



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 2<sup>nd</sup>, 2019, 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 January 2<sup>nd</sup>, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **General Board Announcements**

**III. COMMITTEE REPORTS**

- a. Architectural Review Committee ..... **Pages 6-8**
- b. Finance Committee ..... **NO REPORT**

c.	Grounds Committee.....	Pages 9-13
d.	Insurance, Legal and Safety Committee.....	<b>SEPARATE PACKET</b>
e.	Outreach Committee.....	<b>NO REPORT</b>
<b>IV.</b>	<b>MANAGEMENT REPORT .....</b>	<b>Pages 14-38</b>
a.	Report.....	Pages 14-17
b.	December Nepenthe News .....	Pages 18-24
c.	2018 Completed Master Calendar .....	Pages 25-29
d.	2019 Master Calendar .....	Pages 30-35
e.	Coast December Weekly Report Sheets .....	Pages 36-38
<b>V.</b>	<b>HOMEOWNER COORESPONDANCE .....</b>	<b>Pages 39-44</b>

**VI. 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.

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

**Proposed Resolution: The Board approves Consent Calendar Items A to F as presented.**

*Begin Consent Calendar*

- a. **Approval of Minutes December 5<sup>th</sup>, 2018 Open Session Minutes** ..... **Pages 45-49**  
Proposed Resolution: The Open Session minutes dated December 5<sup>th</sup>, 2018 are approved as presented.
- b. **Financial Statement: November 2018 .....** **Separate Packet**  
Proposed Resolution: The Board accepts the November 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$2,333.33 and reserve funding of \$1,977,993 compared to the reserve funding budget of \$1,935,901. The reserves are funded through November 2018. The Association has \$259,116 in operating funds, which represents

0.89 months of budgeted expenses and reserve contributions. The Association has \$6,926,914 in reserve funds.

c. **Authorization for Automatic Treasury Bill Rollover**

Proposed Resolution: The Board authorizes Morgan Stanley to automatically reinvest returns from mature CDs and Treasury Bills into new 1-Month Treasury Bills unless other specific action is directed by the Board of Directors.

d. **Revised Standards and Practices for Committees ..... Pages 50-65**

The Standards and Practices for Committees currently in place has been revised by the Board of Directors to provide clearer verbiage on the Committee Volunteer Application process. The current S.A.P.C with redline edits as well as the revised version are both enclosed for review.

Proposed Resolution: The Board adopts the revised version of the Nepenthe Standards and Practices for Committees, as presented.

e. **Lien Resolution .....Page 66**

Per the enclosed Resolution dated December 17<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
2234-01	\$976.00
2313-03	\$976.00
2356-01	\$1,155.00
2378-02	\$976.00

f. **Architectural Applications**

The Architectural Review Committee met on December 11<sup>th</sup>, 2018 to review the application listed below. The application is in a binder on the directors' table.

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

	Address	Application for	Recommendation
1	712 Elmhurst Circle	Window Replacement	Approval
2	1350 Commons Drive	Security Camera Installation	Approval
3	901 Elmhurst Circle	Solar Tube w/ night light	Approval
4	714 Dunbarton Circle	Window Replacement	Approval with Conditions
5	210 Elmhurst Circle	Window Installation	Approval

## VIII. NEW BUSINESS

### a. Homeowner Request – Ash Tree at 609 Elmhurst Circle.....Pages 67-72

The enclosed homeowner request letter is in reference to a large Ash Tree (#1175) recommended for removal on the September Tree walk by arborist Paul Dubois from The Grove Total Tree Care, due to its current condition. The tree in question has been on the monitor list and was pruned for deadwood in 2016. Tree has shown a significant rate of decline and has a large inclusion along with a pocket of decay. Mr. Dubois's September Tree Walk report is also enclosed for review. This tree work was recommended by the Grounds Committee and approved by the Board at the November Open Session meeting.

Additionally, the arborist for the City of Sacramento has already approved the trees removal and publicly posted notice on the tree. However, the homeowners nearest to the tree at 609 Elmhurst Circle have requested a postponement of the trees removal for the reasons outlined in their letter. The City arborist, who was contacted first by the homeowner, has contacted Paul Dubois and Nepenthe Management in an effort to allow for an internal resolution before any actions are taken.

The Board has the following options:

- 1) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood. Postponing the removal and monitoring the tree in the interim.*
- 2) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood with the cost associated with the pruning to be paid for by the homeowner. Postponing the removal and monitoring the tree in the interim.*
- 3) *Accept both the City arborist and arborist Paul Dubois's current recommendation, and move forward with the removal of the tree.*

**Action Required:** Board discussion and resolution

Proposed Resolution: The board hear by approves Option # \_\_\_\_\_ and directs management to implement the directive.

## IX. HOMEOWNER COMMENTS

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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.

- X. **NEXT MEETING:** Wednesday, February 6<sup>th</sup>, 2019 at 5:30 pm in the Nepenthe Clubhouse

- XI. **ADJOURN**

## **NEPENTHE ARCHITECTURAL COMMITTEE MINUTES**

Tuesday, December 11, 2018 at 5:30 pm in Clubhouse

**Members present:** Jenny Smith, chair; Bill Henle, Alan Watters, Joel Weeden, Lee Blachowicz, Mary Gray, Ken Luttrell.

**Members absent:** Steve Farrar.

**Present:** Sarah Lowrey, Assistant Manager; Jan Summers, Nepenthe Board Liaison; Roberta Dworkis.

Meeting was convened at 5:31 pm.

**A. Welcome and Opening Remarks.**

**B.1. Homeowner requests not voted on:** none.

**B.2. Homeowner Requests Recommended to be Approved.** (With conditions if so noted.) (All votes unanimous unless otherwise noted.)

1. **712 Elmhurst Circle** – Roberta Dworkis – Windows replacement: In this 4400 model, replace the existing kitchen patio slider with Dutch door and an awning window. The door is to be a Simpson “7282 Traditional” solid wood Dutch door of normal dimensions. The awning window is an Andersen 400 Fibrex window 30” W by 35” H with bronze exterior. Because of the relatively narrow width, if the window were a dual-sash divided slider, the sashes would be quite narrow. Thus, in this case, the ARC reasoned that it is logical to make an exception to the Criteria’s calling for a slider type of window and to allow an awning window (hinged at the top and swinging open from the bottom) to allow an undivided expanse of glass. The difference in appearance of this window from the common area will be negligible. The ARC decided to place no conditions on which color paint the door is to be painted as it will not be visible. **Approval Recommended.**
2. **1350 Commons Drive** – Lori Madden – Security Camera system: Installation in this 7000F model, installation of a Ring video doorbell. The view from this video camera is entirely of the street and common area; thus, the ARC has no concerns about intrusions on privacy. **Approval Recommended.**
3. **901 Elmhurst Circle** – Jean A. Peixoto – Solar tube w/ night light: In this 2300 model, Installation of a Solatube 160 DS (10”-diameter) with night light feature (the A.R.C. has previously approved the installation of the night light option within the fixture) over the master bathroom. **Approval Recommended.**

4. **714 Dunbarton Circle** – Darrin Fetterolf – Replace kitchen window, as directed by the Board of Directors at its most recent meeting. Installation is requested for a 90-in. wide x 36-in. high Jenn-Weld vinyl with bronze exterior. **Approval Recommended with Conditions:** That the installation be performed as described in the application submitted, that the installation be performed by a licensed contractor with appropriate City permits, and that both the evidence of licensure and permit to be presented to the Nepenthe office before work commences.

5. **210 Elmhurst Circle** -- Mary Wrightson -- Window, new construction: Requested in this 2200 Model is the creation of a window in the exterior kitchen wall facing the property boundary. In 2013 there was one such approval and installation of a sliding window in this blank exterior wall in a patio model home. The design of this model with windows on three sides of the U-shaped home around the patio lends itself well to adding new windows, as above the front door and above the dining room windows, and in this kitchen wall because these windows face the enclosed patio area of the residence with limited visibility from the common area.

Motion: Recommend approval of the application submitted by Mary Wrightson at 210 Elmhurst Circle for construction/installation of a window (H-4' x W-5') in the exterior kitchen wall facing the Model 2200 fenced patio area, with dark bronze Milgard Ultra Series fiberglass-framed 1/2-1/2 XO sliding window from Dick's Rancho Glass and installed by licensed contractor Frago Construction; window addition to be included in the contractor's City of Sacramento building permit plan review for an overall interior remodeling (interior wall modifications, kitchen replacement, new closets); new window opening construction to utilize header beam size as required by the City and exterior window top height and surrounding molding to match existing unit windows.

Justification:

Application clearly shows window placement and limited visibility from HOA common area. Window size correlates with existing window sizes (less the bottom glass floor panels used in the living room windows), exterior frame will be dark bronze in simple frame style similar to original Blomberg windows and the surrounding molding will match the size of the existing windows.

NOTE: homeowner will also have Dick's Rancho Glass assemble dark bronzed aluminum replacement screens (using Blomberg components) for the patio sliders (per invoice).

Homeowner's contractor is licensed, has done major renovation work in other Campus Commons homes, and will comply with the City of Sacramento Building Permits Residential Plan Review process, which ensure compliant construction.

Approval by email vote on Dec. 13, 2018

**B.2.A. Homeowner Requests Already Approved via Emergency Approvals:** none.

**C. Approval of Minutes:** done via email.

**D. Reviewed Non-Compliance Notices from Homeowners:** none.

**F. Old Business:**

**2019 Projects:** This ongoing work will be taken up again next month

**Front door paint colors:**

This committee had approved last month the eight (8) new color samples of Behr paint (available from Home Depot). Jenny volunteered to go to Dunn-Edwards and see if the 8 new shades are available from this supplier.

**Updating the ARC Guidelines**

1. Updating the list of Office Approvals or Automatic approvals – Jenny to draft
2. Process for after work completed – ARC involvement for Board consideration - Jenny to draft.
3. Hardscape – Joel and Alan to work on this one. Joel starting with Alan's past notes
4. Windows – Need to combine sections #26 and #27 and clarify. Joel volunteered to do this.
5. Wiring and Pipe Installations – clarify the wording (#28). Alan volunteered to do this.
6. Screen doors et al.: ARC needs to determine which authorized doors are still available. Bill Henle volunteered to work on this.

**G. New Business:** none.

**H.** Meeting adjourned at 6:41 pm.

**I. Next meeting.** Next regular meeting on Tuesday, January 8, 2018, at 5:30 pm in the Clubhouse.

Respectfully submitted, Alan Watters, A.R.C. secretary

Nepenthe Grounds Committee Meeting  
December 20, 2018 3:00PM  
Nepenthe Clubhouse

**Present were:**

Don Landsittel, Committee Co-Chair	Linda Cook, Board Liaison
Joan Barrett, Secretary	Sarah Lowrey, Asst. Manager
Marty Henderson, Irrigation	Daniel Devlin, Facilities Manager
Juliana Brown, Coast Site Manager	Barry Nietsch, Coast Regional Manager
Diane Luttrell, Zone 1	Ron Holehouse, Zone 1
Valerie Layne, Zone 2	Diane Durawa , Zone 2
Lisa Tafoya, Zone 3	Mike Herder, Zone 3
Pam Sechrist, Zone 5	
Kathy Waugh, Zone 6	Pat Thompson, Zone 6

**Not present:**

Diane Luttrell, Zone 1	Kay Chmielewski, Zone 4
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**Visiting Homeowners:**

Christina George, Elmhurst	Lynn Rodebaugh, 800 Dunbarton,Z4
Karen Lowrey, Elmhurst	Suzanne Miller, Dunbarton
Will Vizzard, Elmhurst, Z6	Carol Duke, 205 Dunbarton, Z3
Ken Mack, Swarthmore	Anne Marder, 1207 Vanderbilt Way, Z 5
Barbara Murman, 2264 Swarthmore Dr, Z 2	Janet Weeks, 1263 Vanderbilt, Z5
Larry Layne, Swarthmore	
Barbara Murman, 2264 Swarthmore Dr, Z 2	

The meeting was called to order by committee co-chair, Don Landsittel, at 3:00PM.

Don asked for approval of the last minutes. **Marty** made a motion to accept the minutes as written, **Valerie** seconded the motion, the motion passed.

**Homeowner Speakers**

**Lynn Rodebaugh-** Said that in her opinion, Coast Landscape Management (hereafter called 'Coast') is doing a terribly inadequate job of maintaining the grounds and cited debris left after leaf pickup and street gutters left full. In her 15 years of residency she says that the area has never looked so unkempt and would like the committee to investigate how to terminate the contract with Coast.

**Janet Weeks-** has complained about the poor performance of Coast previously and nothing has changed. She said that the crew repeatedly blows leaves up against the fence and leaves them there to rot the fence boards. She said that Daniel, the facility manager, had to intervene in order to get the leaves removed. Her concern is that the crew isn't getting adequate training and noticed fallen branches that remain for weeks and when she talked to the crew they were argumentative and rude.

