

## **Grounds Committee Meeting Agenda**

Thursday, August 18, 2022

3:00 pm at Clubhouse Lounge and via Zoom

1. Roll Call
2. Minutes - July 21, 2022
3. Liaison Report
4. Homeowner Comments
5. Discuss possible change to zone walk process
6. Tree Remediation Proposals for Zones 3&4 (supporting materials attached)
7. Other proposals, if available
8. Carson Report
  - Update on Vacuum Truck & Blowers
9. Zone Steward Comments
10. Homeowner Comments
11. Adjourn

### **Future Meeting Dates:**

September 15, 2022

October 20, 2022

November 17, 2022

December 15, 2022

January 19, 2023

Grounds Committee Meeting Minutes  
July 21, 2022 @ 3:00 PM  
Nepenthe Clubhouse & Via Zoom

**Members Present**

Christina George, Chair & Zone 5 Steward  
Linda Cook, Zone 1  
Rick Lawrance, Zone 1  
Diane Durawa, Zone 2  
Jim Shaw, Zone 2  
Lisa Tafoya, Zone 3

Don Landsittel, Zone 4  
Nina White, Zone 4  
Don Ellwanger, Zone 5  
Joan Trotta, Zone 6  
Kathy Waugh, Zone 6

**Members Absent**

Joleen Hecht, Zone 3  
Solveig Toft, Zone 7

**Also Present**

Cheryl Nelson, Board Liaison  
Bettsi Ledesma, General Manager

Nick Shebert, Carson  
Jason, Carson

**Homeowners Present**

Betty and Richard Johnson, Sue Henderson, Maureen White, Charles Weigel, Pam Livingston, Nancy Arndorfer, Peter Pelkofer, Judy Brewington, Beverley Fein, Patty Drosins, Steve Huffman, Mary Morrison, Jo Weber, Beverly Fein

**AGENDA ITEMS**

**Christina** called the meeting to order at 3:00.

**Minutes of Committee Meeting May 19, 2022 (Chair: Steve Huffman)**

**Diane** made a motion to approve and was seconded by **Joan**. Motion did not pass. Minutes will be filed with the Association

**Homeowner Comment Period:** A number of owners spoke on items of concern. Of particular concern was the dust generated by the Carson vacuum trucks and the decibel level of the blowers.

**Proposals for Tree Remediations**

Zone 1 – **Linda and Rick** recommended all proposals for board approval

Zone 2 – **Diane & Jim** recommended all proposals for board approval

Zone 3 - **Liza** requested that all proposals be tabled so she could consult with **Joleen**

Zone 4 - **Don & Nina** recommended proposal at 1427 Commons for board approval. Tabled two proposals for 500 Dunbarton.

Zone 5 – **Don & Christina** recommended proposals for 1217-1215, 1231 and 1055 Vanderbilt for board approval. **Don** tabled proposal for 611 Elmhurst.

Zone 6 – **Joan & Kathy** recommended all proposals for board approval

Zone 7 – **See attached email from Solveig** recommending the proposals for 1455 and 1479 University for board approval.

**Zone 5 Remediation Proposal** – it was agreed to table pending clear direction from the Board.

#### **Carson Irrigation Report**

Carson is operating under City water ordinances which restricts overhead spray to twice per week. Drip is not subject to same restrictions and is run five days per week during the daytime.

**Process for Work Orders:** **Christina** walked the committee through the two Board approved documents (attached to these minutes):

1. Standards and Practices for Management of the Landscape, adopted January 6, 2021
2. Process for Homeowner Landscape Requests, revision approved December 2020

Going forward these processes will be adhered to.

**Liaison Report** – **Cheryl** introduced herself and spoke about her role as Board Liaison

**Request to the Board:** Please review the draft Plant Palette provided by Garth Ruffner. Does the Board want the contractor to use only the Ruffner palette for proposals?

**Adjourned 5:15 pm**

**Next meeting:** Thursday, August 18<sup>th</sup>, 3:00 pm, Clubhouse lounge and Zoom



## **Standards and Practices for Management of Landscape**

Adopted by the Board of Directors: January 6, 2021

The purpose of this document is to codify standards and practices of the Nepenthe Association so that all parties have a clear understanding of the processes in place to manage the landscape and to ensure continuity of operations between the Board, committees, management and contractors.

### **A. Significance**

The landscape is one of Nepenthe's greatest assets. The value it imparts to the community is impossible to quantify. The Association has a responsibility to manage the landscape in a thoughtful and strategic manner.

### **B. Basic principle**

To achieve the goals adopted in the Grounds Vision Document, processes must be established and followed. As management is the administrative arm of the Association, the processes to achieve the goals must be sustainable at that level.

### **C. Management shall:**

#### **1) Provide oversight to landscape contractors**

- a) Make regular inspections of the common area to ensure that contractors are performing in compliance with executed contracts.
- b) Communicate with contractors regularly for updates, concerns and the preparation of proposals for extra work.
- c) Address specific concerns as appropriate:
  - i. Issuance of work order
  - ii. Discussion with Field Supervisor
  - iii. Written communication with Landscape Manager
  - iv. Escalation to Board level of serious or ongoing, unresolved concerns.

