

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

January 4, 2017, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to maintain the property and to serve homeowners.

Two three-ring binders with supporting documentation for agenda items are available in the room for homeowner use. Please share them. The packets are always available in the office at least four days prior to Board meetings.

Please silence all electronic devices. These proceedings may be recorded to assist with the preparation of minutes. The Board appreciates your cooperation.

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Arrival	Board Member	Positon	Departure
		Steve Huffman	President	
		Joan Haradon	Vice President	
		Linda Cook	Secretary	
		Will Vizzard	Treasurer	
		Vacant	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on January 4, 2017 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.
- b. **Board Announcements**
 - i. Training for committee members is forthcoming
 - ii. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on University Ave. Lots**
- b. **Architectural Review Committee Pages 7-9**
- c. **Finance Committee**
- d. **Grounds Committee**

- e. Insurance, Legal and Safety Committee.....Page 10
- f. Outreach Committee

IV. MANAGEMENT REPORTS

- a. Operations Report..... Pages 11-13
- b. Master Calendar ReportPage 14

V. HOMEOWNER CORRESPONDENCE.....Page 15-16

VI. HOMEOWNER FORUM

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

- VII. CONSENT CALENDAR** In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. Please review the items prior to the meeting so that you may have your questions answered in advance. Action required: Board Resolution.
Proposed Resolution: The Board approves Consent Calendar items A to C as presented.

Begin Consent Calendar

- a. **Approval of Minutes December 7, 2016 Open Session..... Pages 17-21**
 Proposed Resolution: The Open Session minutes dated December 7, 2016 are approved as presented.
- b. **Financial Statement: November 2016 Pages 22-33**
 Proposed Resolution: The Board accepts the November 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$32,090 and reserve funding of \$1,831,744 compared to the reserve funding budget of \$1,801,426. The reserves are funded through November 2016. The Association has \$269,104 in operating funds, which represents 1 month of budgeted expenses and reserve contributions. The Association has \$5,498,235 in reserve funds.
- c. **Architectural Applications Pages 34-36**
 The Architectural Review Committee met on December 12, 2016 to review the enclosed applications.

Proposed Resolution: The Board confirms the recommendations of the committee.

<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
2263 Swarthmore Drive	Window Replacement	Approval
23 Adelphi Circle	Window Replacement	Approval
606 Elmhurst Circle	HVAC replacement	Emergency Approval provided

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. Discussion Item – Board Goals

The Directors will discuss possible 2017 Goals. The 2016 Goals with updates in *italics* follow:

- Appoint committee to evaluate options for use of lot on University Avenue and report to the Board including potential costs and benefits of each option.
The committee was appointed and eliminated these options early: sell the land, develop it for commercial use and develop Nepenthe homes there. At this point viable options are striping it for uncovered parking and/or erecting single car garages for the storage of vehicles and/or household goods. This goal can be revised with new targets for 2017.
- Map and develop funding strategies for maintenance and renovation of underground utilities.
Clearly this goal needs to continue into the new year. Underground utilities are the great unknown when we try to understand future maintenance costs. We will have to spend money to better understand the extent and condition of sewers, water pipes and electrical lines. It would best be assigned to an ad-hoc committee composed of members with engineering backgrounds. Do we want to map all known underground utilities? What benefits would come from doing that? It seems a proactive approach is needed for storm and sanitary sewers, but electrical and water lines can be replaced as needed.
- Obtain outside funding for turf renovations and low-water use irrigation methods.
We made great progress against this goal in 2016! We understand much more about the subject now and did actually get funding from the City. This does not have to be a Board goal; rather it can be delegated to the Grounds Committee as an ongoing project.
- Research renovation or replacement of current landscape lighting.
Some progress has been made, but we need much more work to be done in 2017. Our current lighting is old and needs replacement fairly soon, but simply replacing it as it is now will not be good enough. We need to consider safety and

should obtain expert help. An ad-hoc committee is needed composed of members from the ARC, The Insurance, Legal & Safety Committee and the Grounds Committee. Many underground electrical lines can be replaced at the same time.

The goals below were put forward last month by Management as possible future goals. Notes have been added:

- Complete irrigation improvements along all street frontages in the community by converting to subterranean drip or low flow nozzles.
Combine this goal with the other irrigation project.
- Address noise, pollution and homeless problems along Howe Avenue frontage by approaching the City of Sacramento and requesting that a sound wall be built.
Defer to 2018. Attaining the other, in-process goals will be challenging enough.

Proposed 2017 goals. The goals as listed below reflect input from the Board members to management:

- Develop well-defined use options for the University lot by **March 2017** to include investment amount, annual maintenance costs and rental rates.
- Investigate the condition of the underground sewers we own and the long-term cost to replace them. Have a complete report by the **July 5** Board meeting. Integrate the costs into the next Reserve Study.
- Form an ad-hoc committee, whose task is to estimate the cost of replacing lighting in the common area, considering the condition of current lighting, safety and future electricity use. Produce a map showing the location of fixtures, their specifications and a multi-year budget for use in the reserve study. Have the final report to the Board for its **September 6** meeting so that the projected costs can be integrated into the next reserve study.
- Present existing governing documents pertaining to committees (Bylaws, general standards and practices for committees, committee-specific standards and practices and the charters for each committee) to the Board as a discussion item of new business at its February 1 meeting. Each Board Liaison to then meet with each committee to revise documents as needed and recommend new documents to the Board at the **March 1** meeting. Two Directors shall be appointed to provide oversight for training committee chairs on community association governance and the general standards and practices for committees by the end of March 2017.

b. Discussion Item: Shall the Board Create a Policy to Address Requests from Homeowners to Fence in Small Portions of the Common Area?

Directors Huffman and Haradon conducted a teleconference with general counsel Brad Epstein on this subject. Mr. Epstein recommended that the Board consider adopting a procedure and criteria for reviewing requests from homeowners wishing to relocate fences. Because the fences are located in a variety of ownership vehicles (Common Area, private easements, public utility easements and privately owned lots) and there

are various maintenance mechanisms in place, there are a number of factors to review each time such a request is made. Therefore, Director Huffman and Director Haradon do not believe a general policy is needed. It was suggested that the Architectural Guidelines could be amended to include applications for the relocation of fences.

Action required: Board discussion and possible resolution.

IX. NEW BUSINESS

a. Proposals for Tree Work..... Pages 37-47

Arborist Paul Dubois of The Grove Total Tree Care walked the property on November 29, 2016 accompanied by Grounds Committee member Elsa Morrison, Grounds Chair Pam Livingston and General Manager Bettsi Ledesma. The purpose of the walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous and to complete an overview inspection of the trees in Zone 4. His report was provided to the Grounds Committee who reviewed it via email and asked Mr. Dubois to prepare the enclosed proposals for Board action.

The specific work identified is as follows:

- Tree # 1215 Ash (*Fraxinus pennsylvanica*) next to 306 Dunbarton Cir. Developing tree, need to have stakes removed and structural pruning for proper development. \$150.00.
- Tree’s #1217, 1219 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have several structural defects along with beetle infestation Recommend removal and replacement. \$720.00.
- Tree’s #1216, 1218 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have beetle infestation. Recommend Safari Drench to combat beetle. \$260.00.
- Tree #1232 Birch (*Betula pendula*) next to 502 Dunbarton. Tree appears healthy, but does have large cavity in trunk with some decay. The tree does have beetle infestation. My recommendation is to retain and monitor tree health. Safari Drench to combat beetle. \$130.00
- Tree #1083 Linden (*Tilia cordata*) next 1112 Dunbarton. Tree appears to be healthy. Full canopy. My recommendation is to structurally prune tree, retain and monitor. \$360.00
- Tree #705 Cherry (*Prunus serrulata*) at 1009 Dunbarton. Tree has several structural defects with cavities on trunk (Figure 6). The tree is leaning on the fence at the address. Recommend removal. \$380.00

ReportPages 37-44
 ProposalPages 45-47

Action Required: Board resolution

Proposed Resolution: The Board approves the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$2,000, payable from Reserves which has a 2017 allocation for tree work of \$122,010.

- b. Application for installation of a metal canopy at 504 Dunbarton Circle.....Pages 48-56**
This application is for an item which there is no criteria. Attached is the full application and the report from the ARC Committee with their opinions on the improvement?

ApplicationPages 48-53
Photo of AdditionPages 54
Committee Opinion.....Pages 55-56

Proposed Resolution: The Board of Directors approves/denies application as presented.

X. HOMEOWNER FORUM

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XI. NEXT MEETING: Wednesday, February 1, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Monday, December 12, 2016 at 4:30 pm in Clubhouse

Members present: Alan Watters, acting chair; Jan Summers, Joel Weeden, Bill Henle, Diane Vanderpot.

Present: Joan Haradon, Board Liaison; Bettsi Ledesma, Community Manager; Gary Doerr and his contractor Gary; Jan Wadsworth, Kathy Waugh

A. Welcome and Opening Remarks. Introductions.

B.1. Homeowner requests not voted on:

1. **23 Adelphi Court** – Marcia Mortensson – Windows replacement in this 1100 model. is asking the ARC and BOD to approve two different proposals: both Renewal by Andersen brand windows via Hall’s contractor and Amerimax brand windows by Luxem contractors.

B. Replace via retrofit installation all 5 windows and patio doors with Renewal by Andersen dual-paned Fibrex windows: installing one 200 Series Perma-Shield sliding patio door and 4 Series 100 slider windows. Status: application temporarily on hold while contractor is queried.

B.2. Homeowner Requests Recommended to be Approved. (With conditions if so noted.)

1. **2263 Swarthmore Drive** – Valerie Weekly – Replace windows in this 5000 Model: replace via retrofit installation all 8 windows and patio doors by contractor Luxem Design & Construction: replace 6 windows using Amerimax’s vinyl-framed Craftsman Portrait Series sliding windows with exterior color to be manufacturer’s “Bronze. Replace 2 patio doors using Amerimax’s vinyl-framed New Horizons Series patio doors, with exterior color to be manufacturer’s “Bronze.” Vote: Four in Favor; with One abstention, citing lack of information about the window frames’ visible width. **Approval Recommended.**

2. **23 Adelphi Court** – Marcia Mortensson – Windows replacement in this 1100 model. She is asking the ARC and BOD to approve two different proposals: both Renewal by Andersen brand windows via Hall’s contractor and Amerimax brand windows by Luxem contractors.

