

Reserve Expense Authorization (REA)

Association: **NEPENTHE ASSOCIATION**
 Entity Code: **NEP**



Date: **02/03/23**

Financial Institution: **METROPOLITAN BANK**

Bank Account Number: 0499011031 Bank GL Number: 21140

Transfer/Withdraw the sum of \$ 1,005.00 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
25420	23120	ROOF LEAK	1115 COMMONS DR-DAMAGED BY FAL	190.00
25432	23120	ROOF LEAK	1146 VANDERBILT-REPLACED RIDGE \	405.00
25433	23120	ROOF LEAK	1061 COMMONS-ROOF VENT	220.00
25472	23120	ROOF LEAK	808 DUNBARTON-CLEARED DEBRIS	190.00
2519				
Total of invoices				\$ 1,005.00


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

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.

 2/6/23
 Board Member Date Board Member Date

 2/6/23
 Board Member Date 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

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

INVOICE

Invoice Number: 25420
 Invoice Date: 1/25/23
 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
1114916	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
Roof repair service, 1/5/23, Nepenthe Association, 1115 Commons Drive, Sacramento Labor: Inspected the roof in the area of reported damage caused by a large fallen tree branch. Removed the tree branch and cleared debris from the roof. We did not find any damage on the roof. THANK YOU FOR YOUR BUSINESS!	190.00
<i>23920</i>	

Check/Credit Memo N:

Total Invoice Amount	190.00
Payment/Credit Applied	
TOTAL	190.00

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: 25432
 Invoice Date: 1/25/23
 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
1115004	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 1146 Vanderbilt Way, Sacramento	380.00
Labor:	25.00
Materials:	
Inspected the roof in the area of the reported leak.	
Found that the leak was coming from the ridge vent.	
Removed 2' of ridge and installed new felt underlayment.	
Reinstalled the vent and the ridge shingles.	
THANK YOU FOR YOUR BUSINESS!	
<i>23120</i>	

Check/Credit Memo No:

Total Invoice Amount	405.00
Payment/Credit Applied	
TOTAL	405.00

Overdue invoices are subject to late charges.

Advanced Roof Design, Inc.

4 Wayne Court
 Building 10
 Sacramento, CA 95829

INVOICE

Invoice Number: 25433
 Invoice Date: 1/25/23
 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
1114993	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 1061 Commons Drive, Sacramento	
Labor:	190.00
Materials:	30.00
Inspected the roof in the area of the reported leak.	
Found that the leak was coming from a roof vent.	
Removed shingles around the vent, and installed new felt underlayment.	
Reinstalled the vent and shingles.	
Sealed the roof vent with caulking.	
THANK YOU FOR YOUR BUSINESS!	
23120	

Check/Credit Memo N:

Total Invoice Amount	220.00
Payment/Credit Applied	
TOTAL	220.00

Overdue invoices are subject to late charges.

