

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 6, 2016 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.

Members may comment or ask questions about any agenda item during the two homeowner forums (Items V and IX). 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.

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
		Ivan Gennis	President	
		Steve Huffman	Vice President	
		Marcia Britton-Gray	Secretary	
		Will Vizzard	Treasurer	
		Pamela Zanze	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 6, 2015 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.
- b. **General Announcements from the Board**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee** Pages 5-6
- b. **Finance Committee**
- c. **Grounds Committee**

- d. Insurance, Legal and Safety Committee
- e. Outreach Committee
- f. Social Committee

IV. MANAGEMENT REPORTS

- a. Operations Report Pages 7-8
- b. Master Calendar Report Page 9
- c. Homeowner CorrespondencePage 10

V. 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.

- VI. 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 D as presented.

Begin Consent Calendar

- a. **Approval of Minutes: December 2, 2015 Open Session..... Pages 11-14**
 Proposed Resolution: The Open Session minutes dated November 4, 2015 are approved as presented.

- b. **Financial Statement: November 2015 Separate Packet**
 Proposed Resolution: The Board accepts the November 2015 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a negative year-to-date variance of \$319,973.05 (more information in management report) and year-to-date reserve funding of \$791,613 compared to the reserve funding budget of \$1,735,008. The reserves are funded through November 2015. The Association has \$277,338 in operating funds, which represents 2.1 months of budgeted expenses and reserve contributions. The Association has \$4,935,306 in reserve funds.

- c. **Lien Resolution:Page 15**
 Per the enclosed Resolution dated December 16, 2015, 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
1956-03	\$909.03
1959-02	\$845.00
2039-01	\$880.00
2321-03	\$2,189.72
2417-01	\$880.00
2484-02	\$870.00

d. Architectural Applications Pages 16-18

The Architectural Review Committee met on December 12, 2015 to review the enclosed applications. The committee recommends approval of these applications.

Proposed Resolution: The Board approves the applications as recommended by the committee.

<i>Address</i>	<i>Application for</i>
605 Dunbarton Circle	Emergency Air Conditioner/Heat Pump Replacement
2300 American River Drive	Emergency Air Conditioner/Heat Pump Replacement
219 Elmhurst Circle	Emergency Furnace Replacement

<i>End Consent Calendar</i>

VII. UNFINISHED BUSINESS- NONE

VIII. NEW BUSINESS

a. Board Goals for 2016.....Page 19

It is the custom of the Nepenthe’s Boards of Directors to adopt goals for each calendar year. Last year’s goals are enclosed in the packet for review. The Board attained all of them minus the goal to adopt charters for all committees.

Some possible goals for 2016 include

- Appoint committee to look at possible development or sale of lots on University Avenue and make recommendation to the Board.
- Map underground utilities.
- Obtain funding for turf renovations and low-water use irrigation methods.

- Research renovation or replacement of current landscape lighting.

Action Required: Discussion and possible Board Resolution.

b. Tree Removal Proposals..... Pages 20-26

Management has obtained two bids for the removal of ten trees throughout the community. These trees were noted during the December 17 tree walk with arborist Greg Rogers of Arborwell Tree Care as potentially hazardous or in declining health. The trees were posted for removal on December 21 asking homeowners to submit comments by January 25. Please also see the enclosed report and map showing the locations of these trees.

Action Required: Board discussion – possible resolution at next month’s open session.

IX. 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.

X. NEXT MEETING: Wednesday, February 3, 2016 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES
Saturday, December 12, 2015 – 9:30 am in Clubhouse

Members present: Kenneth Luttrell, Chair; David Thomas, Alan Watters.

Present: Leo Masson

A. Welcome and Opening Remarks. Homeowner Leo Masson inquired about the possibility of replacing 2” x 2” wood pieces with square aluminum tubing on the top of his trellis.

B.1. Homeowner requests not voted on: None.

B.2. Homeowner Requests Recommended to be Approved. (With conditions if so noted.) None.

B.2.A. Homeowner Requests Already Approved.

1. 605 Dunbarton Circle – Aubrey Lara and Liz Wolfing – Emergency HVAC replacement: Install a Lennox Merit Series 14hpx 15-SEER 3-ton model heat pump for heating and cooling. Contractor is Beutler A.C. & Plumbing. It was agreed by the homeowner(s) that the outside condenser unit would be installed in the existing location and reuse the existing refrigerant lineset. **Approved:** “The ARC grants emergency approval for this application.” Dec. 14, 2015.