#### **2) Process service requests from owners (Refer to Process for Homeowner Landscape Requests):**

- a) Receive and evaluate requests.
- b) Inspect reported conditions and formulate plan for remediation.
- c) Inspect completed work.

#### **3) Report to the Board of Directors relevant information:**

- a) Landscape contractors' performance.
- b) Status of approved landscape projects.
- c) Reserve allocations status throughout the year.
- d) CC&R violations by homeowners in regard to the common area.

#### **4) Assist, as appropriate, the Grounds Committee in the discharge of their Board-assigned tasks:**

- a) Provide copies of landscape contractors' proposals in advance of monthly committee meeting.
- b) Attend Grounds Committee meeting monthly and provide report of work orders in process.

- c) As requested by Board, make documents available, provide administrative support and schedule meetings.

**5) Facilitate communication between all parties: Board of Directors, landscape contractors, Grounds Committee and homeowners.** Refer to Standards and Practices for Communication, Board and Committees for more information about these specific processes.

**D. The Grounds Committee shall discharge their duties in compliance with their Board assigned charter.**

- a) Review Nepenthe landscape on a regular basis. Identify any issues needing management or Board action.
- b) Assist, as requested by the Board, in evaluating the current landscape management contract performance. Participate as needed in the selection process for a new Nepenthe landscape contractor.
- c) Identify any issues with the Nepenthe irrigation systems. Notify management of recommended actions for mitigation.
- d) Make recommendations to the Board regarding planting projects and other enhancements to the common areas.
- e) Assist and support management in identifying landscape projects for the upcoming year.
- f) All members of the committee must be thoroughly familiar with governing documents as they pertain to the grounds and trees.

**E. The Board of Directors shall provide clear direction to the General Manager and Grounds Committee and respond to recommendations and requests for information or guidance.**



**PROCESS FOR HOMEOWNER LANDSCAPING REQUESTS**  
**REVISED 12/11/2020**

**I. REQUEST IS RECEIVED AND EVALUATED**

a. Requests must be in writing in one of the following formats:

- i. Hand or mail delivery of Service Request Form
- ii. Email directly to staff member
- iii. Form submission at [www.NepentheHOA.com](http://www.NepentheHOA.com)

b. There are four basic categories of landscape requests:

- i. **Irrigation concerns, i.e. overwatering, underwatering, sprinkler geysers. In all of these cases, staff will place a work order with the landscape company. The Irrigation Technician will determine the priority of work based upon the description of the problem.**

Staff will communicate this to the requesting homeowner either in person at the time the request is made or by email.

- ii. **Requests for regular, routine maintenance, such as the trimming shrubs or detail cleaning under the shrubs or fall leaf cleanup.**

Staff member will communicate the schedule to the resident to help manage expectations.

- iii. **Requests for services *outside* of Nepenthe's standard practices, i.e. clearing out redwood duff or allowing shrubs to grow to an excessive height.**

Staff member will forward to manager who will evaluate the request and discuss with the Board Liaison to determine if a variance from the standard is warranted.

1. If a variance is deemed to be beneficial, an addendum to the landscape contract will be prepared for Board approval. Liaison will be expected to involve or advise Grounds Committee.

2. If a variance is deemed to be not warranted, the manager will send this communication to the requesting homeowner:

- a. "Your request for \_\_\_\_\_ (non-standard item) has been reviewed. It is Nepenthe's practice to \_\_\_\_\_ (standard care). Please understand that uniform landscape care is necessary to maximize our assessment dollars. If you disagree with this decision, you are welcome to write a letter to the Board of Directors. You may drop it off here at the clubhouse and staff will ensure that it is delivered to the directors."

- iv. **Requests for more intensive intervention such as new landscaping or the installation of bark or cobble.**

Staff will send the following communication to the homeowner:

“Thank you for your recent request. The manager will evaluate the area in question within the next week. A member of the management staff will follow up with you after the area has been evaluated.”

## **II. CONDITIONS ARE INSPECTED AND A PLAN FORMULATED**

- a. Within a week of the request, the manager will inspect any areas for which intervention requests falling under item 1.b.iv above have been submitted in the previous week.
- b. The following criteria will be used to determine whether to deny the request or move forward:
  - i. Conditions reported are accurately described and landscape intervention would correct the condition.
  - ii. There are no other landscape plans pending for the area.
- c. Based upon the above criteria, manager will place a work order for a replacement shrub or, if more intervention is required, the work order will describe the current problem and request that the landscaper provide a proposal.
- d. Manager will communicate with requesting homeowner to let them know the status of their request, whether denied or moving forward.
- e. Proposal will first be discussed with the Board Liaison. The Liaison will then determine whether to obtain Grounds Committee review.
- f. At next Board meeting, the directors will review the proposal and any recommendations received from the Grounds Committee and vote to approve or deny the proposal considering the cost against any budgeted future projects and the balance remaining in the reserve allocation.

## **III. WORK IS COMPLETED**

- a. Once Board approves the work, management will place a work order authorizing the landscaper to commence.
- b. When work is reported complete, manager will ensure that work is installed as proposed and process invoice for payment.
- c. Manager will communicate the completion to the requesting homeowner.

**From:** solveig seltoft

**Date:** July 18, 2022 at 6:00:32 PM PDT

**To:** Christina George

**Subject:** Zone 7

Hello again Christina!