A. Replace via retrofit installation all 5 windows and patio doors by contractor Luxem Design & Construction: replace 4 windows using Amerimax’s vinyl-framed Craftsman Portrait Series sliding windows with exterior color to be manufacturer’s “Bronze. Replace 1 patio door using Amerimax’s vinyl-framed New Horizons Series patio doors, with exterior

color to be manufacturer's "Bronze." Vote: Four in Favor; with One abstention, citing lack of information about the window frames' visible width. **Approval Recommended.**

3. **606 Elmhurst Circle** – Kathy Waugh – HVAC replacement in this 2300 model: install new Lennox Ultimate 21 SEER 96% GE split system with a Lennox XC20-036 Elite Series with Variable capacity LH24/37X9B condenser and a Lennox EL296UH070XV368 furnace. The existing refrigerant line set will be reused. A new exterior condensate overflow drain pipe will be added under the siding and emerge over the kitchen garden window. The contractor is Bonney. There was some lack of communication about the request to make this emergency status, discussed at this meeting. Furnace is already installed; the air conditioner remains to be installed. Emergency **Approval Granted on December 12, 2016.**

B.2.A. Homeowner Requests Already Approved: none.

B.3. Homeowner Requests Not Approved: none.

C. Approval of Minutes: done via email.

D. Reviewed Non-Compliance Notices from Homeowners.

Gary Doerr, of 504 Dunbarton Circle, and his contractor, Gary, were present to discuss the "awning" or canopy shade structure installed on the side of the garage that was installed without an application. An application has now been received. It was noted that without the Board having specifically approved creating an architectural criterion authorizing such a canopy shade structure, this committee cannot note on this application. Four days later four members of the committee visited the Doerrs' backyard and inspected the canopy structure. Their collective opinion is reported elsewhere.

On the matter of the bluish cast to the glass in some windows of 2269 Swarthmore, Jan Summers volunteered to speak to the homeowner and gather information.

F. Old Business: The solar panels installation approved for 1423 Commons Drive is effectively cancelled after the company refused placing the inverter in the garage.

G. New Business: A special training session meeting was scheduled for the entire committee on Saturday, January 7, 2017 at 1 pm in the Clubhouse.

H. Next meeting. Monday, January 9, 2017, 4:30 P.M. in the Clubhouse. Special meeting on Saturday, January 7, 2017 at 1 pm in the Clubhouse.

Respectfully submitted, Alan Watters, A.R.C. secretary

ILS Committee Meeting

December 13, 2016

Dunbarton Cabana

MINUTES

In Attendance:

Nancy Arndorfer, Chair

Bill Olmsted

Steve Huffman, Board Liaison

Bill Newbill

The meeting was called to order at 5:15 p.m. by Nancy Arndorfer, Chair.

There were no minutes of a prior meeting to approve.

New Business

There was no new business to discuss.

Old Business

Bill Olmsted reported on the SMUD meeting he attended where he met the lighting expert who said that she would be happy to help Nepenthe with their ongoing lighting problems. Olmsted reported that he had sent her two emails to which she has not responded, and he will continue to attempt to contact her.

There was further discussion about the lights that Jerry Dunn had brought to the previous meeting. Olmsted and Huffman said they would take lights out into alleys and photograph them placed on garages to ultimately present to the ARC for their comments and approval for use by the residents.

There are two different approaches that need to be taken in re: the lighting situation. First, the problem in zone 7 along University Avenue and, second, the alley lighting in the remainder of the area. The goal discussed was to have a decision made and information ready to present to the Board by the end of January to present to the February 1st Board meeting.

The meeting was adjourned at 6:05 pm.

Bill Olmsted

Next HOA Board meeting is Wednesday, January 4th 5:30 pm at the Club House

Next ILS Committee meeting is Tuesday, January 10th 5:00 pm.

Nepenthe Association

Management Report – January 4, 2017

1 COMMUNICATION

The Nepenthe News was last published on December 9, 2016. The next newsletter will be published on January 6, 2017. Topics to be covered are:

- Parking Survey and Town Hall Meetings
- Holiday Parties Report
- Trash Being Left on Street
- Election Timeline

Website:

- Regular updates to contact pages have been completed.

2 ADMINISTRATION

The 2017 Master Calendar has been distributed to the Directors in their binders.

Flood Insurance has been renewed and certificates of insurance are being provided to all homeowners.

A scope of work has been prepared for website upgrades and regular maintenance. Bids are being solicited by qualified contractors.

Clubhouse and cabana rentals in December totaled \$905. This makes our total for the year \$6,875.

3 FACILITIES

The following are status updates on various facilities projects:

- Phase III Siding and Painting project is running ahead of schedule. It is approximately one-third completed.
- The sauna in the Dunbarton Cabana has now been converted into a proper storage closet.
- A scope of work for roof inspections is being prepared. The request for proposal is expected to be ready for distribution later this month.
- Roof and gutter cleanings are in process and going well with good coordination with the landscaper for the leaf clean up.
- Randy Ross Services is also preparing a bid for roof moss treatment for review at the next Board meeting.
- The pools were serviced on schedule. Service occurs three to five days each week and includes all pools and spas.
- The janitorial service performed all regular scheduled cleanings which include cleaning the clubhouse, the Dunbarton cabana restrooms and sauna and the Elmhurst cabana service restroom five days per week.

4 GROUNDS

Since the last Board meeting on December 7, 2016 management has conducted landscape walks on the following dates:

- 12/2/16, Zone 4. Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape and Don Landsittel, Zone Steward. \$3,860.70 authorized in extra work.
- 12/12/16, Zone 5. Attended by Pam Livingston, Grounds Chair; George Procida, GP Landscape and Pam Sechrist, Zone Steward. \$2,745.00 authorized in extra work.

The walk notes showing photographs of all extra work are filed in a binder in my office- Board members and homeowners interested in reviewing the walk notes are always welcome to do so.

Approved Tree Maintenance:

At the December 7, 2016 Board meeting the following trees work was authorized:

- Birch 890 at 1329 Commons, Remove & Stump Grind, \$480.00
- Interior Live Oak #887 at corner of 2312 Swarthmore, Inspect Cable System, Weight Reduction Pruning, \$720.00
- Interior Live Oak #895 at 1329 Commons, Remove Cable System, \$130.00
- Ash #1035 at 813 Dunbarton, Remove Deadwood and Over weighted Portions, \$360.00
- Redwood #738 at 903 Dunbarton, Remove Dead Top, \$360.00
- Tulips 2022, 2024 and 2082 at 1473 University, Weight Reduction and Removal of Deadwood, \$2,160.
- Structural pruning and stake removal on the following trees: Japanese Maple at 1131 Commons, Silver Maple #1003 at 703 Dunbarton, Pistache #737 at 813 Dunbarton, Redbud #588 at 1276 Vanderbilt, Crepe Myrtle #989 at 615 Dunbarton, \$480.00

This work is almost complete.

The Board will be reviewing Paul Dubois's 12/1/2016 report and recommendations at the January 4th meeting. He is recommending the following tree work:

- Tree # 1215 Ash (*Fraxinus pennsylvanica*) next to 306 Dunbarton Cir. Developing tree, need to have stakes removed and structural pruning for proper development (Figure 1)
- Tree's #1217, 1219 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have several structural defects along with beetle infestation (Figures 2& 3). Recommend removal and replacement.
- Tree's #1216, 1218 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have beetle infestation. Recommend Safari Drench to combat beetle.
- Tree #1232 Birch (*Betula pendula*) next to 502 Dunbarton. Tree appears healthy. Tree does have large cavity in trunk with some decay (Figure 4). The tree does have beetle infestation. My recommendation is to retain and monitor tree health. Safari Drench to combat beetle.
- Tree #1083 Linden (*Tilia cordata*) next 1112 Dunbarton. Tree appears to be healthy. Full canopy (Figure 5). My recommendation is to structurally prune tree, retain and monitor.
- Tree #705 Cherry (*Prunus serrulata*) at 1009 Dunbarton. Tree has several structural defects with cavities on trunk (Figure 6). The tree is leaning on the fence at the address. Recommend removal.

Management, Grounds Steward Elsa Morrison and arborist Paul Dubois will continue the monthly practice of tree walks in the community. Owners with tree concerns are welcome to forward them to the office for inclusion on the walk list. The most recent walk was November 29th and the next is planned for January 31st.

5 FINANCIAL

The November Financials were published on December 19, 2016. There is a current positive variance of \$32,090.

6 GOVERNANCE

- **Courtesy Patrol:** Since the last Board meeting, there were a total of 17 violation notices placed on vehicles in the community by the security patrol. There were 0 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- **Violations:** Since the last Board meeting, management sent 5 compliance notices, 2 regarding delinquent assessments, 2 for landscape-trim trees in patio, and 1 unauthorized object.

2017 Master Calendar

Due Date	Item	Completed Date
1/1	Fiscal Year Begins	
1/1	Office closed for New Year's	
1/2	Office closed for New Year's	
1/4	Board Meetings: Closed 4PM, Open 5:30 PM	
1/6	Nepenthe News published	
1/9	ARC Meeting 4:30pm	
1/10	Insurance, Legal and Risk Management Committee Meeting 5pm	
1/12	Grounds Committee meeting 3:00 PM	
1/18	Outreach Committee meeting 5 PM	
1/23	Finance Committee meeting 3:00 PM	
1/23	Committee Minutes due in management office	
1/25	Lock in agendas for Board meetings - 1) Appoint Inspectors of Election, Inspectors to designate address to receive ballots, date, time and location of election, poll closing time, 2) Board to designate "Record Date" of April 6, 2016, 3) Adopt goals for the year	
1/27	Manager posts agenda and distributes Board packets	
1/30	Manager to submit required records to CPA for Annual Review	
2/1	Insurance Agent to conduct annual risk assessment inspection	
2/1	Board Meetings: Closed 4 PM, Open 5:30 PM	
2/3	Nepenthe News published	
2/6	Advance Roof Design starts proposal for roof inspection and repair	
2/9	Grounds Committee meeting 3:00 PM	
2/13	ARC meeting 4:30pm	
2/14	Insurance, Legal and Risk Management Committee Meeting 5pm	
2/15	Outreach Committee meeting 5 PM	
2/20	Minimal Staffing in Office for President's Day	
2/21	Committee Minutes due in management office	
2/23	Lock in agendas for Board meetings	
2/24	Manager posts agenda and distributes Board packets	
2/27	Finance Committee meeting 3:00 PM	
2/27	Election Committee organizational meeting	
2/27	Pool contractor to inform management of any equipment needs for the pool season	

