for all necessary permits from authorities with jurisdiction over the Project.
- E. Excluded Services are not a part of Landscape Architect's Scope of Services or Extra Services and are the responsibility of others. Excluded Services include, but are not limited to, the following: agency submittals; commissioning; topographic surveys; arborist reports; storm drainage; utility locations; pavement; signage; security; electrical power; lighting; construction cost estimates and irrigation audits.
- F. Time of Completion: The following estimate of completion times for each phase of work begins upon receipt of this Proposal, signed by the Client and the Landscape Architect, and notice from the Client to proceed upon the phase in question. Delays due to action or inaction by parties who are outside the control of the Landscape Architect shall result in an extension of the time of completion for a period of time at least equal to the delay.
 - 1. Preliminary Design: 42 Calendar Days
 - 2. Construction Documents: 35 Calendar Days
 - 3. Construction Observation: 7 Calendar Days
- G. If this Proposal is signed by the Client and the Landscape Architect, it shall be considered the Agreement for services between the signing parties.
 - 1. The Landscape Architect agrees to provide its professional services in accordance with generally accepted standards of its profession.
 - 2. All instruments of professional service prepared by Landscape Architect, including but not limited to, drawings and specifications, are the property of Landscape Architect. These documents shall not be reused on other projects without Landscape Architect's written permission. Landscape Architect retains all rights, including copyrights, in its documents. Client or others cannot use Landscape Architect's documents to complete this Project with others unless Landscape Architect is found to have materially breached this Agreement.
 - 3. Notwithstanding any other term in this Agreement, the Landscape Architect shall not control or be responsible for another party's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs.

4. This Agreement is governed by California law.
5. The Client and Landscape Architect agree to mediate claims or disputes arising out of or relating to this Agreement. The mediation shall be conducted by a mediation service experienced in handling construction disputes, or any other mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.
6. This Agreement is the entire and integrated agreement between Client and Landscape Architect and supersedes all prior negotiations, statements or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Landscape Architect. Neither party can assign this Agreement without the other party's written permission.
7. Either the Client or the Landscape Architect may terminate this Agreement upon seven days written notice.
8. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.
9. In the event that any term or provision of this Agreement is found to be unenforceable or invalid for any reason, the remainder of this Agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid.
10. The Client acknowledges and agrees that proper Project maintenance is required after the Project is complete. A lack of or improper maintenance in areas such as, but not limited to drainage systems, plant materials and irrigation systems may result in damage to property or persons. The Client further acknowledges that, as between the parties to this Agreement, Client is solely responsible for the results of any lack of or improper maintenance.

H. Landscape Architects are licensed by the State of California.

The Client and the Landscape Architect agree as set forth above.


 Garth Ruffner, Landscape Architect #2808

October 6, 2017

Date

 Client Signature

 Date

 Printed Name, Title and Organization

Tree Work Proposal



9530 Elder Creek Road, Sacramento, CA 95829 P.916.231.8733

DATE: 10/11/2017

RE: Tree Work Proposal – from Arborist Report 10/11/17
Nepenthe Association
Sacramento

This Proposal is to provide labor and material as stated below. All tree work is in accordance with ANSI A300 standards and the scope of work referenced in Addendum #1.

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Hackberry	Zone 6 – Tree #1970 1005 Elmhurst Cl.	1	Prune full canopy to prevent limb failure	\$680.00	
Tulip Tree	Zone 6 – Tree #1971 105 Elmhurst Cl.	1	Prune full canopy to prevent limb failure and to provide better development for nearby Hackberry	\$960.00	
Hackberry	Zone 6 – Tree # 1976 108 Elmhurst Cl.	1	Prune full tree canopy	\$360.00	
Sweetgum	Zone 6 - #1966 108 Elmhurst Cl.	1	Prune full tree canopy	\$960.00	
Hackberry	Zone 6 – #1965 106 Elmhurst Cl.	1	Prune full tree canopy to remove deadwood	\$360.00	
Sweetgum	Zone 6 - #1963/1964 106 Elmhurst Cl.	2	Prune for weight reduction of canopy and crown	\$2,280.00	
Sweetgum	Zone 6 - #1960/1961 102 Elmhurst Cl.	2	Prune canopies for weight reduction	\$1,860.00	
Crape Myrtle	Zone 6 - #1939 102 Elmhurst Cl.	1	Remove tree; and grind stump	\$75.00	
Tulip Tree	Zone 6 – Tree #1929 208 Elmhurst Cl.	1	Prune tree for weight reduction and structural prune	\$960.00	
Red Maple	Zone 6 – Tree #1925 208 Elmhurst Cl.	1	Structural prune to encourage proper development	\$75.00	
Ash	Zone 6 – Tree #1937 210 Elmhurst Cl.	1	Prune limb to prevent failure	\$680.00	
Dogwood	Zone 6 – Tree #1932 300 Elmhurst Cl.	1	Prune to clean deadwood from canopy	\$75.00	
Crabapple	Zone 6 – Tree #1935 210 Elmhurst Cl.	1	Structural prune to encourage proper development	\$75.00	
Red Maple	Zone 6 – Tree #2292 210 Elmhurst Cl.	1	Structural prune to encourage proper development	\$75.00	
Ash	Zone 6 – Tree #1870 312 Elmhurst Cl.	1	Prune full tree canopy	\$2,280.00	
Tulip Tree	Zone 6 – Tree #1837 402 Elmhurst Cl.	1	Prune overhanging limb and reduce weight	\$450.00	