*Barry of Coast apologized for the crew's behavior and will investigate the individual who was confrontational.*

**Anne Marder-** Confirmed the previous speakers comments and would like figures on Coast's man hours and how the crew is supervised. She said that after the leaf fall one of the driveways on Vanderbilt had remained a hazard for an extended period so she swept the area herself to mitigate the slip and fall danger on the slippery leaves after notifying the management office twice. She and her husband noted that a newly planted tree had fallen over in the green belt and after several days of seeing it laying down, the pair uprooted the tree and attempted to brace it. It still remains after several weeks braced with the rock they used to keep it upright. *Don said that he would investigate the answers to her questions and promised to get back to her.*

**Karen Lowrey-** asked for clarification as to extra funds allocated for leaf clean up and expressed an opinion that the leaf cleanup is part of the contract that Nepenthe is already paying for. She would like to know how and when the expenditure was approved.

*Don replied that he would look into the question and promised to get back to her.*

#### **Coast Rep, Juliana Brown**

Provided a copy of the weekly report of Coast's activities. Leaf abatement is the current concentration and the short weeks due to smoke, rain and holidays were blamed for the lack of follow up on the current conditions.

#### **Barry Neitsch, Coast Regional**

Said that Coast is committed to resolve issues that continue to plague Nepenthe. He pledged to allocate additional staff at no additional cost to Nepenthe that will be accompanied by supervisors for maximum efficiency. He said that the rare instance of extreme leaf drop caused the issues currently. He said that they have been fully staffed since the inception of the contract and that there has been on-going training for the crews. He said the emphasis after Christmas would be to clean leaves from planters and away from fences. A discussion followed about when the residents would like to have crews working on Christmas Eve and the consensus was that the morning of December 24th would be a good time.

#### **The View-**

**Don** was asked about the landscape renovations known as views. He explained that the Board president, **Frank Logge**, had deemed the area of Swarthmore affecting eight homes would be the first target for renovations and that Coast had provided a landscape plan at no charge for upgrades which would cost somewhere in the neighborhood of \$20,000.00 to \$30,000.00 from the reserve budget.

**Pam** asked about the procedure for deciding where the initial view would be as the Grounds Committee had not been consulted nor asked for recommendations. Don responded that Frank had picked the location and scope of work. He said that the committee had not been consulted prior to asking Coast to produce a proposal for the area. **Pam** wanted clarification of the plant replacement starting in January 2019 and how the view work requiring additional expenditures

would not be double-dipping into the costs allocated for the plant replacement. **Marty** stated that the reserve funds were meant to be used for the maintenance of plants and water delivery systems and not renovations. There was no resolution to this issue.

#### **Homeowner Plantings in the Common Area, (CC&R Section 3.16 Use of Common Area)**

Don thanked **Pat** for her letter suggesting a moratorium on homeowners paying for plants in the common areas near their home for one year. After much back and forth it was decided that the issue was very complex at this time. There are very few records available recording historically which homeowners received proper approval for plantings that the homeowners may or may not have paid for. It was reported that a number of years ago (maybe 10 or more years) a number of records were destroyed at the direction of someone in authority at that time.

The Grounds Committee's decision is to review this subject again in 6 months. All plantings currently in place are the property of the Nepenthe HOA. There should be no plantings considered as the homeowners "grandfathered" plantings.

#### **Work Order Tracking**

**Daniel** supplied figures for October that outlined the work orders opened and costs for the totals. **Lisa** asked that the categories be refined so that good information could be derived from them as to what the status of work is. **Don** said that this was an initial effort and a work in progress.

#### **Tree Report**

There was no Tree Report this meeting.

#### **Zone Stewards**

There were no additional comments or questions from the stewards.

#### **Response to Board regarding their request for recommendation regarding CC&R Section 3.16:**

**Diane** made a motion regarding the Grounds Committee position with regard to the Board of Directors' request to address the portion of the CC&Rs (CC&R Section 3.16 Use of Common Areas) of what homeowners can and cannot do with regard to plants in the common area. The Grounds Committee recommends no action at this time. **Marty** seconded the motion. The motion passed without opposition.

The meeting was adjourned at 4:45PM

Respectfully submitted,

Joan Barrett, Secretary

Edits by Donald Landsittel, Co-Chair

**Next Zone Walk, Zone 4, Friday, December 22, 2018**

**Next Tree Walk, February 5th, 2019**

**Next Grounds Committee Meeting, January 17th, 2019- 3:00PM- Nepenthe Clubhouse**

<b>Work Order Tracking</b>								
<b>11/4/2018</b>		From Reserve Allocation						
*		<b>Work Orders opened this month</b>	<b>Work Orders completed this month</b>	<b>Total open Work Orders</b>	<b>Work Orders - part of contract</b>	<b>Work Orders - Time and Materials</b>	<b>Dollars for Time and Material Work Orders GL N23275</b>	<b>Dollars Year-todate</b>
<b>October 31, 2018</b>		43	20	23	40	3	\$941.42	\$941.42
<b>November 30, 2018</b>							\$0.00	\$941.42
<b>December 31, 2018</b>							\$0.00	\$941.42
<b>January 31, 2019</b>								
<b>February 28, 2019</b>								
<b>March 31, 2019</b>								
* End of month date on which Nepenthe closes its books								

Work Order Tracking Landscape



# Nepenthe Association

Management Report – January 2<sup>nd</sup>, 2019

## 1 COMMUNICATION

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1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON DECEMBER 7<sup>TH</sup>, 2018. THE NEXT NEWSLETTER WILL BE PUBLISHED ON JANUARY 4<sup>TH</sup>, 2019. TOPICS TO BE COVERED ARE:

- Manager's Report
- President's Letter
- Cash Flow Report
- Water Meter Forums
- Budget / Assessment Change
- Landscape Update
- Parking Pass reminder
- New Year's Party Update
- Turkeys at Nepenthe

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll received most recent update on 12/28/18.

## 2 ADMINISTRATION

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2.1.1 **Parking** – Manager met with director George once this month to review ongoing parking enforcement items and compliance issues.

2.1.2 **Meetings with Board President** – Manager usually meets with Board President, Director Loge, on a weekly basis to review action items, items of concern and upcoming facility or administrative projects. The meeting occurred the first and last Wednesday of the month for December due to manager's vacation.

2.1.3 **H/O Request to View Documents** - One homeowner evoked their right to request to view documents, and requested to view the current Grounds Contract with Coast Landscape. A copy of the contract was provided on 12/20/18.

2.1.4 **The Giving Tree** – In collaboration with other Campus Commons villages, the Nepenthe Giving Tree collected over 25 gifts for needy children.

### **3 FACILITIES**

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- 3.1.1 **Fencing Repairs** – Management is currently working with CAM Construction to prepare a scope of work for fence repairs.
- 3.1.2 **Lock Replacements** – On 10/19/18, management met with Sacramento Valley Lockworks for a visual inspection of the locks throughout Nepenthes' clubhouse, cabanas, office and amenities. Many current locks that are in place are inefficient for security purposes and rentals of the clubhouse facilities. Management then did a thorough walk thru on 11/20/18 of the property to verify all lock locations and type of key service needed for each lock and location. (Master Key, Sub master Key, Electronic Access, door knob replacements, Etc.) A bid has been received for this work and will be presented for possible approval at the January 2 executive session.
- 3.1.3 **Roof Repairs** – Roof inspections and repairs are to commence per zone, starting with Zone 1 after the gutter cleanings currently taking place.
- 3.1.4 **Gutter Cleanings** – Randy Ross Cleaning Services has been contracted for the annual roof and gutter cleanings. Cleaning have begun and are expected to continue through February per the contract. As of December 28<sup>th</sup>, Zone 3 is complete and Zone 4 cleaning has begun.
- 3.1.5 **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.
- 3.1.6 **Clubhouse / Cabana Rentals** – There have been a total of 11 rentals in the month of December. 4 Dunbarton Cabana rentals and 7 clubhouse rentals.

### **4 GROUNDS**

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#### **4.1 LANDSCAPE**

- 4.1.1 The Grounds Committee Chair, management, Board liaison and Landscaper have identified an area for renovation from 2232-2245 Swarthmore. The proposed "Swarthmore View" draft plans have been drawn up and presented to the Grounds Committee. The Grounds Chair provided a rough overview of the plan to the Board of Directors at the last Open Session. A bid proposal for this work is currently being prepared for review by the Board of Directors at the February meeting.
- 4.1.2 Management and the Grounds Committee have been working with Coast on many grounds maintenance items, but mainly focusing on leaf abatement. The Board President, Director Loge, approved 2 additional work crews to assist with the leaf clean up. One crew was an additional cost, which has been done in the past when leaf drop has been particularly heavy. They provided the additional maintenance services for 2 days late December. A second crew was also approved for 2 more days, to be provided by Coast at no additional cost.

- 4.1.3 Management, the Grounds Chair and Juliana Brown, the Coast Account Manager met 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. The December Weekly Report Sheets from Coast are attached to this report.
- 4.1.4 New plantings, postponed until 2019, have been compiled by zone stewards and submitted to management for organization of plantings per zone. Facilities Manager Daniel Devlin, has developed a tracking sheet, outlining items noted by Grounds Committee stewards for remediation. A copy of this sheet has been provided to the Grounds Committee for suggestions or edits. This sheet will be used as a work flow tool for Coast when plantings commence.
- 4.1.5 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. No zone walks took place in December. Some walks were cancelled due to weather, however, Grounds Committee Chair person and management agreed that a brief meeting at the clubhouse will take the place of Friday zone walks until FEBRUARY, so that the action plans associated with the abundance of information already collected can be thoroughly discussed and implemented.

## 4.2 TREE MAINTENANCE

- 4.2.1 **Tree Walks** - Monthly tree walks have now ceased to allow time for the annual maintenance pruning and will commence again in the Spring. The arborist's report is always available at the office for homeowner review.
- 4.2.2 **Annual Maintenance Pruning** – The approved maintenance pruning for the trees within the development began mid-December and will continue throughout the Winter months. Expected completion is end of February 2019.
- 4.2.3 **609 Elmhurst – Ash Tree**  
The homeowners at 609 Elmhurst Circle have formally requested a postponement of the removal of the Ash tree near their home, designated for removal from the September tree walk due to the trees current condition. Their letter of request will be included in the Open Session Board packet for Board review.

## 5 FINANCIAL

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### 5.1 FLOOD INSURANCE SURCHARGE:

On April 1, 2018, non-resident owners were assessed the flood surcharges for three policy years. 2016, 2017 and 2018. The total amount assessed was \$70,875. Through September 30, \$48,196 has been received, \$9,771 has been rescinded by the Board and \$675 has yet to be collected, but the owner is currently enrolled in a payment plan.

In addition to the \$9,771 rescinded there is another \$8,325 that was not assessed. The combined total is \$18,096. This number represents policies purchased where there was some question over the homeowners' residency status. Additionally, some of the owners for which policies were

purchased, sold their unit during the gap between the policy purchase and the application of the surcharge assessment.

A complete accounting of these surcharges will be reviewed at the January 2<sup>nd</sup> Executive Session meeting. The Board may wish to request restitution from FirstService for the lost revenue caused by the delay in assessing the surcharges.

Management met with Mr. Deshong, Farmers Insurance Agent to go through each address for updates in ownership or residency for the Flood Insurance Policies so as to be as prepared and current as possible for any policy changes due to flood insurance.

## 5.2 NOVEMBER 2018 FINANCIALS

The November financials are enclosed for review. All reserve expenditures have been recoded to the correct Reserve GL codes.

# 6 GOVERNANCE

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## 6.1 COURTESY PATROL

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

## 6.2 NON-COMPLIANCE NOTICES

6.2.1 Notices have been sent to owners and tenants for the following violations:

Number of Notices Sent Per Violation	Type of Violation
1	Rental of Property – Documentation Required
1	Pets - Clean Up

December 2018



# NEPENTHE NEWS

# Happy Holidays, Nepenthe!

Sunday, December 2nd, the Outreach Committee hosted the Annual Holiday Party for all Nepenthe residents and their guests. It was a HUGE success! With well over 100 people in attendance, the event was swarming with happy faces and friendly conversations. We are so thankful to all that volunteered their time to decorate for the season and to put on this joyous event. It was a great evening filled with music, food, drinks and laughter. Many new residents were there as well and we hope they were able to meet and greet many acquaintances. We thank each of you that came out and made this night a holiday success....See you next year!



Residents enjoying a nice conversation in library



^Director Linda Cook with the welcoming team Karen Lowrey and Pam Livingston

Happy Holidays to all! It has been a busy year for the Board and Nepenthe Management. Lots of success in enhancing our management practices and facilities. A list of the major accomplishments is shown on page 5.

The annual holiday party was well attended. Many new homeowners attended. Food and drink were first class. Even the singing caused many to raise their voices with good cheer. Thank you, Outreach Committee. A classy event.

The Board adopted six goals for 2019. You can read about these on page 2

Finally, I would like all homeowners to consider joining the various Board committees. There are also many other volunteer opportunities for individual events and projects to consider. Nepenthe is reliant upon community participation, and as members of the Association, it is up to all of us to provide leadership and oversight- this may be a great New Year's Resolution!

Have a great rest of 2018!

