



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**October 3<sup>rd</sup>, 2018, 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.

**As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner comment opportunities. All homeowners that wish to address the Board must first submit a Request to Speak Form. 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.**

**OPEN SESSION AGENDA**

**I. CALL TO ORDER**

Present	Arrival	Board Member	Position	Departure
		Frank Loge	President	
		Linda Cook	Vice President	
		Christina George	Treasurer	
		Steve Huffman	Secretary	
		Jan Summers	Member at Large	

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on October 3<sup>rd</sup>, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

**III. COMMITTEE REPORTS**

- a. Architectural Review Committee ..... **No Report**
- b. Finance Committee ..... **Pages 6-7**

c. Grounds Committee .....	<b>Pages 8-10</b>
d. Insurance, Legal and Safety Committee.....	<b>Pages 11-13</b>
e. Outreach Committee.....	<b>Page 14</b>
<b>IV. MANAGEMENT REPORT .....</b>	<b>Pages 15-47</b>
a. Report.....	Pages 15-17
b. September Nepenthe News.....	Pages 18-24
c. Master Calendar.....	Pages 25-29
d. Facility Manager Zone Walk Notes .....	Pages 30-46
<b>V. HOMEOWNER CORRESPONDENCE (Listed alphabetically by last name).....</b>	<b>Pages 47-48</b>
<b>VI. HOMEOWNER COMMENTS</b>	
<p>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.</p>	
<b>VII. CONSENT CALENDAR</b>	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.
<b>Proposed Resolution: The Board approves Consent Calendar items A to F as presented.</b>	

<i>Begin Consent Calendar</i>
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- |  |                    |
|--|--------------------|
| a. <b>Approval of Minutes September 5<sup>th</sup>, 2018 Open Session Minutes</b>  | <b>Pages 49-52</b> |
| .....  |                    |
| Proposed Resolution: The Open Session minutes dated September 5 <sup>th</sup> , 2018 are approved as presented.  |                    |
| b. <b>Approve Investment Prospectus .....</b>  | <b>Page 53</b>     |
| Proposed Resolution: The Board approves the Banking Analysis statement as presented by FirstService Residential Financial Advisor, Karla Chung, as recommended by the Finance Committee. |                    |

c. **Financial Statement: August 2018** ..... **Pages 54-65**

Proposed Resolution: The Board accepts the August 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$21,579 and reserve funding of \$1,450,020 compared to the reserve funding budget of \$1,407,928. The reserves are funded through August 2018. The Association has \$416,927 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has \$6,665,488 in reserve funds.

d. **Appoint Committee Members for 2018-2019**

The homeowners listed below have submitted their applications for appointment to the referenced committees. All of them have agreed to abide by Nepenthe's Conflict of Interest Policy.

- i. **Ken Luttrell, Architectural Review Committee**
- ii. **Melissa Currier, Insurance, Legal and Safety Committee**

Proposed Resolution: The Board appoints the committee members as listed on the October 3<sup>rd</sup>, 2018 Open Session Agenda.

e. **Contribute to the CAI – CLAC** ..... **Page 66-70**

Nepenthe has a long history of supporting the efforts of this organization; CAI CLAC-Community Associations Institute, California Legislative Action Committee.

The "Buck A Door or More" is an item budgeted for each year. A long form resolution is enclosed in the Board packet as is an information flyer about CLAC.

Action required: Board resolution

Proposed resolution: The Board approves the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

f. **Lien Resolution** ..... **Page 71**

Per the enclosed Resolution dated September 14<sup>th</sup>, 2018, 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
1938-02	\$976.00
1959-02	\$1,464.00
2394-03	\$1,952.00

*End Consent Calendar*

## VIII. UNFINISHED BUSINESS

### a. Revised Solar Criteria

The Architectural Review Committee has performed an extensive review of the criteria and has made some modifications to allow for continuity and to address some things that were missing in the original version prepared by Nepenthe's general counsel. Management has returned to the attorney for one more review and then published to the membership for a final thirty-day comment period. Recommended adoption date: November 7, 2018. As the criteria was included in last month's Board packet is has not been enclosed in this packet.

Advisory Item: No Action Needed

## IX. NEW BUSINESS

### a. 2019 Budget Draft Review ..... Separate Packet

Management has prepared the draft version of the 2019 Budget. It has been included as a separate packet for Board review.

Proposed resolution: The Board directs management to forward the draft budget to the Finance Committee for review and recommendations before it is approved at the November 7<sup>th</sup> Open Session.

### b. 2019 Goal Discussion

The Nepenthe Board of Directors has a long standing tradition of adopting yearly goals pertinent to the association for the Board to focus on achieving. The Directors are asked to please forward goals they would like to discuss at the next meeting, to the General Manager by October 29<sup>th</sup> for inclusion in the November 7<sup>th</sup>, 2018 Board packet.

No action: Discussion only

### c. Update on Water Meter Analysis

A verbal report to be given to the membership by Director Cook on the current status of the Water Meter Analysis.

No action: Board discussion

### d. Review Tree Care Proposal from The Grove Total Tree Care..... Pages 72-74

On September 4<sup>th</sup>, Paul Dubois, arborist from The Grove Total Tree Care walked Zone 5 with management, Coast and Grounds Committee members. Various maintenance items were noted and 2 trees are recommended for removal.

Proposed resolution: The Board approves the proposal from The Grove Total Tree Care in the amount of \$20,100 payable from Reserves which has a remaining allocation for 2018 of \$66,943, with the 2 highlighted trees recommended for removal to be tabled

for approval until the November Open Session after the Committee has reviewed them with arborist Paul Dubois.

**X. HOMEOWNER COMMENTS**

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.

**XI. NEXT MEETING:** Wednesday, November 7<sup>th</sup>, 2018 at 5:30 pm in the Nepenthe Clubhouse

**XII. ADJOURN**

**Minutes of Finance Committee Meeting  
Nepenthe HOA  
September 24, 2018**

Attendees:

Will Vizzard, member  
Joan Haradon, member  
Susan Timmer, member  
Christina George, Board Liaison  
Bettsi Ledesma, Staff  
John Baker, Chair  
Karla Chung, First Service Financial, Guest

The meeting was called to order by Chairman Baker at 4:30 pm PDT.

The purpose of the meeting was to introduce Ms. Karla Chung of First Service Financial and to review possible reserve fund investment options. The Nepenthe Board of Directors had previously elected to discontinue using Wells Fargo advisors and instead use First Service Financial (a subsidiary of First Service Corporation) to provide investment advice and services for the Association's reserve funds.

The current balance in the reserve account is approximately \$7 million and during the meeting a number of secure investment options were discussed. A discussion ensued regarding varying maturity durations for Certificates of Deposit as well as Treasury Bills. The Committee discussed the liquidity of some of the options, particularly when reserve fund expenditures are needed. It was agreed that Ms. Chung, given this committee input, would prepare an investment portfolio proposal for the Committee's review and ultimate Board approval. (Note: the following day Ms. Chung submitted the attached investment strategy. The committee members agreed that her recommendations met its direction)

There was a brief discussion regarding the proposed 2019 operating budget, which will be previewed by the Board and available for the Committee to review on October 10. Another Committee meeting has been calendared for that review.

There being no further business, the meeting was adjourned at 5:45 pm PDT.

Respectfully submitted.

John Baker  
Chairman



# FirstService Financial

September 25, 2018

## Banking Analysis for Nepenthe Association

Prepared by: Karla Chung  
(o) 949-448-6263  
(e) karla.chung@firstservicefinancial.com

Current Accounts		Balances as of 8/31/2018	Interest Rate	Maturity Date	Estimated Net Annual Interest	ID / SSN Required?
Operating - US Bank - Checking		\$ 259,877	0.00%		\$ -	N / N
Operating - Union Bank - MM		\$ 157,050	0.90%		\$ 1,413	N / N
Reserve - Wells Fargo Advisors - MLCD - variable rate		\$ 500,000	0.00%	2022-2023	\$ -	N / Y
Reserve - Wells Fargo Advisors - CD - Various		\$ 3,025,000	1.85%	2019-2021	\$ 55,963	N / Y
Reserve - Wells Fargo Advisors - Fund (Mkt Value)		\$ 514,197	2.13%		\$ 10,952	N / Y
Reserve - Wells Fargo Advisors - MM (incl deposit in transit)		\$ 2,634,651	0.45%		\$ 11,856	N / Y
<b>Totals</b>		<b>\$ 7,090,775</b>	<b>Average Yield on Deposits</b>			
					<b>\$ 80,184</b>	<b>1.13%</b>

FirstService Financial Insured Deposits Program Recommended Alternative		Balances as of 8/31/2018	Interest Rate	Maturity Date	Estimated Net Annual Interest	ID / SSN Required?
Operating - US Bank - Checking		\$ 259,877	0.00%		\$ -	N / N
Operating - Luther Burbank - MM (New Account)		\$ 157,050	2.00%		\$ 3,141	Y / Y
Reserve - Morgan Stanley - MLCD - variable rate(Trf in process)		\$ 500,000	0.00%	2022-2023	\$ -	N / Y
Reserve - Morgan Stanley - CD - Various(Trf in process)		\$ 3,025,000	1.85%	2019-2021	\$ 55,963	N / Y
Reserve - Morgan Stanley - CD/Tbills (New higher of CD/Tbills)		\$ 500,000	1.88%	1 month	\$ 9,375	N / Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.20%	6 months	\$ 8,800	N / Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.50%	12 months	\$ 10,000	N / Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.65%	18 months	\$ 10,600	N / Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.85%	24 months	\$ 11,400	N / Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.95%	30 months	\$ 11,800	N / Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	3.05%	36 months	\$ 12,200	N / Y
Reserve - Metropolitan Coml - MM (New Account)		\$ 248,848	1.50%		\$ 3,733	Y / Y
<b>Totals</b>		<b>\$ 7,090,775</b>	<b>Average Yield on Deposits</b>			
					<b>\$ 137,011</b>	<b>1.93%</b>

Note 1: CD rates as of 9/25/2018; Actual rate may vary based on Purchase Date; Investments in brokered CD's are limited to \$250k per bank

FirstService Financial, Inc. is an affiliate of FirstService Residential and receives a fee from the partner financial institutions listed above for coordinating and sponsoring this program. The interest rates noted above are net of the fee paid by the financial institution to FirstService Financial, Inc. Please see the attached Rate Sheet for other terms and conditions regarding the program.

## Grounds Committee Meeting Minutes September 20, 2018

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I. Regular meeting of the Grounds Committee was called to order at 3:00 pm on September 20, 2018 by Chairman Don Landsittel.

II. Committee Members Present:

Don Landsittel, Committee Co Chair	Mike Herder, Zone 3
Marty Henderson, Irrigation	Kay Chmielewski, Zone 4
Diane Luttrell, Zone 1	Julie Lanocha, Zone 7
Ron Holehouse, Zone 1	Daniel Devlin, Facilities Manager
Valerie Layne, Zone 2	Linda Cook, BOD Representative
Diane Durawa, Zone 2	Juliana Brown, Coast LM

III Committee Members Absent:

Joan Barrett, Secretary	Pat Thompson, Zone TBD
Lisa Tafoya, Zone 3	Bettsi Ledesma, GM
Pam Sechrist, Zone 5	Paul Dubois, Grove Tree Care
Kathy Waugh, Zone 6	

IV. Approval of minutes from August meeting, moved by Valerie Layne, seconded by Ron Holehouse, passed unanimously.

V. No visitors to introduce.

VI. Grounds Committee Organization

Daniel distributed a new roster; Don is revising as changes have occurred. Don requested that members confirm contact information on roster.

VII. Irrigation

Marty reported that irrigation issues continue to be identified and resolved across all zones. Juliana and her crew are resetting days and length of watering to prevent overwatering and runoff. Zone stewards and residents should report problems to Daniel; purple flags are available in the office for residents to install where runoff occurs so that the crew can quickly

locate, identify and resolve the problem. Marty described the process of getting approvals from the City of Sacramento to continue the ongoing process of installing the drip irrigation system across Zones 1 and 2. City approval will provide matching funds of up to \$50,000. Current crew staffing will not be sufficient to install the system; Juliana will work on staffing an irrigation crew to address Zones 1 and 2 after City approvals have been obtained and before the close of the fiscal year to ensure Nepenthe will receive the funding. Marty will provide a listing of the steps required from this date to through completed installation.

#### VIII. Coast Report

Juliana presented the Report Sheet she reviews with management at the weekly Tuesday meeting. Broad leaf treatment will begin next week. Crab grass cannot be treated at this time because it will kill the turf; turf enrichment will take some time for the full effects to be apparent. Pruning in Zone 3 is complete; discussion of pruning procedures: Zone by Zone, eventually faster growing shrubs are to be pruned more frequently across zones. Linda Cook noted that in Zone 2 alleys have been pruned but not the front of homes. Juliana stated that she believes the pruning crew is sufficient to keep up with the pruning needs but changes in procedures may be necessary to address faster growing plants. Some species may be pruned 3x a year, others perhaps once.

#### IX. Zone Walk status.

No issues reported by stewards. Discussion of how work orders are reported, addressed and closed out. Discussed communication flow once a work order is in process. Daniel will begin cc'ing Zone stewards when a work order is placed for their zone. Marty suggested posting the status of work orders on the website so residents can easily check on the status of a reported issue. This idea was not received well by Management. Julie suggested that a monthly report of work orders be included at the monthly committee meeting.

#### X. Future Views

Don suggested this item be postponed in favor of discussion of BOD request for committee input on homeowner involvement in landscaping. Discussion of questions:

#### XI. Discussion: What CAN or CANNOT a homeowner do in common areas?

Discussion of current policy regarding homeowners paying for plants is to be continued before submitting suggestions to the BOD.

Discussion of what actions CC&R's allow homeowners to do in common areas regarding placement of various articles, planting, pruning or otherwise alter the landscape in the common areas? Current practices are inconsistent with CC&Rs. The committee agreed that more time is

needed to discuss a clear response to the BOD and will respectfully request an additional 30 days to allow a more thoughtful process.

## XII. Trees

### **REQUEST FOR BOARD ACTION:**

A motion was made by Marty Henderson and seconded by Valerie Layne for –

*The Grounds Committee recommends to the Nepenthe Board of Directors the following remedies recommended in the September 17, 2018 – Zone Five Nepenthe Tree Walk Report by Paul DuBois, Arborist with The Grove Total Tree Care with the following exceptions: no action to take place regarding pear tree #1553 at 1161 Vanderbilt and ash tree #1175 at 609 Vanderbilt.*

The motion passed unanimously.

The meeting was adjourned at approximately 4:40.

Respectfully submitted by Julie Lanocha, Zone 7

Revised and completed by Don Landsittel.

## Bettsi Ledesma

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**From:** Sarah Lowrey  
**Sent:** Thursday, September 27, 2018 4:21 PM  
**To:** Bettsi Ledesma  
**Subject:** Fw: ILS Recommendations  
**Attachments:** Outlook-1514925784.png

Best Regards,

**Sarah Lowrey**

Assistant Community Manager

Nepenthe Association

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

Email: [Sarah.Lowrey@fsresidential.com](mailto:Sarah.Lowrey@fsresidential.com)

[www.NepentheHOA.com](http://www.NepentheHOA.com)

2016 Management Company of the Year – CAI California North Chapter



**FirstService**  
RESIDENTIAL

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**From:** Nancy Arndorfer <nancyarndorfer@gmail.com>  
**Sent:** Thursday, September 27, 2018 3:58 PM  
**To:** Sarah Lowrey  
**Subject:** Re: ILS Recommendations

These are the minutes for our meeting  
Nothing else was on the agenda other than  
approval of the minutes of the last months meeting.  
Nancy

On Thu, Sep 27, 2018 at 3:42 PM Sarah Lowrey <[Sarah.Lowrey@fsresidential.com](mailto:Sarah.Lowrey@fsresidential.com)> wrote:  
Hello Bill,

I think I am a little confused. I have seen the recommendations you have attached but am I to assume this is to be considered as final Minutes of the meeting? Or are these just the additional recommendations that were to be added to the Minutes?

