

**Reserve Expense Authorization (REA)**

**Association:** Nepenthe Association

**Entity Code:** NEP

**Date:** 02/28/23



**Financial Institution:** Metropolitan Bank

**Bank Account Number:** 0499011031

**Bank GL Number:** 21140

**Transfer/Withdraw** the sum of \$ 1,470.00 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
25665	23120	ROOF REPAIR	2275 SWARTHMORE	215.00
25589	23120	ROOF REPAIR	1426 COMMONS	210.00
25588	23120	ROOF REPAIR	1422 COMMONS DRIVE	345.00
25534	23120	ROOF REPAIR	1117 COMMONS DRIVE	190.00
25535	23120	ROOF REPAIR	703 DUNBARTON	510.00
Total of invoices				\$ 1,470.00

**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.

*Chris Wilson* 3/1/23  
 Board Member Date

Board Member Date

*M. [Signature]* 3/1/23  
 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: 25665  
 Invoice Date: 2/23/23  
 Page: 1

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

*Duplicate*

<b>Bill To:</b>
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
1116086	Net 30 Days	Tim J. Balbi	3/25/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 2275 Swarthmore Drive, Sacramento Labor: 190.00 Materials: 25.00 Inspected the roof in the area of reported wind damage. Reinstalled a vent cap that came off. Cleared debris from the roof waterways. THANK YOU FOR YOUR BUSINESS!  <div style="text-align: center; font-size: 1.2em;">23120</div>	

Check/Credit Memo No:

Total Invoice Amount	215.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>215.00</b>

Overdue invoices are subject to late charges.

**Advanced Roof Design, Inc.**

4 Wayne Court  
Building 10  
Sacramento, CA 95829

**INVOICE**

Invoice Number: 25589  
Invoice Date: 2/10/23  
Page: 1

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

Duplicate

<b>Bill To:</b>
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
1115823	Net 30 Days	Tim J. Balbi	3/12/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 1426 Commons Drive, Sacramento Labor: 190.00 Materials: 20.00 Inspected the roof in the area of the reported leak. Cleared debris from the gutters and downspouts. Note: This was not a roof leak. THANK YOU FOR YOUR BUSINESS!  <div style="text-align: center; font-size: 2em; font-family: cursive;">23120</div>	

Check/Credit Memo N:

Total Invoice Amount	210.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>210.00</b>

**Advanced Roof Design, Inc.**

4 Wayne Court  
Building 10  
Sacramento, CA 95829

**INVOICE**

Invoice Number: 25588  
Invoice Date: 2/10/23  
Page: 1

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

Duplicate

<b>Bill To:</b>
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
1115820	Net 30 Days	Tim J. Balbi	3/12/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 1422 Commons Drive, Sacramento Labor: 285.00 Materials: 60.00 Inspected the roof in the area of the reported leak. Cleared debris from the gutters and unclogged the downspouts. Sealed multiple nails that had backed out of the roof. THANK YOU FOR YOUR BUSINESS!  <div style="text-align: center; font-size: 2em; font-family: cursive;">23120</div>	

Check/Credit Memo N:

Total Invoice Amount	345.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>345.00</b>

**Advanced Roof Design, Inc.**

4 Wayne Court  
 Building 10  
 Sacramento, CA 95829

**INVOICE**

Invoice Number: 25534

Invoice Date: 2/3/23

Page: 1

*Duplicate*

Voice: (916)381-2266

Fax: (916)381-2356

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
1115325	Net 30 Days	Tim J. Balbi	3/5/23

Description	Amount
Roof repair service, 1/05/23, Nepenthe Association, <u>1117 Commons Drive, Sacramento</u> Labor: Inspected the roof in the area of reported damage. Cut up and removed a branch that had fallen on the roof. Cleared debris from the roof. Note: Did not find any damage once the branch and debris had been removed. THANK YOU FOR YOUR BUSINESS!  <div style="text-align: center; font-size: 2em; font-family: cursive;">23120</div>	190.00

Check/Credit Memo No:

Total Invoice Amount	190.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>190.00</b>

Overdue invoices are subject to late charges.

**Advanced Roof Design, Inc.**

4 Wayne Court  
 Building 10  
 Sacramento, CA 95829

**INVOICE**

Invoice Number: 25535  
 Invoice Date: 2/3/23  
 Page: 1

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

*Duplicate*

<b>Bill To:</b>
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
1115387	Net 30 Days	Tim J. Balbi	3/5/23

Description	Amount
Roof repair service, 1/12/23, Nepenthe Association, 703 Dunbarton Circle, Sacramento Labor: Materials: Inspected the roof in the area of the reported leak. Replaced multiple damaged shingles over the area. Sealed vent flashings with caulking. Note: Attic hatch (in the interior of the home) needs to be replaced. A corner is damaged. THANK YOU FOR YOUR BUSINESS!  <div style="text-align: center; font-size: 2em; font-family: cursive;">23120</div>	475.00 35.00

Check/Credit Memo N:

Total Invoice Amount	510.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>510.00</b>

Overdue invoices are subject to late charges.