-Frank Loge, President  
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### Important Dates for December

- \* Nepenthe Cook Book Club (Dunbarton Cabana).....12/9 1:00pm-3:00pm
- \* Insurance, Safety and Legal Committee Meeting.....12/11 @ 5:00pm
- \* Architectural Review Committee Meeting.....12/11 @ 5:30pm
- \* Grounds Committee Meeting.....12/20 @ 3:00pm
- \* Christmas Eve & Christmas Day.....12/24 - 12/25  
**(Office will be closed on 12/24 and 12/25)**
- \* New Years' Eve and New Years' Day.....12/31 - 1/1/19  
**(Office will be closed on 12/31 and 1/01)**
- \* New Years Party (Clubhouse).....1/01/19

### **Christmas Tree Pick Up.....How Convenient!**

To sign up, drop by the office before January 4th with a check made out to Coast Landscape for \$5, per tree. Then, on Sunday, January 6th, pull your tree out to the intersection of your alley and street like you do with any other green waste (Does not need to be bagged) and Coast will pick it up Monday Jan. 7th.

Thank you Coast!!



## *Board Goals for 2019*

The Nepenthe Board of Directors has a long-standing history of adopting yearly goals pertinent to the association for the Board to focus on achieving. At the December 5th Open Session Board Meeting, the Board of Directors adopted a number of Goals for the 2019 year. The Goal list is as follows:

- 1) Review financial practices, procedures and internal controls.
- 2) Review and renegotiate FirstService Residential contract
- 3) Fencing Materials - Research Options
- 4) Oversee Water Meter Installation
- 5) CC&Rs and Bylaws - Correct and Revise

### The Giving Tree

As you make your holiday shopping list, you are invited to add a few items for the kids at the Sacramento Children's Home on Sutterville Road. Sac Children's Home helps thousands of local children and their families every year with:

- \* Emergency childcare and support for families in crisis
- \* Early intervention violence prevention
- \* After school activities that help kids in their formal education
- \* Counseling services for children and young adults intensive care for abused or neglected males age 6-18

Children at SCH need so many simple things that we often take for granted, including clothes, books, toys, games, arts and crafts supplies, and more. You can pick up a "Giving Star" with the name of a specific gift at the Nepenthe office after November 7th. There will be a donation box for the new, unwrapped gifts in the lobby until December 11th (Extended date!).

This project is being initiated by a new group tentatively named "Our Community Group". Our mission is to promote community activities and awareness. ALL are welcome to participate.

You can call or email Gerry for additional information at:  
Gerry Gelfand, [gerry@gerrygelfand.com](mailto:gerry@gerrygelfand.com),  
916-900 4613

Wood Rogers, respected professionals who are comprehensive in their approach to projects, has been contracted by the Board of Directors to do a complete analysis of the anticipated costs associated with water metering. They have graciously scheduled two dates to be here with us for a forum to discuss and explain the changes that Nepenthe can expect to see after the installations take place. They will go over their analysis and help with any questions that residents might have.

Mark your calendars for the below dates. Your attendance is strongly recommended.

Saturday, January 5th from 10:00am-12:00pm  
Tuesday, January 15th from 7:00pm-9:00pm



### **Water Meter Forums**

# October 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>\$3,038,287</b>	
Accounts Payable	\$261,867	
Pending Reserve Expense	(-\$27,769)	
Reserve Investment Income		\$40,980
Contributions to Reserve		\$1,802,002
<b>Less Operating Expenses</b>	<b>(\$1,290,136)</b>	
Reserve Funding	(\$1,802,002)	
Reserve Expenditures		(\$1,119,258)
<b>Ending Balance 10/31/2018</b>	<b>\$437,029</b>	<b>\$6,943,569</b>

## October Budget Report

Actual year-to-date income of \$3,038,286 versus year-to-date budgeted income of \$2,922,410 produced a positive variance of \$115,876.

Actual year-to-date operating expenses and reserve contribution of \$3,092,137 versus year-to-date budgeted expenses of \$2,922,410 produced a negative variance of (\$169,727). The two combined variances produced a negative year-to-date variance of (\$53,851).

## Approved Architectural Modifications

The improvements listed were approved by  
the Board of Directors on

December 5th, 2018

(Some applications may have partial approval)  
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 December 11th, 2018 in the  
Clubhouse Lounge at 5:30pm**

Address	Application
1225 Vanderbilt Way	Window Replacement



# A Brief Note From the Manager

First of all, Happy Holidays, Nepenthe!

I hope every one of you gets the opportunity to spend time with people you love doing things that bring you joy. This time of year always makes me feel reflective and I feel a lot of gratitude for the interactions and people who have touched my life this year.

Most people only reach out to management when there is a problem- and that is okay! We are happy to be providers of solutions. It is nice, though, to gather together like we did at Sunday's holiday party and just connect in happy ways. I appreciate this community. I am thankful for my staff and for the directors and the

many other volunteers who work so tirelessly on behalf of Nepenthe.

It is an honor to work with all of you!

- *Bettsi Ledesma, General Manager*



## About Roof and Gutter Cleaning

If you've lived in Nepenthe for a while, you're very familiar with this process. If you're new, you might want to continue reading!

Nepenthe contracts with Randy Ross Services each year to clean the roofs and rain gutters of all the homes within the community. It is a very messy and dirty job!

You will receive a notice taped on the inside of your main gate that will give you a three-day window in which you are to leave your gates unlocked. You will want to follow this notice because if the gate is locked when Randy's crew comes through, they will be unable to blow the debris out of your patio and no one enjoys coming home from work to find all of the roof dirt in their patio.

We would love to be able to publish a schedule so you could know exactly when to expect Randy, but unfortunately that is not possible because Mother Nature is in charge of the schedule and she's not much of an advance planner! Randy is waiting for the majority of leaves to drop over a group of units before he cleans those roofs. Every species of tree is different and even within the community, there are differences between the ways that a species of tree will behave. We do know that the work will be entirely completed by March 1<sup>st</sup>.

So, please, do leave the gate unlocked. It's not just a "nice" thing to do- it is mandated in the CC&Rs that the association has access to the patios to complete its maintenance duties. We've had homeowners in the past tell us they didn't want their roofs cleaned and that was why they did not leave their gates unlocked. Per the CC&Rs, roof maintenance is the association's responsibility and it is imperative that the contractor be able to complete his job.

## New Year's Day with Old Friends and New

Join other residents of Nepenthe for a News Year's Day social event. All are welcome! Drop by for some fun and friendly games, conversation and more.

Feel free to bring your own beverage, snacks or games. Tea and coffee will be provided. Free to attend. Event starts at 11:00am and will go on until about 4:00pm.



# 2018 Accomplishments

**What a busy year! In 2018 the association...**

- ◆ Welcomed all new hourly staff.
- ◆ Upgraded the Audio-Visual Equipment in the Clubhouse Lounge.
- ◆ Improved the Clubhouse Lounge lighting.
- ◆ Began daytime parking enforcement on the private streets.
- ◆ Purchased padded stacking banquet chairs for the Clubhouse Lounge.
- ◆ Repaired and replaced 2,000 +/- square feet of concrete
- ◆ Repaired and replaced close to 50 fences
- ◆ Completed the siding and painting project begun in 2014!
- ◆ Began contract with new landscaper.
- ◆ Replaced all 52 alley signs.
- ◆ Adopted a new solar panel criteria.
- ◆ Processed 63 Home Improvement Applications.
- ◆ Converted a little used storage room at the clubhouse into a functioning office.
- ◆ Installed four benches.
- ◆ Installed cameras at the pools.
- ◆ Improved exterior clubhouse lighting at the pool deck, flag pole and parking lot.
- ◆ Installed attractive address sign on exterior west wall of clubhouse.
- ◆ Changed investment advisors.
- ◆ Hosted numerous events- Cinco de Mayo, Jazz at the Pool, Homeowner Education Forum, Jazz at the Fireplace and the Holiday Party.
- ◆ Completed and adopted the 2019 Reserve Study and Budget.
- ◆ Planted 20 trees.
- ◆ Issued 623 Work Orders.
- ◆ Conducted 45 Grounds Zone Walks

.....Just to name a few.

*Everyone is invited to participate in the Cookbook Club cookie exchange to be held on Sunday, December 9th, from 1 to 3 PM in the Dunbarton Cabana. Please bring six dozen homemade cookies - five dozen for exchange and one dozen for sampling during the event. Tea will also be provided.*

*Hope to see you there!*



In 2019's monthly Nepenthe News we want to feature pictures of the adorable Nepenthe pets you love.

Submit your pictures to

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

and look for your pet each month.

Include the name and a fun fact if you'd like! All pet pictures welcome; Dogs, cats, hamsters, reptiles, birds or whatever kind of pet you know and love. We want to see them!



Anyone interested in participating in a Nepenthe golf club, please contact Charles Schaffer at:  
[charles.b.schaffer@gmail.com](mailto:charles.b.schaffer@gmail.com)



## REMINDER: Holiday Decoration Policy

As we enter the Holiday season, we direct your attention to the Holiday Decoration Policy for the Nepenthe community:

*Members may place seasonal holiday decorations (from the weekend before Thanksgiving until January 7) on the immediate front entrance, garage door surrounds, gutters, alley ways, including shrubs, bushes, and trees immediately adjoining a Member's property to a maximum height of fifteen feet. By doing so, Member assumes all responsibility for any damage caused by Holiday Decorations to the Common Area or Common Facilities and any damage or injury to persons or property.*

*Decorations may not interfere with health or safety of the public or create a risk of injury or damage to persons or property by encroaching upon alleys or walkways or present a trip hazard in areas normally traveled by pedestrians. Decorations may not obscure address plaques or Common Area lighting. No electrical seasonal decorations shall be placed on or in any Common Area or Common Facility light fixture.*

*Members are unrestricted in placing holiday decorations in the interior of their property visible to the exterior. Decorations may not be placed upon roofs, and no person shall access the roof for installation.*

*Decorations may be installed on exterior walls and fences by plastic or metal clips so long as they do not cause damage to the Common Area or Common Facilities. Clips may be left in place for use seasonally. Any such clips that are not made of clear plastic will be painted the same color as the siding. The Association is not responsible for maintenance or removal of said clips, except that the Association may remove the clips to perform maintenance on any fence or building and will not be responsible for damage to or loss of clips, nor for replacing or reinstalling the clips.*

*Sound effects and flashing lights, twinkling lights and inflatable decorations in the Common Area are prohibited. Decorations or electrical connections which pose a safety hazard or which expose the Association to increased insurance costs are prohibited. Electrical decorations shall be installed pursuant to manufacturer's recommendations.*

*Compliance with this policy is exclusively reserved by the Association. Association reserves the right to disconnect, relocate or remove Holiday Decorations not in compliance with this policy. Association will make reasonable efforts to notify a member and request compliance. Association will not be responsible for damage to any Holiday Decoration it disconnects, relocates or removes.*

## Grounds Update

Hello Nepenthe!

Winter is closing in on us and so are all the leaves. Coast Landscape is working to rid Nepenthe of these "gifts" the trees keep giving. They have provided extra crew members the first week of December and they conducted significant cleanup in the alleys. They prioritized the main walking areas followed by alleys, then the streets and turf areas and will continue to do so. All this while the trees are continuing to "give". We appreciate your patience as we work through the leaf drop and abatement.



Also, irrigation has been turned off for the Winter months, as is done annually, and is expected to be turned back on in the early spring.

Another quick reminder; The wild turkeys in this area have returned and they've brought their new baby turkeys with them. We are having the main "turkey waste" areas in the walkways/alleys pressure washed bi-weekly to help with this. If a flock of Turkeys are blocking your path while driving, please do not stop completely and stop traffic. Wild turkeys will often remain in your way if you do this. Simply move forward slowly and cautiously and they will give way to your vehicle.



Nepenthe Association  
1131 Commons Drive  
Sacramento, CA 95825

Phone: 916-929-8380  
[Nepenthe.HOA@FSResidential.com](mailto:Nepenthe.HOA@FSResidential.com)

Office Hours:  
Monday–Friday 9:00 AM to 6:00 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:

**Security Concerns?** Call the Nepenthe Office or the

**After-Hours Customer Care Center at 1-800-428-5588**

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

**Nepenthe Insurance Questions?** Need a certificate? Call management 916-929-8380

**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

## Important Reminders

♦ Please pick up after your pets. There has been a number of instances where pet waste has been left for others to pick up. Please be courteous of your neighbors and clean up after your pet. NOTE: If the pet waste station is full, DO NOT leave your dog waste bags on the ground. Not only is this littering, but this is also very unsightly. Residents found to be littering in this manner will be issued a violation. A quick call to the office will ensure the problem gets taken care of. Again, please be courteous of others and find another receptacle to place these bags in until the station is replenished with a new bag. Thank you.

♦ **In observance of the Christmas holiday, the Clubhouse Office will be CLOSED on Dec. 24th and Dec. 25th, so that the FirstService Residential management team may enjoy this holiday with their families.**

Thank you and happy holidays everyone!