Best Regards,

Sarah Lowrey

Assistant Community Manager

Nepenthe Association

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

Email: [Sarah.Lowrey@fsresidential.com](mailto:Sarah.Lowrey@fsresidential.com)

[www.NepentheHOA.com](http://www.NepentheHOA.com)

2016 Management Company of the Year – CAI California North Chapter



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**From:** William Olmsted <[wolmsted@comcast.net](mailto:wolmsted@comcast.net)>

**Sent:** Thursday, September 27, 2018 3:08:06 PM

**To:** Sarah Lowrey

**Subject:** FW: ILS Recommendations

Sorry, Sarah - I just assumed that you had this in the office since the board has discussed it

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**From:** J. Michael Cochrane [<mailto:michaelcochrane@greveclifford.com>]

**Sent:** Tuesday, September 11, 2018 8:40 PM

**To:** Nancy Arndorfer; William Olmsted; Jerry Dunn; gbeale1; Steve Huffman

**Subject:** ILS Recommendations

Nancy and ILS Committee members,

Below are my suggestions for recommended action by the Nepenthe Board of Directors:

1. The Insurance Legal and Safety Committee recommends approval of the Farmers Insurance/DeShong quote of \$95,219.00 for policy year 2018-2019 **without armed security**. In view of the impending expiration of the existing insurance policy, the Committee recommends the Board schedule a special meeting forthwith to consider approval of the Farmers/DeShong quote and request renewal of the existing insurance policy, again without armed security.

In conjunction with such action, the Committee recommends the Board take immediate action to interview and then employ, with this Committee's recommendation, a security service, other than Paladin, who does not provide armed response.

2. The Committee is cognizant of the Nepenthe management role in dealing with homeowner complaints, potential claims involving property damage and, from time to time, claims of personal injury. Notwithstanding management's purview in investigation such claims, and in responding to inquiries as to the obligations of the homeowners association, the Committee recommends, prior to the Board enacting a policy statement regarding management's role, to employ competent legal counsel who has experience in such matters. Legal counsel who regularly handles insurance coverage controversies would be such recommended counsel.

The Committee recognizes serious risks if the role of the association's insurer is usurped, thereby providing the insurer a defense to coverage of a potential claim.

The Committee is also mindful of the importance of the association's loss run in determinations of insurance premiums, and the goal to reduce, as much as practicable, the amount and size of

potential claims. The Committee recommends, therefore, that when questions of coverage or association responsibility arise where management lacks specific expertise, management confer with the association's insurer, DeShong in this instance, prior to any initiation of a claim.

J. Michael Cochrane P.E., Esq.  
1891 E. Roseville Pkwy. #180, Roseville, CA 95661

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E-mail: [michaelcochrane@greveclifford.com](mailto:michaelcochrane@greveclifford.com)

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**Nancy Arndorfer**  
**Lyon Real Estate**  
*Outstanding Life Member SAR Masters Club*  
*SAR Realtor of the year 2002*  
*SAR President 2004*  
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E Fax : 916 535-5205



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*"I have not verified any of the information contained in those documents that were prepared by other people."*

September 25, 2018

The regular monthly meeting of the Nepenthe Outreach Committee was held on September 25, 2018. Present were Chairman Charles Schaffer, Valerie Weinberg, Linda Cook, Anne Conway, Karen Van Maren and Nepenthe General Manager Bettsi Ledesma.

First on the Agenda was the Homeowner's Forum to be held September 29, 2018, which all Nepenthe members were invited to attend. The meeting will take place in the Nepenthe Clubhouse from 9:30 a.m. to noon, and all committee members were urged to greet attendees. The new Homeowners Packet will be available for new residents and can be requested by other attendees.

Jazz by the Fireplace will be held November 11, 2018 (Veterans Day) from 5:00 p.m. to 7:30 pm and will be free to Vets. The charge will be \$10.00 and will include a glass of wine. Dips and chips will be offered, and attendees may bring an appetizer to share if they wish.

The Holiday Party will be held Sunday, December 2, 2018 from 4:00 p.m. to 7:00 p.m. and will include hearty appetizers and music.

Movies in the Clubhouse, which was suggested by a Nepenthe resident, was discussed and put off to a later date because it would require licensing fees among other considerations.

The Social Calendar will be attached to all future Nepenthe Newsletters.

Interest in the formation of a Golf Club was also put off to a later date.

Finally, the next meeting will be held at 4:00 p.m on October 23, 2018.



# Nepenthe Association

## Management Report – October 3<sup>rd</sup>, 2018

### 1 COMMUNICATION

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#### 1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON SEPTEMBER 7<sup>TH</sup>, 2018. THE NEXT NEWSLETTER WILL BE PUBLISHED ON OCTOBER 5<sup>TH</sup>, 2018. TOPICS TO BE COVERED ARE:

- Update on “Living in Nepenthe: What You Need to Know”, Nepenthe’s annual homeowner education event
- Manager’s Report
- President’s Letter
- Cash Flow Report
- ARC Application process
- Parking Update
- Landscape Update
- Property Left in Commons Areas

#### 1.2 WEBSITE:

- Calendar is up to date and complete.
- Website has been reviewed for inconsistencies or out-of-date information by management and Board. Many issues were found with outdated information and some programming and web design revisions were suggested. Website, downloadable forms and documents are all completed and updated.
- Website speed was addressed as well, at the request of Director Loge. Management contacted HostGator, our web host company, to inquire about what can be done. Due to the content size such as text, pictures, and multiple pages, we are possibly in need of a private server. The cost of a new web design on a private server option was provided for review. This item to be tabled until the end of our current contract at which point we will review all options available.
- Announcements scroll received most recent update on 9/26/18.

### 2 FACILITIES

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- 2.1.1 **Benches** - 4 new steel benches have been received from Wausau. We have contracted with Elite Service Experts for them to be installed by 10/5/18 on the concrete slabs that have been laid in the designated areas for these benches.
- 2.1.2 **Banquet Chairs** – 40 new banquet chairs were ordered from School Outfitters for the clubhouse lounge rentals and association meetings. They arrived on September 3<sup>rd</sup>. The old chairs have been relocated to the Dunbarton Cabana.
- 2.1.3 **Lounge Lighting** -Lighting installed July 13th by River City Electric and is fully operational. River City Electric has also installed a new dimmer feature on 9/28/2018

- 2.1.4 **Fencing Repairs** - James E. Williams and Son has completed the first phase of reported fencing repairs. Painting of each fence was completed as of 8/31/2018. New bids are being received for the next round of fencing repairs, which include fencing issues reported after this first phase of repairs began.
- 2.1.5 **Security Cameras** have been added to all pool decks. The purpose of the cameras is to aid law enforcement in the event of a crime. Signage for the cameras has been ordered and should be posted by October 10<sup>th</sup>, 2018.
- 2.1.6 **Light Pole Update** – The association is under contract with Randy Ross Services to install new globes, fitters and bulbs on all light posts. The 50 additional globes, fitters and bulbs have now been completed as of 8/28/2018. The “Collars” of each of the posts were repainted for any scratches that were done while the replacements took place.
- 2.1.7 **Janitorial Service** - All regular scheduled cleanings were completed five days per week including the cleaning of the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom.

### 3 GROUND

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- 3.1.1 Management and the Grounds Committee has been working with Coast on numerous issues. While it has been agreed that attention will be focused on priority items such as weed abatement and irrigation issues, Coast landscape will now be shifting focus to seasonal priority items such as broad leaf treatment and leaf abatement in preparation for fall. New plantings will continue to be postponed until after the start of 2019.
- 3.1.2 Management, the Grounds Chair and Juliana Brown, the Coast Account Manager meet weekly to review the Coast weekly report matrix which outlines actions and maintenance performed for the week. Homeowner landscape issues and basic work processes are also discussed at this weekly meeting.
- 3.1.3 Nepenthe Facilities Manager, Daniel Devlin, has weekly Zone Walk notes compiled for the purpose of documenting the details of all grounds items of concern discussed during each zone walk with the Grounds Committee and Coast Landscapes, Juliana Brown, our account manager. A copy of the notes from each of the weekly Zone Walks are attached to this report.
- 3.1.4 The grounds committee has decided going forward that each zone steward will be copied on all work orders pertaining to their zone. Stewards will be kept informed by receiving progress code updates via email through our Frist Service Residential system. This feature will inform the copied zone steward of when the work order was placed, when the request was sent to the vendor and when a resolution has been made. An image, associated with the work order will most likely be included to offer clarity.

## **3.2 TREE MAINTENANCE**

- 3.2.1 A tree walk was performed on September 4<sup>th</sup>, Paul Dubois from The Grove Total Tree Care walked Zone 5 with management, Coast and Grounds Committee members. Various maintenance items were noted and 2 trees are recommended for removal. However Paul Dubois was not able to attend the September grounds committee meeting. In result, the grounds committee voted to approve all work stated in the tree report with the exception of the two trees recommended for removal. The two trees will be reviewed at the November grounds committee meeting along with Paul's tree report for Zone 6. Board is expected to approve the work in the October 3<sup>rd</sup> Executive Session. The arborist's report is always available at the office for homeowner review.

## **3.3 CONCRETE REPAIRS**

- 3.3.1 NorCal Asphalt has completed the driveway concrete repairs as well as the installation of one handrail at 1 location, completed on 8/31/2018.

# **4 FINANCIAL**

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- 4.1.1 Flood Insurance Surcharge: April 1, 2018, Non-resident owners were assessed the flood surcharges for three policy years. 2016, 2017 and 2018. The total amount assessed was \$79,875. Through August 31, \$56,462 has been received, \$19,939 has been rescinded and \$3,474 has yet to be collected, but the owners have been notified of their delinquency and lien enforcement processes are active.
- 4.1.2 August 2018 Financials are enclosed for review.
- 4.1.3 Management has prepared the first draft of the 2019 Budget which will be provided to the Board under separate cover.

# **5 GOVERNANCE**

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## **5.1 COURTESY PATROL**

- 5.1.1 Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

## **5.2 NON-COMPLIANCE NOTICES**

- 5.2.1 Notices have been sent to owners and tenants for the following violations:
- Unauthorized Object – other
  - Landscaping – Tree Maintenance
  - Non- Compliance- Decorations
  - Architectural Modification- No plans
  - Exterior of home- Needs to be cleaned

# Living in Nepenthe: What You Need to Know



## NEPENTHE NEWS

### Saturday, September 29th 9:30 am to Noon

You already know that you love Nepenthe. After all, it is a beautiful place and the appeal of it is easy to see.

However, do you know whether the trash enclosure for your garbage cans is your responsibility to maintain or the association's?

Do you know if the contents of your home are insured by the association's master policy?

Maybe you have questions about whether your home is a condominium or a townhouse. What's the difference, anyway?

Many homeowners have questions about the trees and landscape—maybe you do too.

If you would like the answers to these questions and many more, please consider attending our annual education event hosted by the Outreach Committee.

From 9:30 to 10:00, enjoy coffee and refreshments with your neighbors. From 10:00 to 11:30 you will hear from speakers that will cover a variety of topics related to living in Nepenthe.

After the speakers, there will be an open table period to allow owners to make direct contact with our various committees and vendors.

This educational event is intended for all Nepenthe residents—those who just moved in and more seasoned residents who just have questions.

If you have any questions about the event, please feel free to reach out to management. See you there!

### President's Letter

Hello to all. The smoke from the fires has diminished, thank goodness. While our quality of life has improved, we must remember all those Californians who suffered major losses from the horrific fires. Nepenthe's Insurance, Liability, and Safety Committee is developing a Disaster Preparedness Plan. It will provide guidelines and recommendations for management and homeowners to follow in the event of a catastrophic event such as a fire or flood. Hopefully, we never have such an occasion.

The Board at a special joint open session with the Finance Committee in August, approved the 2019 Reserve Study. This study projects the financial needs of Nepenthe for major maintenance and improvement projects for the future. Based on this review, the Board feels the Nepenthe Reserves are adequate for next year. Thanks to Board members and the Finance Committee members for hours of hard work.

The Homeowners Forum is coming up on September 29. I would like to encourage everyone, new and long-term owners, to attend. There will be presentations by the committee

*(Continued on page 4)*

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## July Cash Flow Report

Sources / Uses	Operations	Reserves
<b>Beginning Balance 1/1/2018</b>	<b>\$256,783</b>	<b>\$6,219,844</b>
<b>Plus Income</b>	<b>\$2,176,875</b>	
Accounts Payable	\$183,307	
Pending Reserve Expense	(\$66,549)	
Reserve Investment Income		\$30,700
Contributions to Reserve		\$1,274,029
<b>Less Operating Expenses</b>	<b>(\$876,446)</b>	
Reserve Funding	(\$1,274,029)	
Reserve Expenditures		(\$761,086)
<b>Ending Balance 7/31/2018</b>	<b>\$399,941</b>	<b>\$6,763,488</b>

## July Budget Report

Actual year-to-date income of \$2,176,875 versus year-to-date budgeted income of \$2,045,687 produced a positive variance of \$131,188.

Actual year-to-date operating expenses of \$2,150,475 versus year-to-date budgeted expenses of \$2,045,687 produced a negative variance of (-\$104,788). The two combined variances produced a positive year-to-date variance of (\$26,400).

## Approved Architectural Modifications

The improvements listed were approved by the Board of Directors on  
September 5, 2018

If you wish to make any exterior changes to your unit that are visible to the community, could impact drainage or interior changes that impact the roof, you must submit an architectural application for review and approval by the Architectural Committee and Board of Directors before starting any work.

Applications are due at the Nepenthe office by the Wednesday prior to the Architectural Committee Meeting.

The Architectural Committee will next meet on

**Tuesday September 11, 2018 in the Club-house Lounge at 5:30pm**

2248 Swarthmore Drive	Emergency HVAC Replacement
1111 Commons Drive	Window/Patio Slider Replacements
2308 Swarthmore Drive	Window/Patio Slider Replacements
1497 University Avenue	Emergency HVAC Replacement
1229 Vanderbilt Way	Emergency HVAC Replacement
901 Elmhurst Circle	Emergency HVAC Replacement

# Cookbook Club

Would you like to join a group of adventurous cooks interested in cookbooks and in trying new recipes? Then come to an organizing meeting on Sunday, September 30 from 1:00 to 3:00 in the Nepenthe Clubhouse Library.

At this first meeting, we will sample different interpretations of the humble appetizer, hummus. Bring your favorite riff on this dish, along with a few copies of the recipe to share. Pita chips will be provided.

We will also develop a meeting schedule and choose a cookbook to be the basis for the next session's meal. An open question is whether we will make dishes ahead to share or cook together in the clubhouse kitchen. Come with your ideas.

Please send an email to [kimfuller55@gmail.com](mailto:kimfuller55@gmail.com) to let us know of your interest.



## Important Dates

**September 11th @ 5:30pm**

**Architectural Review Committee Meeting**

**September 11th @ 5:00pm**

**Insurance, Legal and Safety Committee Meeting**

**September 20th @ 3:00pm**

**Grounds Committee Meeting**

**September 25th @ 4:30pm**

**Outreach Committee Meeting**

**September 29th @ 10:00am**

**"Living in Nepenthe: What You Need to Know"**

**September 30th @ 1:00pm**

**Cookbook Club**

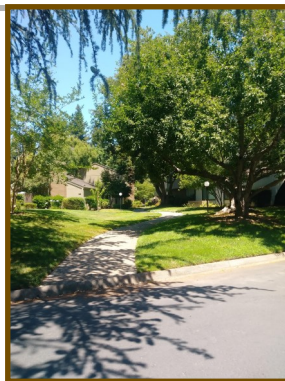
# Do You Need Architectural Approval?

