



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 4, 2019 5:30 PM
NEPENTHE CLUBHOUSE
1131 COMMONS DRIVE
SACRAMENTO, CA 95825**

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WEDNESDAY, DECEMBER 4, 2019 5:30 PM

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OPEN SESSION AGENDA

The following items may be addressed in Executive Session in accordance with California Civil Code 4935(a)

- ~ Litigation*
- ~ Matters relating to formation of contract with third parties*
- ~ Member Discipline*
- ~ Personnel matters*

I. CALL TO ORDER

Present	Arrival	Board Member	Position	Departure
		Christina George	President	
		Linda Cook	Vice President	
		Jan Summers	Secretary	
		Will Vizzard	Treasurer	
		Greg Beale	Member at Large	

II. ANNOUNCEMENT - EXECUTIVE SESSION MEETING

In accordance with Civil Code Section 4935(a) the board met in Executive Session on December 4th, 2019 in order to consider matters relating to member discipline, and the formation of third-party contracts.

III. COMMITTEE UPDATE & INVITED GUESTS

- A. ARCHITECTURAL REVIEW COMMITTEE** Pages 1-4
- B. FINANCE COMMITTEE**
- C. GROUNDS COMMITTEE** Pages 5-6
- D. INSURANCE, LEGAL & SAFETY COMMITTEE**
- E. OUTREACH COMMITTEE** Pages 7-8

IV. REPORTS

- A. MASTER CALENDAR REPORT** Pages 9-14

Action Required: Review & File

V. HOMEOWNER FORUM

In accordance with California Civil Code 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/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 4920(a), 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.

Proposed Resolution: That Consent Calendar items A. - E. be approved as presented.

Action Required: Board Resolution

Begin Consent Calendar

A. APPROVAL OF MINUTES NOVEMBER 2019

Pages 15-16

Proposed Resolution: The Open Session minutes dated November 6th , 2019 be approved as presented.

B. APPROVAL OF SPECIAL SESSION MEETING MINUTES

Page 17

Proposed Resolution: The Special Open Session Meeting Minutes Dated November 13th 2019 be approved as presented.

C. FINANCIAL STATEMENT OCTOBER

Separate Packet

Proposed Resolution: The Board accepts the October 2019 interim financial reports and bank reconciliations as presented, subject to annual review.

D. ARC APPLICATIONS

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

1. 2265 Swarthmore Drive – Fence relocation in this 2000 Model, to accommodate moving outdoor HVAC compressor back into original location alongside home, inside fence. A section of fence will be moved out one foot and lower portions of some slats removed in order to allow adequate ventilation. Both alterations are supported by the Architectural Criteria. All work is at the homeowner's expense. Approval Recommended.

2. 712 Dunbarton Circle – Windows replacement in this 4400 Model: Replace all four windows and two patio doors (except the kitchen greenhouse window), using Simonton 6200 Daylight Max vinyl-framed windows. The contractor is to be Home Depot Exteriors. The exterior color of the frames will be Bronze. Approval Recommended.

3. 712 Dunbarton Circle – Solar tubes in this 4400 Model: Install three 10-in. diameter Solatubes in the roof over the stairwell and the guest and master bathrooms. The contractor is to be JMJ Natural Lighting. (Voting conducted by email on November 23, 2019.) Approval Recommended.

3. 718 Dunbarton Circle – Windows replacement in this 5500 Model. Replace the patio sliding windows in den, dining room and kitchen: those in the den and kitchen will retain the original configuration, a sliding two-panel patio door. The window in the dining room will change configuration into a “half vent above picture,” that is, a two-panel sliding window over a horizontal picture window whose height is roughly one third the height of the entire window assembly. The product to be used is Milgard Ultra (fiberglass) series in “Black Bean” color. The contractor is to be Forrest Windows. Approval Recommended.

4. 901 Elmhurst Circle – Fence: a new, keyed deadbolt, tumbler-style lock was installed on the gate in the backyard fence in June, 2019. Mistakenly it was thought that this improvement required an Architectural application; hence a letter mistakenly stating a gate was installed was sent. The installation of a keyed lock is not controlled by Architectural Criteria but is acceptable. Approval Recommended.

5. 1207 Vanderbilt Way – Patio hardscape in this 7000F Model: a new concrete patio, approximately 422 sq. ft., is to be installed with grading to enhance drainage. Finished in standard gray color. Approval Recommended.

6. 1109 Dunbarton Circle – Roof vent jack for new gas water heater: in this 3300 Model, create an opening in the roof of the garage (or through the siding at a 90-degree angle was also authorized) to vent a new gas water heater. Also, a small, circular opening through the siding low to the ground will be created to run a condensation drain line from the water heater to the outside. (All work is at homeowners' expense.) Approval Recommended.

7. 1109 Dunbarton Circle – Handrail: Install in this 3300 Model a handrail along the entry walkway and steps to the front door, at the homeowners’ expense. It is of 1 ½” diameter black, per Nepenthe Criteria, and approximately 13.5 feet long and 3 feet high. The ARC voted to authorize that the handrail be attached to the walkway. All work is at homeowners’ expense. Approval Recommended.

8. 1104 Dunbarton Circle – HVAC replacement in this 5500A Model: Install Lennox split-system A/C and furnace. The outdoor compressor is to remain in the original location and the existing refrigerant lines within the wall are to be re-used. Sierra Pacific is the contractor. Installation was completed on an emergency basis. Approval Recommended.

E. LIEN APPROVAL

Per the enclosed resolution dated November 18, 2019, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter.

Account Number	Total Amount Due
1957.01	\$1,112.32
2356-01	\$1,107.21
1938-02	\$1,031.42
2011-06	\$620.21

End Consent Calendar

VII. NEW BUSINESS

A. APPOINTMENT OF GROUNDS CHAIR

Steve Huffman to be appointed as the new Chair of the Grounds Committee.

Action Required: Board Discussion and Resolution.

B. EMERGENCY PREPAREDNESS PLAN

ILS to present and review a draft of the Emergency Preparedness Plan.

Action Required: Board Discussion and Resolution.

C. ARC GUIDELINES UPDATE

The Architectural Review Committee requests that the Board adopt the following Criteria:

1. “Windows” Criteria – an updating and clarification of Criteria Section 26 on installation of windows and patio sliders. A tracking-changes draft “red line” version showing changes from existing criteria has been supplied.
 2. “Patio Maintenance and Improvements” Criteria. A new criteria where none had previously existed.
 3. Architectural Criteria – primarily, stating for each type of improvement statement of whether office or ARC approval is needed. This is a tracking -changes draft “red line” version showing changes.
- Action Required: Board Discussion & Resolution

D. NEPENTHE FACILITIES

Use of Nepenthe Facilities by non-owner/non residents is increasingly becoming an issue.

3.3.2. Rules

- Pools, spas and pool areas are restricted to Nepenthe residents and their guests.

3.4.1. Permitted Use

The sports courts are for the exclusive use of Nepenthe Residents and their Guests. Guests using a sports court must be accompanied by a Resident at all times. Pets are not permitted on any of the courts.

4.5. Guests

Guests must adhere to all rules applicable to Owners and Residents plus the following rules that pertain specifically to them.

- Guests must be accompanied by resident when using the amenities.
- Long term guests, such as house sitters, may use the amenities independently if the resident provides a note to management in advance.
- No more than four (4) guests per household in any of the pool areas at once.

Board discussion on how to help Management enforce the rules of the facilities.

Action Required: Board Discussion

E. OUTREACH COMMITTEE

Outreach Committee requests that the Board allocate a monthly allowance of \$100 to offset expenses.

GL 18008 Volunteer Recognition.

Action Required: Board Discussion & Resolution

VIII. HOMEOWNER FORUM

In accordance with California Civil Code 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/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. In accordance with California Civil Code 4925(b), each homeowner will be given three (3) to five (5) minutes to speak or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

IX. NEXT MEETING

The next Board of Directors meeting is scheduled for Wednesday, January 8, 2019 at 5:30 PM at the Nepenthe Clubhouse.

X. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES
Tuesday, November 12, 2019 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Alan Watters, Steve Farrar, Mary Gray, Lee Blachowicz, Ken Luttrell.

Members absent: non-member Jan Summers, Nepenthe Board Liaison.

Present: Emily Luetchford, Nepenthe Asst. Community Manager; Allen and Nina White, Jerry Schmit, Joe Bender.

BOARD ACTION REQUEST

The Architectural Review Committee requests that the Board adopt the following Criteria:

1. "Windows" Criteria – an updating and clarification of Criteria Section 26 on installation of windows and patio sliders. A tracking-changes draft "red line" version showing changes from existing criteria has been supplied.
2. "Patio Maintenance and Improvements" Criteria. A new criteria where none had previously existed. Please see discussion on page 4.
3. Architectural Criteria – primarily, stating for each type of improvement statement of whether office or ARC approval is needed. This is a tracking-changes draft "red line" version showing changes.

Meeting was convened at 5:30 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. **2265 Swarthmore Drive** – Fence relocation in this 2000 Model, to accommodate moving outdoor HVAC compressor back into original location alongside home, inside fence. A section of fence will be moved out one foot and lower portions of some slats removed in order to allow adequate ventilation.

