



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
March 6th, 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 March 6th, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Board Goals Update**

III. COMMITTEE REPORTS

a.	Architectural Review Committee	Pages 6-7
b.	Finance Committee	Pages 8-10
c.	Grounds Committee.....	Pages 11-14
d.	Insurance, Legal and Safety Committee.....	Page 15-16
e.	Outreach Committee.....	Pages 17-18
IV.	MANAGEMENT REPORT	Pages 19-46
a.	Report.....	Pages 19-23
b.	2019 Flood Surcharges Levied.....	Pages 24-26
c.	Manager's Financial Report	Pages 27-30
d.	February Nepenthe News	Pages 31-37
e.	2019 Master Calendar	Pages 38-43
f.	Coast February Weekly Report Sheets.....	Pages 44-46
V.	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.		
VI.	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 February 6th, 2019 Open Session Minutes** Pages 47-52
Proposed Resolution: The Open Session minutes dated February 6th, 2019 are approved as presented.
- b. **Financial Statement: January 2019** Separate Packet
Proposed Resolution: The Board accepts the January 2019 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$32,659 and reserve funding of \$179,327 compared to the reserve funding budget of \$175,991. The reserves are funded through January 2019. The Association has \$246,158 in operating funds, which represents 0.82 months of

budgeted expenses and reserve contributions. The Association has \$7,195,492 in reserve funds. Please see the Management report for more information.

c. **Nominating Committee – Slate of Candidates****Page 53**

In conformance with the Nepenthe Bylaws, the Nominating Committee has submitted its report to the Board.

No Action Required: Review and File

d. **Appoint Co-chair to the Outreach Committee**

The Board appoints Ann Conway, an Outreach Committee Member and Nepenthe member in good standing to serve as Co-chair to the Outreach Committee.

e. **Contribution to CAI-CLAC****Pages 54-58**

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

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

Action required: Board resolution

Proposed resolution: The Board approves the donation of \$1,180 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

f. **Architectural Applications**

The Architectural Review Committee met on February 12th, 2019 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.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	1149 Vanderbilt Way	Exterior Security Light Installation	Approval
2	718 Elmhurst Cir	Shade Structure/Awning Installation	Approval
3	300 Elmhurst Cir	Emergency HVAC Replacement	Approval

End Consent Calendar

VII. UNFINISHED BUSINESS

a. **Flood Insurance Discussion**

This discussion is concerning the policies purchased for Flood Insurance for Nepenthe. The directors discussed this topic at the January open session and tabled the discussion

to allow the Insurance, Legal & Safety Committee time to review the issue and make a recommendation.

Action Required: Discussion Only

b. **Homeowner Request – Ash Tree at 609 Elmhurst Circle Pages 59-60**

The enclosed homeowner request letter is in reference to a large Ash Tree (#1175) recommended for removal on the September 2018 Tree walk by arborist Paul Dubois from The Grove Total Tree Care, due to its current condition.

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. At the January Open Session, the Board of Directors tabled this item so that The Grove Total Tree Care can conduct a root excavation to determine if a threat to the foundation exists and provide a full report.

The root excavation was performed on February 15th by The Grove, which revealed several 4"-8" tree roots growing into the home's foundation. Paul Dubois's report is also enclosed.

Action Required: Board discussion and resolution

Proposed Resolution: The arborist's recommendation has been confirmed by the local authority, and the root excavation confirmed there is an existing threat to the foundation. In the interests of risk management, the Board approves the removal of the tree per the arborist original recommendation.

VIII. NEW BUSINESS

a. **Revise Key Card Policy Pages 61-62**

The Nepenthe Key Policy was adopted in February 2014 and is enclosed. The revised draft policy is also enclosed. There is only one change: after one year, key cards will no longer be refundable. Verbiage has been added to the policy to remind residents to notify management when moving out of the community.

Action Required: Board discussion and resolution

Proposed Resolution: The Board adopts the revised Key Policy as presented.

b. **Review Tree Care Proposal from The Grove Total Tree Care..... Pages 63-65**

On February 18th, Paul Dubois from The Grove Total Tree Care walked Zone 1 and parts of zone 3, 4 and 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 5 trees are recommended for removal.

Proposed resolution: The Board approves the proposal from The Grove Total Tree Care in the amount of \$15,628 payable from Reserves which has a remaining allocation for 2019 of \$145,266.

IX. 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.

X. NEXT MEETING: Wednesday, April 3rd, 2019 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, February 12, 2018 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Bill Henle, Alan Watters, Joel Weeden, Steve Farrar,

Members absent: Lee Blachowicz, Mary Gray, Ken Luttrell.

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

Meeting was convened at 5:34 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. **1149 Vanderbilt Way** – Alan Watters – Exterior security lamp (5.a.) in this 3000 model. Twin-spot lamp style, motion-detector to be mounted on side wall of garage above plat line, per criteria. (Alan Watters abstained from voting on his own application.) **Approval Recommended.**
2. **718 Elmhurst Circle** – William White – Shade structure: Retractable, motorized awning in this 5500 model. (The specifications are the same as in Bill Henle's installation.) Install a KE model Domina motorized, retractable awning, 13.5' x 8.5', to cover west exposed patio. Sunbrella Fabric Fern/Heather Beige meets criteria. Contractor is to be Goodwin Cole. **Approval Recommended.**

B.2.A. Homeowner Requests Already Approved via Emergency Approvals:

3. **300 Elmhurst Circle** – John M. Donovan – Emergency HVAC replacement in this in this 5500 model. Meets criteria. Clarke & Rush are to be the contractors. **Emergency Approval Granted February 12, 2018.**

C. Approval of Minutes: done via email.

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

F. Old Business: none.

G. New Business:

1. Per Sarah Lowrey's request, discussion of the problem of water intrusion and water damage in certain homes that have retro-fitted windows. Chair Jenny did not believe this was within the ARC's purview; however, some discussion was had. The consensus believes the practice of allowing retro-fit windows is not the cause of the water damage, per se, but rather poor installation and not ensuring the window trim is sealed properly either at time of window replacement. Another possible source might have occurred when the siding was replaced and if poor sealing at that time could have caused the water damage. The committee recommended additional investigation into timing of widow installation and siding replacement to see if additional facts could be uncovered or if one particular installer had done the majority of work on the homes with issues.
2. Standards and Practices for Committee Members – Refresher on these rules.
3. Possible architectural violations: The committee discussed possible architectural violations for review and referral to the Board as appropriate.

H. Meeting adjourned at 6:46 pm.

I. Next meeting. Next regular meeting on Tuesday, March 12, 2018, at 5:30 pm in the Clubhouse.

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

Finance Committee Minutes

February 18, 2019
Bettsi's Office
4:30 pm

Attendees:

Members: Joan Haradon, Chair; Will Vizzard, Susan Timmer
Board Liaison: Christina George, Treasurer
Nepenthe General Manager: Bettsi Ledesma

I. Old Business

- A. Minutes of 1/21/2019, were approved.
- B. **PCC preliminary proposal.** Request that a final proposal include the following components: tasks to completed, timeline, hours for each task, persons/positions to be interviewed (by phone, questionnaire, in-person), type of documents to be evaluated, costs.
- C. Bettsi presented a format for a **Reserve Management report** to track annual reserve expenses vs allocations.

BOARD ACTION: Review and approve Reserve Management report.

- D. **Recruitment** of additional FC members will be sent via E-Blast within the week.
- E. **2018 December financial reports** (corrected) dated 1/28/19.

NOTE: The flood insurance expense includes 13 months; therefore, overstating the 2018 Operations' negative expenditure variance by \$26,187. The adjusted 2018 fiscal year negative expenditure variance is (\$73,790) instead of (\$99,978).

II. New Business

- A. **2019 Operations budget.** The following issues were identified:

Sewer expense. This is a new utility expense. We have no idea what it will be this year and there is no amount budgeted for this line item.

Repair & Maintenance. Based on prior history, R&M is under budgeted by \$17,000- 20,000.

Pest Control. No amount budgeted. Contract is \$2,080/year

Landscape Contract. Over-budgeted by \$12,000 which may partially offset the above under-budgeted line items.

BOARD ACTION: Recommend Board take action to mitigate the potential net negative variance in Operations budget in the amount of \$13,000 +/- . This is the projected amount to be over budget at year-end taking into consideration that the landscape budget is greater than the contracted amount.

B. 2019 Financial Reports. The following corrections need to be

made:

Payroll processing fee. Recode \$520 from GL19247 to GL17209

Flood accrual. Reduce from \$26,187 to \$24,417

Reserve expense. Recode \$11,555 from GL23199 to N22911

Pending Utility expense should be posted to specified utility. A/P processing problem.

Flood accrual has 2 months of accrual on January report - Is this correct?

ACTION: Bettsi will contact FS accounting to make the required corrections noted above. Jim Dunifon, Regional Controller, is working to resolve A/P processing problem and flood accruals

C. Gutter Cleaning - \$67,000/yr. Currently, a two man crew cleans gutters over a 4 month period of time. Is this scheduling the most cost effective for preventing gutters overflowing? Perhaps, a 4 man crew over 2 months would be more cost effective. Currently, Homeowners contact management with overflowing gutters prior to the scheduled time which incurs an additional cost of \$89/roof.

BOARD ACTION: Reconsider gutter contract scheduling requirements.

III. Agenda Items - March 18, 2019

Review final Reserve Tracking Report

Review February financial reports

Discuss development of Operations management report

*2019 Allocation per
pages 5-18 of adopted
Reserve Study*

<i>Reserve Component</i>		<i>January</i>	<i>Year to Date</i>	<i>Pending Invoices</i>	<i>Total YTD</i>	<i>Remaining Allocation</i>
23275	01000 Paving	3,075				3,075
23014	02000 Concrete	64,038	500	500	0	500 63,538
L23135	03000 Painting: Exterior	10,250				10,250
N23017	03500 Painting: Interior	3,729				3,729
L23136	04000 - Structural Repairs	131,669	4,299	4,299	1394	5,693 125,976
23120	05000 - Roofing	48,015	1,745	1,745	402	2,147 45,868
N23017	08000 - Rehab	43,050				43,050
	22000 - Office Equipment	-				-
	23000 - Mechanical Equip	-	165	165	0	165 (165)
	24000 - Furnishings	-				-
	24600 - Safety / Access	-				-
	25000 - Flooring	-		-	1842	1,842 (1,842)
	27000 - Appliances	-				-
N23017	14000 - Recreation	7,576				7,576
23122	12000 - Pool	62,050				62,050
	13000 - Spa	2,870				2,870
N23274	17000 - Tennis Court	-				-
23133	18000/100-114 - Landscaping-Irrigation	202,541	8,328	8,328	0	8,328 194,213
N23275	18000/120-144 - Landscaping-Plantings	151,550	7,656	7,656	5032	12,688 138,862
N23282	18000/160 - Landscaping-Trees	172,666	18,405	18,405	8995	27,400 145,266
23127	19000 - Fencing	28,786	264	264	10091	10,355 18,431
N22991	20000 - Lighting	11,038				11,038
23146	21000 - Signage	6,663				6,663
23014	26000 - Outdoor Equipment (Benches)	8,831				8,831
N29911	30000 - Miscellaneous / Underground Utilities	130,819	15,331	15,331	17725	33,056 97,763
N23276	31000 - Reserve Study	615				615
N23276	32000 - Undesignated	7,688				7,688

Totals \$35,802,610 ##### ##### 56,693 56,693 45481 102174 995,345

Note: \$11,555 coded to 23199 incorrectly- needs to be recoded to Undergound Utility N22911- water meter expense

Nepenthe Grounds Committee Meeting
February 21, 2019, 3:00PM
Nepenthe Clubhouse

Present were:

Don Landsittel, Committee Co-Chair	Linda Cook, Board Liaison
Diane Luttrell, Zone 1	Valerie Layne, Zone 2
Diane Durawa, Zone 2	Lisa Tafoya, Zone 3
Yvonne del Biaggio, Zone 3	Joleen Hecht, Zone 3
Kay Chmielewski, Zone 4	Iris Bettencourt, Zone 4
Pam Sechrist, Zone 5	Kathy Waugh, Zone 6
Pat Thompson, Zone 6	Joan Barrett, Secretary
Daniel Devlin, Asst. Community Manager	Juliana Brown, Coast Site Manager
	David Culbertson, Coast

Not present:

Betsi Ledesma, General Manager
Marty Henderson, Irrigation
Ron Holehouse, Zone 1

Guests:

Solveig Toft, prospective committee member Zone 7
Carol Duke, homeowner
Don Ellwanger, homeowner

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

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

Don invited homeowners to speak.