One of the hallmarks of a townhome community is its uniformity of design. If you've lived in other planned communities, you might be familiar with having to get approval for paint color or landscape designs.

Compared to that level of architectural review, it may be hard to see at first glance what items would need approval in Nepenthe.

Here, the review process is not focused very much on aesthetic design review, but is very focused on maintaining the integrity of the current structure.

An example of this is Heating and Air Systems. You already have one— why does the committee need to review the replacement? The answer goes to our shared maintenance agreement. Since the association is responsible for maintaining



the current uniform design of the townhomes, they must also be installed in a manner that safeguards the building envelope.

Rooftop solar arrays is another area that requires careful review. To that end, the association has been working on revising the current criteria so that the limits of

the siding, the placement of the HVAC equipment becomes very important. Windows are another that require careful review. Not only must they look consistent with

the installation and the future care and maintenance is clearly understood by all parties *before* the work starts.

One last area to think about— patio renovations. Obviously any structure should be reviewed by the Architectural Review Committee, but what about hardscape? While the committee is still working on specific criteria, it is not a bad idea to obtain approval before pouring or installing any kind of patio. The combined expertise and experience of the committee may see pitfalls that you had not considered when reviewing design ideas.

The homes here are close together and our actions can have immediate impact on our neighbors. Check with the office when you are considering any home improvement.

## Letter from President

*(Continued from page 1)*

chairs and others covering a variety of topics from governance to insurance. I would also like to encourage everyone to get involved with volunteering on committees. It is a great way to learn about Nepenthe.

Finally, management and the Board have begun developing the operating budget for 2019. The review of its elements will include the Finance committee. The Board should approve the operating budget in early November.

Wishing everyone a pleasant Fall.

-Frank Loge, President

## Better Angels

Better Angels is a bipartisan citizen group dedicated to bridging the political divide by building a new way to talk with one another, participate in public life and influence the direction of a nation.

If you would like to learn more, there are two Campus Commons residents who would be happy to answer your questions:

Benita Bollinger, [benitalb60@gmail.com](mailto:benitalb60@gmail.com), 916-927-9437 and John Bloomer, [john.blmr@gmail.com](mailto:john.blmr@gmail.com), 916-568-9357

# All About the Trees...



This photo, while not beautiful, does a good job showing the diversity in our forest. We see a small purple plum tree, a newly planted dogwood, aging locusts trees on either edge and in the background I see mayten and ash trees. In the foreground there is an area of bare dirt where a couple of aging birch trees had recently been removed. I took the photo while meeting with the homeowner to discuss possible replacement trees. We also consult with our arborist, Paul Dubois of The Grove Total Tree Care to help select the right tree for the right space.

Recently we lost a beautiful cedar tree on Dunbarton. It was heart wrenching to see this unique and beautiful tree go down. Unfortunately, not everyone values, or even sees, the trees the way Nepentheans do. A telecommunication company had trenched

right through the root zone of this massive tree, damaging it irreparably. Trees more than 24" diameter are Private Protected Trees under the City of Sacramento's Tree Ordinances. Any work on these trees require a permit from the city. It appears that the telecommunication company did not apply for a permit which is something that the City is investigating.

This particular tree had been on the arborist's watch list since 2016 due to its pronounced lean that had not fully self-corrected.

The loss of this tree prompted some folks to ask about the process behind tree removals. We have a great process at Nepenthe and it starts with the Grounds Committee. Every month, a tree walk is conducted in one zone (there are seven zones in Nepenthe).

Attending the walk are the arborist, management and members of the Grounds Committee. We learn a lot on these walks and while we're learning, Mr. Dubois is taking notes and photographs that he then compiles into a report. The report is generally two to three pages and is supported by approximately 30 photos. At the Grounds Committee meeting, Mr. Dubois walks the committee through the report and uses the photos to illustrate the problems and solutions therein.

Each report is accompanied by a proposal. The work proposed is a mixture of pruning, chemical treatments and removals. Sometimes the committee pushes back on a suggested removal and the proposal is revised. The committee then forwards its recommendations to the Board of Directors who makes the final approval.

Management's role is generally to facilitate

the process. We collect the reports and make them available to interested parties and we post the trees for removal. We also spend time with the committee and the arborist discussing future plantings. Occasionally, when there is an emergency, I am called upon to make a decision. In the case of the cedar, it was easy to agree to the removal because I had the strength of our arborist's recommendation *and* that of the City arborist who measured the lift and agreed that the tree was actively failing and was hours away from falling into the house across the street.

Speaking of trees, we will soon be conducting our annual clearance pruning to maintain a safe envelope around homes, over walkways and over streets.

How are your patio trees? We see a lot of them touching the roofs and siding. You might receive a notice from us. You don't have to wait to receive a notice, but can go ahead and have your trees pruned when you see them getting overgrown. The Grove, because they do spend a lot of time on the property, will take care of your trees at a good price. Their office number is 916-231-8733. Please let them know you are a Nepenthe homeowner.

I've been at Nepenthe now for five years-wow! The trees are the very jewel of this community and they are precious to me and to my staff. I think you feel the same way since you've made this your home. Let's never forget the value that these magnificent trees provide to our neighborhood.

-Bettsi Ledesma, General Manager

# Manager's Report

You may have been at Wednesday's Board meeting, but if not, here is a synopsis of my recent report to the directors.

## Grounds:

New contract with Coast Landscape began July 15th, 2018. Since then management and the Grounds Committee have been working with Coast on numerous issues. It has been agreed that attention will be focused on priority items including irrigation and weed abatement. New plantings will be postponed until after the start of 2019.

Management, the Grounds Co-Chair Don Landsittel and Juliana Brown, the Coast Account Manager meet weekly to review the Coast weekly report matrix which outlines actions and maintenance performed for the week. Homeowner landscape issues and basic work processes are also discussed at this weekly meeting.

Nepenthe Facilities Manager, Daniel Devlin, has weekly Zone Walk notes compiled for the purpose of documenting the details of all grounds items of concern discussed with the Grounds Committee and Coast. A copy of the notes from each of the weekly Zone Walks were provided to the Board.

Daniel Devlin also prepared the Landscape Request Procedure which can be viewed on page 6 of this newsletter.

## Tree Maintenance:

On August 7th, Paul Dubois from The Grove Total Tree Care walked Zone 4 with management, Coast and Grounds Committee members. Various maintenance items were noted and nine trees were recommended for removal. The Grounds Committee reviewed the report at their August 16th meeting and recommended it for approval to the Board who approved it on

September 5th. The trees to be removed are marked with signs. The arborist's report is always available at the office for homeowner review.

On August 20, 2018, Arborist Paul Dubois noted that the Deodor Cedar at 1020 Dunbarton which had been on his watch list for two years was noticeably lifting due to root pruning which had been performed by a telecommunication company and was in imminent danger of failing. Failure of the tree would have a horrific impact on 1015 Dunbarton right across the street. He

immediately reached out to the City of Sacramento Arborist who came to view the tree. He concurred with Mr. Dubois' observations and provided a permit to immediately remove the tree. Manager Bettsi Ledesma was informed and work commenced. The Arborist's report is available to view at the Clubhouse library.

## Facilities:

Security Cameras have been added to all pool decks. The purpose of the cameras is to aid law

enforcement in the event of a crime. Signs are on order and will be posted to advise of the cameras. The Board adopted an internal policy to outline camera usage and video accessibility.

All of Nepenthe's lampposts have been updated with new light bulbs and globes.

The clubhouse lounge has new lighting and a ceiling fan. The new lighting is a big improvement over the old fixtures and will soon be on dimmers.

If you have any questions about the items in this report, please feel free to reach out to me. I can be reached by phone at 916-929-8380 or via email at [Bettsi.ledesma@fsresidential.com](mailto:Bettsi.ledesma@fsresidential.com).



# Landscape Request Procedures

We hope you find this procedure helpful. Nepenthe is a big property and there is a lot here for Coast to learn, but management, the Grounds Committee and Coast are all committed to keeping Nepenthe beautiful.

## Overview

Landscape requests can be submitted a number of different ways. Requests can be submitted by phone, in person by filling out a “Resident Maintenance Request Form” (located at the clubhouse) or by email. Staff will review the request and issue a landscape work order. Coast will receive the work order, assign a priority, and delegate to the appropriate landscape technician.

Turnaround times will vary depending on technician workload and the priority established by the Nepenthe Facilities Manager and the Coast Manager. On average, response times can be anywhere from 2-14 days. Potential damage to the property and landscape, fire and life-safety issues, and impact to the association’s operations will determine the priority. Emergencies will be expedited.

## PRIORITY LIST:

**Urgent:** The goal is to respond to all urgent matters within the same business day. Stabilization and or resolutions are expected within 2-4 business days from the notification of the request. Once resolved, management will follow up with the requester notifying them of completion. Requests made after 3:00pm will likely roll over into the next business day.

**Routine:** Normal Maintenance request items that do not pose an immediate risk to irrigation clocks or systems, equipment or components. Stabilization and or resolutions expected with 3-14 business days. Once resolved, management will follow up with the requester notifying them of completion. Requests made after 3:00pm will likely roll over into the next business day.

**Planned:** Work requests planned and scheduled for a mutually agreeable date and time and when facilities resources are available. All other designations, urgent and routine maintenance must be satisfied before this work takes place. This work may be subject to delay during emergencies and urgent matters. Requests made after 3:00pm will likely roll over into the next business day.

## PLANNED WORK SCHEDULES

### Juan (Irrigation Specialist) Tentative schedule:

*7:30am-8:00am- ARRIVES on site.*

*8:00am- 8:30am- WORK order completion and or irrigation hot spot assessments.*

*8:30am-10:00am- Blow off clubhouses/ pool areas and tennis courts, tend to pet waste station.*

*10:30am Complete work orders/ daily tasks list. Investigate reports from crew, disclosing location of dry areas. Juliana (Account Manager) to assist with horticultural work orders.*

*2:00pm Occasionally return to tennis courts to blow off area as residents finish using for the day.*

### Angel (Team Leader) Tentative schedule:

*7:30am- 8:00am- Arrives on site.*

*8:00am-8:30am- weed abatement (SPRAYING/pulling) and natural pruning without power equipment.*

*8:30am- 3:00pm- mow/edge/trim/weed eat/ prune with power equipment as needed. Attend to completion of work orders (Mainly horticultural, but also assisting Juan as needed)*

## WEEKLY FOCUS AREAS (tentative schedule):

Monday: Weed abatement and pruning

Tuesday: Mowing/edging/blowing

Wednesday: Mowing /edging / blowing

Thursday: mowing/ edging/ blwoing

Friday: Weed abatement and pruning.

Please note-

All scheduling is subject to change as we approach different seasons. Schedules and focus areas adjust to best fit Nepenthe’s needs. If you have any questions or concerns in regards to landscape request procedures please feel free to contact the management team.

-Daniel Devlin, Facilities Manager



Nepenthe Association  
1131 Commons Drive  
Sacramento, CA 95825

Phone: 916-929-8380  
Nepenthe.HOA@FSResidential.com

Office Hours:  
Monday–Friday 9:00 AM to 6:00 PM  
Closed for lunch, 1:00 to 2:00 PM  
Saturday–Sunday (Winter) 9:00AM to 1:00 PM  
Saturday–Sunday (Summer) 12:00 PM to 4:00 PM

[www.NepentheHOA.com](http://www.NepentheHOA.com)

### **Management Staff:**

Bettsi Ledesma, General Manager, [bettsi.ledesma@fsresidential.com](mailto:bettsi.ledesma@fsresidential.com)

Sarah Lowrey, Assistant Community Manager, [sarah.lowrey@fsresidential.com](mailto:sarah.lowrey@fsresidential.com)

Daniel Devlin, Assistant Manager / Facilities Manager [Daniel.Devlin@fsresidential.com](mailto:Daniel.Devlin@fsresidential.com)

Nirmal Dhesi, Administrative Assistant, [Nirmal.Dhesi@fsresidential.com](mailto:Nirmal.Dhesi@fsresidential.com)

FirstService Residential Customer Care Center: 1-800-428-5588

### **Other Important Contacts:**

**Paladin Security: 916-331-3175 or [www.PaladinPrivateSecurity.com](http://www.PaladinPrivateSecurity.com)**

**Power Outage: 1-888-456-SMUD**

**Nepenthe Insurance: Farmers Insurance, Ryan DeShong, 916-636-0115**

**City of Sacramento (garbage, recycling, city street parking enforcement, etc.): 3-1-1**

### **Board of Directors:**

Frank Loge, President, [fjloge@outlook.com](mailto:fjloge@outlook.com), 916-920-0752

Linda Cook, Vice President, [linda\\_cook@att.net](mailto:linda_cook@att.net), 916-847-8996

Steve Huffman, Secretary, [steve@huffmanstrategy.com](mailto:steve@huffmanstrategy.com), 916-214-4500

Christina George, Treasurer, [cjadot@comcast.net](mailto:cjadot@comcast.net), 916-921-2793

Jan Summers, Member at Large, [Summersj10@Yahoo.com](mailto:Summersj10@Yahoo.com), 916-927-5570

## **Committees**

**Board of Directors Open Session Meeting**  
5:30pm in the Clubhouse on the  
1st Wednesday of every month.

### **Committee Meetings:**

Times, dates and locations of meetings can be  
found on the website at

<http://nepenthehoa.com/event-calendar/> or on the  
bulletin board outside of the Clubhouse.