## 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)	X
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	X
10/6	Nepenthe News published	X
10/7	Winter weekend hours begin (9:00-1:00)	X
10/9	ARC meeting 5:30 PM	X
10/10	Mail Budget Disclosures to homeowners	X
10/9	Insurance, Legal and Safety Committee Meeting 5pm	X
10/12	Grounds Committee meeting 3:00 PM	X
10/23	Finance Committee meeting 3:00 PM	X
10/29	Committee minutes due to management office	X
10/31	Lock in agendas for Board meetings - 1) Flood Insurance renewal -closed 2) Roof & Gutter cleaning proposal-closed 3) Solar Criteria -open 4) Board Goals- open 5) Tree proposals - open 5) Approve 2019 Budget -open	X
11/2	Manager posts agenda and distributes Board packets	X
11/1	Roof & Gutter Cleaning begins	X
11/7	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
11/9	Nepenthe News published - include Holiday Décor Policy	X

## 2018 Master Calendar

11/13	ARC meeting 5:30 PM	X
11/13	Insurance, Legal and Safety Committee Meeting 5pm	X
11/15	Grounds Committee meeting 3:00 PM (Changed to third Thursdays)	X
11/22	Office Closed for Thanksgiving	X
11/23	Office Closed for Thanksgiving	X
11/26	Committee minutes due to management office	X
11/28	Lock in agendas for Board meetings - 1) master calendar 2) 2019 Goals Discussion 3) Appoint Nominating Committee	X
11/30	Manager posts agenda and distributes Board packets	X
12/5	Board Meetings: Closed 4:00 PM, Open 5:30 PM	x
12/7	Nepenthe News published	x
12/11	ARC meeting 5:30pm	x
12/11	Insurance, Legal and Safety Committee Meeting 5pm	x
12/13	Grounds Committee meeting 3:00 PM	20-Dec
12/24	Committee minutes due to management office	N/A
12/24	Office closed for Christmas	X
12/25	Office closed for Christmas	x
12/26	Lock in agendas for Board meetings:	x
12/29	Manager posts agenda and distributes Board packets	x
12/31	Closed for New Year's Eve	X

## 2019 Master Calendar DRAFT

Due Date	Item	Complete
1/1/19	Fiscal Year Begins	X
1/1/19	Office closed for New Year's	X
1/2/19	Board Meetings: Closed 4PM, Open 5:30 PM	
1/4/19	Nepenthe News published	
1/5/19	Water Meter Forum 10:00 AM	
1/8/19	ARC Meeting 5:30pm	
1/8/19	Insurance, Legal and Safety Committee Meeting 5pm	
1/15/19	Water Meter Forum 7:00 pm	
1/17/19	Financials published and distributed to Board and Finance Committee	
1/29/19	Finance Committee meeting 3:00 PM	
1/22/19	Outreach Committee meeting 4:30 PM	
1/30/19	Committee Minutes due in management office	
1/30/19	Lock in agendas for 2/6/19 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 3) Approve proposal for Zone 1 roof repairs	
2/1/19	Manager posts agenda and distributes Board packets	
2/1/19	Manager to submit required records to CPA for Annual Review	
2/1/17	Insurance Agent to conduct annual risk assessment inspection	
2/6/19	Board Meetings: Closed 4 PM, Open 5:30 PM	
2/8/19	Send Flood Surcharge List to Accounts Receivable for April statements	
2/8/19	Nepenthe News published	
2/11/19	ARC meeting 5:30pm	
2/11/19	Insurance, Legal and Safety Committee Meeting 5pm	
2/17/19	Financials published and distributed to Board and Finance Committee	
2/18/19	Minimal Staffing in Office for President's Day	
2/21/19	Grounds Committee meeting 3:00 PM	
2/25/19	Finance Committee meeting 4:00 PM	
2/26/19	Outreach Committee meeting 4:30 PM	
2/27/19	Committee Minutes due in management office	
2/27/19	Lock in agendas for 3/6/19 Board meetings 1) Accept slate of candidates from Nominating Committee 3) Approve proposal for Zone 3	
3/1/19	Manager posts agenda and distributes Board packets	
3/1/19	Send reminder to insurance agent for hazard inspection	
3/1/19	Election Committee organizational meeting	

## 2019 Master Calendar DRAFT

3/1/19	Pool contractor to inform management of any equipment needs for the pool season	
3/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
3/8/19	Nepenthe News published	
3/12/19	ARC meeting 5:30pm	
3/12/19	Insurance, Legal and Safety Committee Meeting 5pm	
3/17/19	Financials published and distributed to Board and Finance Committee	
3/20/19	Manager to mail hearing notices to delinquent owners	
3/25/19	Finance Committee meeting 3:00 PM	
3/26/18	Outreach Committee meeting 4:30 PM	
3/27/19	Committee Minutes due in management office	
3/27/19	Lock in agendas for 4/3/18 Board meetings- 1) DQ hearings 2) Sign Tax Returns 4) Accept Annual Review by CPA 5) Risk Assessment Report by agent 6) Approve proposal for Zone 7	
3/29/19	Manager posts agenda and distributes Board packets	
4/3/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
4/4/19	Mail Annual Review to homeowners in accordance with civil code requirements	
4/4/19	Manager to notify members disqualified to vote due to delinquent assessments	
4/5/19	Manager to post candidate statements on websites	
4/5/19	Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline	
4/8/19	Set meeting with PCC to discuss contract for Fiscal & Operational Review and to create timeline for the project	
4/9/19	ARC Meeting 5:30 PM	
4/9/19	Insurance, Legal and Safety Committee Meeting 5pm	
4/17/19	Financials published and distributed to Board and Finance Committee	
4/18/19	Grounds Committee meeting 3:00 PM	
4/18/18	Call Precision Concrete for Sidewalk Assessment	
4/19/19	Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting	
4/19/19	Inspectors to proofread ballot materials	
4/19/19	Deadline for petitioners to nominate for Board	
4/19/19	Upload ballot and Resident Information Form to mail house	
4/22/19	Finance Committee meeting 3:00 pm	

## 2019 Master Calendar DRAFT

4/23/19	Outreach Committee meeting 4:30 PM	
4/24/19	Committee Minutes due in management office	
4/24/19	Lock In agenda for 5/1/19 Board Meeting 1) Approve proposal for Zone 6	
4/26/19	Manager posts agenda and distributes Board packets	
5/1/19	Board Meetings: Closed 3:30 PM, Open 5:30 PM	
5/3/19	Nepenthe News published- VOTE reminder first page, sign up for committee service	
5/4/19	Candidates Forum	
5/10/19	Deadline for committee applications	
5/14/19	ARC meeting 5:30 PM	
5/14/19	Insurance, Legal and Safety Committee Meeting 5pm to develop and submit to the Board specifications for insurance proposals for liability insurance for the coming year. (Per the Standards and Practices for Insurance). Board approves and then sends to FirstService for quotes (we may stay with Farmers).	
5/16/19	Grounds Committee Meeting 3:00 PM	
5/17/19	Financials published and distributed to Board and Finance Committee	
5/22/19	2018 Annual Meeting	
5/23/19	Post election results via E-blast and on outside bulletin board and websites	
5/27/19	Minimal Staffing in Office for Memorial Day	
5/27/19	Management will review the submittal by the ILS and prepare a Board Agenda Report indicating whether the recommendations are complete.	
5/28/19	Outreach Committee meeting 4:30 PM	
5/29/19	Committee Minutes due in management office	
5/29/19	Lock in agendas for 6/5/19 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 for Insurance 5) Review Reserve Investments with FirstService Financial 6) Approve proposal for Zone 4	
5/31/19	Manager posts agenda and distributes Board packets	
6/1/19	Summer weekend hours begin (12-4)	
6/5/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
6/11/19	ARC meeting 5:30pm	
6/11/19	Insurance, Legal and Safety Committee Meeting 5pm	
6/17/19	Financials published and distributed to Board and Finance Committee	
6/20/18	Grounds Committee meeting 3:00 PM	

## 2019 Master Calendar DRAFT

6/24/19	Finance Committee meeting 4:00 PM	
6/25/19	Outreach Committee meeting 4:30 PM	
6/26/19	Lock in agendas for 7/3/19 Board meetings - 1) Approve proposal for Zone 2	
6/28/19	Manager posts agenda and distributes Board packets	
6/30/19	Jazz at the Pool	
7/3/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
7/4/19	Office Closed for Independence Day	
7/5/19	Nepenthe News published	
7/5/18	Manager begins preparation of next year's budget	
7/9/19	ARC Meeting 5:30pm	
7/9/19	Insurance, Legal and Safety Committee Meeting 5pm	
7/17/19	Financials published and distributed to Board and Finance Committee	
7/18/19	Grounds Committee meeting 3:00 PM	
7/22/19	Finance Committee meeting 4:00 PM	
7/23/19	Outreach Committee meeting 4:30 PM	
7/28/19	Jazz at the Pool	
7/31/19	Committee minutes due to management office	
7/31/19	Lock in agendas for 8/7/19 Board meetings - 1) Approve proposal for Zone 5	
8/2/19	Manager posts agenda and distributes Board packets	
8/7/19	Board Meetings: Closed 4 PM, Open 5:30 PM	
8/2/19	Nepenthe News published	
8/6/19	National Night Out	
8/13/19	Insurance, Legal and Safety Committee Meeting 5pm	
8/13/19	ARC meeting 5:30 PM	
8/15/19	Grounds Committee meeting 3:00 PM	
8/17/19	Financials published and distributed to Board and Finance Committee	
8/25/19	Jazz at the Pool	
8/26/19	Finance Committee meeting 4:00 PM	
8/27/19	Outreach Committee meeting 4:30 PM	
8/28/19	Committee minutes due to management office	
8/28/19	Lock in agendas for 9/4/19 Board meetings 1) Approve Reserve study 2) Approve Insurance Quote	
8/30/19	Manager posts agenda and distributes Board packets	
9/2/19	Office closed for Labor Day	
9/4/19	Board Meetings: Closed 4 PM, Open 5:30 PM	

## 2019 Master Calendar DRAFT

9/6/19	Nepenthe News published	
9/10/19	ARC meeting 5:30 PM	
9/10/19	Insurance, Legal and Safety Committee Meeting 5pm	
9/17/19	Financials published and distributed to Board and Finance Committee	
9/19/19	Grounds Committee meeting 3:00 PM	
9/23/19	Finance Committee meeting 4:00 PM	
9/24/19	Outreach Committee meeting 4:30 PM	
9/25/19	Committee minutes due to management office	
9/25/19	Lock in agendas for 10/2/19 Board meetings - 1) Budget discussion 2)Gutter and Roof Cleaning	
9/27/19	Manager posts agenda and distributes Board packets	
9/28/19	Annual Education Event "Living at Nepenthe: What you need to know"	
10/2/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
10/4/19	Nepenthe News published	
10/5/19	Winter weekend hours begin (9:00-1:00)	
10/8/19	ARC meeting 5:30 PM	
10/8/19	Insurance, Legal and Safety Committee Meeting 5pm	
10/17/19	Grounds Committee meeting 3:00 PM	
10/17/19	Financials published and distributed to Board and Finance Committee	
10/21/19	Finance Committee meeting 3:00 PM	
10/22/18	Outreach Committee meeting 4:30 PM	
10/28/19	Committee minutes due to management office	
10/28/19	Lock in agendas for 11/6/19 Board meetings - 1) Flood Insurance renewal 2) Adopt 2020 Budget 3) Review changes to Davis-Stirling Act for coming year	
11/1/19	Manager posts agenda and distributes Board packets	
11/4/19	Roof & Gutter Cleaning begins	
11/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
10/11/19	Mail Budget Disclosures to homeowners	
11/8/19	Nepenthe News published - include Holiday Décor Policy	
11/12/19	ARC meeting 5:30 PM	
11/12/19	Insurance, Legal and Safety Committee Meeting 5pm	
11/17/19	Financials published and distributed to Board and Finance Committee	
11/21/19	Grounds Committee meeting 3:00 PM	
11/25/19	Finance Committee meeting 4:00 PM	
11/26/19	Outreach Committee meeting 4:30 PM	

## 2019 Master Calendar DRAFT

11/27/19	Committee minutes due to management office	
11/27/19	Lock in agendas for 12/4/19 Board meetings - 1) Adopt master calendar 2) Adopt 2020 Goals 3) Appoint Nominating Committee	
11/27/19	Manager posts agenda and distributes Board packets	
11/28/19	Office Closed for Thanksgiving	
11/29/19	Office Closed for Thanksgiving	
12/4/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
12/6/19	Nepenthe News published	
12/10/19	ARC meeting 5:30pm	
12/10/19	Insurance, Legal and Safety Committee Meeting 5pm	
12/17/19	Financials published and distributed to Board and Finance Committee	
12/19/19	Grounds Committee meeting 3:00 PM	
12/24/19	Office closed for Christmas	
12/25/19	Office closed for Christmas	
12/30/19	Committee minutes due to management office	
12/30/19	Lock in agendas for 1/8/20 Board meetings: 1) Appoint Nominating Committee	
12/31/18	Closed for New Year's Eve	
1/1/20	Closed for New Years Day	
1/3/20	Manager posts agenda and distributes Board packets	
1/8/20	Board Meetings: Closed 4:00 PM, Open 5:30 PM	