Carol Duke

- Asked Coast if there was a supervisor concerned with quality control as she had asked several times about piles of debris left after the crews were gone for the day. Juliana said that she was frequently on site. David Culbertson introduced himself and said that he was new to Coast, within the last 2 months, but had extensive background in grounds management.
- Don** said that he had seen the photos that Carol had sent to management and that the debris left in her doorway was insignificant. Carol said that she had not encountered the mess prior to Coast's tenure.

Don Ellwanger

- Thanked Don Landsittel for coming over to walk the area of Zone 5 with him and said that he thought the level of service has improved.

Renovations

Juliana addressed the schedule for the renovation of the Swarthmore area and provided a pro forma timeline of the work and the projected completion dates of each of the steps required to reach an April 8th finish.

Don addressed how the candidate's locations for renovation/views were to be chosen and asked that the zones with multiple stewards combine their choices so that they put forward only one renovation/view candidate per zone. A decision on how to choose the next renovation/view location from the zones proposals needs to be determined. **Don** requested that the Zone Stewards submit any ideas they have on how the choice(s) would be made. **Don** suggested the order of zones could simply be drawn at random. (Out of a hat)

Remediations

Kay asked about the removal of the ivy and replacement with bark. **Don** replied that ivy in planting beds needed to be removed for plant health. It is likely that there will be insufficient funds to cover all areas where ivy is removed with bark and those will have to remain as clean, bare ground.

Linda asked how to determine the length of time allotted to each project and **Juliana** replied that Zone 7 work should be complete in about a week.

Pam asked if the committee would have input as to the ongoing projects and **Don** said the committee's advice would be requested and taken into consideration. He announced that Daniel had volunteered to assist **Juliana** in finalizing the planting plan for remediation. Daniel would act as the note taker for **Juliana** as she finalized the plant choice and location from the information on missing and needed plants/shrubs already submitted by the Zone Stewards.

Kathy asked if the Zone Stewards would be asked to participate in deciding plantings and location and was told 'no' as at this juncture the Zone Stewards have already made their reports on the missing and needed plants and shrubs included should have been preferences to be considered.

Coast Report

Juliana read the report submitted to the committee and made the point that weather had impacted their ability to do what was required, citing only one full week in the last month where weather permitted work each day. **Juliana** said that pre-emergent weed control was in progress.

Valerie asked about ivy cleared from beds but still in place climbing up walls and trees. **Juliana** answered that the issue had been brought to her attention and would be addressed. **David** said that climbing ivy remediation will appear as an item in Coast's weekly reports hereafter. **Kay** asked if the climbing ivy should not be included in the remediation process. **Kathy** addressed the spent Camellia flowers once again. These need to be cleaned up. There was no response.

Linda asked about the item appearing in Coast's weekly report every week of irrigation checking that was Juan and 2 helpers. **Juliana** replied that the item should only appear quarterly unless there were issues with the system and that it was not a chargeable activity.

Don announced that Coast and Bettsi will be meeting to review and analyze the Scope of Work (SOW) to make sure that all parties are in agreement of the intention of the document.

Both parties understand what the expected performance level for each item is. Simultaneously, changes, clarifications etc. will be recorded by use of the MS Word change logging tool with the goal of an improved SOW in 2020.

Pam asked if the branches on grass areas shouldn't be removed prior to mowing as the mulching mower tends to toss twigs and branches instead of mulching them. **Don** answered yes and said that the discussion of the SOW would address that. **Pam** also inquired about the SOW regarding the tennis courts and the work that is supposed to be performed, i.e., blowing off debris and squeegeeing standing water. None of which is happening on a consistent basis she reports.

New Tree Planting Plan

Liza asked if the arborist, Paul, would be invited on the mapping walks for new trees, she was told 'yes'.

43 trees were removed last year. The plan is to plant the same number this year plus additional new trees to replace (by count) trees that are removed during 2019. **Paul Dubois** has requested, and Don passed the request on to the Zone Stewards, that he have our new tree planting requests by March 15th. **Don** will send a copy of the newly revised tree list to the Stewards to assist in this endeavor.

Tree Report

Paul submitted the tree report and explained the process for the benefit of the new committee members. He then showed photos of trees listed in the report and explained the reasoning for recommendation of each.

Recommendation for Board Action

Valerie made a motion that we accept the recommendations of The Grove Total Tree Care, 2/20/2019 Revised Tree Work Proposal with:

- Option #2, removing Tree #371 on American River Dr.
- Option #2 at 700 Elmhurst Circle, removing the Tulip Tree, and leaving the Locust Tree in place.
- Delay for further consideration, Zone 7,1527 & 1533 Ash tree #2058

Pam seconded the motion. The motion passed.

Zone Stewards

There were no additional comments or questions from the stewards.

The meeting was adjourned at 4:51PM

Respectfully submitted,
Joan Barrett, Secretary

Edits by,
Donald Landsittel, Co-Chair

Next Zone Walk, Zone 5, Friday, February 22, 2019

Next Tree Walk, March 11th, 2019

Next Grounds Committee Meeting, March 21, 2019- 3:00PM- Nepenthe Clubhouse

MINUTES

ILSC

February 12, 2019
Nepenthe Library

IN ATTENDANCE:

Nancy Arndorfer, Chair	Melissa Currier
Mike Cochrane	Bill Olmsted
Greg Beale	Steve Huffman, Board Liaison
Jerry Dunn	

Nancy called the meeting to order at 5:03 PM. The corrected minutes of the January 8th meeting were approved as presented.

NEW BUSINESS: The topic of flood insurance was discussed extensively with Bettsi's memo to the Board dated February 6th used as the focus of the discussion. Steve had made a few corrections; paragraph 4, the policy offers \$250,000 coverage, not \$100,000 for the exterior and \$100,000 for the interior, not \$250,00 with only a \$1,250 deductible, not \$1,000. On page two, the lines stating that most lenders require flood insurance is no longer correct. Lenders do not require it. New resident Bill White had asked the Board why there had to be interior/contents coverage instead of just exterior. The simple answer to that question is that FEMA's policies all are written that way, and they set the premiums and are the standard for flood insurance. Also our CC&Rs were quoted regarding the HOA's standing policy re the subject.

OLD BUSINESS: Steve furnished a memo synopsizing the February 1st meetings that he, Bettsi and Bill had with the First Service engineer, Rodney Riepenhoff, regarding our emergency preparedness plan. He is set to move forward with the project based on the agreements he has with Nepenthe at this point. He will have a draft of his work presented to Bettsi by March 19th if possible, and then the ILSC will have a special meeting on Weds. March 27th to discuss and make changes, if needed after members have had a few days to study the document. We will try to adhere to a deadline, but all agreed that we must be flexible if more time is needed to correctly accomplish the task. Bettsi is furnishing Rodney with needed documents, and Bill is contacting the City Fire Marshall and Director of Emergency Management setting up introductions between them and Rodney.

REQUEST FOR BOARD ACTION: The committee strongly recommends that we continue with the present flood insurance program (which conforms with the recommendations of the ILSC as stated in the 12/11/18 minutes). The committee believes that universal flood insurance is an effective measure to ensure the continued viability of Nepenthe property values.

The committee states that flood insurance is not presently available for the exterior only of the individual units. All flood insurance policies require coverage be placed on the exterior of the structure as well as interior and contents. Admittedly, there are flood insurance policies available for reduced coverage, but even those with lesser policy limits have some element of coverage for interior and furnishings. The ILSC suggests that the reduction in the premium for the lesser limit policies, approximately \$30.00, is not an advisable option.

Again, in summary, the ILSC strongly recommends continuing with the present practice of providing flood insurance for the Nepenthe HOA units. In the event of a catastrophic flood, the lack of insurance would lead to a lengthy list of serious problems, not the least of which could be a significant drop in property values.

The meeting was adjourned at 5:50 PM

Submitted by, Wm Olmsted

The next Board meeting is 3/6/19 and ILSC 3/12/19

There will be a special ILSC meeting on 3/27/19

Outreach Committee Meeting 02/26/2019

1. Call to Order

The meeting was called to order at 4:00 pm by Chairperson Charles Schaffer.

Other Members present: Valerie Weinberg, Karen Van Maren and Anne Conway. Manager Bettsi Ledesma also attended the meeting.

Members absent: Linda Cook and Bonnie Jean Ueltzen. Minutes were taken by Charles.

2. Announcements

Charles requested that any members interested in renewing their membership or becoming Chairperson or Secretary of the Committee should formally declare their intentions by the next meeting. Valerie and Karen stated they would like to continue their membership, and Anne stated that she will consider becoming Chairperson. Bettsi suggested that Ann be named Co-Chairperson with Charles for now until she finalizes her decision.

Charles announced that the Rivercats baseball game will be on 6/2/19 at 1:00 pm. The nepenthe staff will publicize the event as the time approaches. Charles announced that 6-7 Nepenthe residents have expressed an interest in forming a golf club. Charles will contact them to arrange a planning meeting as the weather improves. He will also post an invitation to join in the Campus Commons clubhouse.

3. Unfinished Business

Valerie discussed more details about a Spring musical event planned for Memorial Day (5/27/19). Valerie will perform with her piano player, Chet. The cost for the musicians will be \$400, and tickets will be \$10 for residents and \$12 for guests. Consideration will be given to serve food, perhaps desserts. Valerie will ask The Grand Confectionnaire in Lyons Plaza to donate food. Wine will be served if available. Anne will check at Save More for wine donations. The event will be held in the clubhouse in case of bad weather. Promotion of the event will be done by email and street posters.