Bettsi Ledesma

From: Ann Weldy [REDACTED]
Sent: Saturday, December 10, 2016 12:43 PM
To: Bettsi Ledesma
Subject: Suggestions for Nepenthe

Dear Bettsi,

In response to your request for suggestions for our community in the December 2016 “Nepenthe News”, here are a few of my ideas:

1. By all means, please pursue the idea of a sound wall along Howe Avenue. The homes there, from the Howe Avenue overpass in the south to American River Drive in the north, are the most vulnerable in our community. They are subject to 24-hour noise, exhaust, intrusions from transients, and casually dropped trash, as well as declining property values. These homes are just as attractive and well-kept as homes elsewhere in Nepenthe, but they are not equally valued by potential buyers. Realtors are now talking about the appeal of a home “on the interior,” code for “away from Howe Avenue.” We really must address this problem, for all our sakes. It affects property values generally in our neighborhood.
2. Our HOA dues are rapidly approaching \$500 a month, while elsewhere in Campus Commons, some are below \$300 (e.g., in Village 3). I realize that we cover many important issues that others don’t, including flood and fire insurance. But I also note that some of our older residents who have lived here many years and are now on fixed incomes, may be priced out of their homes by the rising dues. When do we expect the reserves to meet the legal requirement? Is there any prospect of holding the line, or even retrenching, at some point in the future?
3. With regard to our beautiful urban forest, I still see too many small trees and unattractive “weed trees” planted where real shade trees are needed (e.g., flowering ornamentals, tupelos, etc.). Why, for example, were small trees chosen for the replanted islands on Adelphi and Colby Courts? They are in a location which will not impinge on infrastructure nor on homes and other buildings. Shade trees would have been so welcome in these areas. In this climate, relief from summer heat is essential, for pedestrians, vehicles, and homes.
4. There is a green belt between Adelphi and Colby Courts that runs from Commons Drive on the west to Howe Avenue on the east. There are sidewalks down both sides, a public sidewalk along Commons, and a small connector walk midway with a wooden bridge. But there is no way to get from one side to the other on the Howe Avenue side. It would

be a welcome addition to put a little walkway in there for those of us who walk a lot on the Howe Avenue corridor.

5. Finally, I think I am remembering correctly that the first homes in Nepenthe were constructed in 1973. If that's the right date, we have a 50th anniversary approaching in 2023. It would be nice to stage a real celebration for that occasion. There are still a few original owners living here, who should be honored for taking a chance on the new community back then and who can serve as our local historians. Many of them may have photos and other mementos of the early days. These could be scanned and copied in a larger format for a display, along the lines of "The Way We Were." It would be fun and interesting for all of us.

Thanks for lending an ear, Bettsi. I hope you get a lot of good ideas and that you can share them with the board on January 4th.

Ann

Ann Weldy
4 Adelphi Court



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
December 7, 2016, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER @ 5:30pm

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Will Vizzard	Treasurer

II. ANNOUNCEMENTS

a. Executive Session Disclosure: In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 7, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

Items of discussion include:

- Delinquency Policy
- Personnel Matters
- Contract Negotiations

b. Board Announcements- Due to the unfortunate passing of President Ivan Gennis the Board of Directors will be as follows: Director Steve Huffman, President; Director Joan Haradon, Vice President; Director Will Vizzard, Treasurer; and Director Linda Cook, Secretary.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on University Ave. Lots-** Verbal report provided at meeting.
- b. Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- c. Finance Committee-** No report given. Minutes provided to Board in their packet.
- d. Grounds Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. Insurance, Legal and Safety Committee-** Verbal report provided at meeting.
- f. Outreach Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.

IV. MANAGEMENT REPORTS

- a. Operations Report-**
 - 1. Phase III Siding and Painting continues on schedule
 - 2. Bids have been obtained for concrete bench pads for the bench at the Vanderbilt greenbelt and the one near 500 Dunbarton.

3. A scope of work for roof inspections is being prepared. The request for proposal is expected to be ready for distribution in early January.
4. Roof and gutter cleanings are in process and going well with good coordination with the landscaper for the leaf clean up.
5. Randy Ross Services is also preparing a bid for roof moss treatment for review at the next Board meeting.
6. At the November 2, 2016 Board meeting the following trees work was authorized:
 - Zelcova Trees #685,686,690 at 1113 Dunbarton: Clean and thin canopy and weight reduction pruning.
 - Pear #1512 at 1119 Vanderbilt: Weight reduction pruning.
 - Birch # 1523 at 1113 Vanderbilt: Safari Drench For beetle.
 - Birch #1032 at 801 Dunbarton: Remove & Stump Grind.
 - Birch #1577 at 1213 Vanderbilt: Remove & Stump Grind.
 - Birch #525 at 2246 Swarthmore: Remove & Stump Grind.
 - Redwoods #2061-2067 Deep Root Watering (Starting in June 2017).
7. Since the last Board meeting, there were a total of 24 violation notices placed on vehicles in the community by the security patrol. There were 2 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
8. Since the last Board meeting, management sent 12 compliance notices, 6 regarding landscape-trim trees in patio, 2 for architectural modification not within guidelines, 1 satellite dish not within guidelines, 1 nuisance-noise, 1 unsightly item, and 1 unauthorized object.

b. **Master Calendar Report-** Manager Bettsi Ledesma reviewed the calendar with the Board.

V. **HOMEOWNER CORRESPONDENCE-**Board reviewed correspondence received.

VI. **HOMEOWNER FORUM -**Comments were received on a number of topics. Management made notes of the comments for possible future Board action.

VII. **CONSENT CALENDAR-** Director Joan Haradon motioned to remove item 3 from the architectural applications. Director Will Vizzard seconded this motion and it passed unanimously.

Motion: Director Linda Cook moved to approve modified Consent Calendar

Second: Director Will Vizzard

Vote: All in favor

The Board approved Consent Calendar items A to E as presented excepting therefrom the item removed by unanimous consent: 1 architectural application as indicated below.

- 2257 Swarthmore Drive trellis cover.

Director Will Vizzard Motioned to approve 2257 Swarthmore trellis cover.

Second: Director Linda Cook

Vote: Directors Steve Huffman, Will Vizzard and Linda Cook approve. Director Joan Haradon abstain.

a. Approval of Minutes November 2, 2016 Open Session

Resolution: The Open Session minutes dated October 05, 2016 were approved as presented.

b. Financial Statement: October 2016

Resolution: The Board accepted the October 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$264,761.27 and reserve funding of \$1,500,282.13 compared to the reserve funding budget of \$1,473,894. The reserves are funded through August 2016. The Association has \$531,920.63 in operating funds, which represents 1.96 months of budgeted expenses and reserve contributions. The Association has \$5,578,800.68 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated November 18, 2016, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2356-01	\$2,156.00
1957-01	\$914.00
2112-04	\$903.47
2378-02	\$914.00

d. Architectural Applications

The Architectural Review Committee met on November 14, 2016 to review the enclosed applications.

Resolution: The Board confirmed the recommendations of the committee.

Address	Application for	Recommendation
2325 Swarthmore	Window Replacements	Approve
215 Elmhurst Circle	Window Replacements	Approve
1127 Commons Drive	HVAC repair: re-location of compressor and new lineset.	Emergency Approval provided
106 Dunbarton Circle	HVAC replacement	Emergency Approval provided

VIII. UNFINISHED BUSINESS - None

IX. NEW BUSINESS

a. Discussion Item – Board Goals

No action taken. Discussion item only. Board members agreed to review suggested goals and current goals and be prepared to discuss the matter further at the January meeting.

b. Waiver of Insurance Requirements for Consultant

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution:

We, the undersigned, Members of the Board of Directors of Nepenthe Association organized under the Non-Profit General Corporation Law of California; being all current Members of such Board as presently constituted do by this writing, consent to make the following resolution.

WHEREAS, the Board of Directors has the duty to administer the affairs of the corporation,

Management has requested insurance, license and W-9 information from Kristin Vandersluis. She has provided all required items except those checked below:

Professional Service Vendors

 X Proof of Professional Liability (or Errors and Omissions) Coverage with \$1,000,000 limit.

IT IS HEREBY RESOLVED by this action the Board of Directors has reviewed the matter and approves Kristin Vandersluis' current qualifications.

We direct that this resolution be filed in the Minute Book of the Corporation.

c. Changes to Insurance, Legal & Safety Committee

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board of Directors hereby approved this new roster for the committee:

Nancy Arndorfer, Chair

Jerry Dunn, Committee Member

Mark Gorton, Committee Member

Bill Olmsted, Committee Member

Bill Newbill, Committee Member

d. Appoint Nominating Committee

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board of Directors hereby appoints Director Cook to chair the nominating committee and also appoints homeowners Karen Lowrey and Diana Vizzard to serve on the committee.

e. Appoint members to Architectural Review Committee

Motion: Director Linda Cook

Second: Joan Haradon

Vote: All in favor

Resolution: The Board of Directors hereby appoints Jenny Smith to chair the Architectural Review Committee and also appointed Cheryll Cochrane, Bill Henle, Diane Vanderpot and Joel Weeden to serve on the committee.

f. Discussion Item: Shall the Board Create a Policy to Address Requests from Homeowners to Fence in Small Portions of the Common Area?

No action taken. Board agreed that general counsel Bradley Epstein shall be consulted on this matter.

g. Proposals for Tree Work

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$4,690, payable from Reserves which has a remaining 2016 allocation for tree work of \$56,089 +/-.

h. Flood Insurance Renewal

Motion: Director Linda Cook

Second: Director Will Vizzard

Vote: All in favor

Resolution: The Board approved the purchase of Flood Insurance for the units and assets of the association as presented by agent Ryan DeShong for the amount of \$298,846, payable from Operating Expenses.

X. HOMEOWNER FORUM-- There were no comments from the Homeowners.

XI. NEXT MEETING: Wednesday, January 4, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN @ 6: 35pm

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND ELEVEN MONTH(S) ENDED
NOVEMBER 30, 2016

CONTENTS

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THE ACCOMPANYING FINANCIAL STATEMENTS ARE SUBJECT TO AUDIT
AND ARE ONLY INTENDED FOR THE ASSOCIATION'S INTERNAL USE.