I have reviewed the proposals presented by Carson. I am familiar with the units and their needs.

I do not have any questions for Carson regarding those 2 units...They can proceed with their plan.

The question I have is regarding the location next to unit # 1563 and across unit # 1557 (located in the interior of the alley, backing the levy :

A Bradford pear tree was removed from that location several months ago, and all the plantings there are dying right now...My question is:

Is there a plan to plant a replacement tree on that location? I understand that if there is, it should be planted in the Fall, and a remediation plan should be presented for approval, but in the meantime, the area looks terrible. (I will enclose a picture later.). Can they at least remove the dead and dying plants and just put some wood chips while we wait??

Thank you Christina and Committee,  
Solveig



## Landscape Improvements

Project Address: **Commons Dr. - 1131**  
Project Name: **Nepenthe Association**  
On-Site Location: **Zone 3 – 701 Dunbarton Cir.**

Carson Landscape Industries agrees to provide labor and materials to perform the following services.

### Work Description

- Remove sawdust and remove approximately (12) old shrubs
- Remove the stumps and fill in the area with topsoil blend
- Install new shrubs and retrofit irrigation to accommodate new plants
- Install Berry creek rock to down spouts
- Install walk-on bark

### Materials

(6) 5-gal. Shrubs  
4 yds. Walk-on Bark  
½ yd. Berry Creek Rock  
½ yd. Topsoil Blend  
Misc. Irrigation Parts and Hardware  
Fertilizer  
Waste Fee

### **Total Labor and Materials:**

**\$3,695.00**

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by workers compensation and our firm is covered by liability insurance. **This proposal may be withdrawn by us if not accepted within 30 days.**

### **Carson Landscape Industries**

Contractor's License No. 470283  
9530 Elder Creek Rd.  
Sacramento, CA 95829-9306  
Tel: 916-856-5400 • Fax: 916-856-5410  
Email: olopez@carson1975.com

Nepenthe Association  
1131 Commons Drive  
Sacramento, CA 95825  
Tel: 916-929-8384  
Email: bettsi.ledesma@fsresidential.com

By: Oscar Lopez (by JC)