4. New Business

The committee discussed planning of the annual Cinco de Mayo party, which will be held on Sunday, 5/5/19 in the clubhouse, 5:00 to 8:00 pm. The admission charge will be \$10, Valerie will ask Steve Brooks to provide guitar background music. Mexican appetizers and snacks will be served. There will be a Margarita bar, and we will ask Bill Olmstead to serve the drinks. We will also ask Linda Cook to procure the Margarita machine and ingredients. Valerie will ask La Rosa Blanca restaurant to donate food. Karen will shop for paper products. The Nepenthe clubhouse staff will help with promotion.

The committee also discussed other future events later in the year: parking lot sale, jazz by the pool (summer), holiday party (December), Forum and jazz by the fireplace (fall/winter). Members agreed that a parking lot sale should be held in the fall (September?) with a set up time of about 7:30 am and start at 8:30 am and end at about noon.

5. Budget

Bettsi reported that our current budget for our committee is \$200.08. She informed that committee that the maximum amount of money allowed for one event is \$900 and that any requested amount per event greater than \$200 has to be approved by the Board. The annual Nepenthe budget for educational events is \$1,200, which also has to be approved by the Board. She suggested that sales of Nepenthe key chains could be a source of funds for events.

6. RECOMMENDED ACTIONS OR REQUESTS FOR THE BOARD: NONE

7. Next Meeting

March 26, 2019, 4:00 to 5:00 pm

8. Adjourn

Meeting was adjourned about 5:00 pm.

Minutes By: Charles Schaffer



Nepenthe Association

Management Report – March 6th, 2019

1 COMMUNICATION

1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON FEBRUARY 8TH, 2019. THE NEXT NEWSLETTER WILL BE PUBLISHED ON MARCH 8TH, 2019. TOPICS TO BE COVERED ARE:

- Manager's Report
- President's Letter
- Cash Flow Report
- Landscape Update
- Contracts awarded at March 6 Executive session
- Election update
- Pets of Nepenthe

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll received most recent update on 3/01/19.
- Changed web host to provide enhanced speed for website users.
- New general emails have been created for each of the Board of Directors and Committee Chairs. This allows homeowners to contact the Directors or Committee Chairs directly without publishing their personal emails.

2 ADMINISTRATION

2.1.1 **Resident Registration-** Management put out a number of requests for Resident Information Forms. All received forms and leases have been uploaded to Connect and the resident's information has been updated in the database. This is an ongoing effort.

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

2.1.3 **Committee Meeting attendance-**

ACM Sarah Lowrey attended the February 12 Architectural Review Committee Meeting
ACM Daniel Devlin attended Landscape Operations Meetings on February 5, 12, 19 & 26
GM Bettsi Ledesma also attended Landscape Operations Meetings on February 5, 12 and 19
ACM Daniel Devlin attended the Grounds Committee meeting on February 21.

ACM Daniel Devlin attended the Tree Walk on February 18.
GM Bettsi Ledesma attended the Outreach Committee meeting on February 26
GM Bettsi Ledesma attended the Finance Committee meeting on February 18 plus two additional meetings with Chair Joan Haradon and Treasurer Christina George

- 2.1.4 **Meetings with Board President** – Manager met with Board President, Director Loge, weekly to review action items, items of concern and upcoming facility or administrative projects.

3 FACILITIES

- 3.1.1 **Fencing Repairs** – Management is currently working with CAM Construction to prepare a scope of work for fence repairs. If the amount of work exceeds the annual reserve allocation, management will put together some strategies for phasing the work based on priority. Findings will be presented to the Board for final approval.
- 3.1.2 **Facility Electronic Key-Access Installations** - In the February Executive Session, the Board approved electronic access installations at 4 locations. The work order has been placed and the anticipated start date for installation is March 11th.
- 3.1.3 **Benches** – In May of 2015, The then Board of Directors approved a plan to install a total of 19 Steel benches throughout the community common areas. A total of 7 have already been installed. Management is currently in the process of obtaining a new bid for the next set of benches and concrete pads. Proposed locations for this year's installations as well as the bids for the benches and concrete work will be presented at the March Executive Session Board meeting.
- 3.1.4 **Roof Repairs** – Roof inspections and repairs to commence March 1st, per zone, starting with Zone 1. Subsequent zones will be authorized the Board as the work progresses.
- 3.1.5 **Gutter Cleanings** – Randy Ross Cleaning Services continues to work on the annual roof and gutter cleanings. Progress has been somewhat delayed mainly due to weather. As of March 1st, Zones 1, 2, 3, 4, 7 and some select homes have been completed. He is currently in Zone 5 and still has the second round of cleanings to complete for zones 3, 4 and 7.
- 3.1.6 **Clubhouse Remodel Contract Issues**– At the main Commons Drive clubhouse, at least two areas have been identified as causing water intrusion and associated damages from said intrusion. Upon further contractor inspection, it is apparent that there are many areas of the clubhouse that exhibit possible improper workmanship or improper material installation when remodeled. Management has contacted legal counsel in an effort to pursue remediation from the contractor, Descor. The Board will be reviewing this matter in depth at the Executive Session.
- 3.1.7 **Janitorial Service** - All regular scheduled cleanings were completed five days per week including the cleaning of the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom.
- 3.1.8 **Clubhouse / Cabana Rentals** – There have been a total of 5 rentals in the month of February. 1 Dunbarton Cabana rentals and 4 clubhouse rentals.

4 GROUNDS

4.1 LANDSCAPE

- 4.1.1 Last month, the Board approved the proposal for the “Swarthmore View” renovation plan and the work is expected to begin early April for demolition, re-grading and the dry creek installation. Plantings and irrigation to follow.
- 4.1.2 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 February Weekly Report Sheets from Coast are attached to this report.
- 4.1.3 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. Grounds stewards have finalized the plant count and are reviewing for any revisions that may be needed. Plant count and placement is subject to change per Coast Landscapes Account Manager Juliana Brown’s recommendations. Plantings have been completed in Zone 7. Coast will be flagging plant locations in Zone 6 the first week of March.
- 4.1.4 Weekly Zone Walks: 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. Due to the weather conditions, it is anticipated that the weekly zone walks will instead start again in mid-late March.

4.2 TREE MAINTENANCE

- 4.2.1 **Tree Walks** – Monthly tree walks have commenced for 2019. On February 18th, Paul Dubois from The Grove Total Tree Care walked Zone 1 (and a select few trees in zones 3, 4 and 7) with management, Coast and Grounds Committee members. Various maintenance items were noted and 5 trees are recommended for removal. Board is expected to approve the work in the March 6th Executive Session. 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 2018 and the pruning has continued throughout the Winter months. Zones 1, 2, 5, and 6 are complete. Crews are currently in Zones 3 and 4. Expected completion is April 2019.
- 4.2.3 **Merit Injections for the Prevention of Aphids** - As it generally takes 5-6 months for the trees to pull the product into the canopy, the injections took place from January to February so the product could take effect. Additionally, it is preferable to do the injections with some rain as this helps the root system to pull the product up with water.

- 4.2.4 **Fruit Reduction Spraying 2019** is scheduled in March.
- 4.2.5 **Root Excavations**
708 Elmhurst Cir – A root excavation permit was obtained from the City of Sacramento’s arborist to assess the nearby Liquid Ambar trees with a lifted root system, that was preventing proper drainage. Excavation was to assess any possible threat to the foundation as well as provide a clear view of the available routes for new drainage installation. The root excavation exposed a large mass of roots that were pruned out. While no threat to the foundation was found at this site, some re-grading of the soil was done and a new drain system was promptly installed. It is now allowing for proper water run off and drainage.
500 Elmhurst Cir – A root excavation permit was obtained from the City of Sacramento’s arborist to assess a possible threat to the foundation. Excavation was performed and a large 5” root from the nearby redwood, which was growing into the foundation, was pruned out.

- 4.2.6 **609 Elmhurst – Ash Tree**
The homeowners at 609 Elmhurst Circle formally requested a postponement of the removal of the Ash tree near their home, designated for removal from the September 2018 tree walk due to the trees current condition. Their letter of request was reviewed at the January Open Session meeting. The Board chose to table the discussion until a thorough root excavation is done to assess whether or not a threat to the foundation exists. The Grove performed the root excavation and a full report of findings is included in the March Open Session Packet, for Board review.

5 PERSONNEL

- 5.1.1 **Payroll hours report- February 2019**
Worked: 512.5
Training: 1.5
Holiday: 16 (President’s Day)
Vacation: 8
Illness: 30
Other: 0

6 FINANCIAL

- 6.1 **FLOOD INSURANCE SURCHARGE:**
Management has uploaded the list of owners to be assessed the \$225 surcharge to Accounts Receivable (see enclosed surcharge list). The surcharge will be assessed on the April statements.
- 6.2 **JANUARY 2019 FINANCIALS**
The January financials are provided under separate packet for review. Management has prepared further reports that are enclosed in this packet.

7 GOVERNANCE

7.1 PARKING ENFORCEMENT

Management continues to conduct parking enforcement throughout the community. Citations were placed on 72 cars and 1 vehicle was towed in the month of February.

7.2 COURTESY PATROL

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

7.3 NON-COMPLIANCE NOTICES

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

Number of Notices Sent Per Violation	Type of Violation
2	Landscaping – Trim Trees
3	Architectural Application – Not Approved
1	Architectural Modification – Need Notice of Completion
2	Garage – Improper Use
1	Trash – Not Put Away

Building	Unit	Resident #	Description	Date of Charge	Amount
NEPEN	1934	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1937	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1938	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1946	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1947	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1954	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1955	04	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1961	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1967	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1970	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1973	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1981	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1987	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1989	04	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1993	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	1997	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2000	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2001	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2005	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2007	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2011	06	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2014	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2018	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2021	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2045	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2046	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2047	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2056	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2063	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2074	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2090	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2091	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2094	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2095	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00

NEPEN	2112	04	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2113	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2115	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2122	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2130	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2134	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2140	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2143	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2150	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2153	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2182	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2192	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2193	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2222	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2226	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2238	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2242	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2251	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2253	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2255	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2257	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2270	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2287	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2303	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2309	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2327	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2331	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2340	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2343	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2350	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2352	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2363	01	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2377	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2385	03	Flood Ins. Surcharge	4/1/2019	\$ 225.00
NEPEN	2407	02	Flood Ins. Surcharge	4/1/2019	\$ 225.00

NEPEN	2419	01	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2420	03	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2424	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2430	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2431	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2452	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2480	01	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2481	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2485	01	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2487	01	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2488	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2495	03	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2498	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2499	01	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2505	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2508	02	Flood Ins. Surcharge	4/1/2019	\$	225.00
NEPEN	2517	01	Flood Ins. Surcharge	4/1/2019	\$	225.00
					\$	19,350.00