Both alterations are supported by the Architectural Criteria. All work is at the homeowner's expense. **Approval Recommended.**

2. **712 Dunbarton Circle** – Windows replacement in this 4400 Model: Replace all four windows and two patio doors (except the kitchen greenhouse window), using Simonton 6200 Daylight Max vinyl-framed windows. The contractor is to be Home Depot Exteriors. The exterior color of the frames will be Bronze. **Approval Recommended.**

3. **712 Dunbarton Circle** – Solar tubes in this 4400 Model: Install three 10-in. diameter Solatubes in the roof over the stairwell and the guest and master bathrooms. The contractor is to be JMJ Natural Lighting. (Voting conducted by email on November 23, 2019.) **Approval Recommended.**

3. **718 Dunbarton Circle** – Windows replacement in this 5500 Model. Replace the patio sliding windows in den, dining room and kitchen: those in the den and kitchen will retain the original configuration, a sliding two-panel patio door. The window in the dining room will change configuration into a “half vent above picture,” that is, a two-panel sliding window over a horizontal picture window whose height is roughly one third the height of the entire window assembly. The product to be used is Milgard Ultra (fiberglass) series in “Black Bean” color. The contractor is to be Forrest Windows. **Approval Recommended.**

4. **901 Elmhurst Circle** – Fence: a new, keyed deadbolt, tumbler-style lock was installed on the gate in the backyard fence in June, 2019. Mistakenly it was thought that this improvement required an Architectural application; hence a letter mistakenly stating a gate was installed was sent. The installation of a keyed lock is not controlled by Architectural Criteria but is acceptable. **Approval Recommended.**

5. **1207 Vanderbilt Way** – Patio hardscape in this 7000F Model: a new concrete patio, approximately 422 sq. ft., is to be installed with grading to enhance drainage. Finished in standard gray color. **Approval Recommended.**

6. **1109 Dunbarton Circle** – Roof vent jack for new gas water heater: in this 3300 Model, create an opening in the roof of the garage (or through the siding at a 90-degree angle was also authorized) to vent a new gas water heater. Also, a small, circular opening through the siding low to the ground will be created to run a condensation drain line from the water heater to the outside. (All work is at homeowners' expense.) **Approval Recommended.**

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long and 3 feet high. The ARC voted to authorize that the handrail be attached to the walkway. All work is at homeowners' expense. **Approval Recommended.**

8. **1104 Dunbarton Circle** – HVAC replacement in this 5500A Model: Install Lennox split-system A/C and furnace. The outdoor compressor is to remain in the original location and the existing refrigerant lines within the wall are to be re-used. Sierra Pacific is the contractor. Installation was completed on an emergency basis. **Approval Recommended.**

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

B.3. Homeowner Requests Not Approved: none.

C. Approval of Minutes: done via email.

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

F. Old Business: It was reported that the Board needs the “red line” drafts of criteria for Patio Hardscape and Windows to consider; none exists for the new Patio Hardscape but the Windows one will be supplied.

Jenny is continuing to revise the Home Improvement Application and its division between office-approvable and committee-approvable types of applications, to make it clearer.

G. New Business:

Mary Gray produced a draft revision of criteria for mailboxes with images of two new approved mailbox products. It should be added to the Criteria.

Completion Notices are being circulated via email. Emily Luetchford will be handling and checking them.

Discussion was had concerning the new law AB 670 Accessory Dwelling Units, taking effect Jan, 2020. ARC members had been supplied passages discussing the effects of the law and discussed possible negative consequences. Alan said he would forward the documents to the Board and ILS Committee and suggest a possible joint meeting with Board or ILS Committee.

Member Joel Weeded has resigned, effective this meeting.

H. Meeting adjourned at 6:55 pm.

I. Next meeting. Next regular meeting on Tuesday, December 10, 2019, at 5:30 pm in the Clubhouse.

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

The Reason for “Patio Maintenance and Improvements” Criteria

Rationale:

In order to reduce ongoing high maintenance and replacement costs for siding and fencing, this policy places the responsibility with the homeowners to keep moisture-conveying materials away from wooden components. Also, it ensures that proper drainage is maintained. This evaluation of backyard changes before work is begun will help keep expenditures down.

History:

Up until now Nepenthe has not had any criteria for backyard design nor guidelines for homeowners in keeping their plantings away from walls. Last fall the Board had asked the A.R.C. to create criteria so that before homeowners make changes to the patio hardscape that may affect water drainage or install planter boxes or other landscaping changes, they must submit an Home Improvement Application and have their plans evaluated, and receive ARC and Board approval before going forward.

In researching the background of hardscape design, the ARC has discovered much material that will explain the reason why Nepenthe needs to keep moisture-conveying material away from wooden siding and fencing. Some of this is cited in the new criteria. We seek from promote awareness of the damage that can occur and thereby reduce expenses for maintenance.

Thus, the ARC requests that the Board adopt this “Patio Maintenance and Improvements” Criteria.

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

Present were:

Joan Haradon, Chair
Christina George, BOD Liaison
Christina Romero, Assistant Manager
Steve Huffman, Committee Secretary
Diane Luttrell, Zone 1 Ron Holehouse, Zone 1
Diane Durawa, Zone 2 Liza Tafoya, Zone 3
Yvonne del Biaggio, Zone 3 Kathy Waugh, Zone 6
Solvieg Toft, Zone 7 Kay Chmielewski, Zone 4

Not Present: Joleen Hecht, Zone 3, Iris Bettencourt, Zone 4
Joan Trotta, Zone 6, Marty Henderson, Irrigation

Guests: Joe Bender, Nancy Cooper, Peter Klein, Don Landsittel

Minutes of the October 17 meeting were approved as written.

BOARD ACTION REQUIRED - The following Coast proposals were moved, seconded and recommended for approval by the Board.

46893-46 Zone 1- Tree Replacements

46893-47 Zone 2b - 2247/2251 Swarthmore

46893-48 Zone 5 - Plant remediation

46893-49 Zone 6b - Plant remediation (subject to revisions upon Zone Steward's review)

46893-50 Zone 7 - Plant remediation

OUTSTANDING COAST PROPOSALS:

(1) Coast is requested to submit an additional proposal for Zone 5 for work at 1125, 1137, 1149, 1173, 1281, 1299, 1329 and 1335 Vanderbilt and at 1408 Commons as noted on 10/28, **Zone 5** Walk.

(2) Proposals for **Zone 4** walk on 10/18, and **Zone 6a** walk on 10/25

Steering Committee Report

Coast has started remediations in Zones 2 and 3b.

Coast Staff Update: **David Culbertson**, who has been our temporary Account Manager is now assigned to us permanently. **Anselmo Alday**, a long time Coast employee, is our new Field Manager. **Jose Gomez**, continues as Crew Supervisor.

Coast has provided a de-duffing schedule for our Redwood Groves.

A watering schedule for both drip and sprinklers will be provided at our next meeting on 11/26/19.

Homeowner's Comments - Joe Bender noted that the Grounds section of the Nepenthe website is out-of-date.

Nancy Cooper commented on including homeowners when remediating common area around their homes.

Computer Skills Survey - The following are the results of survey.

100% use email.

83% use a word processing application

83% have working printers.

41% scan documents

41% set up contact groups.

25% use bookmark/favorite web addresses

25% set up file folders for topics.

What's the Solution? - A discussion followed based on the seven scenarios sent to committee members on 11/5, regarding homeowners' requests for specialized services. A follow up discussion will be an agenda topic in the coming months.

The meeting adjourned at 3:59.

Respectfully submitted, Steve Huffman, Secretary

Next Grounds Committee meeting December 19 at 3:00 PM at the Dunbarton Cabana

Nepenthe Outreach-Social Committee Meeting
November 20, 2019 4:00PM
Nepenthe Clubhouse

In attendance:

Gerry Gelfand, Acting Chair
Charles Schaffer
 Karen Lowrey
Anne Conway
 Joan Barrett, Secretary

Jan Beale
Karen Van Maren
 Bill Olmsted
Cheryl Nelson

Committee Members not in attendance:

Pam Livingston, chair
Schepker
Ueltzen
Linda Cook, Board Liaison

Kathleen Montgomery
Joyce Earl
Valerie Weinberg
Susan
Bonnie

Guests

Jan Summers
Jimmy Mogannam

The meeting was called to order at 4:00PM by Acting Chairperson **Gerry Gelfand**.

The minutes for the October 16th, 2019 meeting were approved unanimously.

Proposal presentation by Jimmy Mogannam, CPR for Dummies. Jimmy stated that he has been teaching CPR classes for 15 years and is offering to conduct a 2- hour non-certificate class in CPR under the auspices of the Outreach Committee in the Nepenthe Clubhouse for \$25-\$30 per person for a minimum of 10 persons to a maximum in each class of 30 people. After Jimmy's presentation and departure, the committee voted unanimously to explore dates for his program after February of 2020.

Old Business

Recap of Halloween party. Cheryl reported that there were 31 children and their guardians/parents in attendance. All attendees and committee members were pleased with the turnout and the event. Cheryl has a list of participants to contact for future events. The Committee discussed Cheryl's cash outlay for the event and she declined reimbursement as she said there was no way to judge the response in advance and she was donating her expenditures.

Veterans Day recap. Gerry agreed with the Committee's assessment that the event was a success and there would be no major changes planned for celebrating veterans in the future. There was a \$270.00 donation to Disabled American Veterans generated by the opportunity drawing for items donated by residents.

Holiday Party- the Committee discussed the menu options of substantial appetizers, serving wine, beer, hard liquor, soft drinks and water. Bill will take on the responsibility of inventorying the bar items on hand and what is required to purchase. Joan will be in charge of the food,

assisted by **Gerry, Jan, Karen Van Maren** and **Cheryl**. It was agreed that music during the event is ineffective unless the music is the focus of the event due to acoustics.

Holiday donations- **Karen Lowrey** said that she would get with the staff to determine the placement in the lobby of 2 containers to collect donations for the CSUS food drive and the Next Move Senior Homeless donations. She will check with Caesar at the Campus Commons Clubhouse to see if the donation barrel from last year is still available. **Anne** asked if receipts for tax purposes would be available and Karen said that she would check on that.

Christmas Decoration set up- the committee that has been decorating the clubhouse annually could use additional help on Tuesday, December 3rd at the clubhouse.

New York New Years Eve- it was agreed to start planning for a party on New Years Eve at the clubhouse. **Cheryl** will start the planning.

Thank you to the staff- **Karen Lowrey** reported that the staff members received a flowering plant and a coffee gift card to thank them for their support.

Board Action- **Anne** made a motion that the Committee request that the Board follow through on getting hot water to the clubhouse. **Bill** seconded the motion, the motion passed.

Cheryl made a motion, seconded by **Jan** to request a monthly budget of \$100 for Committee expenditures. The motion passed.

Womens Group- the discussion of this group was moved to the next Outreach meeting.

The meeting was adjourned at 5:17PM

Respectfully submitted,

Joan Barrett, Secretary

Requests for Board Action

The Outreach Committee requests that the Board investigate bringing hot water to the clubhouse for health and safety reasons.

The Outreach Committee requests that the Board allocate a monthly allowance of \$100 to offset expenses.