PREPARED BY:



NEPENTHE ASSOCIATION

FINANCIAL SUMMARY

Fiscal Year End: December 31, 2016

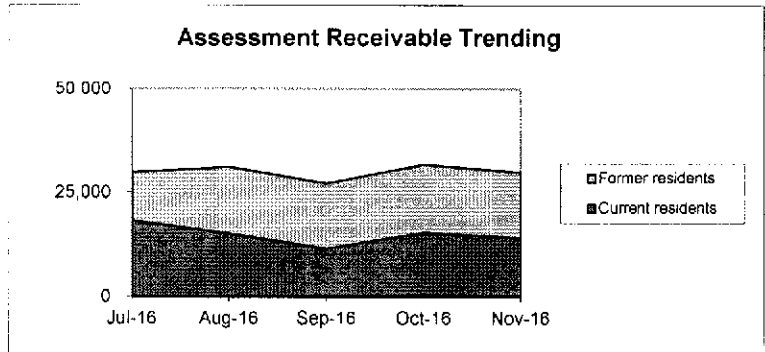
For the Month Ended: November 30, 2016

CASH SUMMARY

	This month	Last Month	Change in Cash	
Operating cash	289,254.08	551,361.27	Decrease in Cash	(282,107.19)
Reserve Cash General Reserve	5,498,235.01	5,556,919.38	Decrease in Cash	(58,684.37)
Adj Operating Cash (see note 1)	205,105.38	472,027.35	Decrease in Cash	(266,921.97)
Average budgeted expenses / month		271,629.00		
Average # of months of available cash		0.99		
Percent Funded Per 2015 Reserve Study		32%		

ASSESSMENT SUMMARY

Monthly Assessment Budget	269,629.00
Assessment Cash Received	256,395.58
Total Assessments Receivable	
0-30 days (see note 1)	6,744.94
31-60 days late	0.00
61-90 days late	3,487.00
over 90 days late	19,540.37
Total Assessments Due	29,772.31
Other Receivable	8,084.70
Total Owners Receivable	37,857.01
Past Residents Assessments Rec.	15,529.90
Prepaid Assessments	64,148.70



OPERATING SUMMARY

Category	November Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2500
Utilities	5,704	89,265	92,543	3,278	
Landscape	26,823	298,230	308,880	10,650	
Common Area	18,100	80,773	120,252	39,479	rpr & maint, janitorial extra
Management/On-Site Admin	28,509	328,228	334,906	6,678	federal tax, general counsel
Insurance	298,846	374,527	329,912	(44,615)	insurance, flood insurance
Total Operating Expenses	375,983	1,171,023	1,186,493	15,470	Spending underbudget year-to-date

RESERVE SUMMARY

Contribution to Reserves this month:	163,766.00	Rsv Disbursement this month:	224,207.05
Contribution to Rsvs Year-to-Date:	1,801,426.00	Rsv Disbursement YTD:	1,268,560.39
Interest on reserve funds Year-to-Date:	30,318.31		

ITEMS OF NOTE

1. Adj Operating Cash is calculated by Operating Account Funds minus Prepaid Assessments.
2. In a month with 31 days, assessments owed for that month would be reflected under 31-60 days late.

Nepenthe's Year To Date Cash Flow

Sources/Uses		Operations	Reserves
Beginning Balance 1/01/2016		267,381	4,935,051
	Prior year Due from Management	91	
	Prior year Due from Vendor	29	
Plus	Income	2,974,221.35	
	Reserve Investment Income		30,318.31
	Contributions to Reserves		1,801,426.00
	Pending Reserve Expense	0.00	
	Due From Vendor	0.00	
	Receivable from Mgmt	(18.85)	
	Processing Fees	0.00	
Less	Operating Expenses	(1,171,023.33)	
	Reserve Funding	(1,801,426.00)	
	Reserve Expenses		(1,268,560.39)
Ending Balance 11/30		269,254	5,498,235

Budget Report

Actual year-to-date income of \$3,004,539.66 versus year-to-date budgeted income of \$2,987,919 produced a positive year-to-date income variance of \$16,620.66.

Actual year-to-date operating expenses of \$1,171,023.33 versus year-to-date budgeted expenses of \$1,186,493 produced a positive year-to-date operating expenses variance of \$15,469.67.

The two combined variances produced a positive year-to-date variance of \$32,090.33.

Other Information

Unpaid assessments at Nov 30, 2016 were:	\$	29,772
Prepaid assessments at Nov 30, 2016 were:	\$	64,149

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
11/30/2016

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	CURRENT MONTH	PRIOR MONTH
<hr/>		
----- CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	269,104.08	551,211.27
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	5,498,235.01	5,556,919.38
	-----	-----
TOTAL CASH AND INVESTMENTS	5,767,489.09	6,108,280.65
OTHER ASSETS		
RECEIVABLE FROM MANAGEMENT	18.85	0.00
	-----	-----
TOTAL OTHER ASSETS	18.85	0.00
TOTAL ASSETS	5,767,507.94	6,108,280.65
	=====	=====
LIABILITIES		

MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	5,498,235.01	5,556,919.38
OPERATING FUND BALANCE-BEG OF YEAR	267,500.91	267,500.91
CURRENT YEAR INCOME/(LOSS)	1,772.02	283,860.36
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	5,767,507.94	6,108,280.65
	=====	=====

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine, CA 92618

As of date: 11/30/2016

Account		Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY	PETTY CASH	PTYCSH ON-SITE (CLUBHOUSE)		150.00
11110	OPERATING CHECKING	USBANK	US BANK	CKING 153495833060		113,997.91
11112	OPERATING INVESTMENT	UNION+	UNION BANK	MNYMKT 1880024236	0.20%	155,106.17
Total (Cash)						269,254.08
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK	US BANK	CHKING 153495833060		252,001.01
21138	RESERVE INVESTMENT	WELLS	WELLS FARGO	INVSMT 66896148		4,903,814.56
21139	RESERVE INVESTMENT	WELLS	WELLS FARGO	MNYMKT 66896148		342,419.44
Total (Reserves)						5,498,235.01
Grand Total						5,767,489.09

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
11/30/2016

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
GENERAL RESERVES						
PR23150 PRIVATE STS & DRIVES RESERVE	104,247.88	(104,247.88)	0.00	0.00	0.00	0.00
PR23151 SEAL COAT RESERVE	18,005.17	(18,005.17)	0.00	0.00	0.00	0.00
N23277 ROOF INSPECTIONS & REPAIR	37,312.14	(37,312.14)	0.00	0.00	(74.78)	(74.78)
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	129,243.35	(75,756.04)	98,670.00	(5,250.00)	(126,349.75)	20,557.56
N23169 SIDING REPAIR RSV	124,493.41	(124,493.41)	0.00	0.00	0.00	0.00
N23127 FENCING RESERVE	19,882.20	(19,882.20)	0.00	0.00	0.00	0.00
N22991 POLE LIGHT REPAIRS RSV	(8,281.05)	8,281.05	0.00	0.00	0.00	0.00
N23134 IRRIGATION RETROFIT ZONE 3	248,778.65	(248,778.65)	0.00	0.00	0.00	0.00
N22911 UNDERGROUND UTILITY REPR RSV	(8,078.61)	8,078.61	0.00	0.00	(20,825.00)	(20,825.00)
N22851 DUNBARTON INTERIOR RENOVATION	1,049.19	(1,049.19)	0.00	0.00	0.00	0.00
N22852 DUNBARTON CABANA EXTERIOR RENOVAT	3,447.08	(3,447.08)	0.00	0.00	0.00	0.00
N23017 CLUBHOUSE INTERIOR RENOVATION	71,524.92	(15,067.02)	34,980.00	0.00	(1,778.67)	89,659.23
N23018 CLUBHOUSE REMODEL EXTERIOR RENOVA	11,138.41	(11,138.41)	0.00	0.00	0.00	0.00
N23019 ELMHURST CABANA INTERIOR RENOVATI	30,940.53	(30,940.53)	0.00	0.00	0.00	0.00
N23020 ELMHURST CABANA EXTERIOR RENOVATI	5,124.21	(5,124.21)	0.00	0.00	0.00	0.00
N23014 CONCRETE RESERVE	11,611.43	(11,611.43)	0.00	0.00	0.00	0.00
N23001 TOUCH UP PAINT RSV	(1,683.68)	1,683.68	0.00	0.00	0.00	0.00
N23106 STREET&DRIVE INTEREST	10.76	(10.76)	0.00	0.00	0.00	0.00
N23129 BRIDGE MAINTENANCE	90.50	(90.50)	0.00	0.00	0.00	0.00
N23130 MISCELLANEOUS RSV	3,368.85	34,568.31	15,565.00	(338.13)	(5,837.50)	47,326.53
N23138 RESERVE UPDATE RSV	420.48	(420.48)	0.00	0.00	0.00	0.00
N23140 IRRIGATION RETROFIT ZONE 6	111,325.08	(111,325.08)	0.00	0.00	0.00	0.00
N23141 ONGOING IRRIGATION REPAIRS	(158.15)	158.15	0.00	0.00	0.00	0.00
23103 INTEREST ON RESERVE FUNDING	9,664.38	(9,664.38)	30,318.31	0.00	0.00	30,318.31
23017 CLUBHOUSE REMODEL RESERVES	(2,165.86)	2,165.86	0.00	0.00	0.00	0.00
23133 IRRIGATION RESERVES	(7,758.57)	7,758.57	0.00	0.00	0.00	0.00
22930 PARK RESERVE	(9,961.60)	9,961.60	0.00	0.00	0.00	0.00
N23270 UNIT EXTERIOR RESERVE	3,612,424.37	494,032.80	1,305,128.00	(108,612.75)	(466,429.11)	4,836,543.31
N23271 MAIN CLUBHOUSE AREA RSV	122,488.45	(9,882.89)	52,690.00	0.00	(50,445.01)	114,850.55
N23272 DUNBARTON CABANA AREA RSV	29,820.30	(29,820.30)	0.00	0.00	0.00	0.00
N23273 ELMHURST CABANA AREA RSV	60,690.20	(60,690.20)	0.00	0.00	0.00	0.00
N23275 GROUNDS RESERVE	192,545.13	374,671.85	292,875.00	(110,006.17)	(372,013.52)	378,072.29
22936 GARDEN RESERVE	(1,383.50)	1,383.50	0.00	0.00	0.00	0.00
N23274 COMMONS TENNIS COURT RSV	16,778.28	(16,778.28)	0.00	0.00	0.00	0.00
N23276 ADMINISTRATIVE RESERVE	(1,903.24)	2,792.25	1,518.00	0.00	(600.00)	1,807.01
TOTAL GENERAL RESERVES	4,935,051.09	0.00	1,831,744.31	(224,207.05)	(1,044,353.34)	5,498,235.01