*2019 Allocation per
pages 5-18 of adopted
Reserve Study*

<i>Reserve Component</i>		<i>January</i>	<i>Year to Date</i>	<i>Pending Invoices</i>	<i>Total YTD</i>	<i>Remaining Allocation</i>	
23275	01000 Paving	3,075				3,075	
23014	02000 Concrete	64,038	500	500	0	500 63,538	
L23135	03000 Painting: Exterior	10,250				10,250	
N23017	03500 Painting: Interior	3,729				3,729	
L23136	04000 - Structural Repairs	131,669	4,299	4,299	1394	5,693 125,976	
23120	05000 - Roofing	48,015	1,745	1,745	402	2,147 45,868	
N23017	08000 - Rehab	43,050				43,050	
	22000 - Office Equipment	-				-	
	23000 - Mechanical Equip	-	165	165	0	165 (165)	
	24000 - Furnishings	-				-	
	24600 - Safety / Access	-				-	
	25000 - Flooring	-		-	1842	1,842 (1,842)	
	27000 - Appliances	-				-	
N23017	14000 - Recreation	7,576				7,576	
23122	12000 - Pool	62,050				62,050	
	13000 - Spa	2,870				2,870	
N23274	17000 - Tennis Court	-				-	
23133	18000/100-114 - Landscaping-Irrigation	202,541	8,328	8,328	0	8,328 194,213	
N23275	18000/120-144 - Landscaping-Plantings	151,550	7,656	7,656	5032	12,688 138,862	
N23282	18000/160 - Landscaping-Trees	172,666	18,405	18,405	8995	27,400 145,266	
23127	19000 - Fencing	28,786	264	264	10091	10,355 18,431	
N22991	20000 - Lighting	11,038				11,038	
23146	21000 - Signage	6,663				6,663	
23014	26000 - Outdoor Equipment (Benches)	8,831				8,831	
N29911	30000 - Miscellaneous / Underground Utilities	130,819	15,331	15,331	17725	33,056 97,763	
N23276	31000 - Reserve Study	615				615	
N23276	32000 - Undesignated	7,688				7,688	
Totals \$35,802,610		# ##### # #####	56,693	56,693	45481	102174	995,345

Note: \$11,555 coded to 23199 incorrectly- needs to be recoded to Undergound Utility N22911- water meter expense

GL #	Description	2019 Annual Budget	2019 Actual to date	Remaining	Management Remarks
	REVENUE	0			
14000	HOMEOWNER ASSESSMENT REVENUE	\$ 3,547,068.00	\$ 291,637.00	\$ 3,255,431.00	Monthly dues, \$501 x 590 owners
14051	STREETS COST CENTER REVENUE		\$ (1,048.00)	\$ 1,048.00	Needs research
14087	EASEMENT AGREEMENT	\$ 21,600.00	\$ 1,636.00	\$ 19,964.00	Revenue from AT&T for access agreement
14100	LATE FEES	\$ -	\$ (156.00)	\$ 156.00	Needs research
14101	INTEREST ON PAST DUE ASSESSMENTS	\$ -	\$ 211.00	\$ (211.00)	Needs research
14108	SPECIAL ASSESSMENT REVENUE	\$ -	\$ (507.00)	\$ 507.00	Needs research
14110	KEY REVENUE	\$ 600.00	\$ 40.00	\$ 560.00	Owner key card purchases for amenity access
14113	CLUBHOUSE RENTAL	\$ 8,400.00	\$ 945.00	\$ 7,455.00	Includes revenue for clubhouse and cabana rentals
14116	CC&R VIOLATIONS/FINES	\$ -	\$ 10.00	\$ (10.00)	
14122	INSURANCE REIMBURSEMENT	\$ 21,240.00	\$ 61.00	\$ 21,179.00	Flood Surcharge
14162	OPERATING INTEREST REVENUE	\$ -	\$ 265.00	\$ (265.00)	Remains in the operating checking acct
14163	RESERVE INTEREST REVENUE	\$ -	\$ 3,337.00	\$ (3,337.00)	Is contributed to reserves
14372	PAST OWNER REVENUE	\$ -	\$ 4,676.00	\$ (4,676.00)	Needs research
	**TOTAL REVENUE	\$ 3,598,908.00	\$ 301,107.00	\$ 3,297,801.00	
		\$ -			
	**RESERVE CONTRIBUTION	\$ -			
19758	GENERAL RESERVES	\$ 2,111,892.00	\$ 175,991.00	\$ 1,935,901.00	Contribution from monthly dues
19803	RESERVE INTEREST	\$ -	\$ 3,337.00	\$ (3,337.00)	Interest earned is contributed to reserves
	**TOTAL RESERVE CONTRIBUTION	\$ 2,111,892.00	\$ 179,328.00	\$ 1,932,564.00	
	OPERATING EXPENSES	\$ -			
	**UTILITIES	\$ -			
15099	PENDING UTILITY EXPENSE	\$ -	\$ 2,469.00	\$ (2,469.00)	Utility expenses that need to be "booked" by the AP team
15101	ELECTRICITY	\$ 32,400.00	\$ 2,529.00	\$ 29,871.00	monthly budget \$2,700
15102	GAS	\$ 17,076.00	\$ 1,447.00	\$ 15,629.00	monthly budget \$1,423
15103	REFUSE COLLECTION	\$ 2,400.00	\$ 289.00	\$ 2,111.00	monthly budget \$200
15104	SEWER	\$ -	\$ (8.00)	\$ 8.00	new expense from County
15105	TELEPHONE EXPENSE	\$ 3,000.00	\$ 348.00	\$ 2,652.00	monthly budget \$250
15106	WATER	\$ 46,620.00	\$ 4,073.00	\$ 42,547.00	monthly budget \$3885
15155	INTERNET EXPENSE	\$ -		\$ -	0
	**TOTAL UTILITIES	\$ 101,496.00	\$ 11,147.00	\$ 90,349.00	
	**LAND MAINTENANCE				
15500	CONTRACT LANDSCAPE SERVICE	\$ 432,000.00	\$ 34,868.00	\$ 397,132.00	monthly budget \$36,000, contract \$34,868

	**TOTAL LAND MAINTENANCE	\$ 432,000.00	\$ 34,868.00	\$ 397,132.00	
	**COMMON AREA				
16020	CONTRACT POOL/SPA SERVICE	\$ 21,600.00	\$ 1,700.00	\$ 19,900.00	monthly budget \$1,800
16027	POOL INSPECTION	\$ 960.00	\$ -	\$ 960.00	Annual Inspections for each pool center
18524	MATERIAL SUPPLIES	\$ 1,200.00	\$ -	\$ 1,200.00	This cost was usually what Roger spent on materials
18526	PEST CONTROL	\$ -	\$ 175.00	\$ (175.00)	monthly budget \$175
18531	JANITORIAL SERVICE	\$ 19,800.00	\$ 1,580.00	\$ 18,220.00	monthly budget \$1,650
18532	JANITORIAL SUPPLIES	\$ 3,000.00	\$ -	\$ 3,000.00	paper towels, tp, etc. monthly budget \$ 250
18534	FIRE EXTINGUISHER	\$ 180.00	\$ -	\$ 180.00	annual recharge of extinguishers
18579	PATROL SERVICE	\$ 31,200.00	\$ 9,655.00	\$ 21,545.00	3 old invoices were paid in January. Monthly budget \$2,600
18736	GUTTER & DOWNSPOUT CLEANING	\$ 67,200.00	\$ 27,404.00	\$ 39,796.00	Expenses are incurred mostly in the winter months- end and beginning of fiscal year
18767	REPAIR & MAINTENANCE	\$ 12,000.00	\$ 2,471.00	\$ 9,529.00	Monthly budget of \$1,000 may be inadequate
18905	KITCHEN SUPPLIES	\$ 1,080.00	\$ -	\$ 1,080.00	Coffee, cups, tea, etc.
18986	FITNESS CONTRACT	\$ 360.00	\$ -	\$ 360.00	quarterly contract to inspect/fix gym equipment
	**TOTAL COMMON AREA	\$ 158,580.00	\$ 42,985.00	\$ 115,595.00	
	**MANAGEMENT/ON-SITE ADMIN EXP				
17209	PAYROLL PROCESSING FEES	\$ 6,240.00	\$ -		Formerly buried in benefits 19247
18001	COMMUNITY WEBSITE	\$ 2,400.00	\$ 150.00		monthly maintenance fee \$150 per month
18003	COMMUNITY EVENTS/PROGRAMS	\$ 900.00	\$ 219.00		expenses from holiday party
18008	VOLUNTEER RECOGNITION	\$ 180.00	\$ -		
18092	EDUCATION/ADULT PROGRAM	\$ 1,200.00	\$ -		
19101	CPA SERVICES	\$ 1,980.00	\$ -		contract w/ PCC in place
19104	FEDERAL TAX EXPENSE	\$ 6,660.00	\$ -		
19105	FRANCHISE TAX BOARD	\$ 3,600.00	\$ -		
19106	TAXES & LICENSES	\$ 3,600.00	\$ (262.00)	\$ 3,862.00	void check 8387 (overpayment county property tax)
19108	GENERAL COUNSEL SERVICE	\$ 5,004.00	\$ 1,025.00	\$ 3,979.00	consultation on compliance matter
19109	CONTRACT MANAGEMENT	\$ 86,400.00	\$ 7,159.00	\$ 79,241.00	monthly budget \$7,200
19111	MANAGEMENT REIMBURSABLE	\$ 21,600.00	\$ 1,522.00	\$ 20,078.00	expenses incurred in Irvine for mailings, copies, statement mailing, etc.
19112	POSTAGE, ON-SITE	\$ 600.00	\$ -	\$ 600.00	postage stamps
19116	ADMINISTRATIVE MISC	\$ 12.00	\$ -	\$ 12.00	
19117	DUES & PUBLICATIONS	\$ 900.00	\$ -	\$ 900.00	association membership in CAI
19119	BANK FEES	\$ 420.00	\$ 35.00	\$ 385.00	

19121	RESERVE STUDY CONSULTANT SRVC	\$ 600.00	\$ -	\$ 600.00	This could be paid from reserves
19124	ON-SITE STAFF	\$ 183,000.00	\$ 12,923.00	\$ 170,077.00	wages for 12/22/18 to 1/18/19
19126	DELINQUENCY MONITORING	\$ 324.00	\$ (149.00)	\$ 473.00	from FSR Irvine- assessment late fees
19132	OPERATING CONTINGENCY	\$ 2,400.00	\$ -	\$ 2,400.00	hedge against unpaid assessments
19143	LEGAL-COLLECTIONS	\$ 900.00	\$ 248.00	\$ 652.00	
19172	ACCOUNTING REIMBURSABLES	\$ 1,500.00	\$ 345.00	\$ 1,155.00	reimburse accounting dept for expenses
19174	AMS COLLECTION EXPENSE	\$ 600.00	\$ (70.00)	\$ 670.00	FSR div. - lien letters, initial collection efforts
19178	PROPERTY TAX	\$ 1,320.00	\$ -	\$ 1,320.00	
19247	PAYROLL TAXES & BENEFITS	\$ 63,756.00	\$ 6,489.00	\$ 57,267.00	for period from 12/22/18 to 1/18/19
19295	ON-SITE OFFICE SUPPLIES	\$ 2,100.00	\$ -	\$ 2,100.00	monthly budget \$175
19382	COPIER LEASE	\$ 7,020.00	\$ 460.00	\$ 6,560.00	monthly budget \$585
19316	INTERNET EXPENSE	\$ -	\$ 309.00	\$ (309.00)	will be spent from Website above
19442	CLAC CONTRIBUTION	\$ 1,200.00	\$ -	\$ 1,200.00	Legislative Committee 2 Buck a door
	**TOTAL MANAGEMENT/ON-SITE ADMIN EXP	\$ 406,416.00	\$ 30,034.00	\$ 376,382.00	
		\$ -			
	**INSURANCE	\$ -			
19107	INSURANCE	\$ 95,520.00	\$ 7,960.00	\$ 87,560.00	Annual premium billed monthly
DC1930 7	FLOOD INSURANCE	\$ 293,004.00	\$ 26,187.00	\$ 266,817.00	Monthly accrual needs to be aligned with budget
	**TOTAL INSURANCE	\$ 388,524.00	\$ 34,147.00	\$ 354,377.00	
		\$ -			
	**TOTAL OPERATING EXPENSES	\$ 1,487,016.00	\$ 153,181.00	\$ 1,333,835.00	January negative variance of \$30,521 mostly due to roof and rain gutter cleaning (\$21,804) which will amortize over course of year. Other contributors are the old invoices for patrol paid in January (\$7,055) followed by (\$1,471) in repair and maintenance.
		\$ -			

February 2019



NEPENTHE NEWS

Letter From the President

Hello to all fellow Nepenthians!