#### **Architectural Review Committee**

Chair: Jenny Smith

#### **Elections Committee**

Chair: Yvonne Del Biaggio

#### **Finance Committee**

Chair: John Baker

#### **Grounds Committee**

Co-Chair: Don Landsittel

Co-Chair: Open

#### **Insurance, Legal and Safety Committee**

Chair: Nancy Arndorfer

#### **Outreach Committee**

Chair: Charles Schaffer

## **A Note on Green Waste**

**What a shame! The green waste bags are not being taken to the green waste facility any longer. They are going straight to the dump.**

**Unfortunately, so many homeowners have placed household and pet waste in the green waste bags that they will no longer be accepted.**

**Please renew your efforts to bag ONLY green waste. Let's see if we can get back to a place where our clippings can be collected and composted for good.**

## 2018 Master Calendar

Due Date	Item	Complete
1/1	Fiscal Year Begins	X
1/1	Office closed for New Year's	X
1/2	Office closed for New Year's	X
1/9	ARC Meeting 5:30pm	X
1/9	Insurance, Legal and Safety Committee Meeting 5pm	X
1/10	Board Meetings: Closed 4PM, Open 5:30 PM	X
1/12	Nepenthe News published	X
1/12	Assess non-resident owners the flood insurance surcharge	1-Apr
1/22	Finance Committee meeting 3:00 PM	X
1/31	Committee Minutes due in management office	X
1/31	Lock in agendas for Board meetings - 1) Appoint Inspectors of Election, Inspectors to designate address to receive ballots, date, time and location of election, poll closing time, 2) Board to designate "Record Date" 3) Approve proposal for Reserve Study with Site Review	X
2/1	Manager posts agenda and distributes Board packets	X
2/1	Manager to submit required records to CPA for Annual Review	X
2/1	Insurance Agent to conduct annual risk assessment inspection	X
2/7	Board Meetings: Closed 4 PM, Open 5:30 PM	X
2/9	Nepenthe News published	X
2/8	Grounds Committee meeting 3:00 PM	X
2/13	ARC meeting 5:30pm	X
2/13	Insurance, Legal and Safety Committee Meeting 5pm	X
2/19	Minimal Staffing in Office for President's Day	X
2/26	Finance Committee meeting 4:00 PM	n/a
2/28	Committee Minutes due in management office	X
2/28	Lock in agendas for Board meetings	X
3/1	Manager posts agenda and distributes Board packets	X
2/27	Election Committee organizational meeting	n/a
2/27	Pool contractor to inform management of any equipment needs for the pool season	28-Mar
3/7	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
3/8	Grounds Committee meeting 3:00 PM	X
3/9	Nepenthe News published	X
3/13	ARC meeting 5:30pm	X
3/13	Insurance, Legal and Safety Committee Meeting 5pm	X
3/20	Manager to mail hearing notices to delinquent owners	n/a

## 2018 Master Calendar

3/26	Finance Committee meeting 3:00 PM	n/a
3/28	Committee Minutes due in management office	X
3/28	Lock in agendas for Board meetings- 1) DQ hearings 2) 4) Accept Annual Review by CPA 5) Risk Assessment Report by agent	X
3/30	Manager posts agenda and distributes Board packets	X
4/4	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
4/4	Board President to sign tax returns	X
4/7	Mail Annual Review to homeowners in accordance with civil code requirements	X
4/7	Manager to notify members disqualified to vote due to delinquent assessments	NA
4/7	Manager to post candidate statements on websites	NA
4/7	Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline	X
4/10	ARC Meeting 5:30 PM	X
4/10	Insurance, Legal and Safety Committee Meeting 5pm	X
4/12	Grounds Committee meeting 3:00 PM	X
4/17	Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting	X
4/20	Inspectors to proofread ballot materials	NA
4/21	Deadline for petitioners to nominate for Board	NA
4/21	Upload ballot and Resident Information Form to mail house	NA
4/23	Finance Committee meeting 6:30 pm	X
4/24	Committee Minutes due in management office	X
4/25	Lock In agenda for Board Meeting	X
4/28	Safety Forum- ILS	X
5/2	Board Meetings: Closed 3:30 PM, Open 5:30 PM	X
5/4	Star Wars Day	X
5/4	Nepenthe News published- VOTE reminder first page, sign up for committee service	X
5/5	Candidates Forum	X
5/8	ARC meeting 5:30 PM	X
5/8	Insurance, Legal and Safety Committee Meeting 5pm DEVELOP AND SUBMIT TO THE BOARD SPECIFICATIONS FOR PROPOSALS BASED ON FIVE YEARS HISTORY OF CLAIMS, INDUSTRY STANDARDS, TRENDS AND REPLACEMENT COST/VALUE PER THE MARSHALL/SWIFT RESIDENTIAL COST HANDBOOK (Per the Standards and Practices for Insurance)	
5/10	Grounds Committee meeting 3:00 PM	X

## 2018 Master Calendar

5/11	Deadline for committee applications	X
5/23	2018 Annual Meeting	X
5/24	Post election results via E-blast and on outside bulletin board and websites	X
5/28	Minimal Staffing in Office for Memorial Day	X
6/2	Summer weekend hours begin (12-4)	X
6/6	Lock in agendas for Board meetings - 1) Board Liaisons 2) Committee Appointments 3) Minutes from Annual Meeting are approved for distribution 4) Board to approve Request for Proposal Specifications for transmittal to qualified brokers per Standards and Practices	X
6/6	Committee Minutes due in management office	X
6/7	Grounds Committee meeting 4:00 PM	X
6/8	Manager posts agenda and distributes Board packets	X
6/12	ARC meeting 5:30pm	X
6/12	Insurance, Legal and Safety Committee Meeting 5pm	X
6/13	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
6/24	"Jazz by the Pool"	X
6/25	Finance Committee meeting 4:00 PM	X
7/4	Lock in agendas for Board meetings	X
7/4	Committee minutes due to management office	X
7/4	Office Closed for Independence Day	X
7/5	Manager begins preparation of next year's budget	X
7/6	Manager posts agenda and distributes Board packets	X
7/10	ARC Meeting 5:30pm	X
7/10	Insurance, Legal and Safety Committee Meeting 5pm	X
7/11	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
7/12	Grounds Committee meeting 3:00 PM	X
7/13	Nepenthe News published	X
7/23	Finance Committee meeting 4:00 PM	N/A
7/25	Committee minutes due to management office	N/A
7/25	Lock in agendas for Board meetings - 1) Reserve Study Approval	N/A
7/27	Manager posts agenda and distributes Board packets	N/A
7/29	"Jazz by the Pool"	X
8/1	NO AUGUST (Open or Exec.) Board Meeting Per Board of Directors	X
8/3	Nepenthe News published	X
8/7	National Night Out	N/A
8/9	Grounds Committee meeting 3:00 PM	X

## 2018 Master Calendar

8/14	Insurance, Legal and Safety Committee Meeting 5pm; ILS Committee to meet and review insurance needs	X
8/14	ARC meeting 5:30 PM	X
8/29	Committee minutes due to management office	X
8/29	Lock in agendas for Board meetings 1) Tree Work Bids 2) Overseeding Bid 3) Draft Reserve study & budget 4) Approve Insurance Quote	X
9/1	Manager works with agent to ensure Primary Residence Information Forms are being sent to all owners.	X
9/1	Manager posts agenda and distributes Board packets	X
9/3	Office closed for Labor Day	X
9/5	Board Meetings: Closed 4 PM, Open 5:30 PM	X
9/7	Nepenthe News published	X
9/11	ARC meeting 5:30 PM	N/A
9/11	Insurance, Legal and Safety Committee Meeting 5pm	X
9/20	Grounds Committee meeting 3:00 PM	X
9/25	Committee minutes due to management office	X
9/26	Lock in agendas for Board meetings - 1) Approve Budget 2)(Tabled until November)Gutter and Roof Cleaning	X
9/28	Manager posts agenda and distributes Board packets	X
9/29	Annual Education Forum "Living at Nepenthe: What you need to know"	X
10/3	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
10/6	Nepenthe News published	
10/7	Winter weekend hours begin (9:00-1:00)	
10/9	ARC meeting 5:30 PM	
10/10	Mail Budget Disclosures to homeowners	
10/9	Insurance, Legal and Safety Committee Meeting 5pm	
10/12	Grounds Committee meeting 3:00 PM	
10/29	Committee minutes due to management office	
10/23	Finance Committee meeting 3:00 PM	
10/31	Lock in agendas for Board meetings - 1) Flood Insurance renewal	
11/2	Manager posts agenda and distributes Board packets	
11/1	Roof & Gutter Cleaning begins	
11/7	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
11/8	Grounds Committee meeting 3:00 PM	
11/9	Nepenthe News published - include Holiday Décor Policy	

## 2018 Master Calendar

11/13	ARC meeting 5:30 PM	
11/13	Insurance, Legal and Safety Committee Meeting 5pm	
11/22	Office Closed for Thanksgiving	
11/23	Office Closed for Thanksgiving	
11/26	Committee minutes due to management office	
11/28	Lock in agendas for Board meetings - 1) master calendar 2) 2019 Goals Discussion 3) Appoint Nominating Committee	
11/30	Manager posts agenda and distributes Board packets	
12/5	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
12/7	Nepenthe News published	
12/11	ARC meeting 5:30pm	
12/11	Insurance, Legal and Safety Committee Meeting 5pm	
12/13	Grounds Committee meeting 3:00 PM	
12/24	Committee minutes due to management office	
12/24	Office closed for Christmas	
12/25	Office closed for Christmas	
12/26	Lock in agendas for Board meetings: 1) Board Goals for 2019	
12/29	Manager posts agenda and distributes Board packets	
12/31	Closed for New Year's Eve	



## Zone 2 Walk Notes – Prepared by Daniel Devlin

### Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Compliance Issues	N/A
Facility Concerns	N/A
Tree Follow Up	N/A
General findings and Landscape Notes	<p><b>Location- 2263 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>Remove dead Dogwood as well as weed at Redwood Island.</li> </ul> <p><b>Location-1336 Vanderbilt :</b></p> <ul style="list-style-type: none"> <li>Remove dog dish in greenbelt. Remove row of Geraniums closet to Azaleas as they are smothering them.</li> </ul>

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**Location-1242 Vanderbilt :**

- Remove dead Xylosma stump (cut to ground).

**Location-1236 Vanderbilt in Alley:**

- Cut back Laurels blocking mailbox and addresses. Remove tree stake on Oak in green belt.

**Location- 1230 Vanderbilt:**

- Dry creek next to address, remove suckers and grasses.

**Location- 1056 Vanderbilt:**

- In the front of the dry creek, rake out branches and dead ivy.

**Location- 1300 Commons:**

- Fix/reposition flagged sprinkler at house.

**Location 2269 Swarthmore Alley:**

- Broken Lateral or sprinkler head? Lots of water flooding area.

**Location- 2247-2265 Swarthmore Alley:**

- Is there irrigation? Seems very dry.

**Location- 1260 Vanderbilt:**

- Too much water at light post and not enough in front law.

	<p><b>Location- 1248 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• Lawn is very dry.</li> </ul> <p><b>Location- Greenbelt:</b></p> <ul style="list-style-type: none"> <li>• Several hot spots and dry patches.</li> </ul> <p><b>Location- 1230 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• To wet, check run times.</li> </ul> <p><b>Location- 1212 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• Very wet, stuck valve?</li> </ul> <p><b>Location- 1106 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• How spots in law on entry to alley way.</li> </ul> <p><b>Location- 1026 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• Dry Ivy and Maple.</li> </ul>
Future Enhancement Notes:	<p><b>Location- 1342 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• Remove Pittosporum and volunteer in Azalea</li> </ul> <p><b>Location-2287 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Needs infill.</li> </ul>

	<p><b>Location- 2285 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• 3 Dead Rhodies at Redwoods.</li> </ul> <p><b>Location- 2265 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Needs shrubs.</li> </ul> <p><b>Location- 2251 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Future ivy removal.</li> </ul> <p><b>Location- 2245 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Dead Azalea</li> </ul> <p><b>Location- 2232 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Needs infill</li> </ul>
Areas/questions for discussion:	<ul style="list-style-type: none"> <li>• Adding the removal of Redwood suckers to every pruning schedule.</li> <li>• Adding Gardenia to natural prune list.</li> <li>• Do not spray redwood suckers just snip off as the spray will harm the tree.</li> <li>• Discussed using a smaller mower due to tire ruts. Decided that this is a training issue and crew needs to learn the run times better to avoid wet areas.</li> <li>• Seeing a lot of tree bubblers in lawn in every zone, switching to netefim.</li> </ul>
Miscellaneous:	N/A



## Zone 3 Walk Notes – Prepared by Daniel Devlin

### Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Compliance Issues	<p><b>Violation- 107 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Trim patio trees</li> </ul> <p><b>Violation- 109 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Trim patio trees.</li> </ul> <p><b>Violation- 2312 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Trim patio trees</li> </ul> <p><b>Violation- 2326 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Notice- Trim patio trees.</li> </ul> <p><b>Violation- 407 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Overgrown Patio</li> </ul>
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	<p><b>Violation- 409 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Trim tree away from building</li> </ul> <p><b>Violation- 501 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Garage door mechanism in front of home, needs to be removed.</li> </ul> <p><b>Violation- 507 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Notice- Overgrown patio/trim trees.</li> </ul>
Facility Concerns	<ul style="list-style-type: none"> <li>• Green bike was left at 2330 Vanderbilt, Management to call owner and see if it belongs to them and or have Maintenance technician remove from common area.</li> </ul>
Tree Follow Up	<p><b>Tree Descriptions:</b></p> <ul style="list-style-type: none"> <li>• Birch located at 1215 Vanderbilt has a dead limb and needs to be inspected by arborist.</li> </ul>
General findings and Landscape Notes	<p><b>Location- 2328 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Sprinklers flooding at entry, add emitters to Rhododenron.</li> </ul> <p><b>Location- 807 Dunbarton Alley:</b></p> <ul style="list-style-type: none"> <li>• Broken Rotor sprinkler.</li> </ul> <p><b>Location- Circle, Near 815 Dunbarton:</b></p>

- Dry ferns, needs more water.

**Location-711 Dunbarton :**

- Do not prune shrubs at Howe except for road clearance

**Location- 409-411 Dunbarton:**

- Decided to have natural pruning of Escallonias. But to keep the branches clear of the walk way.

**Location- 501 Dunbarton-**

- Remove Ivy that is creeping up side of building.

**Location- 509 Dunbarton Alley:**

- Prune Nadina away from street light/lamp.

**Location- 601-615 Dunbarton:**

- Prune Rhamphiolepis rounder.

**Location- 705 Dunbarton:**

- Remove large sedge weed at fence and dead ilex at gate.

**Location- 801 Dunbarton:**

- Weed abatement needed at this location and surrounding areas.

**Location- 811 Dunbarton:**

- At the side yard, do not prune Photinia at Howe Ave.

Future Enhancement Notes:	<p><b>Location- 401 Dunbarton Side of alley:</b></p> <ul style="list-style-type: none"> <li>• Fill in holes along road from rotten roots, this is a trip hazard.</li> </ul> <p><b>Location- 2326 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Side, needs shrubs.</li> </ul> <p><b>Location- Front of 2328 Sawrthmore:</b></p> <ul style="list-style-type: none"> <li>• Needs shrubs.</li> </ul> <p><b>Location- 2330 Swarthmore:</b></p> <ul style="list-style-type: none"> <li>• Eliminate tiny lawn with enhancements, change to ground covers.</li> </ul> <p><b>Location- Side of 601 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Add shrubs/ ferns at fence corner add Euonymus (green/gold).</li> </ul> <p><b>Location- 613 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Add small tree in the front, Coral Red Crape Myrtle.</li> </ul> <p><b>Location- Front of 609 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Needs infill painting</li> </ul>

	<p><b>Location- Front of 803 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Dead Japanese maple.</li> </ul> <p><b>Location- Front of 717 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• 2 shrubs needed.</li> </ul> <p><b>Location- Side of 811 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Plants needed at wall. Also front of home needs ground cover.</li> </ul> <p><b>Location- 811 Dunbarton at Howe and University:</b></p> <ul style="list-style-type: none"> <li>• Needs a broad –canopied large tree to replace Gleditsia that was removed.</li> </ul> <p><b>Location- 805 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Needs shrubs.</li> </ul> <p><b>Location- Side of 817 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• In need of plants.</li> </ul>
Areas/questions for discussion:	<ul style="list-style-type: none"> <li>• Add Carex Evergold to plant pallet list?</li> <li>• Add grey –leaved Gazania to plant list?</li> </ul>

	<ul style="list-style-type: none"> <li>Bender boards for common areas, aloud? Can we add this to thr grounds vision? This would provide a better map for crew and look clean cut, Pro's vs Con's etc. This discussion will be added to the agenda for the next committee meeting.</li> </ul>
Miscellaneous:	N/A



## Zone 4 Walk Notes – Prepared by Daniel Devlin

### Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Compliance Issues	N/A
Facility Concerns	<ul style="list-style-type: none"> <li>W/O for Randy to secure globe to light pole located at 803 Dunbarton.</li> </ul>
Tree Follow Up	<p><b>Tree Descriptions:</b></p> <ul style="list-style-type: none"> <li>Cedar tree located at 820 Dunbarton is close to structure, place on arborist watch list.</li> </ul>
General findings and Landscape Notes	<p><b>Location- 206 Dunbarton Alley:</b></p> <ul style="list-style-type: none"> <li>Add emittersto dry plants.</li> </ul> <p><b>Location- Corner of 704 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>Check netafim connection for leaks</li> </ul>

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**Location- 706 Dunbarton:**

- Spray heads hitting fence, can we change direction to keep fence dry? Is there netefim at the fence line?

**Location- Front of 514-516 Dunbarton:**

- Make tree wells for little tree remove tree suckers.

**Location- Front of 306 Dunbarton:**

- Cut mostly dead camellia back to the suckers at the base to see if they will grow back lush.