NEPENTHE ASSOCIATION
INCOME STATEMENT
11/30/2016

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
256,395.58	269,629	(13,233.42)	14000	HOMEOWNER ASSESSMENT REVENUE	2,948,200.03	2,965,919	(17,718.97)	3,235,548	287,347.97
721.40	1,300	(578.60)	14087	EASEMENT AGREEMENT	17,509.21	14,300	3,209.21	15,600	(1,909.21)
72.86	0	72.86	14101	INTEREST ON PAST DUE ASSESSMENTS	1,447.57	0	1,447.57	0	(1,447.57)
10.00	0	10.00	14110	KEY REVENUE	685.00	0	685.00	0	(685.00)
435.00	700	(265.00)	14113	CLUBHOUSE RENTAL	5,970.00	7,700	(1,730.00)	8,400	2,430.00
0.00	0	0.00	14132	MISCELLANEOUS REVENUE	120.00	0	120.00	0	(120.00)
25.41	0	25.41	14162	OPERATING INTEREST REVENUE	283.54	0	283.54	0	(283.54)
1,756.68	0	1,756.68	14163	RESERVE INTEREST REVENUE	30,318.31	0	30,318.31	0	(30,318.31)
0.00	0	0.00	14372	PAST OWNERS REVENUE	6.00	0	6.00	0	(6.00)
259,416.93	271,629	(12,212.07)		TOTAL REVENUE	3,004,539.66	2,987,919	16,620.66	3,259,548	255,008.34
RESERVE CONTRIBUTION									
163,766.00	163,766	0.00	19758	GENERAL RESERVES	1,801,426.00	1,801,426	0.00	1,965,192	163,766.00
1,756.68	0	(1,756.68)	19803	GENERAL RESERVE INTEREST	30,318.31	0	(30,318.31)	0	(30,318.31)
165,522.68	163,766	(1,756.68)		TOTAL RESERVE CONTRIBUTION	1,831,744.31	1,801,426	(30,318.31)	1,965,192	133,447.69
93,894.25	107,863	(13,968.75)		AVAILABLE OPERATING REVENUE	1,172,795.35	1,186,493	(13,697.65)	1,294,356	121,560.65
OPERATING EXPENSES									
UTILITIES									
0.00	2,475	2,475.00	15101	ELECTRICITY	27,016.81	27,225	208.19	29,700	2,683.19
1,603.41	1,860	256.59	15102	GAS	14,200.56	20,460	6,259.44	22,320	8,119.44
216.15	248	31.85	15103	REFUSE COLLECTION	4,305.28	2,728	(1,577.28)	2,976	(1,329.28)
569.52	435	(134.52)	15105	TELEPHONE EXPENSE	5,118.38	4,785	(333.38)	5,220	101.62
3,315.22	3,395	79.78	15106	WATER	38,623.85	37,345	(1,278.85)	40,740	2,116.15
5,704.30	8,413	2,708.70		TOTAL UTILITIES	89,264.88	92,543	3,278.12	100,956	11,691.12
LAND MAINTENANCE									
26,823.00	26,823	0.00	15500	CONTRACT LANDSCAPE SERVICE	295,053.00	295,053	0.00	321,876	26,823.00
0.00	0	0.00	15504	TREE MAINTENANCE	390.00	0	(390.00)	0	(390.00)
0.00	590	590.00	15511	BACKFLOW DEVICE TEST	2,695.00	6,490	3,795.00	7,080	4,385.00
0.00	667	667.00	15597	COMMON AREA IMPROVEMENT	92.40	7,337	7,244.60	8,004	7,911.60
26,823.00	28,080	1,257.00		TOTAL LAND MAINTENANCE	298,230.40	308,880	10,649.60	336,960	38,729.60
COMMON AREA									
1,350.00	1,350	0.00	16020	CONTRACT POOL/SPA SERVICE	14,850.00	14,850	0.00	16,200	1,350.00
0.00	0	0.00	16022	POOL EQUIPMENT REPAIR	1,465.00	0	(1,465.00)	0	(1,465.00)
792.68	150	(642.68)	16027	POOL INSPECTION	2,970.75	1,650	(1,320.75)	1,800	(1,170.75)

NEPENTHE ASSOCIATION
INCOME STATEMENT
11/30/2016

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
520.00	0	(520.00)	18510	ROOF MAINTENANCE	780.00	0	(780.00)	0	(780.00)
453.14	495	41.86	18524	MATERIAL SUPPLIES	3,463.39	5,445	1,981.61	5,940	2,476.61
0.00	190	190.00	18526	PEST CONTROL	350.00	2,090	1,740.00	2,280	1,930.00
1,525.00	1,525	0.00	18531	JANITORIAL SERVICE	15,493.00	16,775	1,282.00	18,300	2,807.00
32.99	220	187.01	18532	JANITORIAL SUPPLIES	1,666.15	2,420	753.85	2,640	973.85
0.00	20	20.00	18534	FIRE EXTINGUISHER	245.33	220	(25.33)	240	(5.33)
0.00	150	150.00	18544	LIGHT REPAIRS	195.00	1,650	1,455.00	1,800	1,605.00
39.50	300	260.50	18564	SPECIAL SECURITY	1,877.38	3,300	1,422.62	3,600	1,722.62
1,000.00	1,200	200.00	18579	PATROL SERVICE	12,000.00	13,200	1,200.00	14,400	2,400.00
12,153.20	4,900	(7,253.20)	18736	GUTTER & DOWNSPOUT CLEANING	13,453.20	53,900	40,446.80	58,800	45,346.80
0.00	200	200.00	18767	REPAIR & MAINTENANCE	6,030.31	2,200	(3,830.31)	2,400	(3,630.31)
233.31	200	(33.31)	18905	KITCHEN SUPPLIES	1,630.67	2,200	569.33	2,400	769.33
0.00	4	4.00	18957	JANITORIAL EXTRA	3,940.00	44	(3,896.00)	48	(3,892.00)
0.00	28	28.00	18986	FITNESS CONTRACT	362.65	308	(54.65)	336	(26.65)
18,099.82	10,932	(7,167.82)		TOTAL COMMON AREA	80,772.83	120,252	39,479.17	131,184	50,411.17
				MANAGEMENT/ON-SITE ADMIN EXP					
225.00	10	(215.00)	18001	COMMUNITY WEBSITE	(963.00)	110	1,073.00	120	1,083.00
92.83	100	7.17	18003	COMMUNITY EVENTS/PROGRAMS	(1,505.07)	1,100	2,605.07	1,200	2,705.07
0.00	100	100.00	18008	VOLUNTEER RECOGNITION	0.00	1,100	1,100.00	1,200	1,200.00
0.00	50	50.00	18092	EDUCATION/ADULT PROGRAM	767.00	550	(217.00)	600	(167.00)
6,818.39	6,800	(18.39)	19109	CONTRACT MANAGEMENT	75,002.29	74,800	(202.29)	81,600	6,597.71
0.00	162	162.00	19101	CPA SERVICES	1,890.00	1,782	(108.00)	1,944	54.00
0.00	100	100.00	19104	FEDERAL TAX EXPENSE	7,967.08	1,100	(6,867.08)	1,200	(6,767.08)
0.00	100	100.00	19105	FRANCHISE TAX BOARD	1,725.00	1,100	(625.00)	1,200	(525.00)
0.00	3	3.00	19106	TAXES & LICENSES	65.00	33	(32.00)	36	(29.00)
0.00	300	300.00	19108	GENERAL COUNSEL SERVICE	8,375.38	3,300	(5,075.38)	3,600	(4,775.38)
1,014.56	2,100	1,085.44	19111	MANAGEMENT REIMBURSABLE	15,651.43	23,100	7,448.57	25,200	9,548.57
73.19	5	(68.19)	19112	POSTAGE, ON-SITE	555.04	55	(500.04)	60	(495.04)
0.00	5	5.00	19116	ADMINISTRATIVE MISC	0.00	55	55.00	60	60.00
0.00	35	35.00	19117	DUES & PUBLICATIONS	923.95	385	(538.95)	420	(503.95)
35.00	35	0.00	19119	BANK FEES	385.00	385	0.00	420	35.00
12,687.65	14,250	1,562.35	19124	ON-SITE STAFF	145,960.07	156,750	10,789.93	171,000	25,039.93
79.38	79	(0.38)	19126	DELINQUENCY MONITORING	349.40	869	519.60	948	598.60
0.00	30	30.00	19132	OPERATING CONTINGENCY	643.07	330	(313.07)	360	(283.07)
0.00	1	1.00	19143	LEGAL-COLLECTIONS	988.05	11	(977.05)	12	(976.05)
0.00	4	4.00	19170	SPECIAL PROJECT MANAGEMENT	0.00	44	44.00	48	48.00
46.00	130	84.00	19172	ACCOUNTING REIMBURSABLES	1,086.25	1,430	343.75	1,560	473.75
(140.69)	100	240.69	19174	AMS COLLECTION EXPENSE	1,683.92	1,100	(583.92)	1,200	(483.92)
0.00	175	175.00	19178	PROPERTY TAX	1,426.04	1,925	498.96	2,100	673.96
0.00	10	10.00	19207	ANNUAL ELECTION EXPENSE	0.00	110	110.00	120	120.00
5,029.19	5,100	70.81	19247	PAYROLL TAXES & BENEFITS	57,934.53	56,100	(1,834.53)	61,200	3,265.47
0.00	5	5.00	19252	MILEAGE REIMBURSEMENT	0.00	55	55.00	60	60.00