Next HOA Board Meeting - Wednesday, December 4th- 5:30PM Clubhouse

Next Outreach-Social Committee Meeting- Wednesday, January 15th, 4:00PM- Clubhouse

2019 Master Calendar

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

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	X
3/8/19	Nepenthe News published	X
3/11/19	President to email community to solicit committee volunteers	N/A
3/12/19	ARC meeting 5:30pm	X
3/12/19	Insurance, Legal and Safety Committee Meeting 5pm	X
3/15/19	Check with pool service- do we need to change filter cartridges? (last change out for all pools/spas 2019)	X
3/17/19	Financials published and distributed to Board and Finance Committee	X
3/20/19	Manager to mail hearing notices to delinquent owners	X
3/25/19	Finance Committee meeting 3:00 PM	X
3/26/18	Outreach Committee meeting 4:30 PM	X
3/27/19	Committee Minutes due in management office	X
3/27/19	Lock in agendas for 4/3/19 Board meetings	X
3/29/19	Manager posts agenda and distributes Board packets	X
4/3/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
4/4/19	Mail Annual Review to homeowners in accordance with civil code requirements 4/26/19	X
4/4/19	Manager to notify members disqualified to vote due to delinquent assessments	X
4/5/19	Manager to post candidate statements on websites	X
4/5/19	Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline, call for Committee volunteers	X
4/8/19	Set meeting with PCC to discuss contract for Fiscal & Operational Review and to create timeline for the project	X
4/9/19	ARC Meeting 5:30 PM	X
4/9/19	Insurance, Legal and Safety Committee Meeting 5pm	X
4/17/19	Financials published and distributed to Board and Finance Committee	X
4/18/19	Grounds Committee meeting 3:00 PM	X
4/18/18	Call Precision Concrete for Sidewalk Assessment	Hold
4/19/19	Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting	X
4/19/19	Inspectors to proofread ballot materials	X
4/19/19	Deadline for petitioners to nominate for Board	X

2019 Master Calendar

4/19/19	Upload ballot and Resident Information Form to mail house	X
4/22/19	Finance Committee meeting 3:00 pm	X
4/23/19	Outreach Committee meeting 4:30 PM	X
4/24/19	Committee Minutes due in management office	X
4/24/19	Lock In agenda for 5/1/19 Board Meeting 1) Approve proposal for Zone 6	X
4/26/19	Manager posts agenda and distributes Board packets	X
5/1/19	Board Meetings: Closed 3:30 PM, Open 5:30 PM	X
5/3/19	Nepenthe News published- VOTE reminder first page, sign up for committee service	X
5/4/19	Candidates Forum, 10:00 -12:00	X
5/10/19	Deadline for committee applications	X
5/14/19	ARC meeting 5:30 PM	X
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).	X
5/16/19	Grounds Committee Meeting 3:00 PM	X
5/17/19	Financials published and distributed to Board and Finance Committee	X
5/22/19	2019 Annual Meeting	X
5/23/19	Post election results via E-blast and on outside bulletin board and websites	X
5/27/19	Minimal Staffing in Office for Memorial Day	X
5/27/19	Management will review the submittal by the ILS and prepare a Board Agenda Report indicating whether the recommendations are complete.	N/A
5/28/19	Outreach Committee meeting 4:30 PM	X
5/29/19	Committee Minutes due in management office	X
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 - No June 5th Board Meeting	HOLD
5/31/19	Manager posts agenda and distributes Board packets- No June 5th Board Meeting	N/A
6/1/19	Summer weekend hours begin (12-4)	X
6/5/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM- No June 5th Board Meeting	N/A
6/11/19	ARC meeting 5:30pm	X

2019 Master Calendar

6/11/19	Insurance, Legal and Safety Committee Meeting 5pm	X
6/11/19	Annual review of Emergency Preparedness Plan by the ILS with report to the Board at July Open Session	X
6/17/19	Financials published and distributed to Board and Finance Committee	X
6/20/18	Grounds Committee meeting 3:00 PM	X
6/24/19	Finance Committee meeting 4:00 PM - Resch. To 6/25/19	X
6/25/19	Outreach Committee meeting 4:00 PM	X
6/26/19	Lock in agendas for 7/3/19 Board meetings - 1) Approve proposal for Zone 2	X
6/28/19	Manager posts agenda and distributes Board packets	X
6/30/19	Jazz at the Pool	X
7/3/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
7/4/19	Office Closed for Independence Day	X
7/5/19	Nepenthe News published	X
7/5/18	Manager begins preparation of next year's budget	X
7/9/19	ARC Meeting 5:30pm	X
7/9/19	Insurance, Legal and Safety Committee Meeting 5pm	X
7/17/19	Financials published and distributed to Board and Finance Committee	X
7/18/19	Grounds Committee meeting 3:00 PM	X
7/22/19	Finance Committee meeting 4:00 PM	X
7/23/19	Outreach Committee meeting 4:30 PM	X
7/28/19	Jazz at the Pool - Cancelled due to weather	N/A
7/31/19	Committee minutes due to management office	X
7/31/19	Lock in agendas for 8/7/19 Board meetings - 1) Approve proposal for Zone 5	X
8/2/19	Manager posts agenda and distributes Board packets	X
8/7/19	Board Meetings: Closed 4 PM, Open 5:30 PM	X
8/2/19	Nepenthe News published	X
8/6/19	National Night Out	X
8/13/19	Insurance, Legal and Safety Committee Meeting 5pm	X
8/13/19	ARC meeting 5:30 PM	X
8/15/19	Grounds Committee meeting 3:00 PM	X
8/17/19	Financials published and distributed to Finance Committee	X
8/25/19	Jazz at the Pool	X
8/26/19	Finance Committee meeting 4:00 PM	X
8/27/19	Outreach Committee meeting 4:30 PM	X
8/28/19	Committee minutes due to management office	X

2019 Master Calendar

8/28/19	Lock in agendas for 9/4/19 Board meetings 1) Approve Reserve study 2) Approve Insurance Quote	X
8/30/19	Manager posts agenda and distributes Board packets	X
9/2/19	Office closed for Labor Day	X
9/4/19	Board Meetings: Closed 4 PM, Open 5:30 PM	X
9/5/19	Proposal for roof and gutter cleaning	X
9/6/19	Nepenthe News published	X
9/10/19	ARC meeting 5:30 PM	X
9/10/19	Insurance, Legal and Safety Committee Meeting 5pm	X
9/17/19	Financials to the Finance Committee	X
9/19/19	Grounds Committee meeting 3:00 PM	X
9/24/19	Finance Committee meeting 4:00 PM	CANCELLED
9/24/19	Outreach Committee meeting 4:30 PM	X
9/25/19	Committee minutes due to management office	X
9/25/19	Lock in agendas for 10/2/19 Board meetings - 1) Budget discussion 2)Gutter and Roof Cleaning	X
9/27/19	Manager posts agenda and distributes Board packets	X
	Annual Education Event "Living at Nepenthe: What you need to know"	TBD
10/2/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
10/4/19	Nepenthe News published	X
10/8/19	ARC meeting 5:30 PM	X
10/8/19	Insurance, Legal and Safety Committee Meeting 5pm	X
10/10/19	Committee Luncheon/Training 11:00 AM to 1:00 PM	
10/17/19	Grounds Committee meeting 3:00 PM	X
10/17/19	Financials published and distributed to Board and Finance Committee	X
10/21/19	Finance Committee meeting 3:00 PM	X
10/22/18	Outreach Committee meeting 4:30 PM	X
10/28/19	Committee minutes due to management office	X
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	X
11/1/19	Manager posts agenda and distributes Board packets	X
11/4/19	Roof & Gutter Cleaning begins (Started November 11th)	X
11/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
10/11/19	Mail Budget Disclosures to homeowners	X
11/8/19	Nepenthe News published - include Holiday Décor Policy	X

2019 Master Calendar

11/12/19	ARC meeting 5:30 PM	X
11/12/19	Insurance, Legal and Safety Committee Meeting 5pm	X
11/17/19	Financials published and distributed to Board and Finance Committee	X
11/21/19	Grounds Committee meeting 3:00 PM	X
11/25/19	Finance Committee meeting 4:00 PM	CANCELLED
11/26/19	Outreach Committee meeting 4:30 PM	X
11/27/19	Committee minutes due to management office	X
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	



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

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION
MINUTES**

I. CALL TO ORDER: 5:30pm

Present	Arrival	Board Member	Position	Departure
		Christina George	President	
X		Linda Cook	Vice President	
X		Will Vizzard	Treasurer	
X		Jan Summers	Secretary	
X		Greg Beale	Member at Large	

MANAGEMENT PRESENT

Dawn Robinson, General Manager, FirstService Residential
 Michael Marshall, Vice President, FirstService Residential
 Christina Romero, Assistant Community Manager, FirstService Residential

II. ANNOUNCEMENTS

A. Executive Session Disclosure: In accordance with Civil Code Section 4935(a), the Board met in Executive Session on November 6, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE UPDATES AND INVITED GUESTS

A. Architectural Review Committee

Redline documents will be submitted for next meeting. Joel Weedon left the committee. Minutes Reviewed and filed.

B. Finance Committee

Submitted table on budget.

C. Grounds Committee

Explained what the Steering Committee does. Minutes Reviewed and filed.

D. Insurance, Legal and Safety Committee

Brief update given about evacuation plan. Minutes reviewed and filed.

E. Outreach Committee

Committee chair gave verbal report on success of Halloween event. Minutes Reviewed and filed.

IV. REPORTS

A. Master Calendar Report:
Reviewed and filed

V. HOMEOWNER FORUM

Home owners commented on HOA dues increase, tree roots, package deliveries, work orders, drip irrigation, fencing and gates.

VI. CONSENT CALENDAR:

Resolution: The Board approves Consent Calendar Items A to B, as presented.
Item C and D approved with corrections:

(C) Had an address correction. 1333 Commons should be 1113 Commons.

(D) Removed Account # 2011-06

Motion: Will Vizzard

Second: Greg Beale

Vote: All in Favor

VII. NEW BUSINESS

A. Management Report

General Manager to give verbal update on the status of Fire Hydrants.