**Location- Front of 308 Dunbarton:**

- Pull/spray hedge in the Abelias and groundcovers

**Location- Side of 506 Dunbarton:**

- Remove dead Xylosma.

**Location- Side/Front of 206 Dunbarton:**

- Trim Nandina in half at wall, it's too late.

**Location- Side of 510 Dunbarton:**

- Weed and ivy at drainage rocks, remove ivy from cobble at drain.

**Location- 108 Dunbarton Alley:**

- Remove Nandina suckers at mailbox/street.
-

Future Enhancement Notes:	<p><b>Location- 100 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Dead Camellia.</li> </ul> <p><b>Location- 200 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Dead Azalea.</li> </ul> <p><b>Location- 206 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• 4 Dead Euonymus (green and gold) 1 dead Hydrangea.</li> </ul> <p><b>Location- Front of 510 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Dead Azalea.</li> </ul> <p><b>Location- Corner of 308 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Add ground cover.</li> </ul> <p><b>Location Side of 506 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Dead Xylosma.</li> </ul> <p><b>Location- Front of 706 Dunbarton:</b></p> <ul style="list-style-type: none"> <li>• Dead Azaleas.</li> </ul>

Areas/questions for discussion:	<ul style="list-style-type: none"> <li>• In reference to species specific pruning we will dead- head Agapanthus.</li> <li>• When blowing, pick up fallen branches and don't blow back into the beds.</li> <li>• Add Correa to plant list.</li> <li>• Decided that newly planted trees will have at least 3 foot tree wells around them perhaps 4 foot wells for certain trees.</li> <li>• Established trees should have a 2 foot clearance of all ground covers.</li> <li>• Concrete/stucco contractors should not wash out concrete stucco near trees (nor drain inlets at street) they should be instructed to wash out on bare dirt areas out of sight.</li> <li>• The Grove prefers not to use cobble or stone as mulch under trees.</li> <li>• The Grove prefers not to have ground cover under mature trees and thinks mulch is best.</li> <li>• Instead of pulling dead limbs from plants we will cut back the dead limbs to promote new growth in winter.</li> </ul>
Miscellaneous:	N/A



## Zone 5 Walk Notes – Prepared by Daniel Devlin

### Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Compliance Issues	N/A
Facility Concerns	<ul style="list-style-type: none"> <li>W/O for Randy to check #705 patio door that is not closing. (Stopping at the bottom)</li> </ul>
Tree Follow Up	<p><b>Tree Descriptions:</b></p> <ul style="list-style-type: none"> <li>Birch located at 1215 Vanderbilt has a dead limb and needs to be inspected by arborist.</li> </ul>
General findings and Landscape Notes	<p><b>Location- 105 Elmhurst:</b></p> <ul style="list-style-type: none"> <li>Check frequency on drip system at this location (Excessive Irrigation)</li> </ul> <p><b>Location- 605 Elmhurst Alley at Redwood:</b></p> <ul style="list-style-type: none"> <li>Broken Spray Head.</li> </ul>

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**Location- 607 Elmhurst:**

- Add emitter to stressed Abelia in front of home.

**Location- Elmhurst Pool:**

- Add emitter to stressed Abelia.

**Location- 705 Elmhurst:**

- Rake out dead ivy and remove weeds/tree suckers.

**Location- 1131 Vanderbilt Alley:**

- Trim Ligustrum (Privet) at mailbox.

**Location- 219 Elmhurst Alley:**

- Remove tree suckers/weeds, make tree wells.

**Location- 1207 Vanderbilt Alley:**

- Re-stake tree. T&M.

**Location-1329 Vanderbilt:**

- Remove Pot and dead plant.

**Location- 705 Elmhurst:**

- Remove tree suckers on redwood and pull weeds on back side of home.

	<p><b>Location- 609 Elmhurst:</b></p> <ul style="list-style-type: none"> <li>• Remove tree suckers from redwood.</li> </ul>
Future Enhancement Notes:	<p><b>Location- 1131 Vanderbilt:</b></p> <ul style="list-style-type: none"> <li>• Dead Fatsia in front of home, bare spots on the side of home.</li> </ul> <p><b>Location- 201 Elmhurst:</b></p> <ul style="list-style-type: none"> <li>• Bare spots in front of home.</li> </ul>
Areas/questions for discussion:	<ul style="list-style-type: none"> <li>• MP rotators and spray heads.</li> </ul>
Miscellaneous:	N/A

## Bettsi Ledesma

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**From:** Greg Beale <gbeale1@icloud.com>  
**Sent:** Wednesday, September 19, 2018 11:27 PM  
**To:** Bettsi Ledesma  
**Subject:** Re: Revised Proposed Solar Criteria comment to the Board

**Follow Up Flag:** Follow up  
**Due By:** Monday, September 24, 2018 8:00 AM  
**Flag Status:** Flagged

Please pass this on to the Board for their information:

A couple comments is all. Your preoccupation with the aesthetics of the inverter are unfair and unfounded. I am constantly amazed that this is an obsession of the committee when air conditioning units, and ugly external piping for water and gas, are well in view on almost all houses.

Inverters are half the size now than just three years ago. Moreover the emergency switch off mechanism must be externally accessible, and can't be inside the garage.

"The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof panels shall be located in an area that will minimize the visual and aesthetic impact on the community. The first locations to be considered for peripheral equipment shall be the interior walls of the garage."

45 days. How about 30 days for approval. These things take a long time anyway because SMUD has its legal timelines to adhere to.

We have been solar panel owners for years, both in REDDING and here. With energy costs sure to go up, going solar will be more and more in demand. I suggest a proactive approach to this, it will raise home values and increase the reputation of our community!

Sent from my iPad

On Sep 19, 2018, at 2:08 PM, [bettsi.ledesma@fsresidential.com](mailto:bettsi.ledesma@fsresidential.com) wrote:

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



September 19, 2018

GREGORY BEALE / JANICE BEALE  
1544 Saint Andrews Dr  
Redding CA 96003 USA

RE: REVISED Proposed Solar Criteria

Dear GREGORY BEALE / JANICE BEALE:

Yesterday I emailed you the text of the proposed solar criteria. Unfortunately, I made an error. I neglected to include one clause which was added to the document at the last meeting of the Architectural Review Committee.

Here is the excerpt from the minutes:

## NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, August 14, 2018 at 5:30 pm in Clubhouse

3. Discussion on revised Proposed Nepenthe Solar Rules and Section 24 of the ARC Guidelines. Review Jenny's final drafts. Joel noted a passage that was supposed to be included was not. It was motioned, seconded and passed that section 5.B. should include "becomes inoperable" as basis for removal. Text drafted by Joel was provided for insertion in the draft where appropriate.

Following was the text provided during the July ARC meeting:

### Owner Responsibilities

5. Owners must:

b. Be responsible for the costs for the maintenance, repair, and replacement of the solar

energy system until the system has been removed; and inoperable systems must either be fixed or removed from the property (at the owner's expense) within one (1) year of becoming inoperable.

I have added this phrase to clean version that I emailed to you yesterday (see attached). I apologize for the confusion and please let me know if you have any questions about this Proposed Solar Criteria.

Sincerely,

Bettsi Ledesma  
General Manager Property Ops

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[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/NDc1NDU%3d/mcqkxnebj.dr2.aspx>

Click here to [Unsubscribe](#)

mc: 47545



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**September 5<sup>th</sup>, 2018, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION  
MINUTES**

**I. CALL TO ORDER: 5:29PM**

Present	Arrival	Board Member	Positon	Departure
X	5:15pm	Frank Loge	President	6:00pm
X	5:15pm	Linda Cook	Vice President	6:00pm
		Christina George	Treasurer	
X	5:15pm	Steve Huffman	Secretary	6:00pm
X	5:15pm	Jan Summers	Member at Large	6:00pm

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on September 5<sup>th</sup>, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

**III. COMMITTEE REPORTS**

- a. Architectural Review Committee
- b. Finance Committee - No Report
- c. Grounds Committee
- d. Insurance, Legal and Safety Committee
- e. Outreach Committee

**IV. MANAGEMENT REPORT**

- a. Report
- b. July Nepenthe News
- c. August Nepenthe News
- d. Master Calendar
- e. Coast Weekly Report Matrix Coast Zone Walk Notes
- f. Facility Manager Zone Walk Notes
- g. Landscape Request Procedure
- h. Arborist's report on failed Cedar at 1020 Dunbarton

**V. HOMEOWNER CORRESPONDENCE**

The Board reviewed correspondence from one homeowner.

**NO Action – Review Only**

**VI. HOMEOWNER COMMENTS**

One homeowner addressed the Board at this time, with concerns relating to parking and water meters.

- VII. CONSENT CALENDAR** In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. The Board reviewed the items prior to the meeting so that they may have questions answered in advance. Action required: Board Resolution.

**Resolution: The Board approves Consent Calendar items A to I as presented.**

**Motion:** Linda Cook

**Second:** Jan Summers

**Vote:** All in Favor

<i>Begin Consent Calendar</i>
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**a. Approval of Minutes July 11, 2018 Open Session Minutes**

Resolution: The Open Session minutes dated July 11, 2018 are approved as presented.

**b. Approval of Minutes August 14<sup>th</sup>, 2018 Special Open Session Minutes**

Resolution: The Open Session minutes dated July 11, 2018 are approved as presented

**c. Approve Security Camera Policy**

To improve safety and security at Nepenthe, cameras have been installed at the main clubhouse pool deck and the Dunbarton Cabana. The policy enclosed outlines camera usage and video accessibility.

Resolution: The Board approves the Security Camera Policy as presented.

**d. Accept Recommendation to Obtain Insurance Quotes from the Insurance, Legal & Safety Committee**

**e. Financial Statement: June 2018**

Resolution: The Board accepts the June 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$27,377 and reserve funding of \$1,098,038 compared to the reserve funding budget of \$1,055,946. The reserves are funded through June 2018. The Association has \$374,731 in operating funds, which represents 1.28 months of budgeted expenses and reserve contributions. The Association has \$6,609,449 in reserve funds.

**f. Financial Statement: July 2018**

Resolution: The Board accepts the July 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$26,400 and reserve funding of \$1,274,029 compared to the reserve funding budget of \$1,231,937. The reserves are funded through July 2018. The Association has \$399,941 in operating funds, which represents 1.37 months of budgeted expenses and reserve contributions. The Association has \$6,763,488 in reserve funds.

**g. Appoint Committee Members for 2018-2019**

The homeowners listed below have submitted their applications for appointment to the referenced committees. All of them have agreed to abide by Nepenthe's Conflict of Interest Policy.

- i. **Diane Durowa, Grounds Committee**
- ii. **Charles Nelson, Grounds Committee**
- iii. **Ron Holehouse, Grounds Committee**
- iv. **Pat Thompson, Grounds Committee**

Resolution: The Board appoints the committee members as listed on the September 5, 2018 Open Session Agenda.

**h. Lien Resolution**

Per the Resolution dated August 31, 2018, 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.

<b>Account Number</b>	<b>Past Due Amount</b>
2356-01	\$850.99
1957-01	\$976.00
2431-01	\$3,416.00
2452-02	\$675.00
2394-03	\$1,464.00

**i. Architectural Applications**

The Architectural Review Committee met on August 14<sup>th</sup>, 2018 to review the applications listed below. The applications are in a binder on the directors' table.

Resolution: The Board confirms the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
<b>1</b>	2248 Swarthmore Drive	Emergency HVAC Replacement	Approval
<b>2</b>	1111 Commons Drive	Window / Patio Slider Replacement	Approval
<b>3</b>	2308 Swarthmore Drive	Window / Patio Slider Replacement	Approval
<b>4</b>	1497 University Ave	Emergency HVAC Replacement	Approval
<b>5</b>	1229 Vanderbilt Way	Emergency HVAC Replacement	Approval

6	901 Elmhurst Circle	Emergency HVAC Replacement	Approval
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*End Consent Calendar*

#### VIII. UNFINISHED BUSINESS

##### a. Revised Solar Criteria

The Architectural Review Committee has performed an extensive review of the criteria and has made some modifications to allow for continuity and to address some things that were missing in the original version prepared by Nepenthe's general counsel. Management recommends that this revised version be returned to the attorney for one more review and then get published to the membership for a final thirty-day comment period. Recommended adoption date: November 7, 2018.

No Action: Tabled until November Open Session Meeting

#### IX. NEW BUSINESS

##### a. Review Tree Care Proposal from The Grove Total Tree Care

On August 7th, Paul Dubois from The Grove Total Tree Care walked Zone 4 with management, Coast and Grounds Committee members. Various maintenance items were noted and 9 trees are recommended for removal.

**Resolution:** The Board approved the proposal from The Grove Total Tree Care in the amount of \$19,435 payable from Reserves which has a remaining allocation for 2018 of \$87,043.

**Motion:** Steve Huffamn

**Second:** Linda Cook

**Vote:** All in Favor

#### X. HOMEOWNER COMMENTS

No homeowner chose to address the Board at this time.

#### XI. NEXT MEETING: Wednesday, October 3<sup>rd</sup>, 2018 at 5:30 pm in the Nepenthe Clubhouse

#### XII. ADJOURN: 5:56PM



# FirstService Financial

September 25, 2018

## Banking Analysis for Nepenthe Association

Current Accounts		Balances as of 8/31/2018	Interest Rate	Maturity Date	Estimated Net Annual Interest	ID / SSN Required?
Operating - US Bank - Checking						
Operating - Union Bank - MM		\$ 259,877	0.00%		-	N/N
Reserve - Wells Fargo Advisors - MLCD - variable rate		\$ 157,050	0.90%		1,413	N/N
Reserve - Wells Fargo Advisors - CD - Various		\$ 500,000	0.00%	2022-2023	-	N/Y
Reserve - Wells Fargo Advisors - Fund (Mkt Value)		\$ 3,025,000	1.85%	2019-2021	55,963	N/Y
Reserve - Wells Fargo Advisors - MM (incl deposit in transit)		\$ 514,197	2.13%		10,952	N/Y
Totals		\$ 7,090,775	0.45%		11,856	N/Y
Average Yield on Deposits					80.184	
					1.13%	

FirstService Financial Insured Deposits Program Recommended Alternative		Balances as of 8/31/2018	Interest Rate	Maturity Date	Estimated Net Annual Interest	ID / SSN Required?
Operating - US Bank - Checking						
Operating - Luther Burbank - MM (New Account)		\$ 259,877	0.00%		-	N/N
Reserve - Morgan Stanley - MLCD - variable rate(Trf in process)		\$ 157,050	2.00%		3,141	Y/Y
Reserve - Morgan Stanley - CD - Various(Trf in process)		\$ 500,000	0.00%	2022-2023	-	N/Y
Reserve - Morgan Stanley - CD - Various(Trf in process)		\$ 3,025,000	1.85%	2019-2021	55,963	N/Y
Reserve - Morgan Stanley - CD/Trbills (New higher of CD/Trbills)		\$ 500,000	1.88%	1 month	9,375	N/Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.20%	6 months	8,800	N/Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.50%	12 months	10,000	N/Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.65%	18 months	10,600	N/Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.85%	24 months	11,400	N/Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	2.95%	30 months	11,800	N/Y
Reserve - Morgan Stanley - CD (New CDs)		\$ 400,000	3.05%	36 months	12,200	N/Y
Reserve - Metropolitan Coml - MM (New Account)		\$ 248,848	1.50%		3,733	Y/Y
Totals		\$ 7,090,775			137,011	
Average Yield on Deposits					1.93%	

Note 1: CD rates as of 9/25/2018; Actual rate may vary based on Purchase Date; Investments in brokered CD's are limited to \$250k per bank

FirstService Financial, Inc. is an affiliate of FirstService Residential and receives a fee from the partner financial institutions listed above for coordinating and sponsoring this program. The interest rates noted above are net of the fee paid by the financial institution to FirstService Financial, Inc. Please see the attached Rate Sheet for other terms and conditions regarding the program.