NEPENTHE ASSOCIATION
INCOME STATEMENT
11/30/2016

c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	5	5.00	19281	WEBSITE MONTHLY FEE	1,307.40	55	(1,252.40)	60	(1,247.40)
213.06	150	(63.06)	19295	ON-SITE OFFICE SUPPLIES	1,395.87	1,650	254.13	1,800	404.13
0.00	100	100.00	19316	INTERNET EXPENSE	0.00	1,100	1,100.00	1,200	1,200.00
335.91	353	17.09	19382	COPIER LEASE	4,614.32	3,883	(731.32)	4,236	(378.32)
0.00	49	49.00	19442	CLAC CONTRIBUTION	0.00	539	539.00	588	588.00
26,509.47	30,446	3,936.53		TOTAL MANAGEMENT/ON-SITE ADMIN E	328,228.02	334,906	6,677.98	365,352	37,123.98
				INSURANCE					
0.00	7,982	7,982.00	19107	INSURANCE	95,931.20	87,802	(8,129.20)	95,784	(147.20)
298,846.00	22,010	(276,836.00)	DC19307	FLOOD INSURANCE	278,596.00	242,110	(36,486.00)	264,120	(14,476.00)
298,846.00	29,992	(268,854.00)		TOTAL INSURANCE	374,527.20	329,912	(44,615.20)	359,904	(14,623.20)
375,982.59	107,863	(268,119.59)		TOTAL OPERATING EXPENSES	1,171,023.33	1,186,493	15,469.67	1,294,356	123,332.67
(282,088.34)	0	(282,088.34)		NET INCOME/(LOSS)	1,772.02	0	1,772.02	0	(1,772.02)

NEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 11/30/2016

c/o FirstService Residential
 15241 Laguna Canyon Rd
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FirstService Residential CA
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	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	268249	247266	274946	298425	245009	268857	281783	258370	280916	278859	257374	256396	3216449
14051 STREETS COST CENTER REVENUE	1694	0	0	0	0	0	0	0	0	0	0	0	1694
14087 EASEMENT AGREEMENT	0	1806	2530	1468	1456	1479	1461	1467	1458	1836	1826	721	17509
14101 INTEREST ON PAST DUE ASSESMEN	82	176	63	29	121	14	481	9	27	67	387	73	1530
14110 KEY REVENUE	10	20	105	20	0	80	200	105	90	40	15	10	695
14113 CLUBHOUSE RENTAL	70	830	280	1345	425	450	605	105	295	140	1060	435	6040
14132 MISCELLANEOUS REVENUE	0	0	0	0	0	120	0	0	0	0	0	0	120
14162 OPERATING INTEREST REVENUE	42	25	26	26	25	27	25	25	28	25	26	25	325
14163 RESERVE INTEREST REVENUE	707	1183	1211	3091	2290	1473	11382	1023	1403	3330	2174	1757	31026
N14463 PRIVATE ST RESERVE INTEREST	1	0	0	0	0	0	0	0	0	0	0	0	1
14372 PAST OWNERS REVENUE	0	0	0	0	0	0	6	0	0	0	0	0	6
TOTAL REVENUE	270855	251306	279161	304404	249326	272501	295944	261104	284217	284297	262862	259417	3275394
RESERVE CONTRIBUTION													
19758 GENERAL RESERVES	156024	163766	163766	163766	163766	163766	163766	163766	163766	163766	163766	163766	1957450
19803 GENERAL RESERVE INTEREST	707	1183	1211	3091	2290	1473	11382	1023	1403	3330	2174	1757	31026
N19806 STREET & DRIVE RESERVE INTERES	1	0	0	0	0	0	0	0	0	0	0	0	1
PR1985 STREETS RESERVES	1704	0	0	0	0	0	0	0	0	0	0	0	1704
TOTAL RESERVE CONTRIBUTION	158436	164949	164977	166857	166056	165239	175148	164789	165169	167096	165940	165523	1990181
AVAILABLE OPERATING REVENUE	112418	86357	114184	137547	83270	107262	120796	96315	119048	117202	96922	93894	1285214
OPERATING EXPENSES													
UTILITIES													
15101 ELECTRICITY	3946	2903	3107	2354	2627	2579	2725	2562	0	5498	2661	0	30963
15102 GAS	1215	1301	1008	876	1671	2010	1619	228	1168	790	1926	1603	15415
15103 REFUSE COLLECTION	53	556	461	218	347	1588	9	181	168	273	286	216	4358
15105 TELEPHONE EXPENSE	125	797	529	390	525	-24	489	492	495	492	364	570	5243
15106 WATER	4939	3103	3541	3148	4299	3348	4022	2554	3027	3658	4609	3315	43563
TOTAL UTILITIES	10277	8660	8646	6987	9470	9502	8864	6017	4858	10711	9846	5704	99542
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	26823	26823	26823	26823	26823	26823	26823	26823	26823	26823	26823	26823	321876
15504 TREE MAINTENANCE	0	0	0	0	0	0	210	0	0	0	180	0	390
15511 BACKFLOW DEVICE TEST	0	0	0	0	0	0	2695	0	0	0	0	0	2695
15597 COMMON AREA IMPROVEMENT	0	0	0	0	0	0	92	0	0	0	0	0	92
TOTAL LAND MAINTENANCE	26823	26823	26823	26823	26823	26823	29820	26823	26823	26823	27003	26823	325053

NEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 11/30/2016

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	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
COMMON AREA													
16020 CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	16200
16022 POOL EQUIPMENT REPAIR	0	0	0	0	0	0	0	1465	0	0	0	0	1465
16027 POOL INSPECTION	0	0	0	0	490	0	0	159	1529	0	0	793	2971
18510 ROOF MAINTENANCE	0	0	0	260	0	0	0	0	0	0	0	520	780
18524 MATERIAL SUPPLIES	532	257	369	767	145	0	166	435	380	437	54	453	3996
18526 PEST CONTROL	0	0	0	0	0	0	0	350	0	0	0	0	350
18531 JANITORIAL SERVICE	1525	0	1525	1525	1575	1525	1525	1670	1573	1525	1525	1525	17018
18532 JANITORIAL SUPPLIES	412	0	0	388	0	296	84	298	0	224	343	33	2078
18534 FIRE EXTINGUISHER	0	0	0	0	0	0	0	0	0	245	0	0	245
18544 LIGHT REPAIRS	0	0	0	0	195	0	0	0	0	0	0	0	195
18564 SPECIAL SECURITY	0	198	0	207	0	1079	0	0	0	354	0	40	1877
18579 PATROL SERVICE	0	1000	3000	1000	1000	0	1000	1000	1000	1000	1000	1000	12000
18736 GUTTER & DOWNSPOUT CLEANING	267	89	0	506	267	0	0	0	149	0	289	12153	13720
18767 REPAIR & MAINTENANCE	212	224	73	599	407	1985	503	0	1249	681	309	0	6242
18905 KITCHEN SUPPLIES	191	81	184	123	180	168	145	149	103	173	90	233	1822
18957 JANITORIAL EXTRA	0	0	0	0	0	0	3800	0	0	140	0	0	3940
18986 FITNESS CONTRACT	85	0	0	85	0	0	193	0	0	85	0	0	448
TOTAL COMMON AREA	4574	3200	6501	6810	5609	6404	8766	6876	7332	6215	4960	18100	85347
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	0	0	0	0	0	0	0	0	0	-1188	0	225	-963
18003 COMMUNITY EVENTS/PROGRAMS	5	0	0	410	40	166	42	10	111	-2271	-105	93	-1501
18092 EDUCATION/ADULT PROGRAM	62	31	69	265	27	0	32	-53	66	330	0	0	829
19109 CONTRACT MANAGEMENT	6818	6818	6818	6818	6818	6818	6818	6818	6818	6818	6818	6818	81821
19101 CPA SERVICES	0	0	0	1890	0	0	0	0	0	0	0	0	1890
19104 FEDERAL TAX EXPENSE	0	1335	0	0	1800	0	1800	1232	0	1800	0	0	7967
19105 FRANCHISE TAX BOARD	711	0	0	0	0	0	1725	0	0	0	0	0	2436
19106 TAXES & LICENSES	61	35	0	0	30	0	0	0	0	0	0	0	126
19108 GENERAL COUNSEL SERVICE	5716	0	956	644	1398	1087	0	698	316	2763	514	0	14092
19111 MANAGEMENT REIMBURSABLE	20328	250	1487	1013	1134	1136	5201	1090	1060	963	1304	1015	35979
19112 POSTAGE, ON-SITE	76	30	63	10	0	139	113	31	0	96	0	73	631
19117 DUES & PUBLICATIONS	0	425	33	0	26	0	0	0	0	0	440	0	924
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	16133	13207	12430	12644	12478	12879	19020	12662	12769	12553	12630	12688	162093
19126 DELINQUENCY MONITORING	486	-252	96	172	73	202	-171	235	9	27	-120	79	835
19132 OPERATING CONTINGENCY	607	0	0	0	0	263	0	0	0	380	0	0	1250
19143 LEGAL-COLLECTIONS	0	0	0	738	250	0	0	0	0	0	0	0	988
19172 ACCOUNTING REIMBURSABLES	55	0	417	183	106	49	78	27	53	47	81	46	1142
19174 AMS COLLECTION EXPENSE	-144	329	477	510	685	65	-920	175	230	665	-390	-141	1540
19178 PROPERTY TAX	0	195	0	0	0	0	0	282	0	0	949	0	1426
19247 PAYROLL TAXES & BENEFITS	6453	4864	5672	5264	4964	5143	7463	5019	4521	4987	5008	5029	64388

NEPENTHE ASSOCIATION
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 Irvine CA 92618

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
19281 WEBSITE MONTHLY FEE	0	0	0	0	0	0	1200	0	107	0	0	0	1307
19295 ON-SITE OFFICE SUPPLIES	43	204	0	158	213	67	59	131	123	76	152	213	1439
19382 COPIER LEASE	1061	260	317	317	438	0	656	734	328	328	902	336	5676
19442 CLAC CONTRIBUTION	5	0	0	0	0	0	0	0	0	0	0	0	5
19505 CC&R REVISION	6296	0	0	0	0	0	0	0	0	0	0	0	6296
TOTAL MANAGEMENT/ON-SITE ADM	64808	27766	28869	31069	30515	28049	43151	29125	26547	28410	28218	26509	393036
INSURANCE													
19107 INSURANCE	15984	7982	15964	7982	7982	8498	7982	7982	7982	15779	7797	0	111916
DC1930 FLOOD INSURANCE	0	-13500	-6525	-225	0	-173	0	0	173	0	0	298846	278596
TOTAL INSURANCE	15984	-5518	9439	7757	7982	8325	7982	7982	8155	15779	7797	298846	390512
TOTAL OPERATING EXPENSES	122466	60930	80279	79446	80400	79103	98583	76824	73716	87938	77823	375983	1293490
<i>NET INCOME/(LOSS)</i>	<i>-10048</i>	<i>25427</i>	<i>33905</i>	<i>58101</i>	<i>2870</i>	<i>28159</i>	<i>22212</i>	<i>19491</i>	<i>45332</i>	<i>29264</i>	<i>19099</i>	<i>-282088</i>	-8276



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

Date: 11/29/2016
Name: Valerie Weekly
Address: 2243 Swarthmore Dr.

