

Reserve Expense Authorization (REA)

Association: Nepenthe Association

Entity Code: NEP

Date: 01/23/23



Financial Institution: Metropolitan Bank

Bank Account Number: 0499011031

Bank GL Number: 21140

Transfer/Withdraw the sum of \$ 1,250.00 from the reserve/reconstruction bank account above to be deposited to the operating checking account 153495833060

**Issue check payable to association named above and send to 15241 Laguna Canyon Rd, Irvine, CA 92618.*

Funds to Pay Vendor: Complete this section if invoice has not been paid yet.

Vendor Name ADVANCE ROOFING DESIGN *One vendor per REA form, please.

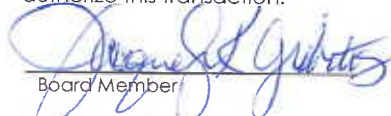

Invoice Number	Reserve GL Code	Reserve GL Description	Description for use of funds	Amount
25167	25167	ROOF	1333 COMMONS: REPAIR TREE DAMAG	340.00
25313	23120	ROOF	INSPECTION AND REPAIR	310.00
25185	23120	ROOF	509 DUNBARTON; ROOF LEAK	600.00
Total of invoices				\$ 1,250.00

Recode from Operating to Reserve/Reconstruction Expense: Complete this section if invoice has already been paid from an operating account.

Vendor	Check#	Date of Check	From Operating GL	To Reserve GL Code	Reserve Description	Amount
Total of recode expenses						\$ 0.00

WIP _____
 BWF _____
 AVID _____
 TRACKER _____

Authorizations: At least two (2) authorized board members must sign in accordance with California Law. By our signatures below, we, members of the Board of Directors of the above-referenced association, authorize this transaction.

 1/23/23 Board Member Date
 1/23/23 Board Member Date

Accounting Use:
 Transfer Date: _____ Method: _____ Bank Coord Init: _____ Journal Entry# _____

Advanced Roof Design, Inc.

4 Wayne Court
Building 10
Sacramento, CA 95829

INVOICE

Invoice Number: 25167
Invoice Date: 12/27/22
Page: 1

Voice: (916)381-2266
Fax: (916)381-2356

Duplicate

Bill To:

Nepenthe Association
C/O First Service Residential
P.O. Box 62499
Irvine, CA 92602

Customer ID: Nepenthe Association

Customer PO	Payment Terms	Sales Rep ID	Due Date
1112506	Net 30 Days	Tim J. Balbi	1/26/23

Description	Amount
Roof repair service, <u>12/12/22</u> , Nepenthe, 1333 Commons Drive, Sacramento Labor: 285.00 Materials: 55.00 Inspected the roof in the area of the reported leak. Found a small hole in the roof caused by a tree branch. Removed the damaged shingles and installed metal over the small hole in the deck. Installed new shingles over the area. THANK YOU FOR YOUR BUSINESS!	
GL GL Desc Desc. Use of Funds 23120 Roof 1333 Com.: repair tree damage	

Check/Credit Memo No:

Total Invoice Amount	340.00
Payment/Credit Applied	
TOTAL	340.00

Overdue invoices are subject to late charges.

Advanced Roof Design, Inc.

4 Wayne Court
Building 10
Sacramento, CA 95829

Voice: (916)381-2266
Fax: (916)381-2356

INVOICE

Invoice Number: 25313
Invoice Date: 1/16/23
Page: 1

Duplicate

Bill To:

Nepenthe Association
C/O First Service Residential
P.O. Box 62499
Irvine, CA 92602

Customer ID: Nepenthe Association

Customer PO	Payment Terms	Sales Rep ID	Due Date
1114419	Net 30 Days	Tim J. Balbi	2/15/23

Description	Amount
Roof repair service, 12/29/22, 308 Dunbarton Circle, Sacramento	
Labor:	285.00
Materials:	25.00
Inspected the roof per request.	
Cleaned the roof, including gutters and downspouts.	
Sealed pipe jacks and replaced 1 rubber collar.	
THANK YOU FOR YOUR BUSINESS!	
23120 Roof 308 Dm - Insp. & Repair	

Check/Credit Memo No:

Total Invoice Amount	310.00
Payment/Credit Applied	
TOTAL	310.00

Overdue invoices are subject to late charges.

Advanced Roof Design, Inc.

4 Wayne Court
Building 10
Sacramento, CA 95829

INVOICE

Invoice Number: 25185
Invoice Date: 12/28/22
Page: 1

Voice: (916)381-2266
Fax: (916)381-2356

Duplicate

Bill To:

Nepenthe Association
C/O First Service Residential
P.O. Box 62499
Irvine, CA 92602

Customer ID: Nepenthe Association

Customer PO	Payment Terms	Sales Rep ID	Due Date
1112374	Net 30 Days	Tim J. Balbi	1/27/23

Description	Amount
Roof repair service, 12/19/22, 509 Dunbarton Circle, Sacramento Labor: Materials: Inspected the roof in the area of the reported leak. Installed metal flashing at the end of the gutter where it ties into the roof. Sealed the flashing with caulking. THANK YOU FOR YOUR BUSINESS!	570.00 30.00
23120 / Roof / 509 Dun - roof leak	

Check/Credit Memo No:

Total Invoice Amount	600.00
Payment/Credit Applied	
TOTAL	600.00

Overdue invoices are subject to late charges.