## WEEKLY REPORT SHEET

DATE: 12/3/2018 - 12/7/2018

JOB #: 46893

AREA MANAGER: Juliana Brown

JOB NAME: Nepenthe HOA

CREW LEADERS: Angel Medina/Juan Reyes

ADDRESS:

SERVICE DAY(S): Monday-Friday

KEY CLIENT EXPECTATIONS: 1) Leaf Abatement! 2) Weed Abatement 3) Coast Holiday Party

MAP#	DESCRIPTION:	MON	TUES	WED	THURS	FRI
<b>TURF CARE:</b>						
	No Mowing Performed due to very wet turf					
<b>SHRUB, VINE &amp; GROUNDCOVER CARE:</b>						
	Pick Up Green Waste	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		
	Leaf Abatement Zone 1	X				
	Leaf Abatement Zone 2		X			
	Leaf Abatement Zones 3 & 4			X		
	Pruning Shrubs on Zone 6; 600 - 618, 700 - 720, 800 - 820 Elmhurst			X		
	Leaf Abatement Zones 5 & 6				X	
	Coast Holiday Party! Thank you crews for all the hard work!					X
<b>IRRIGATION SYSTEM:</b>						
	Juan assisted with Horticultural Care and Leaf Abatement	X	X	X	X	X
<b>MISCELLANEOUS: Chemical and Mechanical Weed Abatement</b>						



## WEEKLY REPORT SHEET

DATE: 12/10/2018 - 12/14/2018

JOB #: 46893

AREA MANAGER: Juliana Brown

JOB NAME: Nepenthe HOA

CREW LEADERS: Angel Medina/Juan Reyes

ADDRESS:

SERVICE DAY(S): Monday-Friday

KEY CLIENT EXPECTATIONS: 1) Leaf Abatement! 2) Weed Abatement 3) Begin Detailed Leaf Clean Up

MAP#	DESCRIPTION:	MON	TUES	WED	THURS	FRI
<b>TURF CARE:</b>						
	No Mowing Performed due to very wet turf					
<b>SHRUB, VINE &amp; GROUNDCOVER CARE:</b>						
	Pick Up Green Waste	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		
	Leaf Abatement Zone 7	X				
	Leaf Abatement Zone 6		X			
	Pull Weeds Zone 1		X			
	Leaf Abatement Zone 5			X		
	Leaf Abatement Zone 2				X	
	Leaf Abatement Zone 3 & 4					X
	Blow Paths Zone 1					X
<b>IRRIGATION SYSTEM:</b>						
	Juan assisted with Horticultural Care and Leaf Abatement	X	X	X	X	X
<b>MISCELLANEOUS: Chemical and Mechanical Weed Abatement</b>						



## WEEKLY REPORT SHEET

DATE: 12/17/2018 - 12/21/2018

JOB #: 46893

AREA MANAGER: Juliana Brown

JOB NAME: Nepenthe HOA

CREW LEADERS: Angel Medina/Juan Reyes

ADDRESS:

SERVICE DAY(S): Monday-Friday

KEY CLIENT EXPECTATIONS: 1) Leaf Abatement! 2) Weed Abatement 3) Extra Crews on site for Leaf Abatement

MAP#	DESCRIPTION:	MON	TUES	WED	THURS	FRI
<b>TURF CARE:</b>						
	No Mowing Performed due to very wet turf					
<b>SHRUB, VINE &amp; GROUNDCOVER CARE:</b>						
	Pick Up Green Waste	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		X
	Service Dog Station	X		X		X
	Leaf Abatement Zone 7 - <b>3 EXTRA MEN ON SITE</b> - (8 total)	X				
	Leaf Abatement Zone 2 - <b>3 EXTRA MEN ON SITE</b> - (8 total)		X			
	Leaf Abatement Zone 5 & 6 - <b>6 EXTRA MEN ON SITE</b> (3 T&M, 11 total)			X		
	Leaf Abatement Zone 3 & 4 - <b>6 EXTRA MEN ON SITE</b> (3 T&M, 11 total)				X	
	Leaf Abatement Zone 7, 5, 3 & 1 - <b>8 EXTRA MEN ON SITE</b> (13 total)					X
<b>IRRIGATION SYSTEM:</b>						
	Juan assisted with Horticultural Care and Leaf Abatement	X	X	X	X	X
<b>MISCELLANEOUS: Chemical and Mechanical Weed Abatement</b>						

**Persistent Landscaping Issues**  
**12/20/2018**

We have reported all the following issues through both formal and informal channels for several months to Nepenthe and Coast. Nepenthe and Coast have only given excuses, but have not offered that any improvements will be made in the future. Every neighbor we have spoken to states the grounds have never looked so bad in the time they have lived here, some over 30 years.

- **Poor pruning** – on the 2 occasions, over the last 5 months, that bushes were pruned around our house, all the branches were left behind. Although the “weekly landscaping update” (which occurred only once or twice) stated bushes along our zone alleyways would be done 6 weeks ago (and before the leaves started falling and the rain came), only one side was pruned. The bushes on the other side are still straggly. Moreover, the crepe myrtle tree branches hung so low, we hit them with our cars, every time we pulled out of our driveway. We finally cut off the offending branches ourselves to keep our cars and the alley clean. We are not trained landscapers and should not be pruning trees, and picking up pruned branches and perhaps causing problems for the trees or ourselves, but this is the first year we have had this problem, as previous landscapers pruned regularly and effectively and always picked up their clippings.
- **Poor lawn maintenance** – instead of normal mowers, Coast uses big machines that break off sprinkler heads, push pine cones and other debris down into the lawn, and take divots out of the lawn. They drive over downed branches leaving them behind. For a time, we picked up the branches ourselves and cut them up and bagged them. For several weeks, we raked the diadora debris ourselves. There are piles of clippings and branches everywhere that have been there for weeks, in some cases, months. Previous landscapers in past years picked up the branches and raked up and disposed of the debris every week. Like many other homeowners, we are senior citizens with some physical limitations, who sold our home and moved here, in large part, to get away from the lawn work. We are no longer going to rake it ourselves.
- **Poor leaf removal** – in past years, all the leaves were blown away from walkways, porches, alleyways, lawns, and bush areas every week. In many places, they were raked and hauled away. A Coast employee walks through quickly once per week, or less often, and blows the sidewalks. They blow all the leaves up onto the lawns, onto the ivy, under the bushes, and onto porches. They went for 4 weeks without blowing out the ally. We would drive over the leaves every day going in and out our garage, thus dragging the leaves into the garage, and subsequently, into our kitchen. Then it rained. When I slipped and fell walking out the garage, my husband finally raked the heavy, wet leaves into piles away from our garage entrance. White mold now grows under the wet leaves in the flower beds. We always put our bags of clippings (much of which is from the common areas, as well as our own patio) out on Sunday nights. Previous landscapers picked up the bags very early on Monday mornings. Coast comes by late in the day Monday or perhaps a day or two later, and on some occasions, not at all, to get these bags. This mess not only looks bad, and our holiday guests get to traipse through it, but it makes a mess of our carpets, and could cause some serious injuries to someone either living here or visiting.
- **Unfair and selective maintenance** – Coast regularly blows leaves away from the lawns in some parts of Nepenthe. As we live down an alley, they do not clean around our home, although we pay the same HOA dues. All areas should receive the same attention, whether it is mowing, leaf removal, or planting! We would like to see a reduction in our HOA dues, since we do not receive the same services as some homeowners...or perhaps they could pay more.

- **Poor or nonexistent problem correction** – when a small tree was blown over in the storm a few weeks ago, the homeowner reported it immediately to the office. A week later we were talking to them and discussed how it had still not been addressed and that immediate correction might save the tree. A Coast employee was walking a block away. We flagged him down and asked him to please report it to his supervisor to see if they would fix it. He said he would. A few days later, nothing had been done. Then we noticed it had been propped up by a rock. Later we found out another neighbor had propped it up. Coast has still not addressed the issue. One day, a broken bottle lay in the sidewalk for an entire day. Dogs, and even people could have been injured, not to mention it made the neighborhood look low class.
- **Poor communication** – written and verbal requests to the office are met with excuses. We were told they were operating according to “industry standard”. Coast manager Juliana has given many excuses, but never committed to improving things. There is no feedback to homeowners who submit work orders and so there is no way to know if the order has been ignored, has already been resolved, or what was done to ameliorate the issue.
- **Poor weed maintenance** – bedding areas around our house contain as much nut grass, volunteer treelets and weeds as they do bushes and flowers. We used to pull weeds around our house, but are no longer going to do this ourselves, as we are paying for this service through our HOA fees.
- **Insufficient, untrained staff** – previous landscapers had dozens of people around every day doing all kinds of activities and noticing what needed to be done. They picked up branches, trash, dead animals and were around our home every single day from early morning until late in the evenings. Their onsite manager was always around checking out the areas for problems and work that needed to be done and was responsive to requests, both verbally and through actions. We never once saw them sitting in groups and talking. Coast has one or two people around our house for a few minutes maybe one day a week. We have often seen groups of them near a truck on the street chatting among themselves. By late afternoon, there is no one around from Coast.
- **Inappropriate tools** – Coast uses large, riding mulching mowers, and large riding machines that are supposed to vacuum up leaves and debris. While these might work well on golf courses and new developments with only small trees, they are clearly WRONG for our neighborhood. We have large messy trees that drop long branches, pine cones, spiky rosettes, etc. These riding machines do not pick them up, and in fact, drive the down into the grass. No doubt the staff find it fun to drive these, and Coast probably spent a lot of money on them and want to salvage their investment, but they are damaging our landscaping. Previous landscapers used rakes and mowers. One need only walk through the Villages and see the wonderful job that Fernandez Brothers does over there. They have large crews using rakes, brooms and mowers. Their beautiful landscaping is in sharp contrast to unkempt look of Nepenthe.

## Re: Board of Directors December Meeting Notice

L Goldsmith

Mon 12/3/2018 11:11 PM

To:Sarah Lowrey <Sarah.Lowrey@fsresidential.com>;

Sarah,

For the Board as I will not be attending the meeting on Wednesday:

Every homeowner just received another notice from the City of Sacramento about flood hazard and insurance. We are in an area "dependent on levees where flood insurance is strongly recommended." We are in an area where the levee status by the US Army Corps of Engineers is expired. We are in a flood plain.

The brochure further states, "While these dams and levees provide us excellent protection, they are still subject to failure and any property in the City remains at risk of flooding." This is due to the proximity to the Sacramento and American Rivers, as well as local creeks and streams, and drainage systems that rely on pumps.

*Flood Insurance - Are You Covered?* states we do not need to live in the 100yr floodplain "to be affected by flooding. In fact 30% of all claims occur outside the SFHA (Special Flood Hazard Area). Recent levee improvements have reduced but not eliminated the flood risk to our community."

We need flood insurance. I'm guessing the cost is less if we purchase a group policy.

Thank you,

Lynne Goldsmith

On Fri, Nov 30, 2018 at 3:51 PM <[Sarah.Lowrey@fsresidential.com](mailto:Sarah.Lowrey@fsresidential.com)> wrote:

**Nepenthe Association**

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



November 30, 2018

C LYNNE GOLDSMITH TRUSTEE

Sacramento CA 95825 USA

RE: Board of Directors December Meeting Notice

Dear C LYNNE GOLDSMITH TRUSTEE:

Good afternoon! I hope you are enjoying this beautiful day. As we near the end of fall I am sure more chilly and rainy days are ahead. Which makes days like these especially nice to see.

Next Wednesday, December 5th at 5:30 pm is the regularly scheduled monthly Open Session of the Board of Directors. As always, members are most welcome and encouraged to attend. Just prior to the open session, the directors will be meeting in a closed executive session to discuss sensitive matters as permitted by Civil Code. Civil Code also states that we inform you, the members, of all Board meetings.

The agendas are attached to this email and the full Board Packet can be accessed by following this link:

<http://nepenthehoa.com/wp-content/uploads/2018/11/NEP-2018-12-05-Open-Session-Packet.pdf>

If the link does not work, you can copy and paste it into your internet browser. Alternatively, if you go to [www.NepentheHOA.com](http://www.NepentheHOA.com) and navigate to the Board of Directors page under "Governance" you will find the packet there. We also keep two hard copies available in the brown binders on the counter in the clubhouse library.

Sincerely,

Sarah Lowrey  
Assistant Community Manager

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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/cg07QdcO90iTbru/NTAzMjI%3d/mchvj2dbzy.s0n.aspx>

Click here to [Unsubscribe](#)

mc: 50322

Janet Weeks  
#### Vanderbilt Way  
Sacramento, CA 95825

December 19, 2018

Frank Loge  
Board President  
c/o Nepenthe Club  
1131 Commons Drive  
Sacramento, CA 95825

Dear Frank,

It is six days before Christmas and I have overnight guests coming in a few days. I have worked very hard to prepare for my guests, including shopping for gifts, wrapping gifts, mailing packages, running errands, baking, cooking, cleaning, decorating my home, and, especially, keeping the grounds around my immediate unit clear of debris, leaves, turkey poop, and any other unsightly mess. This includes sweeping my front walk, porch, and back patio daily—and, most annoyingly, cleaning up AFTER Coast comes through with its blowers. I would like my home to be beautiful and inviting for my guests. Needless to say, I have little desire or time to be angry about repeated landscaping failures or to be forced to write to you and the Board in hopes of change and restitution.