Phone: 541-292-4980
Email: vweekly@hotmail.com
House Model: 5000

What improvement are you applying for? One improvement per application, please.

These items can be approved in management office:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

If you have an improvement not listed, describe it here:

These items require ARC & Board approval:

- Air Conditioner / Heat Pump Replacement
- Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window – new construction
- Window – Security Features/Bars
- Window – Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure – Trellis, Awnings, Sails, Etc.
- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor’s proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

Valerie Weekly 11/29/16
Signature Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: _____ Date: _____

The Board of Directors will review for final approval at their next open session on _____.



HOME IMPROVEMENT APPLICATION

Nepenthe Association
C/O Merit Property Management, Inc.
1131 Commons Dr., Sacramento, CA 95825

email: mm95825@yahoo.com

Phone: 916-929-8380; Fax: 916-929-1773

House Model Number: 1100

NAME: MARCIA MORTENSSON
ADDRESS: 13 Adelphi Ct
PHONE: 916 2818101
SIGNATURE: [Signature]
DATE: 1
ALT. PHONE: 916 546 2011

SUBMITTAL CHECK LIST: (Please attach the following to this Home Improvement Application if applicable)

- Facing, Adjacent and Impacted Neighbor Statement when the change is visible from the exterior
- Set of Drawings - Should include details of dimensions, height, distance from fencing, size, design, color and materials. Location of drains must be included on drawings. Please fold plans to 8 1/2" x 11".

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

- Front Door (only approved doors)
- Screen Door (only approved doors)
- Rear Patio (if visible from common areas)
- Garage (only approved garage doors) *

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

- Trellis (Floral/Overhead) (size, type, color) **
- Shed/Outbuilding

ROOF

- Chimney Caps
- Gutter/Downspouts
- Satellite Dishes *
- Skylight (**attach inspection fee)
- Solar Energy Roof Panels (**attach inspection fee)
- Solar Tubes (**attach inspection fee)

UTILITIES

- Air Conditioner/Heat Pump (placement & size)
- Gas Line and Meter (**attach inspection fee)

WINDOWS

- Garden
- Exterior - sun screen
- Exterior window - security
- Replacement - Frames and Glass (only approved windows, frame size, and color)
- Interior Coverings

SMALL EXTERIOR INSTALLATION

- Burglar Alarm
- Hand Rail (type and placement)
- Mail box insert (type and placement)
- Mail Slot (type and placement)
- Wire & Pipe installations
- Vent Relocations (placement) (**attach inspection fee)
- Signs (Nepenthe provides house numbers. Call the office. No exceptions)

OTHER Please describe in detail Replacing.
1. front LR 3. office 5. master slider
2. kitchen 4. master

*automatic approval from office if following Nepenthe criteria

**attach completion inspection fee - certain changes require post installation inspection by Nepenthe agent. Fee is \$40. Check must be attached.

DO NOT WRITE BELOW THIS LINE (For Committee Use Only)

The Architectural Review Committee has determined that the above submittal is:

- Approved Approved With Conditions Disapproved as Submitted

ARC Chair Alan T. Walters Date 12/12/16

- See notes on plans.
- See comments below and/or on reverse
- Resubmit with more details for Andersen windows
- Resubmit patio cover with additional dimensions and elevation.
- Submit originally reviewed plans with revised drawings.

COMMENTS:

Luxem contractors' Amerimax windows proposal approved

Final Inspection Required: Yes No

SCANNED



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
 916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

Date: 11/30/16	Phone: 916-920-4628
Name: KATHY WAUGH	Email:
Address: 606 ELMHURST CIR. 95825	House Model:

What improvement are you applying for? One improvement per application, please.

These items can be approved in management office:

- Front door from approved styles
- Screen door from approved styles
- Garage man door from approved styles
- Garage vehicle door from approved styles
- Cable/Satellite installations
- Mail Box
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items require ARC/Board approval:

- Air Conditioner/Heat Pump Replacement
- Window or Patio Slider Replacement
- Creating New Window in a Wall
- Window Security Features/Bars
- Window- Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure- Trellis, Awnings, Sails, Etc.
- Trellis- Floral Support-Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool or Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding/Shed

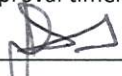
If you have an improvement not listed, describe it here:

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

 _____ 11/30/16 _____
 Signature Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval
 Chair: Alan T. Haller Date: Dec. 12, 2016

The Board of Directors will review for final approval at their next open session on _____.



December 1, 2016

The Nepenthe Association
Bettsi Ledesma
1131 Commons Dr.
Sacramento, CA 95825
Phone: (916) 929-8380
Email: Bettsi.Ledesma@fsresidential.com

On November 29, 2016, I inspected several trees on the Nepenthe property during the monthly tree walk. The focus of the walk was to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the following trees and my recommendations are below.

- Tree # 1215 Ash (*Fraxinus pennsylvanica*) next to 306 Dunbarton Cir. Developing tree, need to have stakes removed and structural pruning for proper development (Figure 1)
- Tree's #1217, 1219 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have several structural defects along with beetle infestation (Figures 2& 3). Recommend removal and replacement.
- Tree's #1216, 1218 Birch (*Betula pendula*) next to 306 Dunbarton Cir. Both trees have beetle infestation. Recommend Safari Drench to combat beetle.
- Tree #1232 Birch (*Betula pendula*) next to 502 Dunbarton. Tree appears healthy. Tree does have large cavity in trunk with some decay (Figure 4). The tree does have beetle infestation. My recommendation is to retain and monitor tree health. Safari Drench to combat beetle.
- Tree #1083 Linden (*Tilia cordata*) next 1112 Dunbarton. Tree appears to be healthy. Full canopy (Figure 5). My recommendation is to structurally prune tree, retain and monitor.
- Tree #705 Cherry (*Prunus serrulata*) at 1009 Dunbarton. Tree has several structural defects with cavities on trunk (Figure 6). The tree is leaning on the fence at the address. Recommend removal.

9530 Elder Creek Road, Sacramento CA 95829
OFFICE: 916-231-8733 FAX: 916-856-5410

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

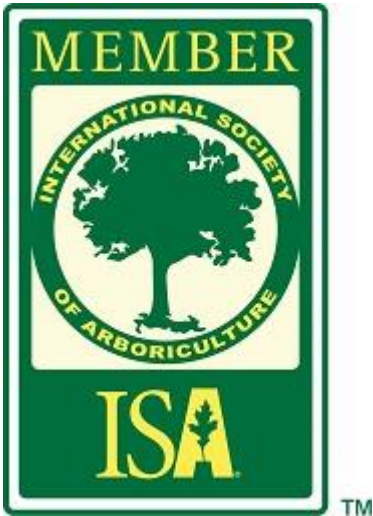


Figure 6

*This report is based on a basic visual inspection of the trees listed above. It is recommended that a more detailed evaluation of the trees be on a case by case basis at the request of Nepenthe association.

Sincerely,

Paul Dubois
The Grove Total Tree Care
ISA Certified Arborist WE-9034AU
Qualified Tree Risk Assessor



9530 Elder Creek Road, Sacramento CA 95829
OFFICE: 916-231-8733 FAX: 916-856-5410

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES

December 27, 2016



The Nepenthe Association
 Bettsi Ledesma
 1131 Commons Dr.
 Sacramento, CA 95825
 Phone: (916) 929-8380
 Email: Bettsi.Ledesma@fsresidential.com

**Re: Tree Work Contract
 December Arborist Report**

This commercial bid is to provide labor and material as stated below. All tree work is in accordance with ANSI A300 standards and the scope of work referenced in Addendum #1.

Work Description

Tree Species	Qty.	Service Description	Location	Cost
Tree's # 1217, 1219 Birch	2	Removal & Stump Grind	306 Dunbarton Cir.	\$720.00
TOTAL CONTRACT PRICE				\$720.00

Tree Species	Qty.	Service Description	Location	Cost
Tree #1232 Birch	1	Inspection of Cable, Weight reduction pruning	502 Dunbarton Cir.	\$130.00
TOTAL CONTRACT PRICE				\$130.00

Tree Species	Qty.	Service Description	Location	Cost
Tree's #1216, 1218 Birch	2	Safari Drench to combat beetle.	306 Dunbarton Cir.	\$260.00
TOTAL CONTRACT PRICE				\$260.00

Tree Species	Qty.	Service Description	Location	Cost
Tree #1215 Ash	1	Remove old tree stakes and structural pruning for proper development	306 Dunbarton Cir.	\$150.00
TOTAL CONTRACT PRICE				\$150.00



Tree Species	Qty.	Service Description	Location	Cost
Tree #1083 Linden	1	structurally prune tree	1112 Dunbarton	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
Tree #705 Cherry	1	Weight reduction and deadwood	1009 Dunbarton	\$380.00
TOTAL CONTRACT PRICE				\$380.00

Total Contract Price **\$2,000** **Initial**

Notes: 1. Addendum #1 is incorporated and an enforceable part of this contract. 2. This proposal may be withdrawn by us if not accepted within 30 days.

Terms: Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. The Grove Total Tree Care is not to be held liable for damage to irrigation when grinding stumps. Tree pruning shall include removal of all trimmings and cleanup. Our workers are fully covered by Worker's Compensation and our firm covered by liability insurance

Vendor:
 The Grove
A division of Carson Landscape Industries
 9530 Elder Creek Road, Sacramento, CA 95829
 Contractor's License #470283
 Ph: (916) 231-8733 * Fax: (916) 856-5410
 Email: pdubois@thegrovetotaltreecare.com

Client:
 The Nepenthe Association
 Bettsi Ledesma
 1131 Commons Dr.
 Sacramento, CA 95825
 Phone: (916) 929-8380
 Email: Bettsi.Ledesma@fsresidential.com

By: Paul Dubois
 Name: Paul Dubois
 Title: ISA Arborist/ Account Manager WE 9034-AU
 Date: December 27, 2016

By: _____
 Name: _____
 Title: _____
 Date: _____



Addendum 1

General Terms and Conditions

Scope of Work: All contracted services performed by The Grove are in accordance with the “Practical Specifications for Contract Tree Management,” through the American National Standards Institute and all pruning conforms to ANSI A300 guidelines. The Grove conducts all work in compliance with ISA ANSI Z133 Standards, OSHA and all state and local regulations. Contracted tree care work includes removal of all resultant debris and job site cleanup.