# **NEPENTHE ASSOCIATION**

## **CASH BASIS FINANCIAL STATEMENTS**

**FOR THE MONTH AND EIGHT MONTH(S) ENDED  
AUGUST 31, 2018**

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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, 2018

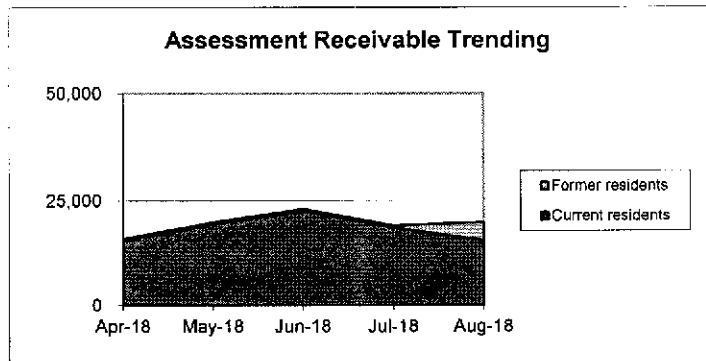
**For the Month Ended:** August 31, 2018

## CASH SUMMARY

	This month	Last Month	Change in Cash	
Operating cash	416,927.20	399,940.82	Increase in Cash	16,986.38
Reserve Cash General Reserve	6,665,488.21	6,763,487.82	Decrease in Cash	(97,999.61)
Adj Operating Cash (see note 1)	298,481.87	290,459.55	Increase in Cash	8,022.32
Average budgeted expenses / month		292,241.00		
Average # of months of available cash		1.43		
Percent Funded Per 2016 Reserve Study		41%		

## ASSESSMENT SUMMARY

Monthly Assessment Budget	287,921.00
Assessment Cash Received	296,031.27
<b>Total Assessments Receivable</b>	
0-30 days (see note 1)	0.00
31-60 days late	9,129.29
61-90 days late	3,118.00
over 90 days late	<u>7,668.39</u>
Total Assessments Due	19,915.68
<b>Other Receivable</b>	<u>7,374.58</u>
Total Owners Receivable	27,290.26
Past Residents Assessments Rec.	4,392.00
Prepaid Assessments	118,445.33



## OPERATING SUMMARY

Category	August Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2500
Utilities	8,029	68,403	68,200	(203)	Electricity, Water
Landscape	48,416	248,898	244,000	(4,898)	Sprinkler Repair
Common Area	40,501	181,535	90,760	(90,775)	See Note 3
Management/On-Site Admin	34,036	274,886	269,224	(5,662)	General Counsel, Website
Insurance	41,798	275,505	257,816	(17,689)	Insurance, Flood Insurance
Total Operating Expenses	172,781	1,049,227	930,000	(119,227)	Spending overbudget year-to-date

## RESERVE SUMMARY

Contribution to Reserves this month:	175,991.00	Rsv Disbursement this month:	277,264.23
Contribution to Rsvs Year-to-Date:	1,460,020.30	Rsv Disbursement YTD:	1,038,349.87
Interest on reserve funds Year-to-Date:	33,973.81		

## 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. Pool Equipment Repair, Gutter & Downspout Cleaning, Repair & Maintenance

### Nepenthe's Year To Date Cash Flow

Sources/Uses	Operations	Reserves
<b>Beginning Balance 1/01/2018</b>	<b>256,783</b>	<b>6,219,844</b>
Prior year Due from Management		
<b>Plus</b> Income	2,477,667	
Reserve Investment Income		33,974
Contributions to Reserves		1,450,020
Pending Reserve Expense	(27,769)	
Accounts Payable	209,493	
Due from Vendor		
<b>Less</b> Operating Expenses	(1,049,227)	
Reserve Funding	(1,450,020)	
Reserve Expenses		(1,038,350)
<b>Ending Balance 8/31/2018</b>	<b>416,927</b>	<b>6,665,488</b>

### Budget Report

Actual year-to-date income of \$2,477,667.23 versus year-to-date budgeted income of \$2,337,928.00 produced a positive year-to-date income variance of \$139,739.23

Actual year-to-date operating expenses and reserve contribution of \$2,499,246.71 versus year-to-date budgeted expenses & contributions of \$2,337,928.00 produced a negative year-to-date operating expenses variance of \$ (161,318.71) .

The two combined variances produced a positive year-to-date variance of \$ (21,579.48)

### Other Information

Unpaid assessments at	8/31/2018 were:	\$	19,916
Prepaid assessments at	8/31/2018 were:	\$	118,445

NEPENTHE ASSOCIATION COMPARATIVE BALANCE SHEET 08/31/2018
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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	416,927.20	399,940.82
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	6,665,488.21	6,763,487.82
	-----	-----
TOTAL CASH AND INVESTMENTS	7,082,565.41	7,163,578.64
OTHER ASSETS		
PENDING RESERVE EXPENSE	27,769.40	66,549.01
DUE FROM VENDOR-DAIOHS FIRST CHOICE	101.78	101.78
	-----	-----
TOTAL OTHER ASSETS	27,871.18	66,650.79
TOTAL ASSETS	7,110,436.59	7,230,229.43
	=====	=====
LIABILITIES		
-----		
ACCOUNTS PAYABLE	209,493.36	183,306.69
	-----	-----
TOTAL LIABILITIES	209,493.36	183,306.69
MEMBERS EQUITY		
-----		
GENERAL RESERVE FUND BALANCE	6,665,488.21	6,763,487.82
OPERATING FUND BALANCE-BEG OF YEAR	257,034.50	257,034.50
CURRENT YEAR INCOME/(LOSS)	(21,579.48)	26,400.42
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	7,110,436.59	7,230,229.43
	=====	=====

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA  
15241 Laguna Canyon Road  
Irvine, CA 92618

As of date: 08/31/2018

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			259,877.30
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT	1880024236		0.90%	157,049.90
							=====
Total (Cash)							417,077.20
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK	CKING	153495833060			21,635.00
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT	66896148			2,613,015.91
21140	RESERVE INVESTMENT	WELLS WELLS FARGO	INVMNT	24708099			3,025,028.00
21141	RESERVE INVESTMENT	WELLS WELLS FARGO	INVMNT	66896148			500,000.00
21142	RESERVE INVESTMENT	WELLS WELLS FARGO	INVMNT	66896148			505,809.30
							=====
Total (Reserves)							6,665,488.21
Grand Total							=====
							7,082,565.41

NEPENTHE ASSOCIATION  
RESERVE FUND BALANCES SUPPORT SCHEDULES  
08/31/2018

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c/o FirstService Residential  
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	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
<b>GENERAL RESERVES</b>						
23103 INTEREST ON RESERVE FUNDING	51,546.94	(51,546.94)	33,973.81	0.00	0.00	33,973.81
22872 RESERVE STUDY RESERVE	0.00	12,167.58	3,472.00	0.00	(3,676.42)	11,963.16
22960 PAINTING-INTERIOR RESERVES	0.00	3,916.73	1,504.00	0.00	0.00	5,420.73
23014 CONCRETE REPAIRED RESERVES	0.00	24,931.91	27,816.00	(25,399.00)	0.00	27,348.91
23113 LIGHTING RESERVES	0.00	0.00	0.00	(20,778.85)	(1,430.00)	(22,208.85)
23120 ROOF RESERVES	0.00	3,928,435.68	530,760.00	(1,665.00)	(2,706.00)	4,454,824.68
23122 POOL/SPA RESERVES	0.00	83,986.25	30,808.00	(7,217.00)	(5,435.00)	102,142.25
23127 FENCING RESERVES	0.00	156,839.63	62,840.00	(58,198.56)	(501.14)	160,979.93
23130 CONTIGENCY RESERVES	(600.00)	600.00	0.00	0.00	0.00	0.00
23133 IRRIGATION RESERVES	0.00	296,475.91	92,504.00	(21,625.35)	(45,968.68)	321,385.88
23135 WROUGHT IRON RESERVE	0.00	0.00	0.00	0.00	(55,923.25)	(55,923.25)
23136 SHINGLE RESERVES	0.00	0.00	0.00	(57,529.97)	(85,545.42)	(143,075.39)
23146 SIGNS RESERVES	0.00	13,409.40	3,000.00	0.00	0.00	16,409.40
23178 PAVING RESERVES	0.00	343,325.45	91,160.00	0.00	0.00	434,485.45
23199 RESERVE STUDY RESERVES	0.00	2,678.87	1,456.00	0.00	(3,000.00)	1,134.87
L23133 OUTDOOR EQUIPMENT RSRV	0.00	3,457.39	2,408.00	0.00	0.00	5,865.39
L23135 PAINT EXTERIOR RSRV	0.00	188,448.73	144,432.00	0.00	(18,600.00)	314,280.73
L23136 STRUCTURAL REPAIRS RSRV	0.00	728,979.43	309,416.00	0.00	0.00	1,038,395.43
N22911 UNDERGROUND UTILITY RSRV	(39,575.00)	85,392.20	10,992.00	0.00	(36,890.00)	19,919.20
N22912 MECHANICAL EQUIPMENT RSRV	0.00	32,788.34	4,760.00	0.00	0.00	37,548.34
N23017 CLUBHOUSE RENOVATION RSRV	87,647.21	8,735.10	27,728.00	(14,577.97)	(32,239.07)	77,293.27
N23130 MISCELLANEOUS RSRV	67,653.89	(64,668.92)	2,072.00	(1,320.00)	0.00	3,736.97
N23270 UNIT EXTERIOR RESERVE	5,397,318.49	(5,397,318.49)	0.00	0.00	(50,608.74)	(50,608.74)
N23271 MAIN CLUBHOUSE AREA RSRV	204,627.37	(204,627.37)	0.00	0.00	0.00	0.00
N23274 TENNIS COURT RSRV	(3,340.00)	53,032.75	9,496.00	0.00	0.00	59,188.75
N23275 GROUNDS RESERVE	664,425.49	(599,026.60)	62,484.30	(55,567.53)	(227,625.92)	(155,310.26)
N23276 ADMINISTRATIVE RESERVE	3,886.08	(3,886.08)	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL ANNUAL MAINT RSRV	(213,746.50)	287,865.48	23,112.00	(13,385.00)	(173,807.50)	(89,961.52)
N22991 POLE LIGHT REPAIRS RSRV	0.00	65,607.57	7,800.00	0.00	(17,128.50)	56,279.07
	-----	-----	-----	-----	-----	-----
<b>TOTAL GENERAL RESERVES</b>	<b>6,219,843.97</b>	<b>0.00</b>	<b>1,483,994.11</b>	<b>(277,264.23)</b>	<b>(761,085.64)</b>	<b>6,665,488.21</b>

NEPENTHE ASSOCIATION  
INCOME STATEMENT  
08/31/2018

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c/o FirstService Residential  
15241 Laguna Canyon Rd  
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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
<b>REVENUE</b>									
296,031.27	287,921	8,110.27	14000	HOMEOWNER ASSESSMENT REVENUE	2,339,728.24	2,303,368	36,360.24	3,455,052	1,115,323.76
1,666.37	1,800	(133.63)	14087	EASEMENT AGREEMENT	12,542.35	14,400	(1,857.65)	21,600	9,057.65
52.29	0	52.29	14101	INTEREST ON PAST DUE ASSESSMENTS	1,416.03	0	1,416.03	0	(1,416.03)
380.00	50	330.00	14110	KEY REVENUE	905.00	400	505.00	600	(305.00)
525.00	700	(175.00)	14113	CLUBHOUSE RENTAL	4,835.00	5,600	(765.00)	8,400	3,565.00
0.00	0	0.00	14116	CC&R VIOLATIONS/FINES	3,596.24	0	3,596.24	0	(3,596.24)
1,110.00	0	1,110.00	14122	INSURANCE REIMBURSEMENT	60,288.00	0	60,288.00	0	(60,288.00)
907.00	1,770	(863.00)	14132	MISCELLANEOUS REVENUE	51,675.75	14,160	37,515.75	21,240	(30,435.75)
119.94	0	119.94	14162	OPERATING INTEREST REVENUE	945.41	0	945.41	0	(945.41)
3,273.62	0	3,273.62	14163	RESERVE INTEREST REVENUE	33,973.81	0	33,973.81	0	(33,973.81)
0.00	0	0.00	14372	PAST OWNERS REVENUE	1,735.21	0	1,735.21	0	(1,735.21)
<b>304,065.49</b>	<b>292,241</b>	<b>11,824.49</b>		<b>TOTAL REVENUE</b>	<b>2,511,641.04</b>	<b>2,337,928</b>	<b>173,713.04</b>	<b>3,506,892</b>	<b>995,250.96</b>
<b>RESERVE CONTRIBUTION</b>									
175,991.00	175,991	0.00	19758	GENERAL RESERVES	1,407,928.00	1,407,928	0.00	2,111,892	703,964.00
3,273.62	0	(3,273.62)	19803	GENERAL RESERVE INTEREST	33,973.81	0	(33,973.81)	0	(33,973.81)
0.00	0	0.00	N19975	GROUNDS RSV	42,092.30	0	(42,092.30)	0	(42,092.30)
<b>179,264.62</b>	<b>175,991</b>	<b>(3,273.62)</b>		<b>TOTAL RESERVE CONTRIBUTION</b>	<b>1,483,994.11</b>	<b>1,407,928</b>	<b>(76,066.11)</b>	<b>2,111,892</b>	<b>627,897.89</b>
<b>124,800.87</b>	<b>116,250</b>	<b>8,550.87</b>		<b>AVAILABLE OPERATING REVENUE</b>	<b>1,027,646.93</b>	<b>930,000</b>	<b>97,646.93</b>	<b>1,395,000</b>	<b>367,353.07</b>
<b>OPERATING EXPENSES</b>									
<b>UTILITIES</b>									
2,794.80	2,575	(219.80)	15101	ELECTRICITY	24,309.54	20,600	(3,709.54)	30,900	6,590.46
453.52	1,700	1,246.48	15102	GAS	8,784.26	13,600	4,815.74	20,400	11,615.74
0.00	200	200.00	15103	REFUSE COLLECTION	0.00	1,600	1,600.00	2,400	2,400.00
727.56	350	(377.56)	15105	TELEPHONE EXPENSE	1,966.66	2,800	833.34	4,200	2,233.34
4,053.36	3,700	(353.36)	15106	WATER	32,930.26	29,600	(3,330.26)	44,400	11,469.74
0.00	0	0.00	15155	INTERNET EXPENSES	412.50	0	(412.50)	0	(412.50)
<b>8,029.24</b>	<b>8,525</b>	<b>495.76</b>		<b>TOTAL UTILITIES</b>	<b>68,403.22</b>	<b>68,200</b>	<b>(203.22)</b>	<b>102,300</b>	<b>33,896.78</b>
<b>LAND MAINTENANCE</b>									
48,416.36	30,500	(17,916.36)	15500	CONTRACT LANDSCAPE SERVICE	228,416.36	244,000	15,583.64	366,000	137,583.64
0.00	0	0.00	15505	SPRINKLER REPAIR	20,481.45	0	(20,481.45)	0	(20,481.45)
<b>48,416.36</b>	<b>30,500</b>	<b>(17,916.36)</b>		<b>TOTAL LAND MAINTENANCE</b>	<b>248,897.81</b>	<b>244,000</b>	<b>(4,897.81)</b>	<b>366,000</b>	<b>117,102.19</b>
<b>COMMON AREA</b>									
1,700.00	1,800	100.00	16020	CONTRACT POOL/SPA SERVICE	13,600.00	14,400	800.00	21,600	8,000.00