Name: Oscar Lopez

Title: Account Manager

Date: 05/24/2022

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

Name: Bettsi Ledesma

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

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

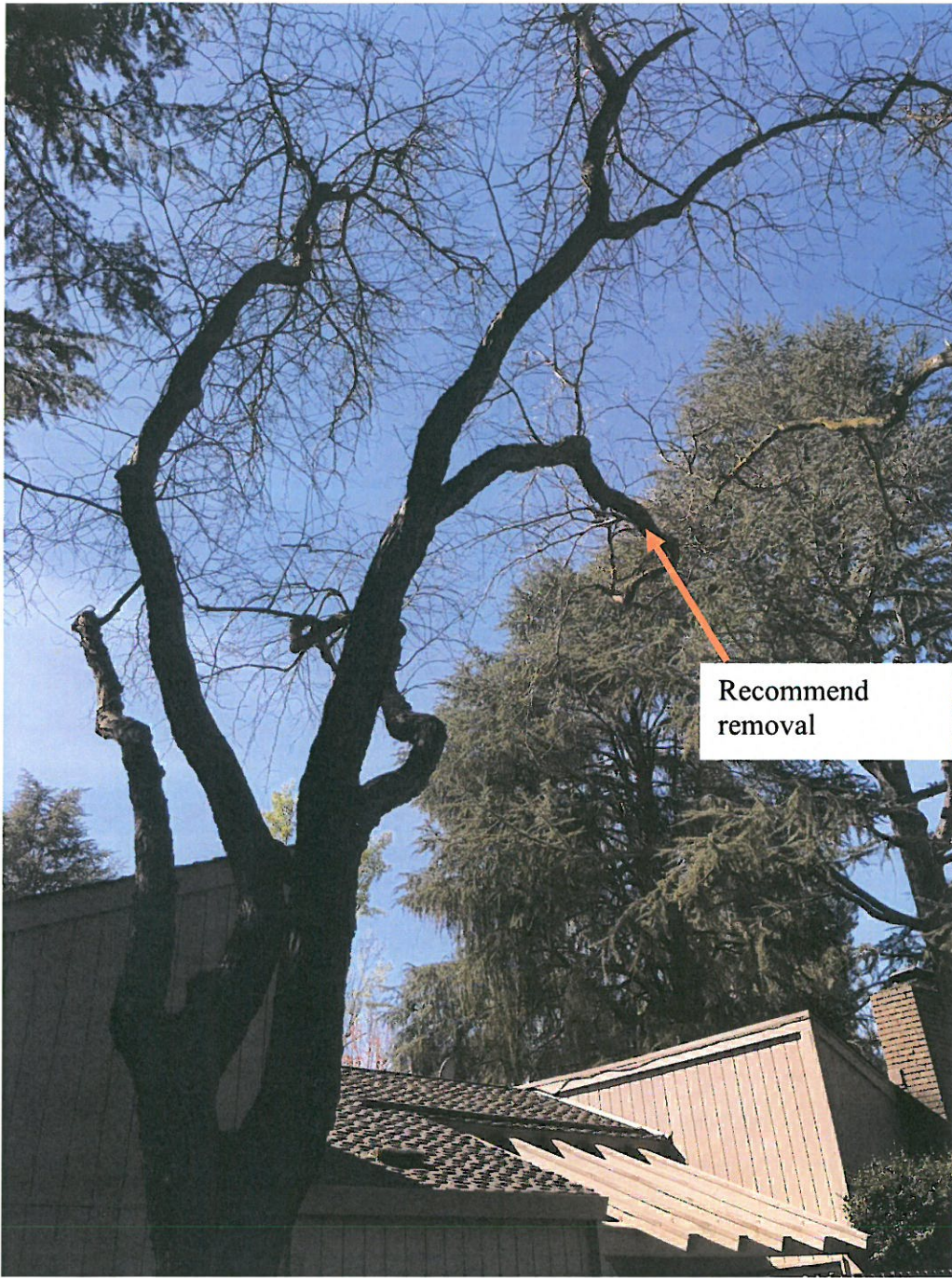


Figure 9



## Landscape Improvements

Project Address: **Commons Dr. - 1131**  
Project Name: **Nepenthe Association**  
On-Site Location: **Zone 3 – 711 Dunbarton Cir.**

Carson Landscape Industries agrees to provide labor and materials to perform the following services.

### Work Description

- Remove sawdust, install topsoil blend, and install Dwarf fescue sod

### Materials

0.3 yd. Topsoil  
36 sq. ft. Dwarf Fescue Sod  
Misc. Irrigation Parts and Hardware  
Fertilizer  
Waste Fee

**Total Labor and Materials:**

**\$595.00**

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by workers compensation and our firm is covered by liability insurance. **This proposal may be withdrawn by us if not accepted within 30 days.**

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By: <u>Oscar Lopez (by JC)</u>	By: _____
Name: <u>Oscar Lopez</u>	Name: <u>Bettsi Ledesma</u>
Title: <u>Account Manager</u>	Title: _____
Date: <u>05/24/2022</u>	Date: _____





Figure 10

## Landscape Improvements

Project Address: **Commons Dr. - 1131**  
Project Name: **Nepenthe Association**  
On-Site Location: **Zone 3 – 811 Dunbarton Cir.**

Carson Landscape Industries agrees to provide labor and materials to perform the following services.

### Work Description

- Remove sawdust, remove superficial roots, and remove approximately (15) old shrubs
- Remove the stumps and fill in the area with topsoil blend
- Install new trees and shrubs and retrofit irrigation to accommodate new tree and plants
- Install Berry creek rock to down spouts
- Install walk-on bark, sod the area, and reseed other sections

### Materials

(10) 5-gal. Shrubs  
(7) 2-gal. Mix Perennials Shrubs  
(2) 15-gal. Chinese Elm or Hornbeam  
2-Sets Tree Stake Assemblies  
3 yds. Walk-on Bark  
1 yd. Berry Creek Rock  
1 yd. Topsoil Blend  
1 yd. Black Humus  
50 sq. ft. Dwarf Fescue Sod  
3 lbs. Dwarf Fescue Seed  
Misc. Irrigation Parts and Hardware  
Fertilizer  
Waste Fee

### **Total Labor and Materials:**

**\$7,095.00**

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by workers compensation and our firm is covered by liability insurance. **This proposal may be withdrawn by us if not accepted within 30 days.**