B. Emergency Preparedness

Resolution: ILS did not have anything to present for the Preparedness Plan

Discussion: Board requested that ILS have at least a draft to present to the Board by November 30 2019

C. Chair Nominations

Resolution: Joan Haradon – Committee Chair of Grounds

Motion: Will Vizzard

Second: Greg Beale

Vote: All in Favor

D. Committee Application

Resolution: Peter Lewicki – ILS Member

Motion: Will Vizzard

Second: Greg Beale

Vote: All in Favor

VIII. HOMEOWNER FORUM:

Home owner commented on grounds and the changes in the committee

IX. NEXT MEETING: Wednesday, December 4th, 2019 at 5:30 pm in the Nepenthe Clubhouse

X. ADJOURN: 6:18 pm



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
November 13th, 2019, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION
MINUTES**

I. CALL TO ORDER: 5:30pm

Present	Arrival	Board Member	Position	Departure
X		Christina George	President	
X		Linda Cook	Vice President	
X		Will Vizzard	Treasurer	
X		Jan Summers	Secretary	
X		Greg Beale	Member at Large	

MANAGEMENT PRESENT

Dawn Robinson, General Manager, FirstService Residential
Christina Romero, Assistant Community Manager, FirstService Residential

II. ANNOUNCEMENTS: Special meeting to discuss the landscape contract

III. HOMEOWNER FORUM

Home owners commented who picks up trash, pruning, gutter cleaning.

IV. NEW BUSINESS

A. Landscape Contract:

Discussion on renewing Coast contract.

Motion: Will Vizzard

Second: Linda Cook

Resolution: Contract to be Month to Month

Vote: All in Favor

V. HOMEOWNER FORUM:

Home owner commented on grounds and the changes in the committee

VI. NEXT MEETING: Wednesday, December 4th, 2019 at 5:30 pm in the Nepenthe Clubhouse

VII. ADJOURN: 6:25 pm

NEPENTHE

November 18, 2019

WHEREAS, Section 5673 of the California Civil Code requires that, the decision to record a lien for delinquent assessments shall be made only by the Board of Directors of the association and may not be delegated to an agent of the association; and

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 45 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 45 days has or will soon expire; and

WHEREAS, as of the date of this report payment has not been received to pay the delinquent assessment amount on the property listed below

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 45 days has elapsed from the mailing of the warning letter and no payment has been received.

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment
10/15/19	2011-06	\$620.21				2019 Flood Surcharges
11/18/19	1938-02	\$1,031.42	\$933.72			
11/18/19	1957-01	\$1,112.32	\$1,002.00			
11/18/19	2356-01	\$1,107.21	\$1,002.00			

Deferred Items from prior meeting

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

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

26.Windows / Patio Sliders – Retrofit Replacement or New Construction Frame

Nepenthe CC&Rs require Homeowner exterior improvements to be consistent with the original architectural and harmonious aesthetic design standards. To increase the likelihood of approval by the committee and the Board, Nepenthe recommends the owners discuss window options with a member of the Architectural Review Committee prior to submitting an application.

26.1 Frames: The **outside appearance** must be similar to the original Blomberg metal windows frame in frame size/thickness (including horizontal rail and vertical stile components), block (non-decorative) frame shape, and minimal frame exposure appearance. That is, the exposed, visible portion of the replacement window frame must be of essentially the same dimension (“width”) as the original sliding door or window’s dimension, including the kitchen greenhouse windows. ~~and the~~ exterior wood trim (if removed during frame installation) must be replaced with trim pieces of the same dimensions, and in the original location, and painted a matching exterior color adjacent to the frame. The window frame’s exterior color shall be a dark brown close to the original color of the original Blomberg windows’ frame color: Blomberg’s shade is called “Dark Walnut” while other manufacturers term it “Bronze” or “Dark Bronze.”

26.2 Window Configuration: All window frames on any one elevation of a unit must be of the same style and appearance, as of a single manufacturer’s product. Vertical frame divisions are to may be replaced in the same configuration as the original windows (including the asymmetrical 1/3 -2/3 configurations). ~~If homeowners wish to change the vertical frame divisions from the existing configuration, they may choose one of the following [See diagram]:~~ ~~26.1. However, f~~For windows with an overall width of 7’ (84 inches) and greater, the vertical frame divisions may be configured at quarter/half/quarter to improve ease in opening. ~~26.2. For windows with an overall width of up to 6’ (72 inches), the vertical frame divisions are to be configured at half/half.~~ ~~26.3. Alternatively, no vertical division (i.e., operable panes) may be required at all, except where it is required by building code that windows have an openable sash for emergency exit.~~ ~~26.4.~~ If the windows on the upper and lower floors are a “matched set” with one centered above the other, the replacement windows must also match in style and configuration. Double-hung, casement/awning hinged, or jalousie windows are not allowed.

~~27.Window-26.3 Glass: 27.1.~~ Clear or low-e. Other than low-e, no frosted privacy coating, film, decorative pattern, reflective material, or tinting may be applied to any window surface. ~~27.2. Replacement Window: See frame and glass criteria above.~~

~~27.3. 26.4~~ **New Window** (creating a window where none existed before or replacing an original kitchen greenhouse window): The proposed window must not significantly alter the original architectural design standards appearance of the unit as viewed from the street or other common area, a neighboring residential unit, or above the enclosed patio fence line. It must not intrude on the outlook or privacy of other residential units. It must be rectangular, compatible with the exterior design of the unit, and match the existing windows in shape, detail, color and trim. The frame and glass must comply with the criteria above. A detailed plan and elevation showing location and window dimensions must be submitted. ~~Examples of previously approved stairway windows are available.~~

~~27.4. 26.5~~ **Kitchen or Garden Greenhouse Window:** ~~In addition to the above, When replacing an existing greenhouse window, the replacement~~ style and design shall be similar to the original Bloomberg Series HP 680 Greenhouse Window, and comply with frame and glass criteria above. A kitchen greenhouse window may be replaced with a sliding window of the same opening height and width that matches the product line of adjacent windows.

26.6 Retrofit Versus New-Construction: Retrofit windows are designed for installation into the existing outer aluminum frames already attached to the studs within the walls. The contractor does not have to remove any home exterior materials, and replacement windows are measured to tightly fit into the existing outer frame. Not allowed are Flush fin (aka Z-bar) retrofit window frames nailed onto the face of house siding. Replacement patio sliders and "new construction" windows (if preferred) will require the complete removal of the existing frame nailed to the home structure. For patio slider replacement, the contractor/homeowner is responsible for:

Replacing any newly exposed dry rotted structural framing (e.g., slider bottom wood plate); &

Reattaching wood trim pieces identical in size, material and paint color to the original.

For new construction replacement windows, the contractor/homeowner is responsible for:

Removing exterior materials and nailing new window frame fins to exposed studs;

Replacing any newly exposed dry-rotted structural material (e.g. sill wood plate, trim);

Installing new window flashing and replacing any damaged weather barrier material; &

Reinstalling siding and trim that is identical in size, material and paint color to the original.

26.7 Patio Door Configuration: ~~20.Private Patio Door~~ Same as windows description, except wider frames similar to original Blomberg sliding doors are to be used. Difficult-to-slide patio doors may be replaced with doors and/or windows. Swing opening, hinged doors are permitted so long as a modern appearance is maintained consistent with original architectural design standards. Referred to as French doors, they consist of a glass pane throughout their length. Divided window panes are acceptable only where not prominently visible from adjacent residential properties or commons areas. Replacement screens should be similar to the original. Detailed construction elevation drawing must be submitted with the Home Improvement Application.

The Reason for “Patio Maintenance and Improvements” Criteria

Rationale:

In order to reduce ongoing high maintenance and replacement costs for siding and fencing, this policy places the responsibility with the homeowners to keep moisture-conveying materials away from wooden components. Also, it ensures that proper drainage is maintained. This evaluation of backyard changes before work is begun will help keep expenditures down.

History:

Up until now Nepenthe has not had any criteria for backyard design nor guidelines for homeowners in keeping their plantings away from walls. Last fall the Board had asked the A.R.C. to create criteria so that before homeowners make changes to the patio hardscape that may affect water drainage or install planter boxes or other landscaping changes, they must submit a Home Improvement Application and have their plans evaluated, and receive ARC and Board approval before going forward.

In researching the background of hardscape design, the ARC has discovered much material that will explain the reason why Nepenthe needs to keep moisture-conveying material away from wooden siding and fencing. Some of this is cited in the new criteria. We seek from promote awareness of the damage that can occur and thereby reduce expenses for maintenance.

Thus, the ARC requests that the Board adopt this “Patio Maintenance and Improvements” Criteria.

Patio Maintenance and Improvements

Good neighbors keep their patio enclosures in a healthy, neat, and attractive manner. The Owner is responsible for maintenance and improvements within the fenced or enclosed patio areas on the lot (CC&R 5.2(b)), including the horizontal hard surfaces (e.g., poured concrete or brick/stone pavers), landscaping (e.g., trees, shrubs, surface mulching, and raised planter boxes, if present) and related surface drainage. The Association is responsible for maintenance, repair and replacement of exterior wood siding and fences separating patios from common areas and neighboring yards (CC&R 5.1(a) and 5.2(c)), except where the Owner's negligent maintenance or improper improvement actions may be determined to be the cause for any wood dry rot and/or termite damage, including water or landscape intrusion into an adjoining residential lot/structure (CC&R 5.3(a)).

The 2016 California Residential Code (Title 24 Part 2.5) specifies building standards within these areas that will help avoid insect and rot damage, as well as intrusion into neighboring properties. Additional HOA guidelines follow:

Patio Hard Surface:

- Surface grading (drainage slope) within 10 feet of a structure wall or adjoining residence party wall/fence shall fall at a minimum of two percent or about an inch for every 4 feet of patio hardscape (CRC R401.3 Drainage).
- Exterior wood siding, sheathing, and wall framing shall have a minimum clearance of at least 2 inches measured vertically from the top of the final hardscape surface (CRC R317.1 Protection of Wood and Wood-Based Products from Decay).
- Any hardscape surface finish visible from neighboring properties or common area shall be an unobtrusive texture, pattern and color compatible with the color of the dwelling and natural stone.