All of which brings me to today, six days before Christmas, when tree trimmers showed up at my front door at 8:30 am to announce that they would be pruning the large tree in front of my home and to warn that I might hear people clomping around on my roof. Fine. I thanked them for the notification. An hour or two later, one of the workers banged on my front door again to let me know that, as a courtesy to me, they'd blown the leaves and debris out of my front gutters. I immediately saw that they'd left an unsightly mess of leaves, debris, and water droplets all over the front porch siding, my front door, screens, windows, and garden area. My doormat was filthy, after my having cleaned it the day before. I'd also spent good money to have my windows professionally cleaned. Now, they were hideous and droplet stained, especially when looking out from the inside. Additionally, my back patio, which I'd swept clean before the tree trimming crew arrived, was now again covered with debris. Not only that, but the workers had used my hose, after I complained that the debris left on my siding was unacceptable, to squirt some of the debris off the siding. Then, they left my hose in a tangled mess where it had previously (by me) been carefully and neatly coiled next to the water spigot. The front garden area, partially concealed by the now dirty low brick wall in front of my unit, was also left with mounds of soggy leaves, mud, and debris heaped around the struggling, blower-bedraggled plants, mud-splattered siding, and my tangled hose from the gutter "cleaning." Some courtesy.

I called the office to complain, but had to leave a message because no one would pick up the phone. I asked for my call to be returned ASAP. However, having left messages before and having had no return call, I went to the Nepenthe office to speak to someone directly. Bettie, I was told, was on vacation. Daniel Devlin was the only one on hand, so I gave him a respectful earful. Daniel said that there was little he could do, that his hands were tied by decisions and directives the Board had made and issued. However, he did kindly agree to stop by my home, personally, to see and photograph my specific grievances. In addition to today's mess, just days away from the arrival of my holiday guests, I also

Showed Daniel where Coast's crew had been simply blowing mounds of wet leaves into the corner, where my home meets my back fence, and left there, potentially to rot out the bottom section of fencing and siding.

I am very angry with the unacceptably poor and disrespectful job Coast and other workers are doing around my home, specifically, and the entire community, as a whole. I would like to understand why GP was let go and Coast hired to replace them. GP was doing a superb job. They knew our community and its specific needs. They knew us, the homeowners, and our individual concerns. They were efficient, respectful, friendly, and cooperative. And, our properties were kept in beautiful shape—and holiday ready. Coast, on the other hand, displays little respect for homeowners or concern for the needs of our community. Just in time for holiday guests, our community is a mess of leaves, debris, turkey poop, ruined plants, and worse. I can already hear my guests asking, "You're paying HOW MUCH in dues? Outrageous, for what little you're getting!"

Homeowners have been told to "be patient," while Coast gets "up to speed." Coast has been here since July and they are still are not up to speed. How patient do we have to be, especially with dues set to increase next month? I've written to Daniel several times in the past, included photographs, and received no response. I've called the office and not had calls returned. Now, I'm forced to write to you.

Daniel has promised to try to fix today's problems to the best of his ability, but he warns it may not happen today or be to my satisfaction. Daniel urged me to write to you to express my outrage in hopes that, if many homeowners write, something will eventually be done. Again, he warns, it may take more time. Time is what I DON'T have right now, when I'm already working hard to ready my home for holiday guests. Where is the oversight and supervision? Where is the Board's accountability? I and other homeowners should NOT have to take time out of our busy schedules to write letters of complaint or to clean up after Board-hired workers. I am not happy. I want GP back. I want the Board to take responsibility and DO SOMETHING NOW, to solve the problems so many of us homeowners have complained about. I only wish I did not have MORE WORK to do now because of the lack of care and respect of those the Board hired to care for our properties. Please fix this NOW!

Sincerely,

Janet Weeks



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 5<sup>th</sup>, 2018, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION  
M I N U T E S**

**I. CALL TO ORDER**

Present	Arrival	Board Member	Position	Departure
X	5:30pm	Frank Loge	President	6:20pm
X	5:30pm	Linda Cook	Vice President	6:20pm
X	5:30pm	Christina George	Treasurer	6:20pm
X	5:30pm	Steve Huffman	Secretary	6:20pm
X	5:30pm	Jan Summers	Member at Large	6:20pm

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 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
- c. Grounds Committee
  - i. Don Landsittel provided separate report and showed progress of Swarthmore View Project.
- d. Insurance, Legal and Safety Committee
- e. Outreach Committee

**IV. MANAGEMENT REPORT**

- a. Report
- b. November Nepenthe News
- c. Master Calendar
- d. Facility Manager Zone Walk Notes

**V. CONSENT CALENDAR**

**Resolution: The Board approves Consent Calendar Items A to F as presented.**

**Motion:** Steve Huffman

**Second:** Christina George

**Vote:** All in Favor

*Begin Consent Calendar*

**a. Approval of Minutes November 7<sup>th</sup>, 2018 Open Session Minutes**

Resolution: The Open Session minutes dated November 7<sup>th</sup>, 2018 are approved as presented with the following correction:

The Board accepts the September 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive negative year to date variance of \$49,495 \$47,495 and reserve funding of \$1,626,011 compared to the reserve funding budget of \$1,583,919. The reserves are funded through September 2018. The Association has \$417,197 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has \$6,833,131 in reserve funds.

**b. Appoint Nominating Committee**

Resolution: Pursuant to Bylaws Article IV, Section 4.6(a), the Board hereby appoints Alan Waters, Dale Shaw, Barbara Murman, Barbara Henry and Linda Cook as Chair to serve as this year's Nominating Committee.

**c. Appoint Finance Committee Chair**

Resolution: The Board appoints Joan Haradon, a member in good standing, as the Chair for the Finance Committee.

**d. Financial Statement: October 2018**

Resolution: The Board accepts the October 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of (\$53,851) and reserve funding of \$1,802,002 compared to the reserve funding budget of \$1,759,910. The reserves are funded through October 2018. The Association has \$437,029 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has \$6,943,569 in reserve funds.

**e. Lien Resolution**

Per the enclosed Resolution dated November 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
2017-02	\$976.00
2286-01	\$976.00
2224-03	\$1521.00

f. **Architectural Applications**

The Architectural Review Committee met on November 13<sup>th</sup>, 2018 to review the application listed below. The application is 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>	1225 Vanderbilt Way	Window Replacement	Approval

*End Consent Calendar*

**VI. UNFINISHED BUSINESS**

a. **Finalize 2019 Board Goals**

The Nepenthe Board of Directors has a long-standing history of adopting yearly goals pertinent to the association for the Board to focus on achieving. Last month the Directors discussed possible goals and submitted their goal list which was rated in order of importance. The final list has been compiled by management and is enclosed for review.

**Resolution:** The Board adopts the 2019 Board Goals listed as follows:

- 1) Review financial practices, procedures and internal controls.
- 2) Review and revise as necessary the FirstService Residential Management Contract
- 3) Research fencing material options
- 4) Oversee installation of water meters
- 5) Correct and Revise if necessary the Nepenthe Bylaws and CC&Rs

**Motion:** Linda Cook

**Second:** Christina George

**Vote:** All in Favor

**VII. NEW BUSINESS**

a. **Architectural Decision Appeal -716 Elmhurst Circle**

Application for windows/slider replacement. At last month's meeting the Board approved the application as recommended by the ARC. As the ARC was not clear on the homeowners' intent regarding the mullions, they recommended approval without mullions. The homeowner has submitted an appeal as he has, indeed, had the sliding doors installed with the mullions.

A history of the application process has been prepared by the secretary of the ARC. The owner has also submitted a letter of appeal.

It is possible that the ARC may have recommended approval of the mullions had they been specified clearly on the application. They are not particularly visible from outside the patio. In the Nepenthe Architectural Guidelines, criteria #20 states, "Same as windows description, except wider frames similar to original Blomberg sliding doors are to be used. Swing opening doors are permitted. Divided window panes are acceptable where not prominently visible from adjacent areas. Replacement screens should be similar to the original."

**Resolution:** The Board approves the sliding patio doors as installed and reminds the homeowners that the Architectural Review Committee is empowered by the Board to uphold the value of the asset. Their requests for information are serious and should be met with compliance and responded to in a timely manner.

**Motion:** Christina George

**Second:** Jan Summers

**Vote:** All in Favor

b. **Architectural Decision Appeal -714 Dunbarton Circle**

Application after installation for window and patio door replacement. The owners purchased the unit in August and commenced with a major renovation shortly thereafter. In so doing, they removed the garden window over the sink and the slider door next to the long kitchen counter. They replaced the slider with a single unit French door and the garden window with a smaller conventional window that is not compliant with the Nepenthe Architectural Guidelines. They also did not seek approval for these changes until after they were contacted by management via courtesy violation notice.

The committee met on October 18, 2018 in a special meeting to consider the owners' application and approved the door, but recommended that the window be replaced with one that complies with the criteria. The minutes are enclosed. The Board confirmed the committee's recommendation at the November 7 Open Session. The owners have submitted the enclosed appeal letter.

**Resolution:** The Board denies the appeal and requires the owners to comply with the conditions of the application. The owners are instructed to apply to the ARC for approval for the installation of a window that meets the Nepenthe criteria. Failure to comply may result in further disciplinary action in conformance with the CC&Rs which may include an invitation to hearing and the imposition of fines per the adopted Fines Schedule.

**Motion:** Steve Huffman

**Second:** Linda Cook

**Vote:** All in Favor

c. **Facilities Use Procedure Revisions**

The policy currently in place for Facilities Use Procedures has been instrumental in the organization of the use and rental of the amenities, such as the Clubhouse, Library and Cabana. Since its implementation in 2015, management has discovered some shortfalls

in the document. This revised Procedures corrects these and provides language that strengthens the hierarchy of use. Included for review:

- Proposed Revised Facilities Use Procedure
- Current Facilities Use Procedure

**Resolution:** The Board adopts the revised Facilities Use Procedure policy as presented.

**Motion:** Steve Huffman

**Second:** Linda Cook

**Vote:** All in Favor

d. **Flood Insurance Discussion**

President Loge received the enclosed email from a homeowner. The homeowner points out that improvements made to the levee may have eliminated the need for the association to carry flood insurance. President would like to discuss this with the other directors.

Action Required: Discussion Only

**VIII. HOMEOWNER COMMENTS - None**

**IX. NEXT MEETING:** Wednesday, January 2<sup>nd</sup>, 2019 at 5:30 pm in the Nepenthe Clubhouse

**X. ADJOURN: 6:20pm**

# **DRAFT**

## **Standards and Practices for Committees**

The purpose of this document is to codify standards and practices of The Nepenthe Association **Committees** so that all parties have a clear understanding of their roles and to ensure continuity of operations through turnover in the Board, committees, and staff.

### **A. Role of Committees**

The role of committees is to advise the Board of Directors and to help the Board make sound decisions for the Association.

### **B. Relations with the Board**

1. The Board will provide clear direction to all committees and will respond promptly to the committees' recommendations and requests for information or guidance.
2. Committees will abide by the **Nepenthe Governing Documents** and will follow Board policy.

### **C. Qualifications**

1. Committee members occupy a position of public trust. They are expected to demonstrate the same qualities expected of Board members. Among these are honesty, civility, discipline, frugality, foresight and decisiveness.
2. Individuals will be evaluated based upon: years of ownership in Nepenthe; being of good standing within the Association; character and experience attributes that would enhance the committee's responsibilities; lifetime experiences that bring value to the committee's activities; no conflicts of interest, perceived or real, related to the committee's duties; a sincere interest in supporting the current Board's vision and direction, providing sound recommendations and support.

3. Committee members must be homeowners in good standing with the Association, meaning they are current in the payment of assessments and/or fines and are in compliance with the rules of the Association.
4. If disputed payments, fines or non-compliance are being appealed to the Board, the member may continue serving on the committee until the Board renders a decision. If such cases are in litigation, arbitration or mediation, the Board will be the sole judge as to whether the member may be appointed or continue serving on the a committee.
5. Committee members are expected to be familiar with the following documents as they pertain to the committee's rights and responsibilities: theNepenthe's CC&Rs, the Bylaws, the Standards and Practices, and the Master Calendar. Copies of these documents are on file in the Nepenthe office, and are available to all homeowners. Copies will be provided to any committee member upon request.

