

Reserve Expense Authorization (REA)

Association: Nepenthe Association
Entity Code: NEP

Date: 03/23/23



Financial Institution: Metropolitan Bank

Bank Account Number: 0499011031 **Bank GL Number:** 21140

Transfer/Withdraw the sum of \$ 1,800.00 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
25810	23120	ROOF REPAIR	2287 SWARTHMORE	210.00
25102	23120	ROOF REPAIR	700 DUNBARTON	285.00
25889	23120	ROOF REPAIR	813 DUNBARTON	395.00
25890	23120	ROOF REPAIR	1342 VANDERBILT WAY	310.00
25892	23120	ROOF REPAIR	1 ADELPHI	300.00
Total of invoices				\$ 1,500.00

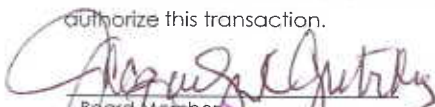
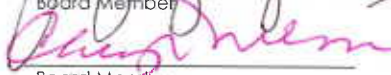
Recode from Operating to Reserve/Reconstruction Expense: Complete this section if invoice has already been paid from an operating account.

WIP _____
 BWF _____
 AVID _____
 TRACKER _____

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.

 3/23/23 Board Member _____ Date _____
 3/23/23 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: 25810

Invoice Date: 3/7/23

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
Per C. Hernandez	Net 30 Days	Tim J. Balbi	4/6/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 2287 Swarthmore Drive, Sacramento	
Labor:	190.00
Materials:	20.00
Inspected the roof in the area of a reported missing vent cap.	
Cleared lint from a dryer vent and reinstalled the cap with screws and caulking.	
THANK YOU FOR YOUR BUSINESS!	
23120	

Check/Credit Memo N:

Total Invoice Amount	210.00
Payment/Credit Applied	
TOTAL	210.00

Overdue invoices are subject to late charges.

Advanced Roof Design, Inc.

4 Wayne Court
 Building 10
 Sacramento, CA 95829

INVOICE

Invoice Number: 25889
 Invoice Date: 3/17/23
 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
1118628	Net 30 Days	Tim J. Balbi	4/16/23

Description	Amount
Roof repair service, 1/27/23, Nepenthe Association, 813 Dunbarton Cirde, Sacramento	
Labor:	380.00
Materials:	15.00
Inspected the roof in the area of the reported leak. Cleared the debris around a skylight. Secured loose screws on the skylight frame that were allowing water intrusion. Sealed the screws wiith caulking. THANK YOU FOR YOUR BUSINESS!	
23120	

Check/Credit Memo N

Total Invoice Amount	395.00
Payment/Credit Applied	
TOTAL	395.00

Overdue invoices are subject to late charges.

Advanced Roof Design, Inc.

4 Wayne Court
 Building 10
 Sacramento, CA 95829

INVOICE

Invoice Number: 25890
 Invoice Date: 3/17/23
 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
1117841	Net 30 Days	Tim J. Balbi	4/16/23

Description	Amount
Roof repair service, 1/27/23, Nepenthe Association, 1342 Vanderbilt Way, Sacramento	
Labor:	285.00
Materials:	25.00
Inspected the roof in the area of the reported leak.	
Installed a 3-course repair over a crack on the cricket.	
Sealed an opening at the end of a step shingle with caulking.	
THANK YOU FOR YOUR BUSINESS!	
23120	

Check/Credit Memo N:

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: 25891
 Invoice Date: 3/17/23
 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
1119600	Net 30 Days	Tim J. Balbi	4/16/23

Description	Amount
Roof repair service, 1/27/23, Nepenthe Association, 1581 University Avenue, Sacramento	
Labor:	285.00
Materials:	15.00
Inspected the roof for necessary repairs.	
Roof is in good condition. No repairs were needed.	
Cleared debris from the roof, gutters and downspouts.	
THANK YOU FOR YOUR BUSINESS!	
23120	

Check/Credit Memo N:

Total Invoice Amount	300.00
Payment/Credit Applied	
TOTAL	300.00

Overdue invoices are subject to late charges.