2. 2300 American River Drive – John W. Quiqley – Emergency HVAC replacement: install a new HVAC system in 1100 Model. Per Mr. Quiqley, the replacement unit is to be a “top-of-the-line” Trane-brand condenser, of the same physical size as the existing unit. The existing unit is located in a planted area outside the home in the common area, per a 1997 approval. **Approved with Conditions:** “The ARC grants emergency approval for this application. Final inspection required.” Dec. 7, 2015

3. 219 Elmhurst Circle – Richard and Deborah Grutzmacher – Install new furnace (?) in this 2300 Model. Install vent pipe through roof. Homeowners’ contractor will work with Nepenthe’s own roofing contractor regarding the sealing up of roof. HOA’s Roof Penetration policy applies. Install new Trance TUE1B08 gas furnace in attic, reuse condenser. Venting consists of extending 4” round galvanized metal flue piping from appliance through roof sheathing and roofing material (exact location to be determined at install). Contractor is Jeff Stumpf of George Gudie H, A.C. Service, Inc. **Approved with Conditions:** “The ARC grants emergency approval for this application contingent on the contractor coordinating with the HOA’s roofing contractor on the roof penetration install.” Dec. 7, 2015

B.3. Homeowner Requests Not Approved: None.

C. Approval of Minutes: done via email.

D. Reviewed Non-Compliance Notices from Homeowners. None.

F. Old Business: none.

G. New Business: Concern was expressed by committee members about some of the HVAC contractors and the high prices they are quoting. An informative article, perhaps, in the Newsletter?

H. Next meeting. Friday, January 8, 2016, 4:30 P.M. in the Clubhouse. The next A.R.C. preparation meeting, if necessary, is scheduled for Monday, January 4, 2016, 5:00 P.M. in the Clubhouse.

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

Nepenthe Association

Management Report

1 COMMUNICATION

The Nepenthe News was last published on December 4, 2015. The next newsletter will be published on January 8, 2016. Topics to be covered are:

- President's Report
- Manager's Report
- What you need to know about your insurance
- Budget Changes
- Tree Removals

The new website went live in October. The designer has provided log in information and training to management. The calendar on the website is up to date and the designer is completing a list of fixes in order to obtain final payment.

Crystle will be training Kelvin on making updates and adding photos to the Nepenthe Facebook page.

2 FACILITIES

The following are status updates on various facilities projects:

- Phase II Siding and Fencing Repair and Painting is in process. President Gennis has approved 4 change orders since last Board Meeting. All change orders are first inspected and recommended for approval by Facility Coordinator, Roger Work. The total amount of change orders to date is \$53,823.36.
- Precision Concrete Cutting has completed the work called out for in bid.
- James E. Williams & Son, Inc. is currently completing the Zone 1 wood replacement work on the porches.
- The sauna in the Dunbarton Cabana is still non-operable. Management is soliciting bids for the repair and will bring the bids before the Board at next month's 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.
- 18 work orders were generated for Roger Work since the last meeting. 16 work orders were closed during the same period.

3 GROUNDS

Since the last Board meeting on December 2, 2015, management has conducted landscape walks on the following dates:

- 12/4/2015, Zone 4, Bettsi Ledesma, General Manager; George Procida, GP Landscape; Don Landsittel, Zone Steward. Extra work: \$295.50
- 12/11/2015, Zone 5, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Pam Sechrist, Zone Steward. Extra work: \$335.50.
- 12/18/2015, Zone 6, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Kathy Waugh, Zone Steward. At the time of this report, we are still waiting for GP's estimate for the extra work.

GP has been issued 14 work orders since the last report. 14 work orders have been completed and closed during that time period.

Management conducted the monthly tree walk with Greg Rogers, the Arborwell arborist, December 17, to physically inspect any trees that are causing concern. 9 trees were posted for possible removal.

4 FINANCIAL

As noted in my report last month, two of the association's largest annual invoices were paid in November- flood insurance in the amount of \$305,640 and annual roof and gutter cleaning for \$57,872. The flood insurance was \$57,598 over budget due to the surcharges added this year by FEMA. Of that \$57,872, \$14,750 is the association's responsibility. The other \$43,122 will be direct assessed to the investor homeowner in February. Any owner who is not an investor owner, can still provide proof of residency to avoid the surcharge.

The January assessment statements sent to the homeowners who in the past paid a separate private street assessment still showed a \$6 assessment owing for the private streets. This error has been acknowledged by FirstService as an error on their part and they are sending notices of correction to all affected homeowners.

5 GOVERNANCE

- **Violations:** There were 3 violations of the governing documents cited since the last Board meeting.
 - One for pet not on a leash
 - One for improperly parked vehicle
 - One for unapproved architectural modification
- **Courtesy Patrol:** Since the last Board meeting, there were a total of 13 violation notices placed on vehicles in the community and one vehicle was towed over Christmas weekend.