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Name: Oscar Lopez

Title: Account Manager

Date: 05/24/2022

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

Name: Bettsi Ledesma

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

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



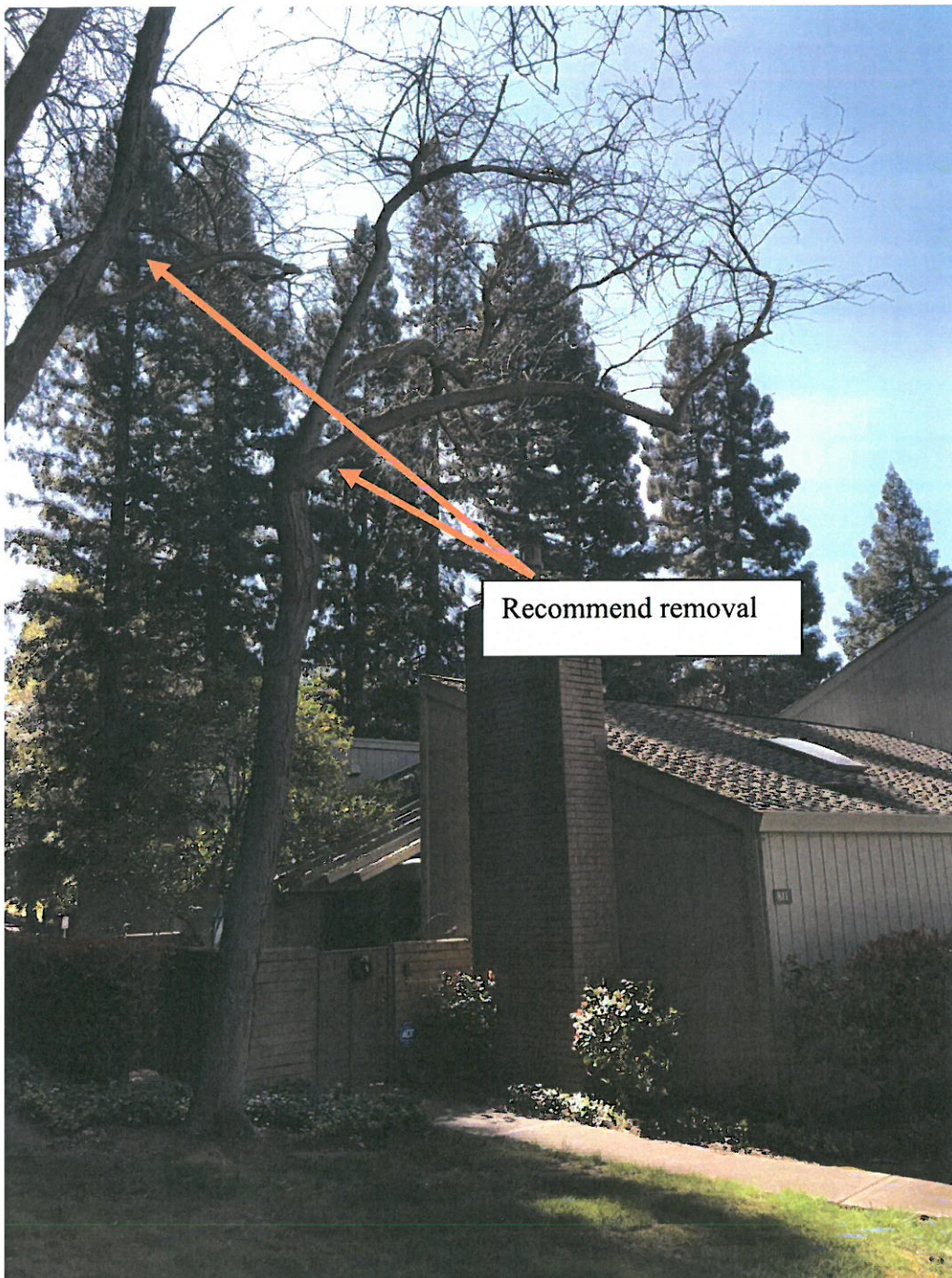


Figure 13



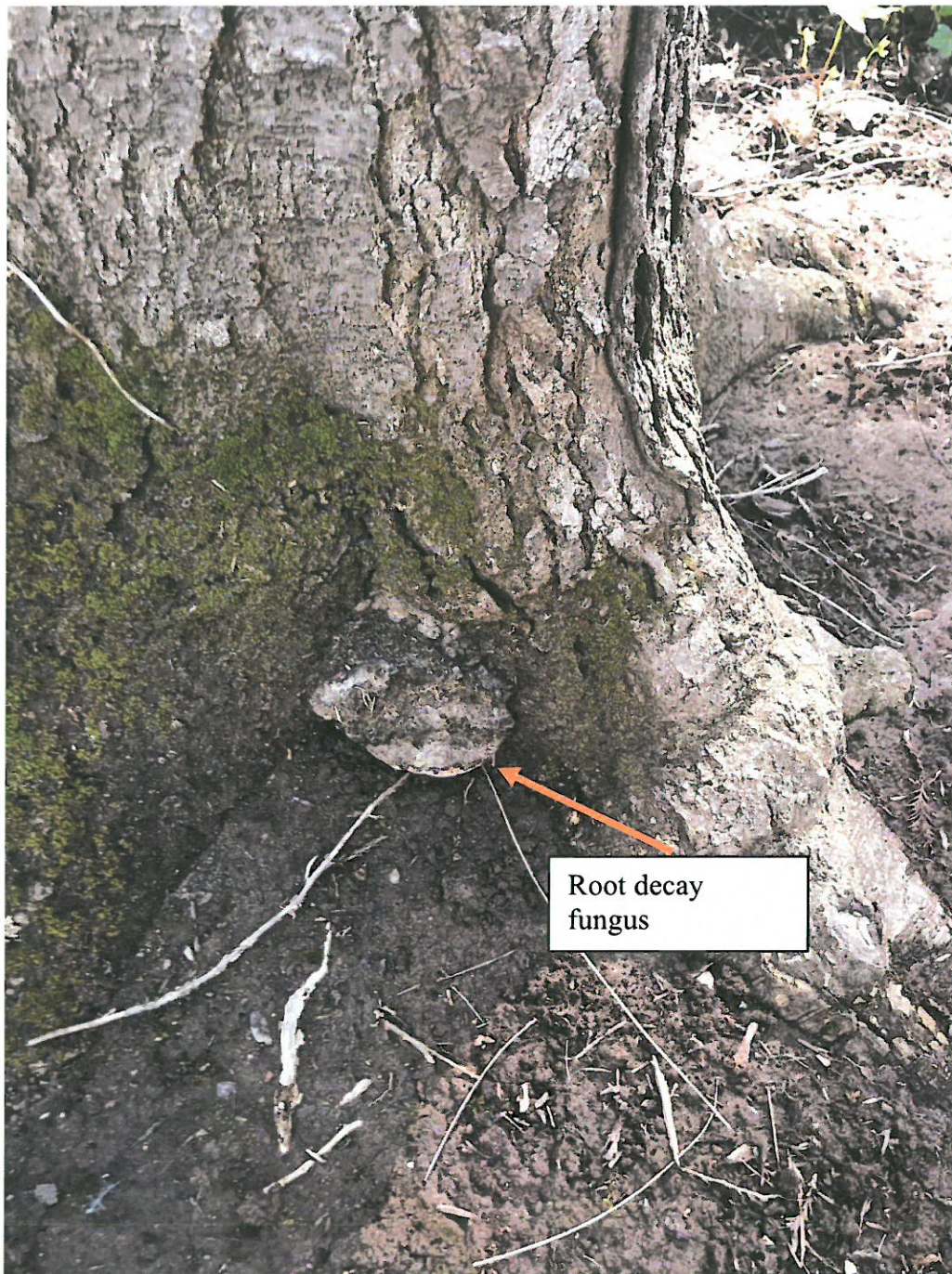


Figure 14



## Landscape Improvements

Project Address: **Commons Dr. - 1131**  
Project Name: **Nepenthe Association**  
On-Site Location: **Zone 3 – 1333 Commons Dr.**

Carson Landscape Industries agrees to provide labor and materials to perform the following services.

### Work Description

- Remove sawdust and install a new 24" box tree