Payment & Invoicing: Work will be invoiced in full upon completion. Payment is due 10 days from date of invoice. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney’s fees, and court costs.

Change Orders & Additional Work: Any alteration or deviation to this proposal involving extra cost of material and/or labor will only be executed upon written and signed orders for same, and will become an extra charge over the sum mentioned in this contract. The order must describe the scope encompassed by the change order, the amount to be added or subtracted from the contract and the effect the order will have on the schedule of progress payments, if applicable. Failure to obtain a signed Change Order does not preclude the recovery by Contractor of compensation for work performed based upon quasi contract, quantum merit, restitution or other similar legal or equitable remedies.

Tree & Stump Removal/Grinding: Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump is completed 8-12 inches below surface grade at an additional charge to the Client/Owner.

Scheduling of Work: This proposal is null and void if the jobsite conditions materially change from the time of approval of this proposal to the time work starts, such that the job costs are adversely changed. Scheduling of work is dependent on weather conditions and workloads.

Permits, Fees & Assessments: Unless otherwise agreed to in writing by both parties, the owner assumes full responsibility to obtain and pay for all necessary permits, fees, property taxes, and assessments.

Disclaimer: This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. Visual inspection is reflected solely in bid provided. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by The Grove is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results.

Liability: The Grove is not responsible for damage done to sprinklers or underground utilities such as, but not limited to, cable, water, gas and electrical. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. The Grove will repair damaged irrigation lines at the Client/Owner’s expense and approval. Any illegal trespass claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.

Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Commercial General Liability Insurance: Contractor carries commercial general liability insurance written by Golden Eagle Insurance. You may call John O. Bronson Company at 916-480-4150 to verify our coverage.

Worker’s Compensation Insurance: Contractor carries worker’s compensation insurance for all employees.

Attorney’s Fees: In the event that litigation is commenced to interpret or enforce any of the rights or obligations under this Agreement, the prevailing party shall be entitled to recover his attorney’s fees and litigation expenses incurred as a result of the litigation. Said attorney’s fees and expenses shall be fixed by the court or arbitrator.

Cancellation: Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

Client/Owner: _____





Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
 916.929.8380 / nepenthe@fsresidential.com

HOME IMPROVEMENT APPLICATION

Date: DECEMBER 8, 2016
 Name: GARY & JEAN DUERN
 Address: 504 DUNBARTON CIRCLE

Phone: 716-1889
 Email: grdoevr1@gmail.com
 House Model: TS00

What improvement are you applying for? **One improvement per application, please.**

These items can be approved in management office:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

If you have an improvement not listed, describe it here:

These items require ARC & Board approval:

- Air Conditioner / Heat Pump Replacement
 Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window – new construction
- Window – Security Features/Bars
- Window – Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- * Shade Structure – Trellis, Awnings, Sails, Etc. *(RENEWABLE FOR PAINTING)*
- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

Attach the following items to your application:

1. Floor Plan (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.NepentheHOA.com) and understand that the approval timeline can take up to 90 days.

[Signature] _____ DEC 8, 2016 _____
 Signature Date

The Architectural Review Committee recommends:

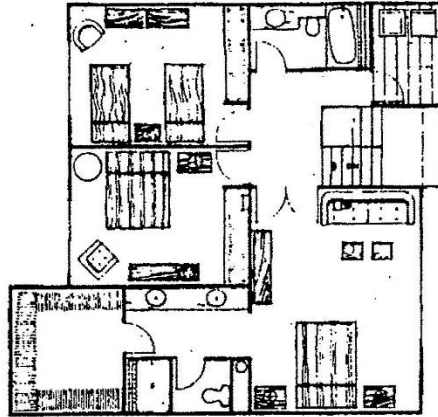
Approval Approval with Conditions Disapproval

Chair: _____ Date: _____

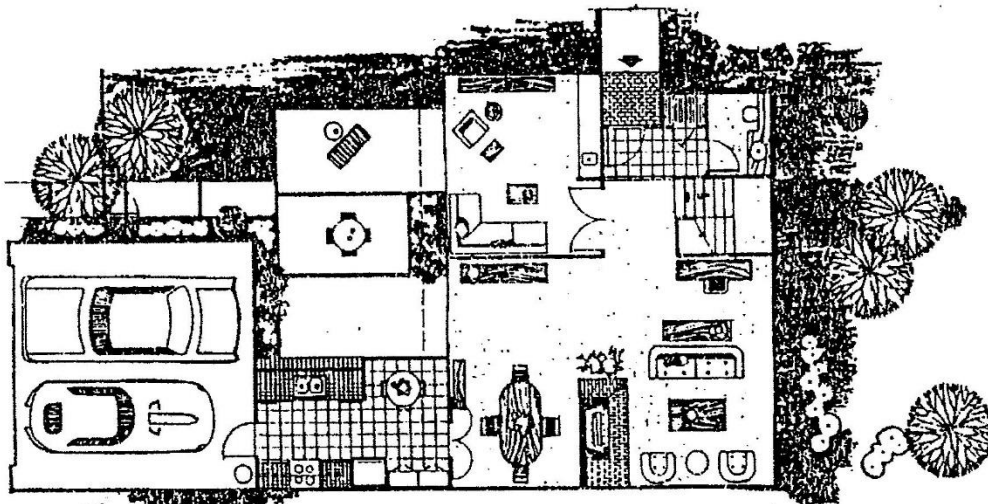
The Board of Directors will review for final approval at their next open session on _____.

5500

Luxury and spaciousness are the keynotes of the 5500 Plan. From a separate foyer through double doors, you may enter a cozy den with wet bar or pass on into the large living room. The dining room beyond, with its lavish expanse of glass, looks out onto an enclosed garden patio. Upstairs features a large master bedroom suite with closeted dressing room, double vanity, and private bath. There are two other large bedrooms plus a convenient utility room and second bath.



SECOND FLOOR PLAN



FIRST FLOOR PLAN

AWING PLACEMENT 82" L X 32" W X 6" D

5500

Floor plan details and features subject to change without notice. Patio size may vary with location.

Nepenthe Association
C/O Onsite Nepenthe
Club - 1131 Commons Dr
Sacramento, CA 95825
Ph: 916-929-8384
Fax: 916-929-1773



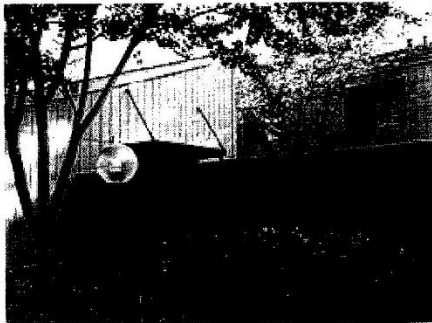
November 18, 2016

GARY DOERR / JEAN DOERR
504 DUNBARTON CIR
SACRAMENTO CA 95825 USA

RE: Architectural Modification - Courtesy Notice
504 Dunbarton Cir / Customer ID #: NEPEN-2119-01

Dear Gary Doerr & Jean Doerr :

As a member of the Nepenthe Association, we appreciate you working hard to keep the community an attractive and enjoyable environment. We are writing to ask for your assistance with an item that recently came to our attention:



Item: Architectural Modification - Not Within Architectural Guidelines

Comments: Homeowners have agreed to obtain the prior written consent of the Association before making alterations or modifications to their home's exterior in accordance to Article III, Section 3.14 of the Third Amended and Restated CC&Rs. It is noted that you have a large light or exhaust hood hanging on the siding above the fence line. Please remove this item within thirty days of this letter.

You may have been unaware that this is a matter which requires your attention. It is our intention to continually strive for improving the community's value so Nepenthe Association is recognized by residents and visitors alike as a great place to live. If you have already taken care of this concern, please accept our thanks and disregard this letter. If not, please have this matter corrected by December 18, 2016. If you find there are circumstances preventing you from addressing this item by the date indicated, please do not hesitate to contact Bettsi Ledesma at 916-929-8384 or bettsi.ledesma@fsresidential.com to discuss a reasonable timeframe to complete this request. Your community spirit is greatly appreciated.

Sincerely,
Bettsi McComb, General Manager
Nepenthe Association









To the Board of Directors
From the Architectural Review Committee
Regarding the installation of a metal canopy at 504 Dunbarton Circle

Opinion on canopy

No architectural criterion exists to permit a permanent metal canopy or awning mounted to the siding and suspended from two cables mounted to the siding. Thus, the Architectural Committee realizes that it has not the authorization to approve this improvement, even should it wish to. But its members wish to advise the Board of their thinking.

Five members of the ARC visited the backyard on December 16, 2016 to inspect. They noted the thoughtful design and layout of the backyard installations, from the two pools, to the flag stone patio material. The canopy itself is attractive and sports a shiny dark brown finish that matches. Its presence helps anchor visually the large, portable stainless steel Weber grill that stands below it.

As one member remarked, “If we were going to allow metal canopies, this is precisely the sort we would allow.”

While it is functional to the extent that its three downward spot lamps deliver illumination to the rolling BBQ grill below, is it also largely a decorative improvement. Having an open grill work, it does not really provide shade, nor coverage from rain.

The committee notes also that it was told that this canopy can be fairly easily demounted from its five anchoring bolts when the HOA needs to repaint the siding.

As the Board is aware, the association and the ARC try to keep equipment and structures mounted to the siding to a minimum, and also to keep, to the extent possible, such structures from being visible from a common area. This canopy is readily visible from two legs of the alleyway.

Nepenthe’s architectural design is one of clean, geometric volumes and this improvement interrupts the lines:

A.R.C. member Joel Weeden, who holds a degree in Social Architecture, summarizes one aspect of the ARC’s purpose thus:

“[This committee seeks to] maintain the timeless, sophisticated aesthetics utilized by the visionary Robert Powell for this distinctive garden community;

[And furthermore, to] respect the original Northern California ‘Third Bay Tradition’ modern and vernacular architectural criteria used by Powell in designing deliberately unpretentious, simple timber-framed homes clad in wooden siding – informal, woody,

playfully abstract and part of the landscape; [having] a subdued appearance with exteriors of muted paint, minimal eaves, and baffled exterior lighting.”

Conclusion: Members are quite concerned that if this improvement is allowed, a precedent would be set, and that the HOA would encounter difficulty denying applications for other such largely decorative items mounted on the siding.

Submitted by Alan Watters, acting Architectural Review Committee chair and secretary

December 28, 2016