We survived the January Great Leaf Drop, winds, and a power outage for some homeowners. Now on to February and whatever it brings.

The January Water Meter Forums were a great success. Lots of very informative and useful information. The Board approved the water valve study and recommendations prepared by Wood Rogers. The expectation is to see some activity by the City this month.

The Board also approved the purchase of a new clubhouse projector. This is the final project in Nepenthe's conference/meeting upgrades in the main clubhouse which was started last year. The new projector should provide better picture quality and help projection during daylight hours. This is a real selling point for clubhouse rentals and, of course, for Nepenthe events.

Work has begun on the goals for 2019 approved by the Board at the January meeting. A complete review of Nepenthe's contract with First Service Residential will begin this month. The first contract was signed in 2007 when First Service was known as Merit Property Management. Some revisions occurred in 2012.

Nepenthe will review its financial management procedures, internal controls, and compliance with applicable

(Continued on page 2)



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Take Me Out to the Ballgame!



Mark your calendars for Sunday, June 2nd!

The Outreach Committee has secured special pricing for an excellent seating section of Raley Field for all Campus Commons residents.

Transportation will not be provided, but if you car pool, vehicles with four attendees do not pay for parking.

More information coming soon!

President's Letter Continued from Page 1

State regulations this year. The accounting firm of Propp, Christensen, Caniglia will perform the review and will involve the Finance Committee and be directed by Treasurer Christina George. These are just a couple of the goals approved by the Board. The others are also being worked on as well by the Board.

Finally, I hope some of you are considering serving on Nepenthe committees. The list of committees is on the Nepenthe web page and management would be happy to discuss their duties with you.

Enjoy the rest of winter. The hot days will return.

-Frank J. Loge, Board President



The Cooking Club will meet for a soup tasting at the Dunbarton Cabana on Sunday, February 24, from 1-3. If you'd like to participate, bring the soup of your choice!

Contact pathom33@mac.com with any questions.



Important Dates for February

- * Nepenthe Book Club 2/11 @ 3:30pm
- * Insurance, Safety and Legal Committee Meeting..... 2/12 @ 5:00pm
- * Architectural Review Committee Meeting..... 2/12 @ 5:30pm
- * Grounds Committee Meeting..... 2/21 @ 3:00pm
- * Finance Committee Meeting..... 2/18 @ 4:00pm
- * Nepenthe Cooking Club 2/24 @ 1:00pm
- * Outreach Committee Meeting..... 2/26 @ 4:00pm

Nepenthe Annual Elections

The Annual Election of the Nepenthe Board of Directors is approaching with the Annual Meeting to be held on **Wednesday, May 22nd**

This year three Director positions are up for election. If you are interested in running for a position on the Board, please contact the Nepenthe Office staff by e-mail (nepenthe.hoa@fsresidential.com) or by phone at (916) 929-8380 by **February 22nd**, and your name will be forwarded to the Nominating Committee. Following is the timeline for the 2019 election:

ELECTION SCHEDULE

March 6th- Board meeting – Slate of candidates' names presented by Nominating Committee

Wednesday, April 5 - Candidates' statements and pictures due to Office (to be included in the April newsletter and Ballot packets mailed to homeowners)

Tuesday, April 19 - Names of Self Nominated Board candidates due to Nepenthe Office

Tuesday, April 19 - Election Committee mails Ballot packets, including statements and pictures, to homeowners (to be returned no later than May 19)

Saturday, May 4th (10:00 a.m. – noon) - Candidates' Forum for Nepenthe homeowners

Wednesday, May 22, 5:00 pm - Annual Membership Meeting and Election

December Cash Flow Report

Sources / Uses	Operations	Reserves
Beginning Balance 1/1/2018	\$256,783	\$6,219,844
Plus Income	\$3,618,625	
Accounts Payable		
Pending Reserve Expense		
Reserve Investment Income		\$59,479
Contributions to Reserve		\$2,153,984
Less Operating Expenses	(-\$1,494,979)	
Reserve Funding	(-\$2,153,984)	
Reserve Expenditures		(\$1,360,449)
Ending Balance 12/31/2018	\$256,783	\$7,072,859

December Budget Report

Actual year-to-date income of \$3,618,625 versus year-to-date budgeted income of \$3,506,892 produced a positive variance of \$111,733

Actual year-to-date operating expenses and reserve contribution of \$3,648,963 versus year-to-date budgeted expenses of \$3,506,892 produced a negative variance of (\$142,071). The two combined variances produced a negative year-to-date variance of (\$30,338).

Approved Architectural Modifications

The improvements listed below were approved by the Board of Directors on February 6th, 2019

(Some applications may have partial approval or include conditions)

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 February 12th, 2019 in the
Clubhouse Lounge at 5:30pm**

Awarded Contracts

The following contracts were approved in the February Executive Session Board Meeting:

Roof Inspections & Repairs in Zone 1, \$13,496
Replaster Dunbarton Spa and retrofit safety drain, \$9,925

Replaster Clubhouse Lap Pool, \$19,625
Replace Clubhouse Lounge Projector, \$8,274.27
Install Electronic Key Card readers at the following locations:, \$19,000:
Dunbarton Pool Deck
Elmhurst Pool Deck
Landscapers' Restroom
Swarthmore Pool Gate

Approved in the February Open Session:
Swarthmore Landscape Enhancements, \$24,495

If you would like to see the plans for the enhancement project, they are available to view in the clubhouse.

Address	Application
1551 University Ave	HVAC Replacement
24 Adelphi Court	Emergency HVAC Replacement
1338 Commons Drive	Emergency HVAC Replacement

Letter from your FirstService Residential Management Team

Better. It's a great word. An adjective, an adverb, a noun and a verb. Feel better. Do better. Be better. Better solution. Better service.

Better is what we all strive for isn't it?

At Nepenthe, the homeowners and residents appreciate good service, attractive grounds and well-maintained facilities.

The directors, who are also homeowners and serve on the Board as volunteers, are always seeking ways to make Nepenthe a better place to live. Their annual goals are created and pursued with just that thought.

We, the management team made up of Nirmal, Daniel, Sarah and I, also continually look for ways we can improve our processes and provide better value to you, our clients.

We work for FirstService Residential who is in contract with the association. Initially, in 2007, Nepenthe contracted with Merit Property Management. In that same year Merit was acquired by FirstService Residential and the name was officially changed in 2013 to FirstService Residential California.

FirstService Residential is a respected leader in community association management. The company does business in seventeen states and in Canada. The California division is headed up by President Bob Cardoza who started with Merit in the late 1980's in the accounts receivable department.

One of the things that we enjoy about working for FirstService Residential is their commitment to their Global Service Standards and their six Core Values. Those values are Be Genuinely Helpful, Own It, Aim High, Improve It, Do What's Right, Build Great Relationships. We strive to live out those values every day.

Do we always hit the mark? No. I can assure you, we make mistakes. Sometimes we miss the mark completely. What I can tell you is that each one of us comes here to do better every day.

2018 was a year of great change and activity. We are a new crew – a new staffing model - and we are



Photo Credit: Gary Karcz

working to improve our processes to better serve Nepenthe.

Each day we come together for ten minutes to take part in "FirstCall", a team building exercise created by FirstService Residential to remind of us our shared vision and goals.

Weekly, this staff meets to review operational challenges and formulate plans for new projects. Monthly, the Sacramento region comes together to learn, celebrate and focus on new ways to improve and grow. We also participate in a monthly webinar

conducted by our California training team to ensure that we are empowered with new tools and solid operational know-how.

Part of doing things better is seeking feedback. You'll notice that every FirstService Residential employee's email signature offers our supervisor's name and contact information. We hope you'll use it to let us know what we've got right and what needs to be done... you guessed it... better!

One of the things we are committed to improving is better follow up to service requests. We know you want to be kept informed when you submit a request for service. Even if we can't prioritize your request, we're going to let you know that we have your request and we'll give you a timeline. If the timeline changes, we'll let you know that too.

Other improvements we're implementing are better front desk coverage and quicker call back or email response times. You may come into our lobby and think it is a calm place, but I can assure you that we are all working hard behind the scenes! We know good communication is a cornerstone for all relationships.

We love working for FirstService Residential and we love serving Nepenthe. The relationships we've built with you, the homeowners and residents, is what makes serving here so special.

Bettsi Ledesma, CMCA
General Manager



Pets of Nepenthe!

These bundles of joy are long time Nepenthians and I am not just talking about Mr. and Mrs. Shaw! Below are Graycie and Harpo with mom and dad.



Pictured below is the lovely golden retriever, Rosie Sadao. To the right is Rosie and a group of very talented Rosie impersonators! (Aka: Twix and Honey)

Rosie loves tennis balls and gets especially happy when one is gifted to her by the local tennis players.



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

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!



Did You Know?

Did you know that there are 590 homes in Nepenthe and only one third of them face a street? The other two-thirds face green spaces and walking paths which is part of the great charm of Nepenthe. Robert Powell, the developer, tried very hard to minimize the impact of street views within the community.

If you are fortunate enough to enjoy greenbelt views from your front windows, it seems rather unkind, doesn't it, to ask your neighbors with street facing views to look at your car parked on the street?

Unlike some of the other Campus Commons communities, Nepenthe enjoys a full two-car garage for every unit. These garages are comfortably accessible and intended for resident vehicles.

Not only is it kind to your neighbors to park your cars in your garage, it is compliant with the CC&Rs which states that garages are to be used for the storage of resident vehicles rather than for any other purpose.

The Nepenthe Book Club has space for 3-4 new members! If you are interested in joining the group, please contact the coordinator, Joan Haradon, at joanh3860@gmail.com for additional information or feel free to show up at the next meeting and introduce yourself.

The Book Club meets at 3:00pm in the Clubhouse library the second Monday of each month. Hope to see you there!



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January Water Meter Forums

Kevin Gustorf of Wood Rodgers engineering firm came out to the Nepenthe Association on January 5th and 15th to present their cost analysis of the upcoming water meter installations. It was a great turnout with almost all seating occupied at the start of the events!