- Install topsoil blend, sod the area, and re-stake the tree

### Materials

(1) 24" Box Red Cedar or American Sycamore  
45 sq. ft. Dwarf Fescue Sod  
½ yd. Topsoil blend  
(1) Set Tree Stake Assembly  
Fertilizer  
Waste Fee

**Total Labor and Materials:**

**\$1,660.00**

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by workers compensation and our firm is covered by liability insurance. **This proposal may be withdrawn by us if not accepted within 30 days.**

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Date: <u>05/24/2022</u>	Date: _____



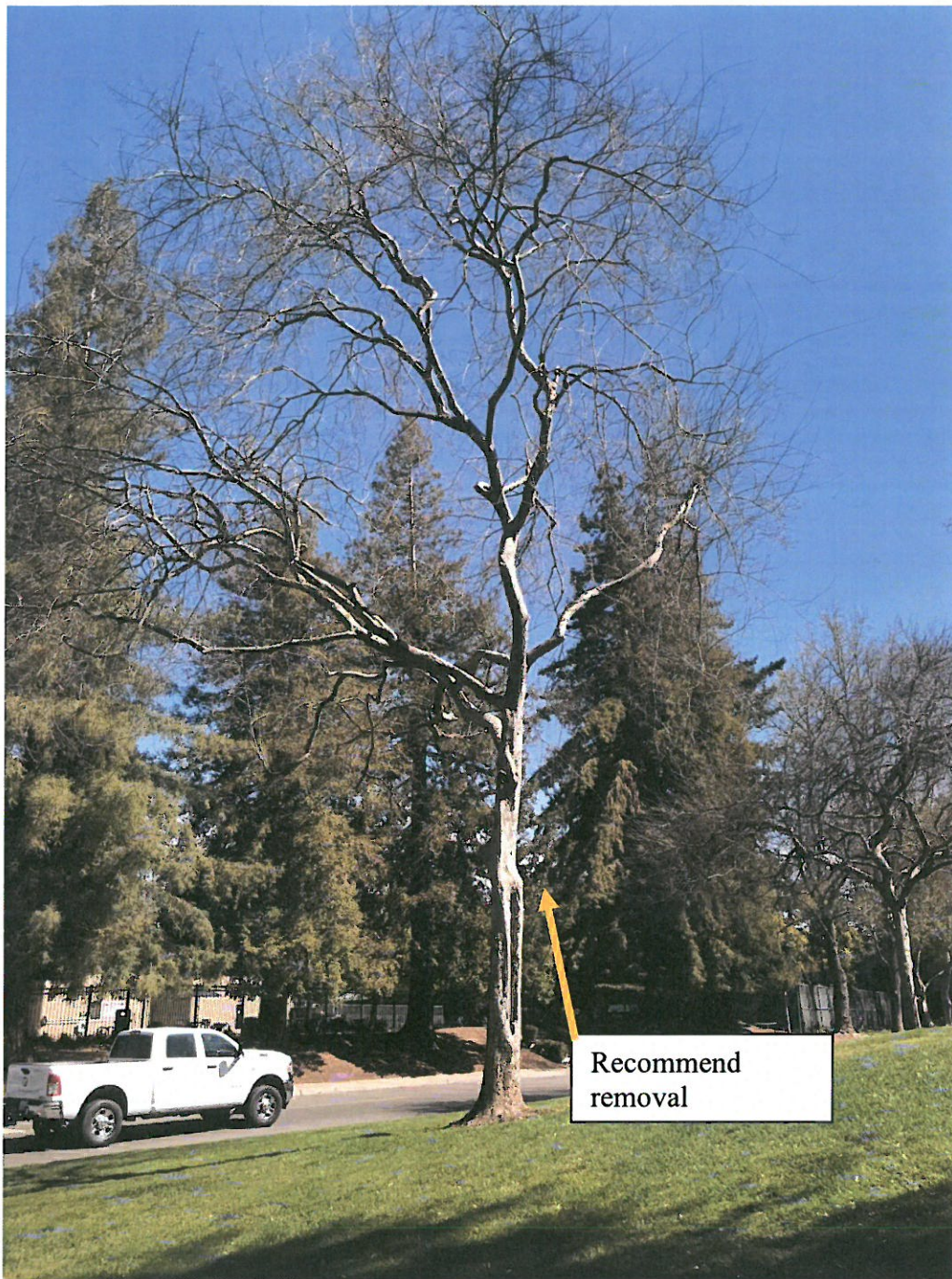


Figure 4

## Landscape Improvements

Project Address: **Commons Dr. - 1131**  
Project Name: **Nepenthe Association**  
On-Site Location: **Zone 4 – 500 Dunbarton Cir. Figure 14**

