

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 \$ 1,075.00 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
25473	23120	ROOF LEAK	150 DUNBARTON (CABANA)-VISQUEEN	190.00
25416	23120	ROOF LEAK	1041 COMMONS -NO WATER INTRUSIC	285.00
25417	23120	ROOF LEAK	25 ADELPHI CT-SEALED THE ATTIC	220.00
25418	23120	ROOF LEAK	1355 COMMONS-STRUCTURALLY DAM	190.00
25419	23120	ROOF LEAK	1333 COMMONS: REPAIR TREE DAMAC	190.00
Total of invoices				\$ 1,075.00

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

INVOICE

Invoice Number: 25473
Invoice Date: 1/31/23
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
1115175	Net 30 Days	Tim J. Balbi	3/2/23

Description	Amount
Roof repair service, 1/5/23, Nepenthe Association, 1131 Commons Drive, Cabana, Sacramento Labor: Inspected the roof in the area of the reported leak. Removed a tarp that was covering the roof. Cleared the fallen tree branch and tree debris. Reinstalled the Visqueen tarp. NOTE: ROOF REQUIRES A PERMANENT REPAIR. OUR SALES TEAM WILL PROVIDE A PROPOSAL FOR THE REPAIR. THANK YOU FOR YOUR BUSINESS! <i>Dunbarton Cabana Inspect Storm Damage</i>	190.00

Check/Credit Memo No

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

INVOICE

Invoice Number: 25416
 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
1111203	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
Roof repair service, 12/6/22, 1041 Commons Drive, Sacramento Labor: Inspected the roof in the area of the reported leak. Found no signs of water intrusion. The residents report that they could hear dripping water. Could be hearing water dripping down the downspout and hitting the bottom elbow. Note: Roof appears to be in good condition. THANK YOU FOR YOUR BUSINESS!	285.00
23120	

Check/Credit Memo No:

Total Invoice Amount	285.00
Payment/Credit Applied	
TOTAL	285.00

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: 25417
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
Per James	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
Roof repair service, 1/5/23, Nepenthe Association, 25 Adelphi Court, Sacramento	
Labor:	
Materials:	190.00
Inspected the roof in the area of the reported leak.	30.00
Sealed an attic vent.	
THANK YOU FOR YOUR BUSINESS!	
23120	

Check/Credit Memo Nr

Total Invoice Amount	220.00
Payment/Credit Applied	
TOTAL	220.00

Overdue invoices are subject to late charges.

Advanced Roof Design, Inc.

4 Wayne Court
Building 10
Sacramento, CA 95829

INVOICE

Invoice Number: 25418
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
1114918	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
<p>Roof repair service, 1/5/23, Nepenthe Association, 1355 Commons Drive, Sacramento</p> <p>Labor: Inspected the roof in the area of reported damage from a fallen tree. The tree hit the garage and structurally damaged the frame as well as cracked the concrete foundation. A Structural Engineer will need to be called to inspect, and the garage will likely need to be rebuilt. THANK YOU FOR YOUR BUSINESS!</p>	190.00
23126	

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

INVOICE

Invoice Number: 25419
 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
1114921	Net 30 Days	Tim J. Balbi	2/24/23

Description	Amount
Roof repair service, 1/5/23, Nepenthe Association, 1333 Commons Drive, Sacramento Labor: Inspected the roof in the area of reported damage caused by a fallen tree. The tree fell directly next to garage. Inspected the roof and found no damage. Roof is in good condition. THANK YOU FOR YOUR BUSINESS!	190.00
<i>23120</i>	

Check/Credit Memo N:

Total Invoice Amount	190.00
Payment/Credit Applied	
TOTAL	190.00

Overdue invoices are subject to late charges.