Patio Planter Areas: Residential lot drainage is a responsibility of the Owner. Any change to original patio planter areas can impact established lot drainage patterns. A rain gutter and surface water drainage plan must be provided for any change to the size or shape of existing patio flower/landscape beds, proposed installation of curb edging to existing planter areas, or construction of raised planting beds. Where planter boxes are installed adjacent to wood siding, a minimum horizontal air space of 6 inches shall be maintained between planter and the wall to provide access for ongoing debris removal and siding maintenance.

Patio Rainwater Drainage: All Nephenthe lots were originally graded to provide adequate positive rainwater drainage. Any redirecting of rainwater from a downspout located within an enclosed patio area can impact original approved drainage patterns. Any changes must address

proper erosion control, including prevention of sedimentation or damage to property adjacent to the lot (Sacramento City Code 40.300). A plan must be provided before installing buried extensions to burying gutter downspouts. The buried downspout extension should slope about one inch for every 8 feet, provide cleanout access within the patio area, and the pipe discharge end should not extend into the common area. If the discharge end must extend into the commons area in order to achieve gravity drainage, the homeowner must first seek documentation of Grounds Committee approval before submitting a Home Improvement Application to the Architectural Review Committee. Discharge shall not be directed towards an adjacent property or walkways. Appearance of the discharge end shall be aesthetically nonintrusive to the commons area landscape.

Patio Landscaping : Trees, Shrubs, and Plants

All exterior landscaping located within the fenced or enclosed patio areas on the lot are a responsibility of the Owner, including planting, maintenance, repair and removal. Landscaping shall not extend into an adjoining residential lot or over an adjoining structure. Fences must be kept free from vegetation (e.g., ivy or other climbing plants) to prevent persistent wood moisture leading to cracking and rot.

Patio Soil & Mulching

A layer of mulch buffers soil from the heat, keeps weeds out, and prevents soil compaction. However, mulch material also RETAINS WATER AND ATTRACTS BUGS (e.g., termites). Direct or close contact between mulch and wood can result in significant damage. According to CRC R317.1 - Protection of Wood and Wood-Based Products from Decay, exterior wood siding, sheathing, and wall framing should have a minimum clearance of at least 6 inches measured vertically from the top of the soil and/or mulch. Codes do not set a minimum clearance between the bottom of fence boards and the soil and/or mulch, so homeowners should attempt to work towards a clearance of 6 inches. However, there should be no contact between the soil/mulch and wooden structurestwo.

Association siding and patio fence replacement due to wood dry rot and/or termite damage is a steadily increasing cost, leading to annual increases in Homeowner monthly fees. The Association is responsible for maintaining the siding-to-soil clearance for walls and fences facing the Common Area. However, within the enclosed patio area this responsibility is assumed by the Homeowner.~~The Homeowner assumes this responsibility within the enclosed patio area.~~ All Homeowners are asked to immediately eliminate any patio soil and/or mulch contact with structure siding or patio fence and move towards incremental and continuous compliance with the minimum soil/mulch clearance requirements for exterior wood siding, sheathing, and wall framing.

Patio Landscape Irrigation

Irrigation systems for patio landscaping can provide effective water usage if properly installed and maintained. Sprinklers' spray must be directed away from structure siding and fences to prevent wood rot. Over-watering drowns plants while inviting bugs (e.g., termites). Broken irrigation lines and sprinkler heads can lead to adjoining-property and common-area damage, leading to Owner responsibility for repairs.



Nepenthe Association

Architectural Review Committee Guidelines and Home Improvement Application



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Purpose

Certain alterations (termed an improvement or modification) to the exterior of a house or unit in the Nepenthe Association require an application to and approval by the Association. This process and the role of the Architectural Review Committee (ARC) are governed by Article IV (architectural control) in the CC&Rs of Nepenthe Homeowners Association adopted in 2015.

Article IV, Section 4. in the CC&Rs call for "Improvements that [are] in harmony with the external design of other structures and/or landscaping." Furthermore, it states that "proposed improvement(s) ... will ... be consistent with the architectural and aesthetic standards prevailing within" the Nepenthe Community. While the CC&Rs direct the Architectural Review Committee to consider the quality or workmanship and materials proposed, it also mandates that consideration of the harmony of the proposed improvements within existing structures.

The ARC seeks to strike a balance between adhering to the original design and maintaining a harmonious aesthetic and recognizing that since our homes were constructed in the 1970s, building materials have changes and new building products are now available. The ARC encourages homeowners to bring forward new and efficient products such as energy efficient heating and cooling systems, double-glazed windows and doors, and different wood-like products for trellis.

The ARC is committed to recommending such new products or methodologies to the Homeowner Board for approval.

This booklet outlines the current standards for improvements within Nepenthe. This will be maintained in the office and online at www.nepenthehoa.com.

The application forms are found at the end of the document. If you have any questions on the submission or approval process, please contact the office.

Note: In addition to these Nepenthe criteria, all homeowners must comply with applicable City and County requirements for building permits.

The Process

If you wish to make any exterior changes to your unit that are visible to the community, impact the siding on your home or interior changes that impact the roof, you must receive approval from the Architectural Review Committee (ARC) and the Board of Directors.

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Procedure:

If you are going to follow the criteria exactly:

1. Review the criteria for the improvement you are requesting.
2. Complete the application form(s) and attach all required any necessary information.
3. Submit the application form and required documents to the Nepenthe Office.

If you want to do something outside the current criteria or if your improvement is not addressed in the criteria:

1. Review the criteria for the improvement you are requesting.
2. Consider meeting with a member of the ARC if you would like assistance in understanding what it is the Committee will consider for non-standard changes.
2. Submit detailed information with the application form
3. Attend an ARC meeting to present your plans.

Approval:

1. For certain basic changes (such as a replacement garage door according to criteria), the office may be able to approve your application.
2. ARC will review your project and make a recommendation to the Board of Directors.
3. Final approval is provided by the Board of Directors. *The Board of Directors has allowed certain improvements to begin based on the ARC approval prior to the formal Board consent. The Nepenthe Office is aware of these exceptions.*
4. You may not begin work until you receive approval in writing from the Nepenthe office.

Denial:

Should the ARC deny your application, you may request a direct review of your application by the Board of Directors. Contact the Nepenthe office to request a board-Board review.

If the homeowner disregards the ARC directions without board-Board approval, the Bbboard may levy a Special Individual Assessment against the owner and require the work to be corrected.

After Completion:

After you have completed the approved work, you must notify the Nepenthe office. In certain cases, you must have a completion inspection. These cases are identified on the application form.

Time Frame:

Article IV of the Nepenthe HOA CC&Rs describes in detail the procedures and timeframes for architectural improvements or modifications requested by the owner. In general, once a complete application has been filed with the ARC, the ARC should make a recommendation of approval or denial that should be included on the next Board meeting agenda.

When an approval has been granted, the owner has one year in which to start the improvement or mediation. The work should be completed within one year from when work commenced.

The Architectural Criteria

1. Air Conditioner & Heating Pump – Board Approval Required

New air conditioner compressor unit or new heat pump compressor unit shall be located in the same area as the existing compressor unit which it is replacing. All refrigerant piping and electrical conduit shall be reused or replaced by new lines concealed in the same manner as the existing lines were concealed. No refrigerant piping and electrical conduit shall be exposed. New blowers and evaporative coils shall be concealed within the residence in the same manner as the existing blower. "Through-the-roof vents and caps" shall be painted to match the roof or other vents.

Note: Subject to Committee and Board approval, the fence area surrounding the new air conditioner compressor or new heat pump compressor unit may be enlarged to allow for adequate ventilation. Homeowner shall submit manufacturer's specifications if requesting fence relocation with a sketch showing the relocated fence.

A copy of the final approved building permit, if required, shall be submitted upon completion of the work.

2. Attic Fans – Board Approval Required

Currently under review: Specifications include, but must not exceed the following: Blade diameter, 18 inches. Dome height, 9 inches. Dome width, 26 inches. Motor, 1200 RPM.

See Solar fans.

3. Burglar Alarm – Board Approval Required for Hard Wired Systems ONLY (note: this is not listed on the current application as an option)

Alarm boxes shall be placed in an unobtrusive location within the homeowners fenced patio area. *Exceptions to this rule will be allowed only in cases where it can be demonstrated that placement of the box in the general location stated above will significantly impeded the operation of the alarm system.*

Because of the variation in the house and patio layouts, location of the alarm box shall be approved on a case by case basis by the committee.

Alarm boxes shall be painted the same color as the house or garage on which they are placed, at homeowner's expense. *Exceptions this rule will be considered only in cases where the alarm box cannot be seen from the common area or from a neighbor's window or patio.*

Small decals or signs, size not to exceed 3" x 8" indicating that the home is protected by an alarm system, may be placed on the lower corner of the first-floor windows or location approved by the Association.

Wireless Alarms need no application unless adding video surveillance and cameras. *See Section 21. Security Cameras

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4. Chimney Caps – Office Approval Only

Cap specifications for masonry chimneys will conform to the exterior shape of the chimney, normally a square or rectangular cap.

Caps should be a dark brown or black matte finish.

Chimneys with a wooden chase require a round cap for the round flue. The round cap and the chase must be painted the color of the structure.

5. Exterior Security Lighting – **Board Approval Required**

5.a. Exterior Lighting on Garage Walls Outside Fence Line

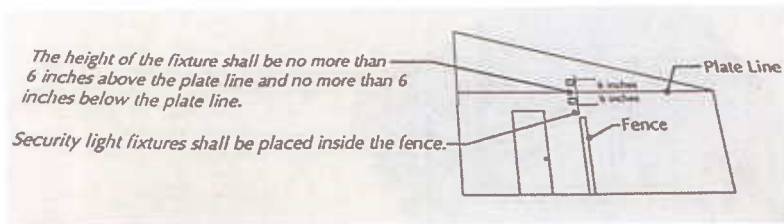
Application is required. Security light fixtures must be a bullet-style with one or two bulbs that is adjustable so the light can be directed, with a shield over the bulbs.

The fixture should be bronze or an unobtrusive color tone that is compatible with the color of the dwelling.

The homeowner must specify the make and model of the fixture and submit a drawing, picture or photocopy of its appearance. All wiring and/or conduit must be concealed within the structure.

Security light fixtures must be placed inside the fence line. See Criteria 5.b. for fixtures located on the front of the garage or outside the fence line.