Client/Owner: _____

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Chinese Pistache	Zone 6 – Tree No Tag 326 Elmhurst Cl.	1	Structural prune to encourage proper development	\$75.00	
Red Maple	Zone 6 – Tree #825 400 Elmhurst Cl.	1	Structural prune to encourage proper development	\$75.00	
Sweetgum	Zone 6 – Tree #1806 506 Elmhurst Cl.	1	Prune tree canopy and weight reduction	\$960.00	
Redwood	Zone 6 – Tree #508 508 Elmhurst Cl.	1	Raise tree canopy over chimney	\$0	
Sweetgum	Zone 6 – Tree #1758 708 Elmhurst Cl.	1	Full prune of tree canopy and remove deadwood	\$960.00	
Chinese Pistache	Zone 6 – Tree No Tag 708 Elmhurst Cl.	1	Remove tree and grind stump; replace tree	\$360.00	
Bradford Pear	Zone 6 – Tree #1717 806 Elmhurst Cl.	1	Tree Removal and grind stump	\$960.00	
Total Contract Price				\$15,595.00	

NOTES

1. Upon Approval Addendum #1 is incorporated and an enforceable part of this proposal.
2. This proposal may be withdrawn by us if not accepted within 30 days.
3. The Grove is not responsible for damage done to sprinklers, water pipes, electrical or any other underground service connections. All repair issues will be immediately relayed to the client/owner. Any repairs deemed necessary can be contracted separately and will be billed on a time and materials basis.

TERMS AND CONDITIONS:

Net due upon 30 days. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. The Grove Total Tree Care is not to be held liable for damage to irrigation when grinding stumps. Our workers are fully covered by Worker's Compensation and our firm covered by liability insurance.

CONTRACTOR:

Vendor:

The Grove
A division of Carson Landscape Industries
9530 Elder Creek Road, Sacramento, CA 95829
Contractor's License #470283
Ph: (916) 231-8733 * Fax: (916) 856-5410
Email: pdubois@thegrovetotaltreecare.com

CLIENT/OWNER:

Client:

The Nepenthe Association
Bettsi Ledesma
1131 Commons Dr.
Sacramento, CA 95825
Phone: (916) 929-8380
Email: Bettsi.Ledesma@fsresidential.com

By: Paul Dubois by MV
Name: Paul Dubois
Title: Account Manager/Arborist
Date: 10/11/2017

By: _____
Name: _____
Title: _____
Date: _____

Client/Owner: _____

Addendum 1

General Terms and Conditions



Scope of Work: All contracted services performed by The Grove are in accordance with the “Practical Specifications for Contract Tree Management,” through the American National Standards Institute and all pruning conforms to ANSI A300 guidelines. The Grove conducts all work in compliance with ISA ANSI Z133 Standards, OSHA and all state and local regulations. Contracted tree care work includes removal of all resultant debris and job site cleanup.

Payment & Invoicing: Work will be invoiced in full upon completion. Payment is due 10 days from date of invoice. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney’s fees, and court costs.

Change Orders & Additional Work: Any alteration or deviation to this proposal involving extra cost of material and/or labor will only be executed upon written and signed orders for same, and will become an extra charge over the sum mentioned in this contract. The order must describe the scope encompassed by the change order, the amount to be added or subtracted from the contract and the effect the order will have on the schedule of progress payments, if applicable. Failure to obtain a signed Change Order does not preclude the recovery by Contractor of compensation for work performed based upon quasi contract, quantum merit, restitution or other similar legal or equitable remedies.

Tree & Stump Removal/Grinding: Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump is completed 8-12 inches below surface grade at an additional charge to the Client/Owner.

Scheduling of Work: This proposal is null and void if the jobsite conditions materially change from the time of approval of this proposal to the time work starts, such that the job costs are adversely changed. Scheduling of work is dependent on weather conditions and workloads.

Permits, Fees & Assessments: Unless otherwise agreed to in writing by both parties, the owner assumes full responsibility to obtain and pay for all necessary permits, fees, property taxes, and assessments.

Disclaimer: This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. Visual inspection is reflected solely in bid provided. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by The Grove is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results.

Liability: The Grove is not responsible for damage done to sprinklers or underground utilities such as, but not limited to, cable, water, gas and electrical. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. The Grove will repair damaged irrigation lines at the Client/Owner’s expense and approval. Any illegal trespass claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.

Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Commercial General Liability Insurance: Contractor carries commercial general liability insurance written by Golden Eagle Insurance. You may call John O. Bronson Company at 916-480-4150 to verify our coverage.

Worker’s Compensation Insurance: Contractor carries worker’s compensation insurance for all employees.

Attorney’s Fees: In the event that litigation is commenced to interpret or enforce any of the rights or obligations under this Agreement, the prevailing party shall be entitled to recover his attorney’s fees and litigation expenses incurred as a result of the litigation. Said attorney’s fees and expenses shall be fixed by the court or arbitrator.

Cancellation: Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

Client/Owner: _____