Their full report and presentation has been made available on the Nepenthe website for viewing and downloading. It is located on the home page of www.NepentheHOA.com. Scroll down on the homepage and click on the photo of the water meter to go to this page:

<https://nepenthehoa.com/water-meter-installation-project/>



Landscape Update

Hello Nepenthe!

Coast has been quite busy during this dormant season. They have been mowing the ground covers and applying a preemergent to the turf areas and shrub beds to keep weed seeds from germinating.

I am pleased to announce that going forward Coast Landscape will be providing management with quarterly calendars which will outline upcoming tasks in the following categories:

- *Turf Care*
- *Shrub, Vine & Groundcover Care*
- *Irrigation Systems*
- *Miscellaneous and Special Projects*

The quarterly report will be addressing maintenance items on a **macro level**, i.e. maintenance strategies, seasonal treatment plans, and special projects. This report is in addition to the **routine** maintenance report that is provided to Management from Coast on a weekly basis.

Growing Turkey Population at Nepenthe

You may have noticed more and more wild turkeys coming out and showing us just how much their local population has grown.

Last year, around early Spring, we did some extensive research as to what options the association has to reduce these numbers. The subject was brought about as the large birds can be incredibly destructive to landscape, roofs and even cars! The turkey excrement left behind in their “favorite” areas is cause for concern and during the breeding season they can, at times, be aggressive. They use their sharp talons to scratch at the bark and landscaped areas and can even damage vehicles by scratching them. If they see their reflection in the shiny finish of a car, they can sometimes believe this is a turkey in competition and attempt to fight it. (Funny but true!)

Here's what we learned:

This species of turkey is not actually native to the area. The California Fish and Game Commission (*now the California Department of Fish and Wildlife*) introduced thousands of farm-raised turkeys from the Texas Rio Grande area into the California wild from the early 1900s through the 1950s, as part of a major state-

The Board of Directors, Management, and the Grounds Committee strives to keep the community informed as much as possible so please stay tuned and be on the lookout for future communications with more details regarding the **“1st Quarter Report of 2019”**.

PLANT REPLACEMENT PROJECT UPDATE:

As stated in last month's newsletter Zone 7 will be the first to undergo plant replacements and remediation. If you see **GREEN FLAGS** near your home please do not remove them, as these flags will indicate the location of new plantings. Please note that there is no timeline for the “Plant Replacement Project” as the sizes of each zone are different, however it is our goal to complete the first rotation of plantings before the warmer months arrive.

I know we're all excited to see new plants at Nepenthe!

Daniel Devlin
Assistant Community Manager

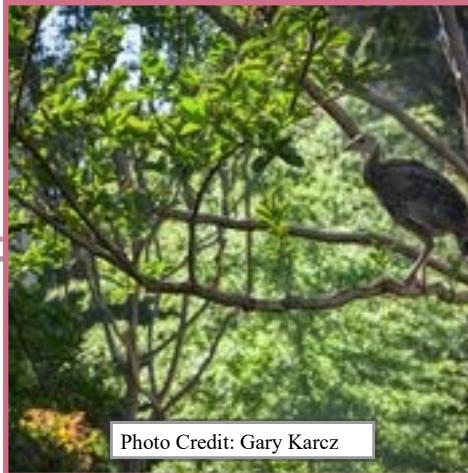


Photo Credit: Gary Karcz

sponsored recreational hunting program.

It seems they had no problem adapting to the California climate and environment. We now have over 100 Wild Turkeys that call Nepenthe and Campus Commons home! With each new year, and new nesting season, their numbers are sure to grow. They are now federally protected and we are prohibited from relocating them more than 1 mile. As you can imagine, this option is not too helpful considering the size of the Nepenthe development, but this 1 mile restriction is to prevent the cross-contamination of blood borne pathogens or diseases from one flock to another.

If we can provide proof of damage caused by the turkeys, (Which we of course can) then the most the Department of Fish and Wildlife will permit is euthanasia. And the cost for trapping would still be one that the association would have to cover. We do not want this either. Although they may be somewhat bothersome or inconvenient, we certainly appreciate all local wildlife and do not wish to harm it in any way.

So what can we do?

The best course of action is to make it as uncomfortable as possible using non-lethal means, and hope that they move on. Some non-lethal options would include: Automatic sprinklers or optical deterrents such as predator-mimicking beach balls or hanging reflecting streamers.

Some homeowners just can't resist feeding them. That's really when trouble begins. A few stray turkeys soon become a flock of permanent residents that have lost their natural fear of humans. So the key to keeping the population numbers down and not attracting them to stay in the area is to NOT feed them.

The damages and health hazards that their growing flock create, also generates a cost to repair, re-landscape or clean up after. That cost is sure to amplify if residents continue to ignore the CC&R's and restrictions against feeding the local wild life, which has and is bound to keep attracting more of them. The Board of Directors and Management will immediately cite anyone violating this policy, but with the help of all residents we can aid in stopping the Wild Turkey over-population from growing anymore than it already has.

They are indeed beautiful creatures; Let's assist in keeping them beautiful and wild by leaving them to be just that.

Sarah Lowrey
Assistant Community Manager



Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

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

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

www.NepentheHOA.com

Management Staff:

Bettsi Ledesma, General Manager, Bettsi.Ledesma@fsresidential.com

Sarah Lowrey, Assistant Community Manager, Sarah.Lowrey@fsresidential.com

Daniel Devlin, Assistant Manager / Facilities Manager Daniel.Devlin@fsresidential.com

Nirmal Dhesi, Administrative Assistant, 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, President@NepentheHOA.com, 916-920-0752

Linda Cook, Vice President, VicePresident@NepentheHOA.com, 916-847-8996

Steve Huffman, Secretary, Secretary@NepentheHOA.com, 916-214-4500

Christina George, Treasurer, Treasurer@NepentheHOA.com, 916-921-2793

Jan Summers, Member at Large, Director@NepentheHOA.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
ARC@nepenthehoa.com

Elections Committee

Chair: Yvonne Del Biaggio

Finance Committee

Chair: Joan Haradon
FinanceComm@nepenthehoa.com

Grounds Committee

Co-Chair: Don Landsittel
Co-Chair: Open
GroundsComm@nepenthehoa.com

Insurance, Legal and Safety Committee

Chair: Nancy Arndorfer
ILS@nepenthehoa.com

Outreach Committee

Chair: Charles Schaffer
Outreach@nepenthehoa.com

Important Reminders

- ◆ Did you know we have a website? It's full of useful information and updates. This resource is a great tool that all residents can utilize. Visit www.NepentheHOA.com
- ◆ What a shame— Some residents have been dumping their unwanted belongings on the private streets. Please be courteous of your neighbors and properly dispose of your items.
- ◆ Green waste is to be put out where your alley meets your street only on Sunday nights. Coast landscape will pick them up on Monday morning.
- ◆ If your roofs and gutters have not been cleaned yet, fear not. Randy Ross Services is still on the job and on their way to you!



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	x
1/4/19	Nepenthe News published	X
1/5/19	Water Meter Forum 10:00 AM	X
1/8/19	ARC Meeting 5:30pm	X
1/8/19	Insurance, Legal and Safety Committee Meeting 5pm	X
1/15/19	Water Meter Forum 7:00 pm	X
1/17/19	Grounds Committee meeting 3:00 PM	x
1/17/19	Financials published and distributed to Board and Finance Committee	X
1/21/19	Finance Committee meeting 3:00 PM	X
1/22/19	Outreach Committee meeting 4:30 PM	x
1/30/19	Committee Minutes due in management office	X
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 Zone 1 roof repairs	X
2/1/19	Manager posts agenda and distributes Board packets	X
2/1/19	Manager to submit required records to CPA for Annual Review	
2/1/17	Insurance Agent to conduct annual risk assessment inspection	hold
2/6/19	Board Meetings: Closed 4 PM, Open 5:30 PM	x
2/8/19	Send Flood Surcharge List to Accounts Receivable for April statements	X
2/8/19	Nepenthe News published	x
2/11/19	ARC meeting 5:30pm	X
2/11/19	Insurance, Legal and Safety Committee Meeting 5pm	X
2/17/19	Financials published and distributed to Board and Finance Committee	X
2/18/19	Minimal Staffing in Office for President's Day	X
2/21/19	Grounds Committee meeting 3:00 PM	X
2/25/19	Finance Committee meeting 4:00 PM - Resch. To 2/18/19	X
2/26/19	Outreach Committee meeting 4:30 PM	X
2/27/19	Committee Minutes due in management office	X
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 roof inspections	X
3/1/19	Manager posts agenda and distributes Board packets	X
3/1/19	Send reminder to insurance agent for hazard inspection	hold

2019 Master Calendar DRAFT

3/1/19	Election Committee organizational meeting	X
3/1/19	Pool contractor to inform management of any equipment needs for the pool season	X
3/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
3/8/19	Nepenthe News published	
3/11/19	President to email community to solicit committee volunteers	
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) Determine whether to obtain quotes for next insurance renewals (enclose Ins S&P in packet) 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, call for Committee volunteers	
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	

2019 Master Calendar DRAFT

4/19/19	Upload ballot and Resident Information Form to mail house	
4/22/19	Finance Committee meeting 3:00 pm	
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, 10:00 -12:00	
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	2019 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	

2019 Master Calendar DRAFT

6/11/19	Annual review of Emergency Preparedness Plan by the ILS with report to the Board at July Open Session	
6/17/19	Financials published and distributed to Board and Finance Committee	
6/20/18	Grounds Committee meeting 3:00 PM	
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	

2019 Master Calendar DRAFT

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	
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	
10/4/19	Committee Luncheon/Training 11:30 - 2:30	
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	

2019 Master Calendar DRAFT

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	
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: 2/4/2019 - 2/8/2019

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) Irrigation System Checks 2) Groundcover Mowing 3) Preemergent Spraying

MAP#	DESCRIPTION:	MON	TUES	WED	THURS	FRI
		R,W	C	S	S	C
TURF CARE:						
	No Mow Week					
SHRUB, VINE & GROUNDCOVER CARE:						
	Pick Up Green Waste	X				
	SHORT DAY DUE TO RAIN	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		X
	Service Dog Station	X		X		X
	Picking up branches Zones 1 - 3	X				
	Mowing Groundcovers Zone 1, blow Zone 1		X			
	Mowing Groundcovers Zone 3, blow Zone 3			X		
	Mowing Groundcovers Zone 4, blow Zone 4				X	
	Blow Zone 7				X	
	Blow Zones 2, 5 & 6					X
	Pick up leaf piles from roof cleaning Zone 1					X
IRRIGATION SYSTEM:						
	Irrigation System Checks with Juan and 2 helpers all week Zones 4 - 7	X	X	X	X	X
	Mapping Irrigation Stations in all zones	X	X	X	X	X
	Wiring issue in Zone 1 seems to be resolved, 5 junction boxes were rewired and the new connections seem to have fixed the controller malfunction alerts					
MISCELLANEOUS: Chemical and Mechanical Weed Abatement						
	Spray 100 ounces Barricade in planting beds in Zone 1					X



WEEKLY REPORT SHEET

DATE: 2/11/2019 - 2/15/2019

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) Irrigation System Checks 2) Groundcover Mowing 3) Storm Clean Up