The height of the fixture shall be no more than 6 inches above or 6 inches below the plate line. The angle of the light shall be adjusted to avoid shining on to other properties, alleys, streets, or into the eyes of motorists or pedestrians.



5.b. Exterior Lighting on Garage Walls Outside Fence Line – **Office Approval Only**

Approved light fixture is the WAC Lighting WS-W20506-BZ Scoop LED Outdoor Wall Light Fixture, One Size, Bronze. This fixture is available from www.amazon.com or from local store, Lumens Light and Living, located at 2028 K Street, Sacramento. Lumens offers a discounted price for Nepenthe owners. Photo of approved light fixture:



Light source/bulb must be fully shielded. Angle of light beam shall face downward perpendicular to the ground. Fixture lighting brightness shall be approximately 800 lumens (60w equivalent) when controlled by a manual ON and OFF switch; and approximately 450 lumens (40w equivalent) when automatically reactivated by a motion sensor; not to exceed six hours of total night operation. Lighting color shall be warm white (not to exceed 3000K = kelvins). Light fixture installation shall be hardwired; wiring and/or conduit concealed within structure.

Fixture placement shall be centered above the garage house number plaque; the bottom of the fixture installed 66 inches above the bottom edge of the building siding. There should be at least 3 inches, but no more than 4 inches, between the top of the address number plaque and the bottom of the light fixture. (In some instances, this may require relocation of the house number plaque to accommodate the light fixture and meet this criteria.)

Photo showing correct placement:



5.c. Exterior Lighting Mounted Below Fence Line – No Approval Required

Patio light fixtures mounted below the fence line so they are not visible from outside the unit patio may be installed by homeowners without prior committee approval provided the light does not have a negative impact on the common area or neighboring units.

6. Exterior Window-Sun Screens – Board Approval Required

~~Application to the ARC required.~~ No bamboo, awnings or material including any film-like material other than the following shall be allowed to shade windows from the outside.

The only shade permitted is one that sits in a frame and is fastened over the existing window- no roll-up blinds. The material is generally a fiberglass mesh screen.

Color: Charcoal only.

Mounting Hardware: Metal, black walnut finish or should be painted to match frame and be attached as flush as possible to the window surface.

Placement: All windows must be covered on any exposure where a sun screen is placed, except windows and sliding glass doors inside fenced patio areas.

Advertising: No advertising markings of any kind are allowed on the sun screens. The Associations does not certify the effectiveness of the material. Its only responsibility is to approve the outside visual acceptability of the material.

7. Exterior Window-Security including bars – Board Approval Required

Requires specific justification which must include complete design information and application.

8. Floral /Overhead Trellis – Board Approval Required

~~Application to the ARC is required.~~

PAINT COLOR: All Trellis may be painted either the color of the house or Cocoa Brown.

Cost of Installation, Maintenance, Repairs and Replacement: All costs of acquisition, installation, maintenance, repair or replacement of roofing or other building components shall be borne by the owner when incurred. This includes removal and re-installation necessitated by Association repairs such as repair of siding, fences and painting.

Installation Criteria: No beams or trusses are to be removed or cut. Installer may not remove or alter existing venting systems. Visible parts of housing unit must be made of metal or another material to which paint will properly adhere without peeling or cracking. Paint must be the same color as other roof installations on the residence. No deviations from the Committee and Board approval are allowed. Proposed changes to the Nepenthe approval, including those which are suggested by the contractor shall be resubmitted for approval prior to any further work.

~~8.3.3.1 Floral Trellis: A floral trellis that supports a shrub may be visible if placed near the wall of the garage, but shall be removable and not permanently attached to allow for siding removal and painting of the structure. Note: Committee and Board approval are not required.~~

8-2-8.1. Overhead Trellis: The trellis shall be constructed of wood only (See 8.5 below regarding Aluminum Trellises) and be smooth or rough grade. Redwood or cedar is recommended. The posts shall be 4 x 4 or 6 x 6 and approximately 8-1/2 feet in height after installation. Posts shall be set on a metal post base and set in a concrete pier. Pressure treated posts are recommended. Wood of the post shall be two inches or more above the dirt grade. There shall be a 2" x 6" ledger placed 6" above the trim of the sliding glass door and maintained with caulk across the top. The trellis shall not be covered with any plastic, bamboo, canvas, etc. However, 2" x 2" rails spaced every 3-1/2" may be placed perpendicular to the cross beams.

A building permit shall be secured, if required. The homeowner shall contact the building department and include the response in the request.

8-3-8.2. Large Trellis: (See Exhibit A) There shall be two support beams, 4" x 6" or one support beam, 4" x 8". The support beam shall be parallel to the dwelling. The support beams shall be bolted to the outside of the posts with the bottom approximately 18" from the top of the post allowing about 6" of post to be visible once cross beams are placed on top. All cross beams, 4" x 6" shall be placed above the support beams and shall be perpendicular to the sliding door and attached to the ledger by metal brackets. Cross beams shall not be attached by an S wire and shall not be attached below the support beams. Cross beam ends shall extend approximately 15" beyond the support beam and be equidistant from each other with approximately 20" centers.

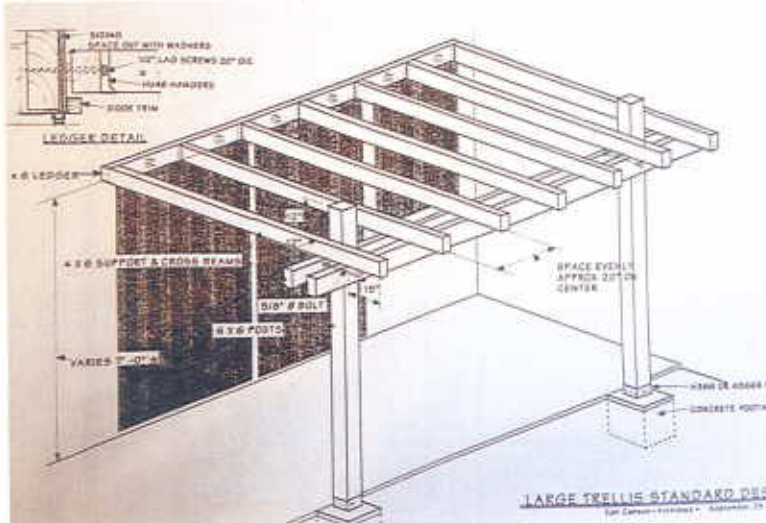


Exhibit A

8-4-8.3. Small Trellis: (See Exhibit B) There shall be four support beams, 4" x 6". There shall be one support beam bolted to each side of each post. Support beams shall be perpendicular to the dwelling. These four support beams shall attach to the ledger above the sliding door by metal brackets. The bottom of the support beam shall be approximately 18" from the top of the post allowing about 6" of post to be visible once cross beams are placed on top. All cross beams; 4" x

6" shall be placed above the support beams and shall be parallel to the dwelling. Cross beams shall not be attached by an S wire and shall not be attached below the support beams. Cross beam ends shall extend approximately 10" beyond the support beam.

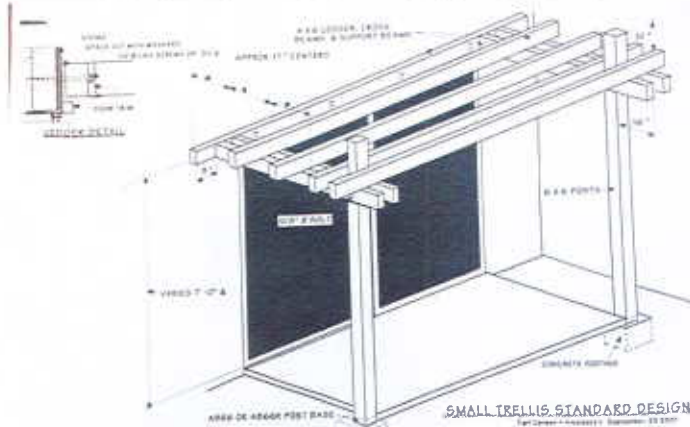


Exhibit B

8.4. **Pre Manufactured Aluminum Trellis:** An Aluminum Trellis will be considered by the committee and the board provided they conform closely to the above specifications noted in sections 8.4, 8.5, and 8.6 for dimensions and configuration. Manufacturer’s specifications and a color chart must be provided for committee consideration.

8.5. **Floral Trellis.** A floral trellis that supports a shrub may be visible if placed near the wall of the garage, but shall be removable and not permanently attached to allow for siding removal and painting of the structure. **Note: Committee and Board approval are not required.**

8.6. **Maintenance to an existing Trellis:** Maintenance to a Trellis already in place does not require an application to the ARC and Board approval.

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9. **Front Door- Office Approval Only**

Front door must be the same style as the original door (six panel colonial or flush, no windows). The office can approve this application.

Only the approved colors may be used. The approved colors are available at Dunn-Edwards Paint at 6770 Folsom Blvd. The formulation is EVERSIELD Exterior/Interior Semi Gloss Paint EVSH50. The colors approved at the time of this publication date are:

- DEA187 Black
- DE6217 Ancient Earth
- DEA190 Blue Suede Shoes
- DEC705 Burnt Crimson
- DEA103 Striking Red
- DEA150 Scarlet Past

For a Front Door in a fenced patio area, use the criteria for Patio Doors.

****Please check with the office for a list of updated approved colors***

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10. Front Screen Door – Office Approval Only

See list of approved screen doors available at Home Depot in separate flyer available at the office. ***If requesting a design not available with the office documentation, an application to the ARC will be required.***

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Heavy-duty mesh in a diamond pattern with deadbolt and thumb turn cylinders not doubled keyed; bronze finish. *(See Exhibit A. These doors are no longer being manufactured, but may be available on the secondary market.)*

For a Front Door in a fenced patio area, use the criteria for Patio Doors.

11. Garage Door-Passage New – Office Approval Only

The new door must be in the prevailing style.

12. Garage Door-Passage Replacement – No Approval Required

Replacement door must be same style as original door (flush, no windows).

13. Garage Door-Vehicle Sectional Roll-Up – Office Approval Only

The office can approve this application. Constructed with four individual horizontal sections and shall have exterior surface of hot-dipped galvanized steel with wooden grained texture; flush style with no raised panels, no windows and no grooves between sections. Available from several vendors.