NEPENTHE ASSOCIATION  
INCOME STATEMENT  
08/31/2018

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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
425.00	0	(425.00)	16022	POOL EQUIPMENT REPAIR	9,771.87	0	(9,771.87)	0	(9,771.87)
0.00	125	125.00	16027	POOL INSPECTION	577.27	1,000	422.73	1,500	922.73
(2,350.71)	280	2,630.71	18524	MATERIAL SUPPLIES	2,655.42	2,240	(415.42)	3,360	704.58
540.00	190	(350.00)	18526	PEST CONTROL	1,315.00	1,520	205.00	2,280	965.00
1,580.00	1,580	0.00	18531	JANITORIAL SERVICE	12,780.00	12,640	(140.00)	18,960	6,180.00
254.64	185	(69.64)	18532	JANITORIAL SUPPLIES	2,221.56	1,480	(741.56)	2,220	(1.56)
140.35	20	(120.35)	18534	FIRE EXTINGUISHER	170.35	160	(10.35)	240	69.65
(509.00)	0	509.00	18544	LIGHT REPAIRS	94.00	0	(94.00)	0	(94.00)
0.00	1,450	1,450.00	18579	PATROL SERVICE	13,303.50	11,600	(1,703.50)	17,400	4,096.50
500.00	5,200	4,700.00	18736	GUTTER & DOWNSPOUT CLEANING	65,203.00	41,600	(23,603.00)	62,400	(2,803.00)
38,054.35	325	(37,729.35)	18767	REPAIR & MAINTENANCE	58,242.58	2,600	(55,642.58)	3,900	(54,342.58)
41.15	150	108.85	18905	KITCHEN SUPPLIES	655.35	1,200	544.65	1,800	1,144.65
125.00	0	(125.00)	18957	JANITORIAL EXTRA	775.00	0	(775.00)	0	(775.00)
0.00	40	40.00	18986	FITNESS CONTRACT	170.00	320	150.00	480	310.00
<b>40,500.78</b>	<b>11,345</b>	<b>(29,155.78)</b>		<b>TOTAL COMMON AREA</b>	<b>181,534.90</b>	<b>90,760</b>	<b>(90,774.90)</b>	<b>136,140</b>	<b>(45,394.90)</b>
<b>MANAGEMENT/ON-SITE ADMIN EXP</b>									
107.40	150	42.60	18001	COMMUNITY WEBSITE	857.40	1,200	342.60	1,800	942.60
30.30	75	44.70	18003	COMMUNITY EVENTS/PROGRAMS	1,152.02	600	(552.02)	900	(252.02)
52.00	75	23.00	18092	EDUCATION/ADULT PROGRAM	587.00	600	13.00	900	313.00
7,159.31	7,200	40.69	19109	CONTRACT MANAGEMENT	57,274.48	57,600	325.52	86,400	29,125.52
0.00	160	160.00	19101	CPA SERVICES	1,895.00	1,280	(615.00)	1,920	25.00
0.00	700	700.00	19104	FEDERAL TAX EXPENSE	0.00	5,600	5,600.00	8,400	8,400.00
25.00	400	375.00	19105	FRANCHISE TAX BOARD	60.00	3,200	3,140.00	4,800	4,740.00
0.00	200	200.00	19106	TAXES & LICENSES	3,540.26	1,600	(1,940.26)	2,400	(1,140.26)
2,016.00	525	(1,491.00)	19108	GENERAL COUNSEL SERVICE	13,288.59	4,200	(9,088.59)	6,300	(6,988.59)
2,391.85	1,800	(591.85)	19111	MANAGEMENT REIMBURSABLE	15,670.36	14,400	(1,270.36)	21,600	5,929.64
0.00	50	50.00	19112	POSTAGE, ON-SITE	671.00	400	(271.00)	600	(71.00)
0.00	50	50.00	19117	DUES & PUBLICATIONS	904.95	400	(504.95)	600	(304.95)
70.00	35	(35.00)	19119	BANK FEES	315.00	280	(35.00)	420	105.00
13,316.87	15,250	1,933.13	19124	ON-SITE STAFF	119,071.92	122,000	2,928.08	183,000	63,928.08
224.00	25	(199.00)	19126	DELINQUENCY MONITORING	169.79	200	30.21	300	130.21
0.00	200	200.00	19132	OPERATING CONTINGENCY	210.00	1,600	1,390.00	2,400	2,190.00
0.00	75	75.00	19143	LEGAL-COLLECTIONS	0.00	600	600.00	900	900.00
80.05	100	19.95	19172	ACCOUNTING REIMBURSABLES	1,254.50	800	(454.50)	1,200	(54.50)
1,335.00	0	(1,335.00)	19174	AMS COLLECTION EXPENSE	280.38	0	(280.38)	0	(280.38)
0.00	75	75.00	19178	PROPERTY TAX	0.00	600	600.00	900	900.00
5,176.55	5,833	656.45	19247	PAYROLL TAXES & BENEFITS	44,099.84	46,664	2,564.16	69,996	25,896.16
150.00	50	(100.00)	19281	WEBSITE	5,000.00	400	(4,600.00)	600	(4,400.00)
1,070.66	175	(895.66)	19295	ON-SITE OFFICE SUPPLIES	3,206.00	1,400	(1,806.00)	2,100	(1,106.00)
306.45	0	(306.45)	19316	INTERNET EXPENSE	306.45	0	(306.45)	0	(306.45)
524.62	400	(124.62)	19382	COPIER LEASE	5,070.71	3,200	(1,870.71)	4,800	(270.71)
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	400	400.00	600	600.00

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c/o FirstService Residential  
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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
<b>34,036.06</b>	<b>33,653</b>	<b>(383.06)</b>		<b>TOTAL MANAGEMENT/ON-SITE ADMIN E</b>	<b>274,885.65</b>	<b>269,224</b>	<b>(5,661.65)</b>	<b>403,836</b>	<b>128,950.35</b>
				<b>INSURANCE</b>					
15,611.66	7,810	(7,801.66)	19107	INSURANCE	70,842.47	62,480	(8,362.47)	93,720	22,877.53
26,186.67	24,417	(1,769.67)	DC19307	FLOOD INSURANCE	204,662.36	195,336	(9,326.36)	293,004	88,341.64
<b>41,798.33</b>	<b>32,227</b>	<b>(9,571.33)</b>		<b>TOTAL INSURANCE</b>	<b>275,504.83</b>	<b>257,816</b>	<b>(17,688.83)</b>	<b>386,724</b>	<b>111,219.17</b>
<b>172,780.77</b>	<b>116,250</b>	<b>(56,530.77)</b>		<b>TOTAL OPERATING EXPENSES</b>	<b>1,049,226.41</b>	<b>930,000</b>	<b>(119,226.41)</b>	<b>1,395,000</b>	<b>345,773.59</b>
(47,979.90)	0	(47,979.90)		NET INCOME/(LOSS)	(21,579.48)	0	(21,579.48)	0	21,579.48

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c/o FirstService Residential  
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FirstService Residential CA  
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	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	TOTAL
<b>REVENUE</b>													
14000 HOMEOWNER ASSESSMENT REVENUE	274994	261437	277293	278556	316509	270601	318757	277358	273323	289565	297586	296031	3432008
14087 EASEMENT AGREEMENT	1063	1738	1701	-1033	4078	1718	-1021	3373	0	1688	1039	1666	16012
14101 INTEREST ON PAST DUE ASSESSMEN	539	53	73	1408	260	26	167	77	33	143	657	52	3488
14110 KEY REVENUE	30	35	60	0	10	20	10	75	65	310	35	380	1030
14113 CLUBHOUSE RENTAL	600	175	925	450	2050	425	315	660	0	860	0	525	6985
14116 CC&R VIOLATIONS/FINES	0	0	0	0	760	0	0	0	1929	0	907	0	3596
14122 INSURANCE REIMBURSEMENT	0	0	0	0	0	0	1800	43022	6999	5329	2028	1110	60288
14132 MISCELLANEOUS REVENUE	0	0	70	0	0	42187	900	0	7681	3340	-3340	907	51745
14162 OPERATING INTEREST REVENUE	111	123	115	112	127	108	116	120	120	112	124	120	1406
14163 RESERVE INTEREST REVENUE	7139	5336	2657	7412	4766	2523	6134	5345	1887	7260	2785	3274	56517
14372 PAST OWNERS REVENUE	0	0	0	0	0	0	0	0	0	0	1735	0	1735
<b>TOTAL REVENUE</b>	<b>284476</b>	<b>268897</b>	<b>282894</b>	<b>286903</b>	<b>328559</b>	<b>317608</b>	<b>327178</b>	<b>330029</b>	<b>292038</b>	<b>308608</b>	<b>303556</b>	<b>304065</b>	<b>3634811</b>
<b>RESERVE CONTRIBUTION</b>													
19758 GENERAL RESERVES	170042	170042	170042	170042	175991	175991	175991	175991	175991	175991	175991	175991	2088096
19803 GENERAL RESERVE INTEREST	7139	5336	2657	7412	4766	2523	6134	5345	1887	7260	2785	3274	56517
N19975 GROUNDS RSV	0	0	0	0	0	0	42092	0	0	0	0	0	42092
<b>TOTAL RESERVE CONTRIBUTION</b>	<b>177181</b>	<b>175378</b>	<b>172699</b>	<b>177454</b>	<b>180757</b>	<b>178514</b>	<b>224217</b>	<b>181336</b>	<b>177878</b>	<b>183251</b>	<b>178776</b>	<b>179265</b>	<b>2186705</b>
<b>AVAILABLE OPERATING REVENUE</b>	<b>107295</b>	<b>93519</b>	<b>110195</b>	<b>109450</b>	<b>147802</b>	<b>139094</b>	<b>102961</b>	<b>148693</b>	<b>114159</b>	<b>125357</b>	<b>124780</b>	<b>124801</b>	<b>1448105</b>
<b>OPERATING EXPENSES</b>													
<b>UTILITIES</b>													
15101 ELECTRICITY	0	5423	0	5262	3022	2919	2776	2716	4705	0	5377	2795	34995
15102 GAS	833	1003	3145	1229	933	1426	1710	1667	852	1011	731	454	14993
15103 REFUSE COLLECTION	0	0	0	1548	0	0	0	0	0	0	0	0	1548
15105 TELEPHONE EXPENSE	294	286	238	525	50	-266	337	287	238	299	295	728	3310
15106 WATER	2349	4965	4245	3032	5308	3517	3912	4307	3692	3826	4316	4053	47521
15155 INTERNET EXPENSES	0	0	0	0	0	0	0	0	0	0	413	0	413
<b>TOTAL UTILITIES</b>	<b>3476</b>	<b>11677</b>	<b>7627</b>	<b>11596</b>	<b>9313</b>	<b>7595</b>	<b>8735</b>	<b>8977</b>	<b>9486</b>	<b>5136</b>	<b>11132</b>	<b>8029</b>	<b>102779</b>
<b>LAND MAINTENANCE</b>													
15500 CONTRACT LANDSCAPE SERVICE	28567	28567	28567	28567	0	60000	0	60000	0	30000	30000	48416	342684
15505 SPRINKLER REPAIR	0	0	0	0	0	0	20481	0	0	0	0	0	20481
<b>TOTAL LAND MAINTENANCE</b>	<b>28567</b>	<b>28567</b>	<b>28567</b>	<b>28567</b>	<b>0</b>	<b>60000</b>	<b>20481</b>	<b>60000</b>	<b>0</b>	<b>30000</b>	<b>30000</b>	<b>48416</b>	<b>363166</b>
<b>COMMON AREA</b>													

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	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	TOTAL
16020 CONTRACT POOL/SPA SERVICE	1700	1700	1700	1700	1700	1700	1700	1700	1700	1700	1700	1700	20400
16022 POOL EQUIPMENT REPAIR	342	1420	0	3950	-3950	0	0	3110	0	9791	396	425	15484
16027 POOL INSPECTION	0	0	0	873	87	0	0	0	0	0	490	0	1450
18524 MATERIAL SUPPLIES	157	0	0	0	349	0	0	950	97	0	3611	-2351	2812
18526 PEST CONTROL	175	0	0	0	0	0	0	0	0	350	425	540	1490
18531 JANITORIAL SERVICE	3050	1525	1525	1525	1525	1580	1580	1580	1580	1775	1580	1580	20405
18532 JANITORIAL SUPPLIES	763	0	536	0	506	391	250	0	472	0	348	255	3521
18534 FIRE EXTINGUISHER	0	0	0	0	0	30	0	0	0	0	0	140	170
18544 LIGHT REPAIRS	0	0	0	0	0	0	0	0	509	0	94	-509	94
18579 PATROL SERVICE	2900	0	1450	1450	4350	0	4203	2375	0	2375	0	0	19104
18736 GUTTER & DOWNSPOUT CLEANING	0	0	0	0	38512	26002	0	0	0	189	0	500	65203
18767 REPAIR & MAINTENANCE	326	344	801	342	1489	972	0	806	4538	4919	7464	38054	60056
18905 KITCHEN SUPPLIES	8	75	152	115	97	102	117	123	0	68	108	41	1005
18957 JANITORIAL EXTRA	0	0	0	270	445	95	0	0	0	0	110	125	1045
18986 FITNESS CONTRACT	85	0	0	85	0	0	85	0	0	85	0	0	340
<b>TOTAL COMMON AREA</b>	<b>9507</b>	<b>5064</b>	<b>6164</b>	<b>10310</b>	<b>45110</b>	<b>30872</b>	<b>7936</b>	<b>10644</b>	<b>8895</b>	<b>21252</b>	<b>16325</b>	<b>40501</b>	212579
<b>MANAGEMENT/ON-SITE ADMIN EXP</b>													
18001 COMMUNITY WEBSITE	43	0	0	0	300	150	0	150	0	150	0	107	900
18003 COMMUNITY EVENTS/PROGRAMS	-2	0	0	32	294	0	174	76	0	0	578	30	1182
18008 VOLUNTEER RECOGNITION	0	21	141	0	0	0	0	0	0	0	0	0	162
18092 EDUCATION/ADULT PROGRAM	0	459	0	0	300	0	0	70	0	0	165	52	1046
19109 CONTRACT MANAGEMENT	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	85912
19101 CPA SERVICES	0	0	0	0	0	0	0	1895	0	0	0	0	1895
19104 FEDERAL TAX EXPENSE	2579	0	0	2579	0	0	0	0	0	0	0	0	5158
19105 FRANCHISE TAX BOARD	0	0	0	1783	0	35	0	0	0	0	0	25	1843
19106 TAXES & LICENSES	0	0	0	0	0	0	0	0	1324	2217	0	0	3540
19108 GENERAL COUNSEL SERVICE	0	840	0	6695	0	5765	1833	2148	1528	0	0	2016	20823
19111 MANAGEMENT REIMBURSABLE	250	1070	1062	1094	4843	1451	2131	375	1246	2857	375	2392	19146
19112 POSTAGE, ON-SITE	70	0	96	0	101	0	0	130	0	0	440	0	837
19116 ADMINISTRATIVE MISC	0	10	0	0	0	0	0	0	0	0	0	0	10
19117 DUES & PUBLICATIONS	0	0	0	0	0	0	590	315	0	0	0	0	905
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	70	455
19124 ON-SITE STAFF	13858	14351	13343	13317	19638	13506	13181	16672	11666	11932	19160	13317	173941
19126 DELINQUENCY MONITORING	-377	52	-503	44	-13	146	95	-354	191	360	-479	224	-614
19132 OPERATING CONTINGENCY	0	0	0	0	0	0	0	0	0	0	210	0	210
19143 LEGAL-COLLECTIONS	0	0	0	-1957	0	0	0	0	0	0	0	0	-1957
19172 ACCOUNTING REIMBURSABLES	0	83	41	40	25	352	441	0	191	165	0	80	1419
19174 AMS COLLECTION EXPENSE	-960	194	-80	-374	-1070	290	-10	475	620	145	-1505	1335	-940
19178 PROPERTY TAX	0	960	0	0	0	0	0	0	0	0	0	0	960
19247 PAYROLL TAXES & BENEFITS	4909	4890	5016	5181	7913	5640	5153	5810	4200	3405	6803	5177	64095
19281 WEBSITE	150	150	150	0	0	0	150	0	4550	0	150	150	5450
19295 ON-SITE OFFICE SUPPLIES	100	0	71	0	122	14	0	617	304	53	1025	1071	3377