Carson Landscape Industries agrees to provide labor and materials to perform the following services.

### Work Description

- Remove sawdust from the area with superficial roots
- Fill in area with topsoil blend and install Dwarf fescue sod
- Install a new tree and install tree stakes
- Check irrigation for any underground breaks

### Materials

1 ½ yds. Topsoil Blend  
270 sq. ft. Dwarf Fescue Sod  
(1) 15-gal. River Birch or Saucer Magnolia  
Tree 1-Set Tree Stake Assembly  
Misc. Irrigation Parts and Hardware  
Fertilizer  
Waste Fee

**Total Labor and Materials:**

**\$2,365.00**

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by workers compensation and our firm is covered by liability insurance. **This proposal may be withdrawn by us if not accepted within 30 days.**

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Name: Oscar Lopez

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



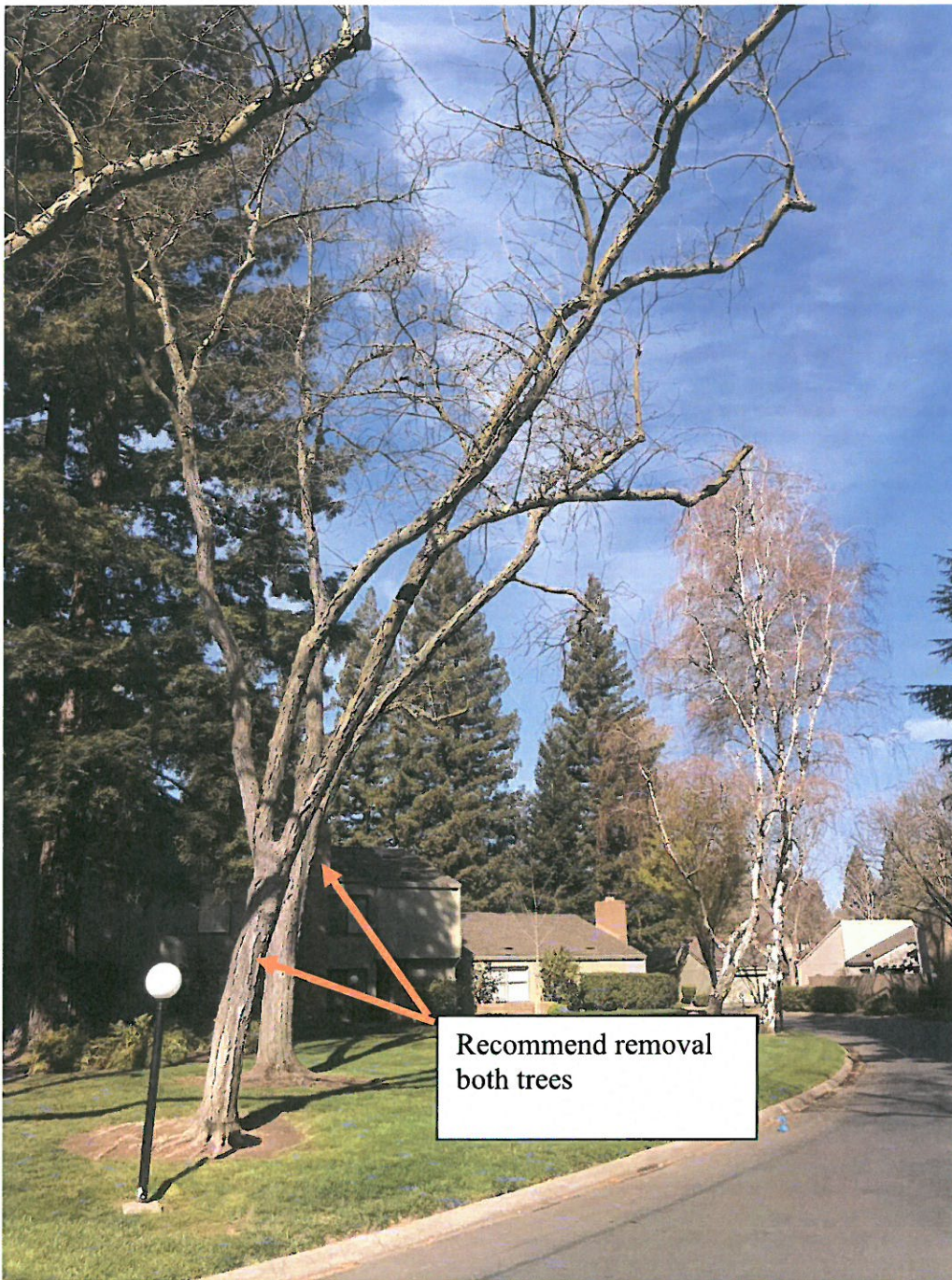


Figure 14

## Landscape Improvements

Project Address: **Commons Dr. - 1131**  
 Project Name: **Nepenthe Association**  
 On-Site Location: **Zone 4 – 500 Dunbarton Cir. Figure 15**

Carson Landscape Industries agrees to provide labor and materials to perform the following services.