The initial painting of the door is the homeowner’s responsibility. Contact the office for the name of your paint color. Subsequent painting will be done during the normal paint cycle.

All other maintenance of the door shall be the owner’s responsibility. Panels and wooden trim must be kept in good condition, and the door kept closed except when entering and exiting.

When closed, the four sectional panels must all be in the same vertical plane.

14. Gas Line & Meter – Board Approval Required *Last updated 8/2/17*

Gas line from meter is to enter residence no less than 12” or more than 18” above ground line. Gas line piping for connection from the meter to appliances, HVAC systems, or fireplaces shall be installed within walls and attic space of the residence and shall not be affixed to or exposed on the exterior of the residence.

Gas line installations and flues for gas appliances must meet City codes as approved by City inspectors. Flues for gas appliances are preferred to be in roof areas originally designed for vents. If current City code does not permit the aforementioned flues will be allowed in other roof areas.

Meter is to be painted the same color as the house, and flashing and flues to be painted the same color as existing roof vents.

Any roof penetrations after roof replacement may void Nepenthe's roof warranty and any resulting water damage shall be the responsibility of the homeowner.

15. Gutters and Downspouts

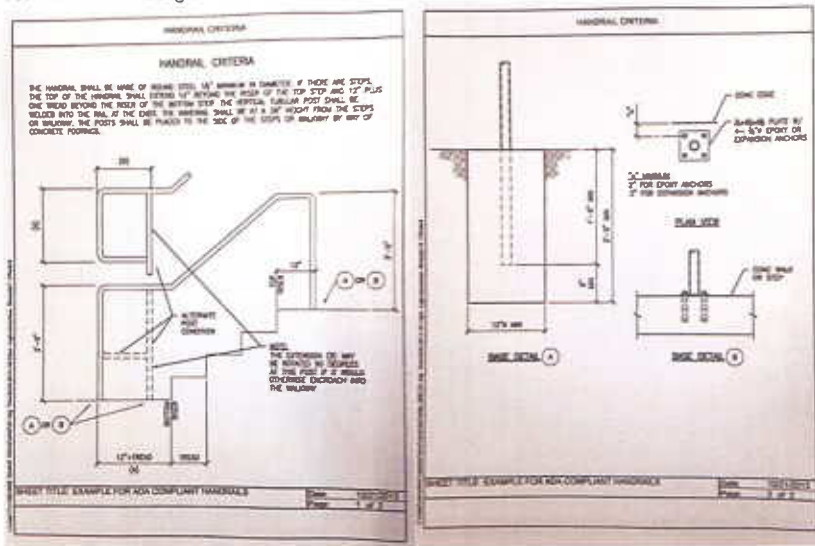
Gutters must be of the same galvanized, rectangular type and color as currently installed on surrounding Nepenthe units. Older installations have 5-1/2 inch deep gutters and newer Association installations in conjunction with re-roofing measure 7-1/2 inches. Rainwater discharge shall not adversely affect any neighboring property or common grounds.

No other style is acceptable. Gutter guards and screens are not permitted.

16. Handrails – Board Approval Required

The handrail shall be made of round steel 1-1/2 inches. If there are steps, the top of the handrail shall extend 12 inches beyond the riser of the top step and 12 inches plus one tread beyond the riser of the bottom step.

The vertical tubular post shall be welded into the rail at the ends. The handrail shall be at a 36" height from the steps or walkway. The posts shall be placed to the side of the steps or walkway by way of new concrete footings.



17. Mail Box & Insert – Office Approval Only

Curbside mailbox, with or without locking mechanism must be compatible with other mailboxes in the community in size, color and installation.

18. Mail Slot Replacement – No Approval Required Last update adopted 7/5/17

The US Postal Service (USPS) will not deliver mail into any mail drops where the rural-type mailboxes are required, as in our association. The USPS may allow for an exception to this roadside mailbox delivery based on physician determination of medical necessity. New mail slot installation requires prior HOA approval. Submit a Home Improvement Application with the "approved" USPS application attached. The mail slot may be installed on either side of the garage door. The outside bottom of the slot must measure 39" from the bottom edge of the siding of that panel, and the slot should be centered between the vertical frames.

Exterior mail slot plates must be of metal with a black, dark bronze or dark walnut matte-like finish. The design must conform to those originally installed (see illustrations below) and shall be about 3" tall by 10-13" wide. If studs must be cut to install or widen the mail slot, the wall opening should be reframed to maintain structural integrity. No wood trim is to be altered or removed in order to accommodate the mail drop. **Replacement of an existing exterior mail slot plate does not require approval if an approved product is used. All others require prior association approval.**

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Baldwin Model # 0012 Letter Box 3" X 10" Plate Oil-Rubbed Bronze (#120)
 Spring-aided lid keeps out weather and debris
 Backed by a lifetime mechanical warranty
 Home Depot On-Line Order: \$42.53 (May 2017)

Deltana Bronze Mail Slot 13" w/ Interior Frame Oil-Rubbed Bronze – Model MS211U10B or Black – Model MS211U19
 Amazon: \$49.42; kbAuthority 42.31 (May 2017)

Schlage 2" x 11" opening, overall plate 3.5" x 13" Aged Bronze (brass highlights) Model SC620B-716
 Order On Line: Amazon, True Value, Home Depot, ACE, Lowes, Schlage. \$33-53 (May 2017)

19. Patio Pool – Board Approval Required

All pumps and other noise-producing equipment must be located inside the garage on the side opposite the closest neighboring house. Pool and equipment, along with electrical wiring and conduit, must not be visible from the street or common area.

Pool equipment must be situated so that it does not prohibit the parking of two vehicles in the garage.

All of the common area that is affected by this construction will be restored to its original condition, including plants and fence. **Note:** Builder must keep area neat and clean during construction. No debris can be washed down drains.

20. Private Patio Door – Board Approval Required

Same as windows description, except wider frames similar to original Blomberg sliding doors are to be used. Swing opening doors are permitted. Divided window panes are acceptable where not prominently visible from adjacent areas. Replacement screens should be similar to the original.

21. Security Cameras – **Board Approval Required** *Adopted 11/1/17*

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

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

Applications

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

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

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

Security systems

Security systems may be wireless or hard wired. If hard wired, wiring shall be run within the wall of the residence. A small penetration, properly caulked to prevent moisture intrusion, in siding is permissible to accommodate hardwired systems. [*See 3. Burglar Alarms](#)

Camera Types

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



Dome Camera

Turret Camera

Bullet Camera

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

Placement of camera(s)

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

Security System Signage

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

22. Shed or Outbuilding

The height of the shed is not to exceed the height of the patio yard fence. The structure shall not be attached to any wall, in order to provide access for siding replacement/repair or painting.

23. Skylights (see Solar tubes) – Board Approval Required

Frames shall be the same color brown or dark brown. Only flat, rectangular skylights are permitted.

Highest point of the skylight from the roof surface shall be no greater than 12 inches.

Panes shall be safety glazing and translucent or tinted gray or bronze. No reflective glazing or any other color will be allowed.

Any roof penetrations after roof replacement may void a new roof warranty and shall be the responsibility of the homeowner.

24. Solar Energy Roof Panels – Board Approval Required

Please meet with the ARC before developing plans or submitting an application for approval.

Thermal solar systems and Photovoltaic (PV) panels must be installed by a registered contractor as determined by the California Solar Energy Industries Association and the California Energy Commission.

Thermal Solar Systems must be of dull black, non-reflective material, including all piping, brackets, fittings, clamps, etc. The piping into the roof shall be immediately adjacent to the manifold. The owner is to maintain the installation in a uniform black appearance. Specific justification for an area

greater than 120 square feet shall be provided. A photo or drawing showing the roof panel size and proposed location must be submitted.

Photovoltaic systems must meet these requirements:

1. The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof panels shall be located in an area that will minimize the visual and aesthetic impact on the community. The first locations to be considered shall be the interior walls of the garage or inside the patio fence line.
2. Supports for the solar panels shall not impose a dead weight concentrated load exceeding 150 lbs. anywhere on the supporting roof.
3. Continuous supports for the solar panels shall not impose a dead load exceeding 75 lbs. per ft. on the supporting roof.
4. Continuous supports for the solar panels that are installed perpendicular to the roof slope shall have a drainage gap at 10 ft. maximum.
5. A building permit shall be secured prior to submission of the application to the Nepenthe HOA. The homeowner or the solar system contractor shall submit a permit application to the City Building Department and include evidence of the approved permit in the application to the Nepenthe HOA.

Homeowner's Responsibilities for Rooftop Solar Systems

1. The homeowner shall be aware that penetrations of the roofing for the new solar panel installation or re-installation compromises the warranty for the roofing and that they will be responsible for the cost of any damage to the building's structure and interior due to leakage caused by said penetrations.
2. The homeowner will be responsible for additional costs related to the removal and replacement of the solar panel system that will be required for future roofing replacements or repairs.
3. The homeowner will be responsible for additional costs related to the removal of rooftop debris, whether during regular rooftop cleaning by the HOA or for special cleaning required to clear debris that has collected under or around panels.

An addendum to the Home Improvement Application is required for Solar Energy Roof Panels and is available from the management staff.

25. Solar tubes (see Skylights) – **Board Approval Required** Last updated 5/2/18 (updated in 11/18)

Solar tubes must be no larger than the 12-inch diameter size and may not contain an exhaust fan. The versions containing a lamp or light for lighting the room below at night are permitted.

If more than one solar tube is to be installed on a single roof elevation, whenever possible they shall be installed the same distance from either the roof ridge or the bottom edge of the roof.

The brand Solatubes has been previously approved by the ARC.

Any roof penetrations after roof replacement may void a new roof warranty and shall be the responsibility of the homeowner.