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	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	TOTAL
19316 INTERNET EXPENSE	0	0	0	0	0	0	0	0	0	0	0	306	306
19382 COPIER LEASE	340	895	340	0	972	340	835	130	1202	877	190	525	6645
<b>TOTAL MANAGEMENT/ON-SITE ADM</b>	<b>28153</b>	<b>31169</b>	<b>26870</b>	<b>35629</b>	<b>40620</b>	<b>34882</b>	<b>31766</b>	<b>35703</b>	<b>34216</b>	<b>29355</b>	<b>34307</b>	<b>34036</b>	396707
<b>INSURANCE</b>													
19107 INSURANCE	15603	0	7806	7806	15612	7806	7806	7806	7806	590	7806	15612	102057
DC1930 FLOOD INSURANCE	0	0	0	297770	26187	23262	26187	24281	26187	26187	26187	26187	502432
<b>TOTAL INSURANCE</b>	<b>15603</b>	<b>0</b>	<b>7806</b>	<b>305576</b>	<b>41798</b>	<b>31068</b>	<b>33993</b>	<b>32087</b>	<b>33993</b>	<b>26777</b>	<b>33993</b>	<b>41798</b>	604489
<b>TOTAL OPERATING EXPENSES</b>	<b>85305</b>	<b>76477</b>	<b>77035</b>	<b>391677</b>	<b>136842</b>	<b>164416</b>	<b>102911</b>	<b>147410</b>	<b>86590</b>	<b>112521</b>	<b>125757</b>	<b>172781</b>	1679721
<i>NET INCOME/(LOSS)</i>	<i>21989</i>	<i>17042</i>	<i>33161</i>	<i>-282228</i>	<i>10961</i>	<i>-25322</i>	<i>50</i>	<i>1283</i>	<i>27569</i>	<i>12836</i>	<i>-977</i>	<i>-47980</i>	-231615

## WHAT IS CLAC?

The California Legislative Action Committee (CLAC) is a volunteer committee of the Community Associations Institute (CAI) consisting of homeowners and professionals serving HOAs. It is the largest advocacy organization in America dedicated to monitoring legislation, educating elected state lawmakers, and protecting the interests of those living in community associations in California.

### CLAC's Mission

To safeguard and improve the community association lifestyle and their property values by advocating a reasonable balance between state statutory requirements and the ability and authority of individual homeowners to govern themselves through their community associations.

### Briefly, CLAC...

- Is a non-profit, statewide committee of the Community Associations Institute (CAI)
- Educates legislators about Common Interest Development (HOA) living and governance
- Serves the interests of approximately 13 million Californians in over 50,000 Community Associations throughout California
- Is not a PAC (Political Action Committee), and makes no political contributions
- Functions solely on the donations of the community associations it represents

The legislation we monitor, support, or oppose has a direct impact on the community associations you live in, work with or manage

### How Does CLAC Accomplish Its Goals?

- Reviews and takes positions on all legislative bills affecting homeowners associations
- Hosts a "Legislative Day in the Capitol" event each year to educate legislators and members
- Employs a veteran lobbyist, Skip Daum, to testify at hearings and lobby (educate) the legislators in Sacramento
- Alerts HOAs and their managers about important legislation
- Makes visits to legislators in their districts to continue the education begun in Sacramento
- Organizes "grass-roots" efforts to communicate en masse with legislators over topics that are particularly important to community associations
- Establishes CLAC as a resource for legislators when considering legislation having to do with community associations

Should you have any interest in following legislation that affects community associations in California, please sign up for our blog at [www.caiclac.wordpress.com](http://www.caiclac.wordpress.com) and our free email alerts on our website [www.caiclac.com](http://www.caiclac.com). Also, please consider our voluntary "A Buck-A-Door or More" fundraising efforts; every dollar helps and donations can be made online at our website or be sent to 1809 S Street, Suite 101-245, Sacramento, CA 95811 with checks written to CAI-CLAC. Your efforts and monetary contributions are very much appreciated and your HOA members will feel involved, enabled and informed.

**Serving 13 million Californians in over 50,000 Community Associations**

1809 S Street, Suite 101-245, Sacramento, CA 95811

TEL: (916) 791-4750 ♦ FAX: (916) 550-9488 ♦ [www.caiclac.com](http://www.caiclac.com)

# 12 REASONS

## Why You Should Donate to CLAC

The California Legislative Action Committee (CLAC) is a committee of Community Associations Institute (CAI), a national not-for-profit educational and resource organization dedicated to fostering vibrant, competent, harmonious community associations. CLAC is dedicated to monitoring and influencing legislation that affects community associations in California. CLAC is proactive in introducing and advocating for legislation that is beneficial to CIDs and is active in opposing legislation that may have an adverse impact on CIDs.

CLAC has influenced legislation affecting many aspects of the Davis-Stirling Act, including covenant enforcement, elections, board meetings, assessment collection, electronic voting, resale disclosure, etc.

Following are 12 strong reasons why you should donate to CLAC.



- 1** Your donation gives you a voice. CLAC's legislative advocacy efforts are entirely dependent upon the opinions and experience of the industry's professionals and CID homeowners. CLAC serves the interests of approximately 9,000,000 people who live in and work with CIDs in the state of California. CLAC communicates with legislators and other elected and appointed officials, and CLAC members educate government officials about CID concerns through letters, phone calls and personal visits.
- 2** CLAC is dedicated to monitoring and influencing legislation that affects common interest developments in California. CLAC researches and reviews proposed legislation and takes positions on bills affecting CIDs. CLAC reviews and tracks bills related to CIDs in California throughout the year.
- 3** CLAC meets regularly with lawmakers to help advance issues. CLAC educates and visits with lawmakers, legislative and executive staff, and other organizations, and testifies before legislative bodies. In addition, CLAC visits legislators annually and holds an annual Legislative Day at the Capitol in Sacramento to get to know legislators; inform them of issues affecting CIDs; ensure that the voice of community associations is heard.
- 4** CLAC is NOT a PAC (Political Action Committee) and does not give money to legislators or their campaigns. CLAC operates solely from contributions made by California members of CAI and other donations.
- 5** CLAC provides immediate action alerts and input on bills that affect CIDs. CLAC's input on breaking issues enhances its ability to effectively influence the formulation and outcome of public policy. Additionally, CLAC provides timely information on bills related to CIDs at [www.caiclac.com](http://www.caiclac.com).
- 6** CLAC organizes "grass-roots" letters, emails and phone communications with legislators regarding important CID-related issues and proposed laws.
- 7** CLAC exercises members' constitutional right to participate in the political process. CLAC builds important relationships with government officials and develops a network of peers that will benefit the CID community and profession.
- 8** Giving is easy and can be done online at [www.caiclac.com](http://www.caiclac.com) or fill out and return the **Buck A Door or More** donation form.
- 9** It is legal for CID boards to donate money from the assessments collected. The board may spend community funds on protecting the association and its owners by supporting constructive – and opposing offensive – state legislation.
- 10** Donations are for LEGISLATIVE ADVOCACY, NOT POLITICAL CONTRIBUTIONS. CLAC expenses include printing and mailing information to CAI members and CLAC contributors, lobbyist fees and administrative services; providing legislative information to the CLAC volunteers and more.
- 11** Senate and Assembly committees ask our advocate (lobbyist) for input as housing legislation is proposed and debated. Moreover, the Governor's Office often contacts CLAC to ask its position on a bill prior to the Governor signing the bill!
- 12** CLAC has become the recognized resource for providing accurate, timely and influential input to California legislators. CLAC is comprised of representatives from three CAI membership categories: Volunteer Leaders (i.e., homeowners, board members); Business Partners (e.g., attorneys, developers, reserve analysts, contractors, accountants, insurance representatives, etc.) and Community Managers. This provides a diverse perspective on how bills may impact CIDs.

# A Buck a Door or More Makes Sense!

**T**he California Legislative Action Committee (CLAC) is a volunteer committee of Community Associations Institute (CAI), consisting of homeowners and professionals serving homeowner associations (HOAs).

CAI is the largest organization in America dedicated to the monitoring of legislation, educating elected state lawmakers and protecting the interests of those living in community associations.

CAI-CLAC is working toward legislative solutions that are right for California homeowner associations with the ongoing and generous support of HOA communities across the state. Join CAI's award winning "2013 Legislative Action Committee of the Year" and do your part by contributing a "Buck a Door or More" from your association.



888.909.7403 | 916.550.9488 fax | [www.caiclac.com](http://www.caiclac.com)

# YES, I'D LIKE TO SUPPORT CAI-CLAC WITH A PLEDGE!

## HOA PLEDGE

\_\_\_\_\_  
Number of Doors

**X**

\_\_\_\_\_  
A Buck a Door or More

**=**

\_\_\_\_\_  
Total Pledge

## PROFESSIONAL'S PLEDGE

\_\_\_\_\_  
Professional Hourly Rate

**X**

\_\_\_\_\_  
Number of People in Firm

**=**

\_\_\_\_\_  
Total Pledge

## FLAT RATE PLEDGE

\_\_\_\_\_  
Total Pledge

## PLEASE LET US KNOW WHICH CAI CHAPTER(S) YOU ARE DONATING TO:

- ☐ Bay Area Central
- ☐ California North
- ☐ Channel Islands
- ☐ Coachella Valley
- ☐ Greater Inland Empire
- ☐ Greater Los Angeles
- ☐ Orange County Regional
- ☐ San Diego

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
FIRM/COMPANY NAME

\_\_\_\_\_  
ASSOCIATION NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
E-MAIL

## METHOD OF PAYMENT - Return this completed form to the address below

- ☐ Check enclosed payable to CAI-CLAC
- ☐ Credit Card - Amex Visa Mastercard Discover (circle one)

\_\_\_\_\_  
NAME ON CARD

\_\_\_\_\_  
BILLING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
CREDIT CARD NUMBER

\_\_\_\_\_  
SECURITY CODE

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

CAI California Legislative Action Committee (CLAC), is a 501(c)(6) not-for-profit organization. Contributions or gifts to CAI California Legislative Action Committee are not deductible for federal income tax purposes.



888.909.7403 | 916.550.9488 fax | www.caiclac.com

1809 S Street | Suite 101-245 | Sacramento, CA 95811

## Community Association Board Resolution for CAI-CLAC Contribution

Whereas, The \_\_\_\_\_ Association (hereafter referenced as the "Association") board serves in the best interests of all owners in the community; and

Whereas, The Association directors have the fiduciary responsibility to manage the assets of the Association according to California law, established business practices and principles, and pursuant to competent, ethical and positive community governance; and

Whereas, Community Associations Institute (CAI) is the leading advocate for common-interest communities before state and federal legislative and regulatory bodies; and

Whereas, CAI's California Legislative Action Committee (CLAC) represents the interests of community associations in California, sponsors legislation which benefits community associations and their members, and disseminates information to California community associations about legislative issues; and

Whereas, Current and future Association residents benefit directly from CLAC's advocacy efforts; and

Whereas, CLAC's efforts are funded solely through contributions from CAI members and fundraising efforts by CAI chapters in California; and

Whereas, Contributing to the CAI-CLAC will not affect the association's nonprofit tax status; and

*Wherefore be it Resolved*, That the Association invest in a full or partial board membership package; and

That it is the policy of the Association that the Association make an annual contribution to CLAC, in the amount of \$ \_\_\_\_\_, that is, (\$1/\$2) for each (unit/lot) in the Association; and

That the Association's annual budget shall include an annual contribution to CLAC in the amount of \$\_\_\_\_\_; and

That the Association strongly encourages its manager and directors to take advantage of the information provided by CLAC regarding pending and enacted state legislation that allows them to keep abreast of the rights and responsibilities of community associations under California law.

SO RESOLVED BY THE BOARD OF DIRECTORS on this, the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

---

Secretary of the Association

## NEPENTHE

September 14, 2018

**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 45 days prior to recording a lien; and

**WHEREAS**, the Association has sent this letter and the 45 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 45 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>
9/14/18	1938-02	1,000.88	\$976.00			
9/14/18	1959-02	\$1,464.00	\$1,464.00			
6/15/18	2394-03	\$2,314.93	\$1,952.00			

### 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: \_\_\_\_\_

# Tree Work Proposal

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

**DATE: 9/17/2018**

**RE:** Tree Work Proposal – from Arborist Report date 9/4/2018  
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
Deodar Cedar	Zone (5) Tree #1658 1400 Vanderbilt Wy	1	Structural Pruning of trees canopy	\$900.00	
Redwood	Zone (5) Tree #1665 1400 Vanderbilt Wy	1	Prune to Reduce smaller codominant top to prevent failure	\$650.00	
Ash	Zone (5) Tree #1652 1329 Vanderbilt Wy	1	Full Pruning of trees Canopy	\$650.00	
Sweetgum	Zone (5) Tree #1550, 1637 1287/1185 Vanderbilt Cir.	2	Limb Reduction and Full Pruning of trees Canopy	\$1,280.00	
Ash	Zone (5) Tree #1652 1185 Vanderbilt Cir.	1	Structural Pruning to correct irregular growth	\$360.00	
Pear	Zone (5) Tree #1553 1161 Vanderbilt Wy	1	Tree Removal and Stump Grinding	\$540.00	
Chinese Pistache	Zone (5) Tree #1564, 1565 1155 Vanderbilt Wy.	2	Full Pruning of trees Canopy	\$900.00	
Tulip	Zone (5) Tree #1570, 1584, 1582 1209 Vanderbilt Wy	3	Full Pruning of trees Canopy	\$1,860.00	
Redwood	Zone (5) Tree #1689, 1355, 1688 1231 Vanderbilt Wy	3	Prune to Reduce smaller codominant top to prevent failure	\$1,860.00	
Deodar Cedar	Zone (5) Tree #1369, 1368 705 Vanderbilt Wy	2	Prune for Weight Reduction of trees Canopy	\$900.00	
Ash	Zone (5) Tree #1175 609 Vanderbilt Wy	1	Tree Removal and Stump Grinding	\$4,150.00	
Tulip	Zone (5) Tree #1496 1225 Vanderbilt Wy	1	Full Pruning of trees Canopy	\$900.00	
Sweetgum	Zone (5) Tree #1504, 1985, 1984 607 Vanderbilt Wy	3	Full Pruning of trees Canopy	\$1,860.00	
Hackberry	Zone (5) Tree #1392 603 Elmhurst Cir.	1	Prune for Weight Reduction of trees Canopy	\$720.00	
Tulip	Zone (5) Tree #1606, 1620 1257 Vanderbilt Wy	2	Full Pruning of trees Canopy	\$1,860.00	

Client/Owner: \_\_\_\_\_

Redwood	Zone (6) Tree #1815 500 Elmhurst Cir.	1	Root Pruning	\$550.00	
Removal & Pruning City Permits				\$160.00	
<b>Total:</b>				<b>\$20,100.00</b>	

### **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:**

The Grove  
A division of Carson Landscape Industries  
9530 Elder Creek Road, Sacramento, CA 95829  
Contractor's License # 1034968  
Ph: (916) 231-8733 \* Fax: (916) 856-5410  
Email: pdubois@thegrovetotaltreecare.com

### **CLIENT/OWNER:**

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

By: Paul Dubois (by CR)

By: \_\_\_\_\_

Name: Paul Dubois

Name: \_\_\_\_\_

Title: Account Manager/Arborist

Title: \_\_\_\_\_

Date: 9/18/2018

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: \_\_\_\_\_