## D. Application

1. Homeowners desiring to serve on established committees shall complete a Nepenthe Committee Application attached to this Standard and Practices. It must be completed and submitted by May 1<sup>st</sup> for consideration. The Board President and the Board liaison to each committee, shall review all applications related to their committee and may wish to interview applicants to determine which applicants shall be nominated for approval to the Board at the June Board meeting.
2. No one will be appointed to a committee without first submitting a written application. the form of which will be determined by the Board. This applies to sitting committee members, including chairs, who wish to be reappointed. The deadline for submitting applications is May 1 of every year.
3. In the April March and April newsletters, the Board will notify all homeowners, including current committee members, of the opportunity to apply or re-apply for committee membership. The requisite application form may be included with ballot mailed for board elections.

- ~~4. Copies of all submitted applications will be shared with the appropriate chairs as soon as they are received in the office.~~
5. Homeowners interested in serving on a committee are encouraged to attend at least two meetings of the committee before submitting an application.

## **E. Appointment**

1. The Davis-Stirling Act recommends that committee membership be between three and five members. The Board can have larger committees if it feels the interests of the Association are better served.
2. Preference shall be given to individuals who exhibit a positive attitude, wish to further the best interest of the Association, and serve as a courteous and respectful member of the leadership team.
1. All committee appointments require an affirmative vote by a majority of the Board ~~in attendance when a quorum is present, and meeting in public session, duly recorded in the minutes. meeting in public session, duly recorded in the minutes.~~
2. Following the Board elections, ~~at the June Board meeting, and no later than 15 days after the Annual Homeowners Meeting,~~ the Board will appoint all committees and name the chairs. It will also name a director as Board liaison to each committee.
3. The Board may appoint a new member to a committee at any time during the year upon receiving the application referenced above and after conferring with the committee chair. ~~The new member's term will expire at the same time as all other members' terms.~~

## **F. Size of committees**

~~The size of each committee will be determined by the Board after conferring with the chair~~

## **G. Terms**

Committee members' terms begin when they are appointed by the Board and end on the date of the following Annual Homeowners Meeting.

~~Committee members serve one-year terms, commencing within 15 days of the Annual Homeowners Meeting and ending at the next year's Annual Homeowners Meeting.~~

## **H. Removal and Discipline**

1. Committee members serve at the Board's pleasure and may be removed by the Board at any time for any reason.
2. The Board is not required to explain the appointment or removal of any committee member, including chairs.
3. Removal requires an affirmative vote by ~~at least~~ a majority of the ~~Board members attending a Board, meeting in either closed or open executive session when a quorum is present,~~ and recorded in the minutes.
4. If the chair or a majority of the committee want the ~~Board~~ to remove or discipline a committee member, the matter ~~with~~ will be taken up first with the committee's Board liaison and, if necessary, with the Board.

## **I. Limits on Powers**

1. Neither committees nor committee chairs have authority to elect or appoint co-chairs ~~or vice chairs~~. That is a power reserved to the Board. ~~A vice chair may be appointed by the chair or elected by the committee.~~
2. Committees are appointed solely to advise the Board and to assist it in the performance of its duties. They have no authority over the manager, homeowners, vendors, other persons or other entities.

## **J. Committee Chairs**

Committee chairs are responsible for:

- a. Preparing their committees for successful meetings and for the orderly conduct of the meetings.
  - b. Obtaining from the Board and Management such information and materials required for the performance of committees' duties.
  - c. Communicating with the Board through the Board liaisons and by speaking at Board meetings.
  - d. Seeing that minutes and requests for Board action are submitted on time and in the formats requested by the Board.
2. The names of committee chairs and their contact information will be published monthly in the newsletter so that homeowners may readily reach them.

## K. Secretary and Minutes

1. Each committee's secretary will be appointed by the chair or elected by the committee. The chair may serve as the secretary.
2. Minutes will be recorded of every committee meeting and will be kept on file in the office, where they will be made accessible to every homeowner upon request.
3. Minutes will be submitted in a standard format approved by the Board. To assist the Board in the performance of its duties, entries will be made in the following order:
  - a. The date, time and location of the meeting.
  - b. The names of committee members present and absent.
  - c. The names of others attending the meeting, for purposes of follow-up if necessary.

- d. Recommended action for the Board.
  - e. Information requested from the Board.
  - f. Information from the committee to the Board.
  - g. Such other information as the committee may deem necessary to record. **Minutes will only include items of discussion or action related to the charge of the committee.**
  - h. The date, time and place of the next meeting.
4. Minutes will be signed by the committee secretary or the committee chair. ~~The signature will appear over the typed or printed name of the signer.~~
  5. Minutes will be submitted in a digital format **seven days prior to the scheduled Board meeting.**
  6. ~~Minutes will be submitted within one week of the meeting.~~

## L. **Board Liaisons**

1. The Board will name one of its members to serve as liaison to each committee. Given the **responsibilities** of the President, the Board may decide not to appoint the President as a liaison.
2. Liaisons help committees understand the Board's policies and decisions and help the Board understand the committees' needs, concerns and recommendations.
3. Board liaisons are expected to attend committee meetings but are not required to do so.
4. The Board liaison will be included in all communications between the chair and the committee.
5. If a Board liaison is unable to attend a committee meeting, the chair will immediately inform the liaison of what transpired at the meeting.

6. Liaisons may not vote on any matter considered by committees.
7. At the outset of each committee meeting, the Board liaison will briefly update the committee on recent Board activity.

## **M. Non-interference**

Liaisons and other Board members attending committee meetings will not interfere with committee deliberations and will speak only if recognized by the chair.

## **N. Committee Meetings**

1. Each committee will set the date and time of its own meetings, giving consideration to the convenience of committee members, ~~or~~ homeowners having business with the committee, and ~~or~~ the Board liaison.
2. Except in emergencies, notice of any committee meeting will be posted at least ~~96~~ **48** hours in advance of the meeting. The meeting date, time, place and agenda will be included in the notice.
3. If an emergency requires a committee to meet with less than ~~96~~ **48** hours' public notice, the notice will be posted immediately and the chair will notify the **Board** liaison.
4. Homeowners attending committee meetings, even if only to observe, will be acknowledged by the chair as a matter of courtesy.
5. Every committee will schedule a homeowner comment period at the outset of every meeting.
6. With one exception, Board members and homeowners may attend any committee meeting without explaining, or being asked to explain, the reason for their attendance. Advance notice of attendance is not required but is advised as a matter of courtesy. The exception is any Nominating Committee meeting to discuss the qualifications of potential Board

candidates. Such meetings may be closed at the discretion of the committee.

7. The manager and staff usually do not have time to attend committee meetings. Any request that they attend a committee meeting must be approved in advance by the Board or by the Board President acting on behalf of the Board. The President's response to any such request will be communicated immediately to all Board members.

## **O. Request for Board Action**

1. ~~When requesting Board action, a committee will note it in the minutes and is urged to submit a separate proposal for inclusion in the Board packet. The proposal will should consist of seven parts in the following order:~~
  - a. ~~The name of the committee~~
  - b. ~~The date the committee approved the request, as recorded in the minutes~~
  - c. ~~A concise statement of the problem being addressed~~
  - d. ~~A suggested motion or resolution~~
  - e. ~~Additional information, if any~~
  - f. ~~Other possible solutions that were considered, if any~~
  - g. ~~Space for the manager to indicate his or her position on the proposal~~
2. ~~Committee requests for Board action may be submitted at any time, but those submitted less than 10 days prior to the monthly Board meeting may be held over until the following month.~~
3. ~~To facilitate dissemination and archiving, all proposals will be submitted electronically.~~

4. The Board is not obligated to place any action request on the meeting agenda. However, if a request is placed on the agenda, it will appear first as a New Business item. ~~The Board may act on the item, simply discuss and act at a future Board meeting, return the item to the committee for further action, or take no action~~, i.e., for discussion only. The Board may then decide to (a) set the proposal as an Unfinished Business item for a later meeting, (b) return it to the committee for revision and re-submittal, (c) refer it to the manager or to another committee for review and comment, or (d) pursue the matter no further.

~~In any case, The committee will be notified of the Board's decision within a reasonable period of time.~~

## P. Disagreement with the Board

When a committee disagrees with Board policies or decisions, it will notify the Board in writing, either in committee reports or in a separate communication. ~~But~~ The committee will not interfere with implementation of Board policies and directives.

## Q. Minority Reports

Any committee member who disagrees with a committee position may attach a written minority report to the committee minutes so long as the attachment is shared with all members of the committee.

## R. Attendance Requirements

Any committee member who misses two meetings consecutively or three meetings cumulatively during the term of appointment will forfeit membership on the committee. Chairs will notify the Board in writing when a committee member has forfeited membership.

## S. Communication with ~~Homeowners~~

1. Any written committee communication with individual homeowners will be consistent with the governing documents and with ~~Board~~ policy, and will be copied to the Board liaison, who may, at ~~his~~ ~~their~~ discretion, share the communication with the Board.

2. Mass communication to homeowners must be approved in advance by the Board liaison, who will see that copies are delivered in advance to the other Board members.
3. The chair will see that copies of all written communication are kept on file in the office.



## Standards and Practices for Committees

Revision Adopted by the Board of Directors

Date: \_\_\_\_\_

The purpose of this document is to codify standards and practices of The Nepenthe Association so that all parties have a clear understanding of their roles and to ensure continuity of operations through turnover in the Board, committees and staff.

### A. Role of committees

The role of committees is to advise the Board of Directors and to help the Board make sound decisions for the Association.

### B. Relations with the Board

1. The Board will provide clear direction to all committees and will respond promptly to the committees' recommendations and requests for information or guidance.
2. Committees will abide by the governing documents and will follow Board policy.

### C. Qualifications

1. Committee members occupy a position of public trust. They are expected to demonstrate the same qualities expected of Board members. Among these are honesty, civility, discipline, frugality, foresight and decisiveness.
2. Individuals will be evaluated based upon: years of ownership in Nepenthe; being of good standing within the Association; character and experience attributes that would enhance the committee's responsibilities; lifetime experiences that bring value to the committee's activities; no conflicts of interest, perceived or real, related to the committee's duties; a sincere interest in supporting the current Board's vision and direction, providing sound recommendations and support.
3. If disputed payments, fines or non-compliance are being appealed to the Board, the Board will be the sole judge as to whether the member may be appointed or continue serving on a committee.
4. Committee members are expected to be familiar with the following documents as they pertain to the committee's rights and responsibilities: the Nepenthe CC&Rs, the Bylaws, the Standards and Practices, and the Master Calendar. Copies of these

documents are on file in the office. Copies will be provided to any committee member upon request.

#### **D. Application**

1. Homeowners desiring to serve on established committees shall complete a Nepenthe Committee Application attached to this Standards and Practices. It must be completed and submitted by May 1<sup>st</sup> for consideration. The Board President and Board liaison to each committee shall review all applications and may wish to interview applicants to determine which applicants shall be nominated for approval to the Board at the June Board meeting.
2. No one will be appointed to a committee without first submitting a written application. This applies to sitting committee members, including chairs, who wish to be reappointed.
3. In the March and April newsletter the Board will notify all homeowners, including current committee members, of the opportunity to apply or re-apply for committee membership.
4. Homeowners interested in serving on a committee are encouraged to attend at least two meetings of the committee before submitting an application.

#### **E. Appointment**

1. Most attorneys specializing in Common Interest Developments recommend that committee membership be between three and five members. The Board can have larger committees if it feels the interests of the Association are better served.
2. Preference shall be given to individuals who exhibit a positive attitude, who wish to further the best interests of the Association and serve as a courteous and respectful member of the leadership team.
3. All committee appointments require an affirmative vote by a majority of the Board in attendance when a quorum is present, and meeting in public session, duly recorded in the minutes.
4. Following the Board elections, at the June Board Open Session, the directors will appoint all committees and name the chairs. Board liaisons to each committee will also be named.
5. The Board may appoint a new member to a committee at any time during the year upon receiving the application referenced above and after conferring with the committee chair.

**F. Terms**

Committee members serve one-year terms, commencing within 15 days of the Annual Homeowners Meeting and ending at the next year's Annual Homeowners Meeting.

**G. Removal and discipline**

1. Committee members serve at the Board's pleasure and may be removed by the Board at any time for any reason.
2. The Board is not required to explain the appointment or removal of any committee member, including chairs.
3. Removal requires an affirmative vote by a majority of the Board members attending an executive session when a quorum is present, and recorded in the minutes.
4. If the chair or a majority of the committee want the Board to remove or discipline a committee member, the matter will be taken up first with the committee's Board liaison and, if necessary, with the Board.

**H. Limits on powers**

1. Neither committees nor committee chairs have authority to elect or appoint co-chairs. That is a power reserved to the Board. A vice-chair may be appointed by the chair or elected by the committee.
2. Committees are appointed solely to advise the Board and to assist it in the performance of its duties. They have no authority over the manager, homeowners, vendors, other persons or other entities.

**I. Committee chairs**

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  - a. Preparing their committees for successful meetings and for the orderly conduct of the meetings.
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2. Minutes will be recorded of every committee meeting and will be kept on file in the office, where they will be made accessible to every homeowner upon request.
3. Minutes will be submitted in a standard format approved by the Board. To assist the Board in the performance of its duties, entries will be made in the following order:
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  - b. The names of committee members present and absent
  - c. The names of others attending the meeting, for purposes of follow-up if necessary
  - d. Recommended action for the Board
  - e. Information requested from the Board
  - f. Information from the committee to the Board
  - g. Such other information as the committee may deem necessary to record. Minutes will only include items of discussion or action related to the charge of the committee.
  - h. The date, time and place of the next meeting.
4. Minutes will be signed by the committee secretary or the committee chair.
5. Minutes will be submitted in digital format seven days prior to the scheduled Board meeting.