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26. Window Frame – Board Approval Required

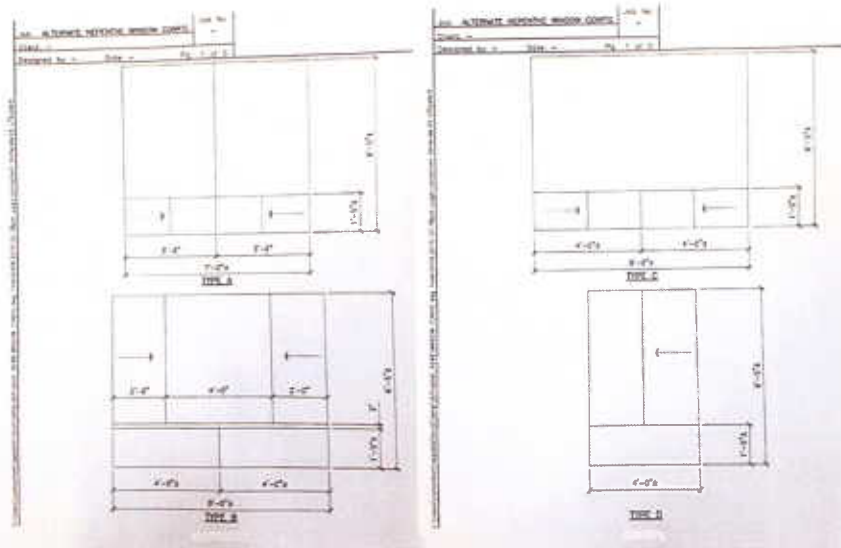
To increase the likelihood of approval by the committee and the Board, Nepenthe recommends the owners discuss window options with a member of the Architectural Review Committee prior to submitting an application.

The **outside appearance** must be similar to the original Blomberg frame in size, shape and appearance. The exposed, visible portion of the replacement window frame must be of essentially the same dimension ("width") as the original window's dimension, and the exterior wood trim must be replaced with trim pieces of the same dimensions and in the original location adjacent to the frame.

The window frame's **exterior color** shall be a dark brown close to the original color of the original Blomberg windows' color: Blomberg's shade is called "Dark Walnut" while other manufacturers term it "Bronze" or "Dark Bronze."

Configuration: All window frames on any one elevation of a unit must be of the same style and appearance, as of a single manufacturer's product. Vertical frame divisions may be replaced in the same configuration as the original windows. If homeowners wish to change the vertical frame divisions from the existing configuration, they may choose one of the following [See diagram]:

- 26.1. For windows with an overall width of 7' (84 inches) and greater, the **vertical frame** divisions may be configured at quarter/half/quarter.
- 26.2. For windows with an overall width of up to 6' (72 inches), the **vertical frame** divisions are to be configured at half/half.
- 26.3. Alternatively, no vertical division (i.e., operable panes) may be required at all, except where it is required by building code that windows have an openable sash for emergency exit.
- 26.4. If the windows on the upper and lower floors are a "matched set" with one above the other, the replacement windows must also **match in style and configuration**.



27. Window Glass

- 27.1. **Clear or low-e.** Other than low-e, no coating, film, or tinting may be applied to any window surface.
- 27.2. **Replacement Window:** See frame and glass criteria above.
- 27.3. **New Window (creating a window where none existed before):** The proposed window must be rectangular, compatible with the exterior design of the unit, and match in detail, color and trim, the existing windows. The frame and glass must comply with the criteria above. It must not intrude on the outlook or privacy of other units. It must not significantly alter the appearance of the unit as viewed from the street or other common area, or above the fence line. A detailed plan and elevation showing location and window dimensions must be submitted. Examples of previously approved stairway windows are available.
- 27.4. **Kitchen or Garden Window:** In addition to the above, the style and design shall be similar to Bloomberg Series HP 680 Greenhouse Window.

28. Wiring & Pipe Installations – Exterior or Exposed - Board Approval Required Adopted 7/5/17

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- For heating & cooling systems (HVAC), refer to Section 1. Air Conditioner & Heat Pump
- For solar energy roof panels, refer to Section 24. Solar Energy Roof Panels
- For gas line installation or extension, refer to Section 14. Gas Line & Meter
- For satellite dish installation, refer to Section 29. Antennas & Satellite Dishes
- For cable TV installation, refer to Section #TBA
- For video security systems, refer to Section 21. Security Cameras
- For security systems without video, refer to Section 3. Burglar Alarms

If your proposed improvement was not included above, the criteria below apply.

Utility or power installation

No new pipes for plumbing are allowed to be installed on top of the siding on the exterior walls. New wiring within conduit is allowed to be installed on top of the siding on the exterior walls. It should be placed so as to be as unobtrusive as possible but also so as to not impede removal of the siding. Where possible, conduit shall be placed next to trim boards into the grooves of the siding. For a horizontal run, for instance, placing the conduit on top of the flat line divide between the first and second floors is often unobtrusive. Where concealment is not possible, all conduit, wiring and equipment must be located so as to have minimal visibility.

These installations might include additional electrical circuits, or wiring or conduit for backyard exterior lamps, backyard decorative features or garden installations like lighting or irrigation systems.

Communications wiring

Wiring for electricity, telephone, other electronic communication wires, fiber optics, etc. is allowed to be installed on the exterior. Where possible, wires shall be placed next to trim boards or inserted into the grooves of the siding. Where concealment is not possible, all wiring and equipment must be located so as to have minimal visibility.

Wiring cannot be run or stretched on top of the shingles of the roof. All such installations shall be securely attached to the building without sags in the wires or loosely hanging or extra lengths and are to be maintained for its duration. It is the homeowner's responsibility to see that these installations are painted the exact color of the home's exterior.

Should the installation and its wiring or conduit be removed, homeowners are responsible for restoring the exterior location where the improvement was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with equipment.

29. Antennas; Satellite Dishes – Office Approval Only *Adopted by Board of Directors July 5, 2017*

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Depending upon the location and their visibility, satellite dishes and antennas can impact the look and character of our neighborhood, ultimately impacting desirability and home values. One of the primary charges of the Architectural Review Committee (ARC) is to provide guidance to homeowners and to take appropriate steps to preserve and maximize our neighborhood and home values. The Board has approved this Guideline in order to implement the specific terms of Section 3.11 of our CC&Rs.

Approval:

Prior to installation of a satellite dish or antenna, residents (owner of property) are required to submit an application to the Management Office for review and approval. Residents are encouraged to consult with and work with the Office in order to determine the best location. In the event the installation requested does not meet the current guidelines under the CC&Rs, the application may be referred to the ARC for further review.

Type and Size:

Only satellite dishes and antennas that are permitted under the Telecommunications Act of 1986 and regulations promulgated by the Federal Communications Commission as a result of this Act may be installed.

Acceptable satellite dishes and antennas include: (i) an antenna designed to receive direct broadcast satellite service, including direct-to-home satellite service, that is one meter (i.e. 3.28 ft.) or less in diameter, (ii) an antenna designed to receive video programming service, including multichannel multipoint distribution service, instructional television fixed service, including multichannel multipoint distribution service, and which is one (1) meter (i.e. 3.28 ft.) or less in diameter or diagonal measurement, (iii) an antenna designed to receive television broadcast signals, and (iv) a mast supporting an antenna described in items (i), (ii), (iii) above.

Location:

The location of a satellite dish or antenna should be unobtrusive and not overhang a neighbor's property or the Association's Common Areas. This requirement, however, is not intended to unreasonably delay installation, unreasonably increase the cost of installation, maintenance or use, or prevent the reception of an acceptable quality signal. We are all neighbors here and must recognize that the actions we take regarding our own property may impact a neighbor and the enjoyment of their property. Homeowners are encouraged to speak to one another and Association Management about the appropriate location before installing a satellite dish or antenna.

Installation:

The Association requests that residents consult with the installer(s) to determine the best location on the owner's property that will conform to these guidelines per the application submitted.

The Association is aware that many installers (because of lack of time, lack of proper equipment, or employment guidelines) will place antennas or satellite dishes in the most convenient location for the installation company and not take the time to consider what is best for the owner or the Association.

If owners have questions about the proper location of their satellite dishes, the Management Office should be contacted for guidance before the dish is installed.

Any permitted satellite dish or antenna must be installed within the boundaries of the owner's property and may not be installed on or extend into Common Area or adjacent property.

It is recommended that antennas or dishes be securely installed on the rear sides of residences or garages to minimize visual impact and mitigate overhanging Common Areas or neighboring property. Dishes are not to be attached to roofs or chimneys.

All wiring and materials associated with the dish or antenna should be concealed and as unobtrusive as possible. All wiring and materials associated with the satellite dish or antenna shall be painted to match the buildings along which they run. Dishes, masts, and antennas need not be painted over.

All installations must be in accordance with all applicable building, fire, electrical and related codes. All installations shall be in accordance with the manufacturer's installation specifications.

A satellite dish or antenna may be attached to free-standing yard post so long as the height of both post and dish/antenna is below the fence line.

Maintenance and Removal:

Homeowners are wholly responsible for any maintenance associated with the antenna or satellite dish and are responsible for its removal.

Upon removal, homeowners are responsible for restoring the location where the satellite dish or antenna was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with the dish or antenna.

30. Awnings and Shade Sails- **Board Approval Required**

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

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Retractable patio awnings

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

General specifications:

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

Installation

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

Shade Sails

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

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

General specifications:

- Style – Triangle or rectangle
- Widths – Variable depending on location of installation

- Fabric Selections

- Solid color lighter colored earth tones which are complementary to the residence exterior paint

Installation

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

Applications

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



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

HOME IMPROVEMENT APPLICATION

Date:	Phone:
Name:	Email:
Address:	House Model:

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

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

***An Additional Application is required for this type of improvement**

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Attach the following items to your application:

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

Please read and sign below:

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

Signature	Date
The Architectural Review Committee recommends:	
<input type="checkbox"/> Approval	<input type="checkbox"/> Approval with Conditions
<input type="checkbox"/> Disapproval	

Chair: _____ Date: _____

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



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HOME IMPROVEMENT NOTICE OF COMPLETION

Homeowner: Submit this completed form to the Nepenthe Office within 2 weeks of completing the changes you have requested. Your application is not final until the office receives this form and the work has been approved.

Name	
Address	
City	
Phone	
Email	

The work for this property that was submitted to the Architectural Committee (ARC) and approved by the ~~board~~ Board was completed on: _____

We followed the work plan submitted and any restrictions or changes indicated by the ARC or Board of Directors of Nepenthe Homeowners Association.

PICTURES OF THE COMPLETED IMPROVEMENT ARE ENCLOSED

Signature of Owner: _____

Date: _____