### Work Description

- Remove sawdust and remove superficial roots
- Fill in area with topsoil blend and install sod
- Install a new tree and install tree stakes
- Check irrigation for any underground breaks

### Materials

½ yd. Topsoil Blend  
 108 sq. ft. Dwarf Fescue Sod  
 (1) 15-gal. River Birch or Saucer Magnolia Tree  
 1-Set Tree Stake Assembly  
 Misc. Irrigation Parts and Hardware  
 Fertilizer  
 Waste Fee

**Total Labor and Materials:**

**\$1,250.00**

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by workers compensation and our firm is covered by liability insurance. **This proposal may be withdrawn by us if not accepted within 30 days.**

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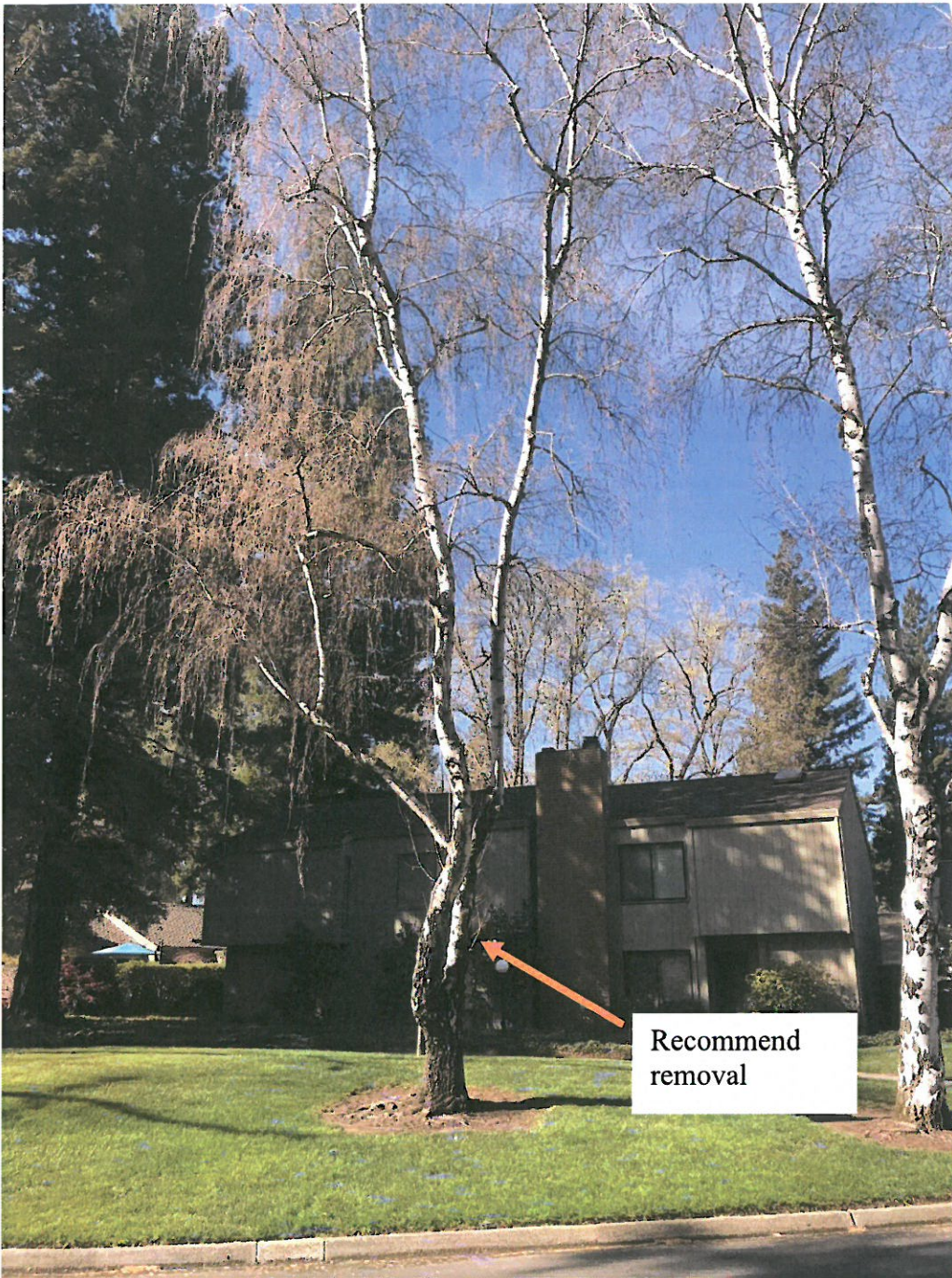


Figure 15