**K. Board liaisons**

1. The Board will name one of its members to serve as liaison to each committee. Given the responsibilities of the President, the Board may decide not to appoint the President as a liaison.
2. Liaisons help committees understand the Board's policies and decisions and help the Board understand the committees' needs, concerns and recommendations.
3. Board liaisons are expected to attend committee meetings but are not required to do so.
4. The Board liaison will be included in all communications between the chair and the committee.
5. If a Board liaison is unable to attend a committee meeting, the chair will immediately inform the liaison of what transpired at the meeting.

6. Liaisons may not vote on any matter considered by committees.
7. At the outset of each committee meeting, the Board liaison will briefly update the committee on recent Board activity.

#### **L. Non-interference**

Liaisons and other Board members attending committee meetings will not interfere with committee deliberations and will speak only if recognized by the chair.

#### **M. Committee meetings**

1. Each committee will set the date and time of its own meetings, giving consideration to the convenience of committee members, homeowners having business with the committee, and the Board liaison.
2. Except in emergencies, notice of any committee meeting will be posted at least 48 hours in advance of the meeting. The meeting date, time, place and agenda will be included in the notice.
3. If an emergency requires a committee to meet with less than 48 hours public notice, the notice will be posted immediately and the chair will notify the board liaison.
4. Homeowners attending committee meetings, even if only to observe, will be acknowledged by the chair as a matter of courtesy.
5. Every committee will schedule a homeowner comment period at the outset of every meeting.
6. With one exception, Board members and homeowners may attend any committee meeting without explaining, or being asked to explain, the reason for their attendance. Advance notice of attendance is not required but is advised as a matter of courtesy. The exception is any Nominating Committee meeting to discuss the qualifications of potential Board candidates. Such meetings may be closed at the discretion of the committee.
7. The manager and staff usually do not have time to attend committee meetings. Any request that they attend a committee meeting must be approved in advance by the Board or by the Board President acting on behalf of the Board. The President's response to any such request will be communicated immediately to all Board members.

**N. Disagreement with the Board**

When a committee disagrees with Board policies or decisions, it will notify the Board in writing, either in committee reports or in a separate communication. The committee will not interfere with implementation of Board policies and directives.

**O. Minority reports**

Any committee member who disagrees with a committee position may attach a written minority report to the committee minutes so long as the attachment is shared with all members of the committee.

**P. Attendance requirements**

Any committee member who misses two meetings consecutively or three meetings cumulatively during the term of appointment will forfeit membership on the committee. Chairs will notify the Board in writing when a committee member has forfeited membership.

**Q. Communication with homeowners**

1. Any written committee communication with individual homeowners will be consistent with the governing documents and with Board policy, and will be copied to the Board liaison, who may, at their discretion, share the communication with the Board.
2. Mass communication to homeowners must be approved in advance by the Board liaison, who will see that copies are delivered in advance to the other Board members.
3. The chair will see that copies of all written communication are kept on file in the office.

## NEPENTHE

December 17, 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.

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment
12/17/18	2234-01	\$1,078.48	\$976.00			
12/17/18	2313-03	\$1,142.85	\$976.00			
12/17/18	2356-01	\$1,480.00	\$1,155.00			
12/17/18	2378-02	\$1,078.48	\$976.00			

### Deferred Items from prior meeting

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment

Any two (2) Board members must sign:

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

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

## Bettsi Ledesma

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**From:** Gina Parr [REDACTED]  
**Sent:** Monday, December 3, 2018 9:55 PM  
**To:** [REDACTED]linda\_cook@att.net; steve@huffmanstrategy.com;  
cjadot@comcast.net; Summersj10@yahoo.com; Bettsi Ledesma; Howard Parr  
**Subject:** Fwd: Tree letter for the board

To the Nepenthe Board,

We live at 609 Elmhurst Circle. We were recently informed that the Ash and potentially the Birch trees in front of our house are scheduled for removal.

The City arborist and Grove Tree Service have recommended trimming and revisiting in a couple of years. This would be our requested course of action as well. We have lost several large canopy trees in the past couple of years, making the house considerably more difficult to insulate and shade.

It would be much less expensive in both the short and long term if the Board paid to trim the trees as necessary, as opposed to the thousands of dollars it would cost to remove each tree.

Thank you for your consideration and please respond that you received this email.

Regards,

--  
Gina and Howard Parr



September 10, 2018

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

On September 4, 2018, I inspected several trees on the Nepenthe property during the monthly tree walk. The focus of the walk was to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the following trees and my recommendations are below. My recommendations are based on a Basic Visual Inspection. All decisions made based on the recommendations of this report are at the discretion of the Nepenthe Association.

- (Zone 5) Tree # 1175 Ash (*Fraxnis angustifolia*) next to 609 Elmhurst Circle
- ~45" DBH Condition Poor
- (Figure 1-2). Tree has been on the monitor list and was pruned for deadwood in 2016. The tree has shown a significant rate of decline. The tree has a large inclusion through the main stems with noticeable pocket of decay. The tree is within 3` of the structure and there is noticeable damage to home foundation by tree roots. I recommend removal.

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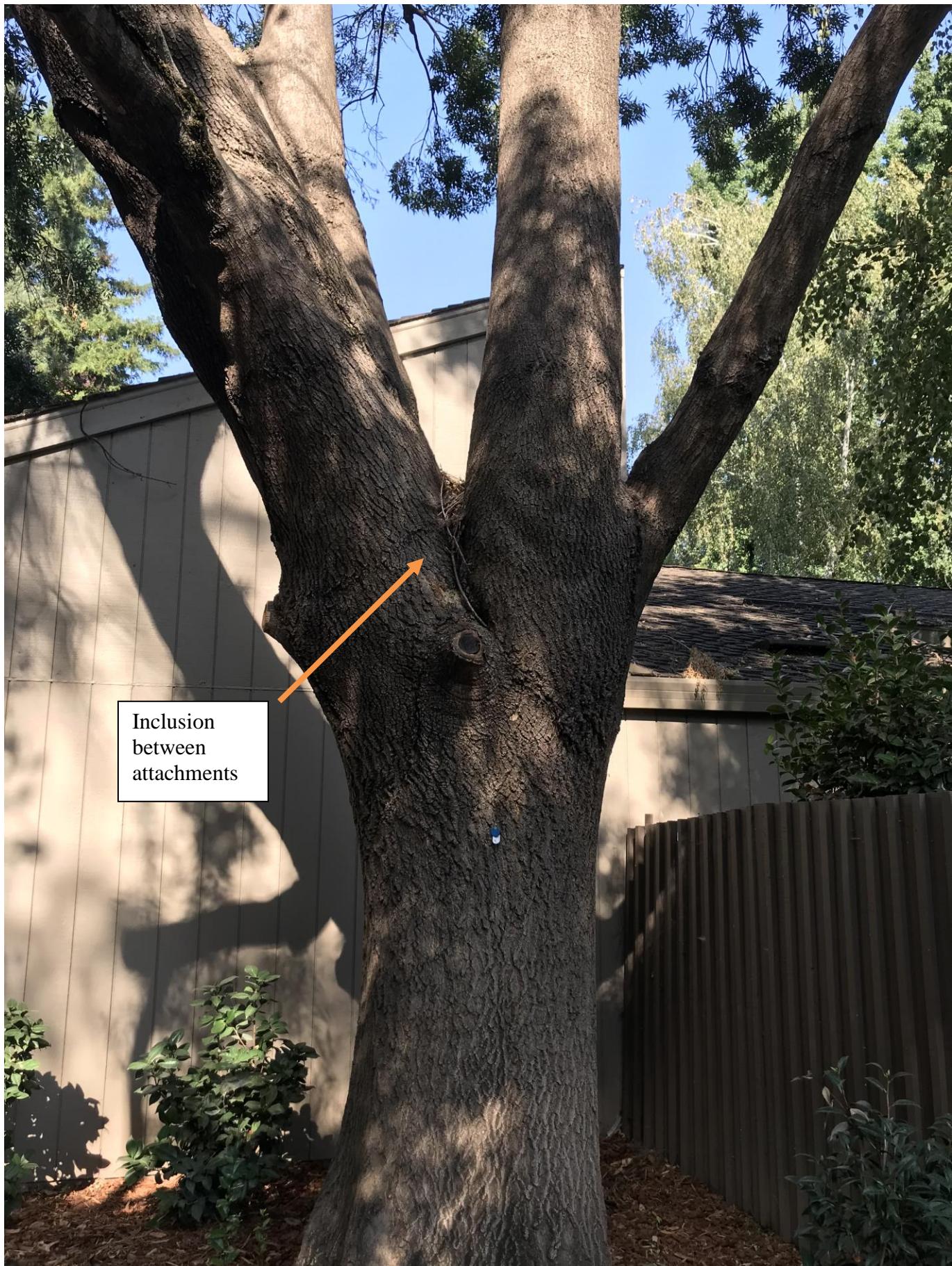
9530 Elder Creek Road, Sacramento CA 95829  
OFFICE: 916-231-8733 FAX: 916-856-5410

CONTRACTOR'S LICENSE: 1034968

A DIVISION OF CARSON LANDSCAPE INDUSTRIES



Figure 1



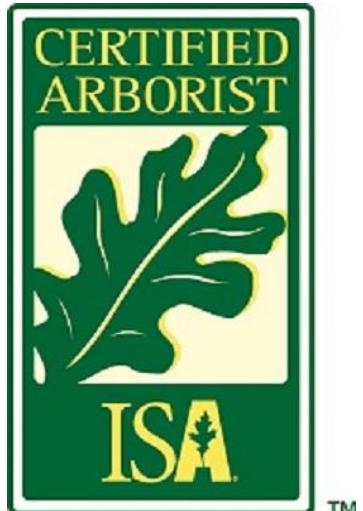
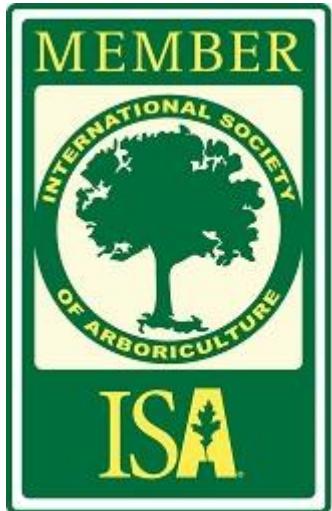
Inclusion  
between  
attachments

Figure 2

\*This report is based on a basic visual inspection of the trees listed above. It is recommended that a more detailed evaluation of the trees be on a case by case basis at the request of Nepenthe association.

Sincerely,

Paul Dubois  
The Grove Total Tree Care  
ISA Certified Arborist WE-9034AU  
Qualified Tree Risk Assessor



## Bettsi Ledesma

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**From:** Paul Dubois <pdubois@carson1975.com>  
**Sent:** Thursday, November 8, 2018 12:39 PM  
**To:** Bettsi Ledesma; Daniel Devlin  
**Cc:** Cindy Renaud; Sarah Lowrey  
**Subject:** 609 Elmhurst Circle Ash Tree  
**Attachments:** 609 Elmhurst Circle Report. P.Dubois.pdf

Hello Bettsi & Daniel,

I just realized I had not followed up on this after I spoke to Bettsi last Friday. So the homeowners at 609 Elmhurst have contacted the City of Sacramento Arborist with concern about the approved removal of the large ash tree we had reviewed during the September tree walk and designated for removal due to the trees current condition. The City has approved the trees removal and has publicly posted the tree. However the residents contacted the City asking why the tree was on the chopping block. They have not formally protested the removal but according to Doug Waits (Arborist with the City Of Sacramento) are wanting the trees removal postponed as they state it is the last large tree near the house and are concerned about the rising cost of cooling the house in the summer. Doug (City Arborist) contacted me in hopes to reach out to the Nepenthe Management to try to resolve this and avoid an unnecessary appeal process. I stand by my recommendations and as I said the City agrees there is enough to justify the trees removal. However I do not view this tree as an immediate threat to fail, I justify the trees removal due to annual decline and the eventuality that this tree is on the downhill side and will die. With that said we can prune out the immediate hazard of the tree that is the large deadwood from the annual decline and monitor this tree and postpone the removal. Nepenthe has approved the trees removal and stump grinding for \$4,150. Alternatively we can prune out the deadwood this year for \$1,280 and continue to monitor the tree. The future removal cost will be less reflecting the pruning work this year so Nepenthe does not have to expect the same removal budget if the decision is to retain the tree to accommodate the request of the concerned party. I have attached the report sent to the city for reference, the permit again has been approved for removal however can be easily changed for pruning upon request.

Thank you,

*Paul Dubois* | Manager & Certified Arborist (WE-9034AU)

The Grove | Carson Landscape Industries | TurfPro  
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