MAP#	DESCRIPTION:	MON	TUES	WED	THURS	FRI
		S	S	R, W	R, W	C
TURF CARE:						
	No Mow Week due to wet conditions					
SHRUB, VINE & GROUNDCOVER CARE:						
	Pick Up Green Waste	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		X
	Service Dog Station	X		X		X
	Mowing Groundcovers Zone 4, blow Zone 4	X				
	Mowing Groundcovers Zone 5, blow Zone 5		X			
RAIN DAY 2 MAN CREW ON SITE						
	Clearing storm drains, piling storm debris			X		
RAIN DAY 2 MAN CREW ON SITE						
	Clearing storm drains, piling storm debris				X	
	Blow streets and alleys					X
	Pick up debris piles from storm patrol					X
IRRIGATION SYSTEM:						
	Irrigation System Checks with Juan and 2 helpers	X	X			X
	Mapping Irrigation Stations in all zones	X	X			X
MISCELLANEOUS: Chemical and Mechanical Weed Abatement						



WEEKLY REPORT SHEET

DATE: 2/18/2019 - 2/22/2019

JOB #: 46893

JOB NAME: Nepenthe HOA

ADDRESS: _____

AREA MANAGER: Juliana Brown

CREW LEADERS: Angel Medina/Juan Reyes

SERVICE DAY(S): Monday-Friday

KEY CLIENT EXPECTATIONS: 1) Irrigation System Checks 2) Groundcover Mowing 3) Weed Abatement

MAP#	DESCRIPTION:	WEATHER : S = Sun; R = Rain; W = Windy; C = Cloudy				
		MON	TUES	WED	THURS	FRI
TURF CARE:						
	Mow and Edge Zones 5 & 6		X			
	Mow and Edge Zones 3 & 4			X		
	Mow and Edge Zone 1				X	
	Mow and Edge Zones 2 & 7					X
SHRUB, VINE & GROUNDCOVER CARE:						
	Pick Up Green Waste	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		X
	Service Dog Station	X		X		X
	Branch/Debris pick up	X				
	Service Zones 5 & 6		X			
	Service Zones 3 & 4			X		
	Service Zone 1				X	
	Service Zones 2 & 7					X
	Pick up branches & debris					X
IRRIGATION SYSTEM:						
	Irrigation System Checks with Juan and 2 helpers	X	X	X		
	Mapping Irrigation Stations	X	X	X		
	Repair broken 2 core wiring in Zone 4 due to stump grinding - T&M				X	
MISCELLANEOUS: Chemical and Mechanical Weed Abatement						
	Spray 12 ounces Round Up Pro in Zone 2 & 6		X			
	Spray 12 ounces Diquat in Zone 2 & 6		X			
	Spray 8 ounces Round Up Pro in Zone 2 & 6			X		
	Spray 8 ounces Diquat in Zone 2 & 6			X		



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
February 6th, 2019, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

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

I. CALL TO ORDER: 5:32pm

Present	Arrival	Board Member	Position	Departure
X	5:30pm	Frank Loge	President	6:21pm
X	5:30pm	Linda Cook	Vice President	6:21pm
X	5:30pm	Christina George	Treasurer	6:21pm
X	5:30pm	Steve Huffman	Secretary	6:21pm
X	5:30pm	Jan Summers	Member at Large	6:21pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on February 6th, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Board Goal Update**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee**
Minutes were reviewed.
- b. **Finance Committee**
Minutes were reviewed. Committee Chair, Joan Haradon, spoke regarding the monthly Financial Review process and provided a review of the 2018 expenditures.
- c. **Grounds Committee**
Minutes were reviewed. Committee Chair, Don Landsittel, gave update on Swarthmore View project and upcoming landscape remediation.
- d. **Insurance, Legal and Safety Committee**
Minutes were reviewed. Committee Chair, Nancy Arndorfer, commented on the ILS's strong recommendation to continue purchasing flood insurance for the units within the association.
- e. **Outreach Committee**
Minutes were reviewed.

IV. MANAGEMENT REPORT

- a. Report
- b. January Nepenthe News
- c. 2019 Master Calendar

d. Coast January Weekly Report Sheets

V. HOMEOWNER CORRESPONDENCE

The Board of Directors reviewed correspondence received from 2 homeowners.

VI. HOMEOWNER COMMENTS

Two homeowners addressed the Board at this time regarding items relating to landscaping.

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.

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

Motion: Director Huffman

Second: Director Cook

Vote: All in Favor

Begin Consent Calendar

a. Approval of Minutes January 2nd, 2019 Open Session Minutes

Resolution: The Open Session minutes dated January 2nd, 2019 are approved as presented.

b. Financial Statement: December 2018

Resolution: The Board accepts the December 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$30,337 and reserve funding of \$2,213,464 compared to the reserve funding budget of \$2,111,892. The reserves are funded through December 2018. The Association has \$252,632 in operating funds, which represents 0.86 months of budgeted expenses and reserve contributions. The Association has \$7,072,859 in reserve funds.

c. Appointment of Committee Members

The following homeowners, all members in good standing, have submitted a Committee Volunteer Application as well as a signed Conflict of Interest Form.

Resolution: The Board appoints the following Committee members:

Grounds Committee:

Joleen Hecht

Iris Bettencourt

Yvonne del Biaggio

d. Appoint Inspectors of Election

Resolution: In conformance with Article II, Section 2.4(h) of the Nepenthe Bylaws, the Board hereby appoints Yvonne Del Biaggio, Kay Chmielewski, and Joleen Hecht to serve as the Inspectors of Election. The Inspectors will provide written designation of location to receive ballots as well as the poll closing time and date.

e. **Set “Record Date” for Annual Election**

Resolution: For the purpose of determining which homeowners are members in good standing and entitled to receive notice of any meeting, vote, act by written ballot without a meeting or exercise any rights in respect to any lawful action, the Board of Directors fixes April 3rd, 2019 as the “Record Date” for the 2019 Election in conformance with Article III, Section 3.8 (a) of the corporation’s Bylaws.

f. **Architectural Applications**

The Architectural Review Committee met on January 8th, 2019 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>
1	1551 University Ave	HVAC Replacement	Approval
2	24 Adelphi Court	Emergency HVAC Replacement	Approval
3	1338 Commons Drive	Emergency HVAC Replacement	Approval w/ Conditions

End Consent Calendar

VIII. NEW BUSINESS

a. **Notification of Change to California Civil Code 5501**

Introduction and Background:

California recently enacted Assembly Bill 2912, which increases requirements for association Board members to review their financial results. Previous law required the Board to review financial information on at least a quarterly basis. The Civil Code has been amended to require that review to be performed on a monthly basis. In addition, it now requires the review to include the association’s check register (check history report), general ledger, and delinquent assessment reports.

The financials and delinquent assessment reports provided to you on a monthly basis by FirstService already include the additional documents now required to be reviewed each month. The delinquent assessment report is also provided monthly and is reviewed and approved by the Board in Executive Session.

In the event a Board meeting is canceled due to lack of quorum or the decision to go dark for a month, the General Manager will send the financials to the Board via email for review. Ratification of the review and approval of the financials and delinquent assessment report will occur at the next following Board meeting.

Action: Review and File

b. **California Civil Codes 5380 and 5502: Electronic Transfers of Funds Greater than \$10,000**

Introduction and Background:

The legislature enacted Assembly Bill 2912 to protect associations by limiting automatic transfers of association funds without Board approval. While transfers Management makes are already approved in writing by our boards – whether through budget resolutions, vendor agreements, Reserve Expense Authorizations, Investment Management Authorizations, cash maintenance policies, our management agreement, or other documents – this statute requires additional authorization for electronic transfers.

The following resolution is intended to provide the Board's authorization for Management to make specific types of transfers. We recommend that the Board pass a similar resolution following elections, should the Board composition change. Management will track this task to remind the Board and ensure compliance.

FirstService's attorneys have drafted the resolution below, and we believe it meets the requirements of the new statute. As is always the case when new Civil Code or case law affects the Association, we encourage the Board to consult with counsel.

Management Recommendation:

That in order to comply with the new Civil Code, the Board authorize Management to make certain transfers that may exceed the statutory threshold.

Resolution:

The Board of Directors (“Board”) authorizes Management to make the following transfers that may exceed (i) Ten Thousand dollars (\$10,000), or (ii) Five percent (5%) of the Association’s total combined reserve and operating account deposits, whichever is lower, from the Association’s accounts for the following purposes:

- To fund reserves;
- To pay utilities;
- To move funds pursuant to a Board resolution for a reserve expenditure;
- To implement the Board’s directives with regard to invested funds and bank account openings and closings;
- To pay for budgeted expenses, for all services provided by vendors selected by the Board for work the Board has engaged them to carry out, and for Management’s compensation and cost reimbursements under its Management Agreement with the Association;
- To remit amounts due to US Bank for transactions made by purchase cards; and
- For other authorized payments/transfers directed or authorized by the Board

Motion: Director Cook

Second: Director George

Vote: All in Favor

c. **Nepenthe Logo Merchandise**

To help fund Nepenthe Outreach Committee events throughout the year, management proposes that the Board consider the feasibility of purchasing small, logo items such as key rings, water bottles, etc. and offering them to the membership for sale. Monies received in excess of the cost would then be used to help fund association events.

Certainly, controls would need to be in place, but the main concern centers on whether this endeavor would influence Nepenthe's tax status. Management recommends having the proposed process evaluated by counsel with input from the accounting firm of record. If feasible, management would like to put this on the March open agenda for Board approval.

No Action: Discussion Only

d. **Swarthmore Enhancement Project**

The Grounds Committee Chair, management, Board liaison and Landscaper have identified an area for renovation from 2232-2245 Swarthmore. The Grounds Chair provided a rough overview of the "Swarthmore View" draft plans to the Board of Directors at the December Open Session.

The proposed plans have been officially drawn up and presented to the Grounds Committee for recommendations and a final review. The Grounds Committee unanimously recommend approval. A bid proposal for this work and a copy of the drawn plan is enclosed.

Resolution: The Board approves the proposal from Coast Landscape for the Swarthmore Enhancement Project, not to exceed the amount of \$24,495.

Motion: Director George

Second: Director Cook

Vote: All in Favor

IX. UNFINISHED BUSINESS

a. **Flood Insurance Discussion**

In December, President Loge received an email from a homeowner regarding flood insurance. The homeowner pointed out that improvements made to the levee may have eliminated the need for the association to carry flood insurance. The directors discussed this topic at the December Open Session and directed FirstService Residential General Manager Bettsi Ledesma to investigate the association's options for flood insurance and provide a report of findings at the February 2019 Open Session. This report was provided to the Board separately.

No Action: Discussion Only. Table until Insurance, Legal and Safety Committee can officially review.

b. **Homeowner Request – Ash Tree at 609 Elmhurst Circle**

The enclosed homeowner request letter is in reference to a large Ash Tree (#1175) recommended for removal on the September 2018 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 2018 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 2018 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.

At the January Open Session, the Board of Directors tabled this item until this February Open Session meeting so that The Grove Total Tree Care can conduct a root excavation to determine if a threat to the foundation exists and provide a full report. As of now, The Grove has not received approval for the root excavation permit from the City of Sacramento. Excavation will be scheduled promptly after receipt if the Board should approve option 4 below.

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.*
- 4) *Continue to table this item until a full report has been received from The Grove regarding the findings of the root excavation.*

Action Required: Board discussion and resolution

Managements recommendation: The association has been notified by its contracted licensed arborist, of the tree's decay and significant rate of decline. The arborist's recommendation has been confirmed by the local authority. In the interests of risk management, FirstService Residential recommends approval of Option 3.

No Action: The Board tables this item until March Open Session.

X. HOMEOWNER COMMENTS

No homeowners addressed the Board at this time.

XI. NEXT MEETING: Wednesday, April 3rd, 2019 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN: 6:21pm

TO: Nepenthe Board of Directors

FROM: Nepenthe Nominating Committee, 2019

The Nominating Committee for 2019 respectfully submits the following slate of candidates for the 2019 vacancies on Nepenthe Board of Directors. We respectfully request that the slate of candidates be included in the March 6, 2019 Board packet.

Greg Beale

Christina George

Frank Loge

Will Vizzard

The Candidate Forum is scheduled on Master Calendar for May 4, 2019 at 10:00AM, Nepenthe Clubhouse.

Linda Cook, Nominating Chairperson

Barbara Henry, Committee Member

Barbara Murman, Committee Member

Alan Watters, Committee Member

WHAT IS CLAC?

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

CLAC's Mission

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

Briefly, CLAC...

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

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

How Does CLAC Accomplish Its Goals?

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

Should you have any interest in following legislation that affects community associations in California, please sign up for our blog at www.caiclac.wordpress.com and our free email alerts on our website www.caiclac.com. Also, please consider our voluntary "A Buck-A-Door or More" fundraising efforts; every dollar helps and donations can be made online at our website or be sent to 1809 S Street, Suite 101-245, Sacramento, CA 98511 with checks written to CAI-CLAC. Your efforts and monetary contributions are very much appreciated and your HOA members will feel involved, enabled and informed.

Serving 13 million Californians in over 50,000 Community Associations

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

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

12 REASONS

Why You Should Donate to CLAC

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

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

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



1 Your donation gives you a voice. CLAC's legislative advocacy efforts are entirely dependent upon the opinions and experience of the industry's professionals and CID homeowners. CLAC serves the interests of approximately 9,000,000 people who live in and work with CIDs in the state of California. CLAC communicates with legislators and other elected and appointed officials, and CLAC members educate government officials about CID concerns through letters, phone calls and personal visits.

2 CLAC is dedicated to monitoring and influencing legislation that affects common interest developments in California. CLAC researches and reviews proposed legislation and takes positions on bills affecting CIDs. CLAC reviews and tracks bills related to CIDs in California throughout the year.

3 CLAC meets regularly with lawmakers to help advance issues. CLAC educates and visits with lawmakers, legislative and executive staff, and other organizations, and testifies before legislative bodies. In addition, CLAC visits legislators annually and holds an annual Legislative Day at the Capitol in Sacramento to get to know legislators; inform them of issues affecting CIDs; ensure that the voice of community associations is heard.

4 CLAC is NOT a PAC (Political Action Committee) and does not give money to legislators or their campaigns. CLAC operates solely from contributions made by California members of CAI and other donations.

5 CLAC provides immediate action alerts and input on bills that affect CIDs. CLAC's input on breaking issues enhances its ability to effectively influence the formulation and outcome of public policy. Additionally, CLAC provides timely information on bills related to CIDs at www.caiclac.com.

6 CLAC organizes "grass-roots" letters, emails and phone communications with legislators regarding important CID-related issues and proposed laws.

7 CLAC exercises members' constitutional right to participate in the political process. CLAC builds important relationships with government officials and develops a network of peers that will benefit the CID community and profession.

8 Giving is easy and can be done online at www.caiclac.com or fill out and return the **Buck A Door or More** donation form.

9 It is legal for CID boards to donate money from the assessments collected. The board may spend community funds on protecting the association and its owners by supporting constructive – and opposing offensive – state legislation.

10 Donations are for LEGISLATIVE ADVOCACY, NOT POLITICAL CONTRIBUTIONS. CLAC expenses include printing and mailing information to CAI members and CLAC contributors, lobbyist fees and administrative services; providing legislative information to the CLAC volunteers and more.

11 Senate and Assembly committees ask our advocate (lobbyist) for input as housing legislation is proposed and debated. Moreover, the Governor's Office often contacts CLAC to ask its position on a bill prior to the Governor signing the bill!

12 CLAC has become the recognized resource for providing accurate, timely and influential input to California legislators. CLAC is comprised of representatives from three CAI membership categories: Volunteer Leaders (i.e., homeowners, board members); Business Partners (e.g., attorneys, developers, reserve analysts, contractors, accountants, insurance representatives, etc.) and Community Managers. This provides a diverse perspective on how bills may impact CIDs.

WORKING TOGETHER:

CAI California Legislative Action Committee and 50,000 Community Associations

A Buck a Door or More Makes Sense!

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

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

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



888.909.7403 | 916.550.9488 fax | www.caiclac.com

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

HOA PLEDGE

X _____ = _____
Number of Doors A Buck a Door or More Total Pledge

PROFESSIONAL'S PLEDGE

X _____ = _____
Professional Hourly Rate Number of People in Firm Total Pledge

FLAT RATE PLEDGE

_____ = _____
Total Pledge

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

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

NAME

TITLE

FIRM/COMPANY NAME

ASSOCIATION NAME

ADDRESS

CITY

STATE

ZIP

PHONE

E-MAIL

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

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

NAME ON CARD

BILLING ADDRESS

CITY

STATE

ZIP

CREDIT CARD NUMBER

SECURITY CODE

EXPIRATION DATE

SIGNATURE

DATE

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



888.909.7403 | 916.550.9488 fax | www.caiclac.com

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

Community Association Board Resolution for CAI-CLAC Contribution

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

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

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

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

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

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

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

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

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

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

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

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

Secretary of the Association

Bettsi Ledesma

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

We did the root excavation at 609 Elmhurst last week and discovered several 4"-8" tree roots about 1' under the surface growing into the home foundation. I have attached a couple photos for reference. I stand by my original recommendations that the tree should be removed due to the current condition of the tree's overall health. The tree is declining and this decline poses a serious threat to the home and property surrounding the tree if a failure were to occur. The recommendations were upheld by the City of Sacramento Arborist and they granted the permit to remove this tree. I understand the emotional attachment we all have in regard to trees and the care of. In this case we have explored all routes to justify retention of the tree, however with the new information, as well as the original assessment, I stand by my recommendation to consider this tree's removal.

Thank you,

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

The Grove | Carson Landscape Industries | TurfPro
9530 Elder Creek Rd. | Sacramento, CA 95829
C 916.919.2301 | O 916.231.8733 | F 916.856.5410 | pdubois@TheGroveTotalTreeCare.com
www.thegrovetotalltreecare.com | www.carson1975.com | www.turfpro.net





NEPENTHE ASSOCIATION

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

Key Policy

An electronic access key or standard key will be issued to any resident who is at least 18 years of age and is a member in good standing. To obtain a key, the resident must sign the attached Amenity Use Acknowledgement; provide a picture identification and proof of residency (driver's license, bank statement, credit card billing or utility statement that contains the Nepenthe address for those lot owners eligible for membership). The electronic access key is available for a refundable deposit of \$10.00 and the standard key is available for \$5.00. All fees received must be in the form of a **check only**. Please note that standard keys will no longer be available for a refund once the electronic access readers are installed at the tennis courts.

If the home is rented, the tenants must provide identification and proof of residency as noted above, along with a copy of the owner-signed rental agreement. A copy of these documents will be placed in the lot owner's file.

A \$25 replacement fee will be charged for any lost key.



NEPENTHE ASSOCIATION

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

DRAFT Amenity Key Policy

Date of Board Adoption: _____

Purpose: To improve safety and security at Nepenthe, keys are required to use the amenities. These keys will be issued by management during business hours.

Process:

An electronic access key or standard (tennis court) key will be issued to any resident who is at least 18 years of age and is a member in good standing.

To obtain a key, each resident must sign the attached Amenity Use Agreement; provide picture identification and proof of residency (driver's license, bank statement, credit card billing or utility statement that contains the Nepenthe address) if not previously provided. If a Resident Information Form has not been completed previously, it will be required to obtain any keys.

The cost for electronic access key is \$10.00 and the cost for the standard key is \$5.00, payable by check only. Replacements for lost electronic keys may be purchased for \$25.00.

Upon moving out of the community, each resident is responsible to notify management. If the electronic key was purchased within a year prior to moving out, the resident may obtain a refund. The refund will be processed through the management company's accounting department and may take up to six weeks.



Tree Work Proposal

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

DATE: 2/22/2019 REVISED

RE: Tree Work Proposal – from Arborist Report dated 2/18/2019
Nepenthe Association
Sacramento

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

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Pear	Zone (1) Tree #290 1129 Commons Dr.	1	Selective Pruning of trees canopy to redirect growth away from the path of traffic to avoid damage	\$255.00	
Ash	Zone (1) Tree #424 30 Adalphi	1	Canopy reduction to correct growth	\$1,885.00	
Pear	Zone (1) Trees #234, 239, 240, 241 Next to 2, 22, 26 & 28 Adalphi	4	Full Prune of trees canopies to help minimize limb failure due to excessive limb weight	\$1,280.00	
Maple	Zone (1) Tree #238 18 Adalphi	1	Structural Pruning to thin out canopy of overgrowth and to establish healthy branching	\$680.00	
Locust	Zone (1) Trees #135, 136, 137 & 138 2329 Swathmore	4	Full Pruning of trees canopies	\$984.00	
Tulip	Zone (1) Tree #104 31 Adalphi	1	Continue to monitor, deadwood removal was done in 2017 and no noticeable dieback in canopy this year	N/A	
Sweetgum	Zone (1) Tree #371 2310 American River Dr.	1	Option #2: Tree Removal with Stump Grinding	\$6,630.00	
Sweetgum	Zone (1) Tree #342 2310 American River Dr.	1	Weight Reduction Pruning	\$984.00	
Maple	Zone (3) Tree #965 407 Dunbarton Cir.	1	Tree Removal and Stump Grinding	\$1,005.00	
Locust & Tulip	Zone (6) Tree #78 & 1761 700 Elmhurst Cir.	2	Option#2: Remove only the Tulip Tree with stump grinding and leave the Locust Tree in tact	\$1,725.00	
Sweetgum	Zone (7) Tree #2038 1485 University Ave.	1	Upon inspection this tree should be removed due to uncorrectable canopy damage from major failure in 2017 – no charge for Removal as Pruning was not completed once inspection was complete	\$0	
				Permits:	\$200.00
				Total:	\$15,628.00

Client/Owner: _____

NOTES

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

TERMS AND CONDITIONS:

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

CONTRACTOR:

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

CLIENT/OWNER:

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

By: Paul Dubois (by CR)

By: _____

Name: Paul Dubois

Name: _____

Title: Account Manager/Arborist

Title: _____

Date: Revised 2/22/2019 (org. 2/20/2019)

Date: _____

Client/Owner: _____

Addendum 1

General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

Client/Owner: _____