11/26	Office Closed for Thanksgiving	11/26
11/27	Limited staff	11/27
12/2	Board Meetings: Closed 3:30 PM, Open 5:30 PM	12/2
12/4	ARC Application Deadline	12/4
12/4	Nepenthe News published	12/4
12/7	Social Committee meeting 6:00 PM	none
12/10	Grounds Committee meeting 3:00 PM	none
12/12	ARC meeting 9:00 AM	12/12
12/16	Outreach committee meeting 6:00 PM	12/16
12/23	Committee minutes due to management office	12/23
12/24	Office closed for Christmas	12/24
12/25	Office closed for Christmas	12/25
12/28	Lock in agendas for Board meetings	12/28
12/30	Manager posts agenda and distributes Board packets	12/30
12/31	Closed for New Year's Eve	12/31

Bettsi Ledesma

From: Karen Lowrey <karenis@sbcglobal.net>
Sent: Wednesday, December 30, 2015 1:11 PM
To: Bettsi Ledesma
Subject: commendations

Hi Bettsi,

Yesterday, when we agreed about what a great job GP is doing (George is a real find!)...I forgot to mention how pleased I was with the siding repair and painting process. Both companies were professional, neat, friendly, and very accessible for any questions we had. Please convey my appreciation to the Board, if appropriate. I've heard many positive comments.

Happy New Year,
Karen Lowrey

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

December 2, 2015, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:34pm

Present	Board Member	Positon
X	Ivan Gennis	President
X	Steve Huffman	Vice President
X	Marcia Britton-Gray	Secretary
X	Will Vizzard	Treasurer
	Pamela Zanze	Member at Large

II. ANNOUNCEMENTS

a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 2, 2015 in order to consider matters relating to personnel, member discipline and the formation of third-party contracts. Items of discussion include:

1. Wells Fargo Investments.
2. Contract for handrails at 1322 Commons.
3. Flood Insurance Assessments.
4. Fine Schedule.

b. **General Announcements from the Board**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee-** Minutes provided to Board in their packet.
- b. **Finance Committee-** Verbal report provided at meeting.
- c. **Grounds Committee-** Verbal report provided at meeting.
- d. **Insurance, Legal and Safety Committee-** Verbal report provided at meeting.
- e. **Outreach Committee-** Minutes provided to Board in their packet. Verbal report provided at meeting.
- f. **Social Committee-** Verbal report provided at meeting.

IV. MANAGEMENT REPORTS

- a. **Operations Report-** Manager provided report in writing to the Board. Items of note include:
 - i. Phase II Siding and Fencing Repair and Painting is in process. President Gennis has approved 31 change orders since work began in July. All change orders are first inspected and recommended for approval by Facility Coordinator, Roger Work. The total amount of change orders to date is \$43,764.76.

- ii. The Bids for concrete repair have been approved. Precision Concrete Cutting will begin work November 30, 2015.
- iii. 30 work orders were generated for Roger Work since the last meeting. 24 work orders were closed during the same period.
- iv. GP has been issued 35 work orders since the last report. 27 work orders have been completed and closed during that time period, the remaining are still in process.
- v. Arborwell has completed pruning the trees called out in the 2016 Tree Care Proposal.
- vi. There were 3 violations of the governing documents cited since the last Board meeting.
 - 1. Two for overgrown trees in a patio
 - 2. One for improperly parked vehicle
- vii. Since the last Board meeting, there were a total of 8 violation notices placed on vehicles in the community.

V. **HOMEOWNER FORUM**-A number of Homeowners addressed the Board on various issues. Management made note of the concerns for possible Board action on a later agenda.

VI. **CONSENT CALENDAR-**

Motion: Director Huffman

Second: Director Britton- Gray

Vote: all in favor

Resolution: The Board approved Consent Calendar items A to G as presented.

Begin Consent Calendar

a. **Approval of Minutes: November 4, 2015 Open Session**

Resolution: The Open Session minutes dated November 4, 2015 were approved as presented.

b. **Financial Statement: October 2015**

Resolution: The Board accepted the October 2015 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year-to-date variance of \$67,548.97 and year-to-date reserve funding of \$791,613 compared to the reserve funding budget of \$1,577,280. The reserves are funded through October 2015. The Association has \$639,477 in operating funds, which represents 2.1 months of budgeted expenses and reserve contributions. The Association has \$4,823,050 in reserve funds.

c. **Lien Resolution:**

Per the enclosed Resolution dated November 17, 2015, 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
2484-02	\$1,310.00

d. Application for Committee Membership

Resolution: The Board appointed Nancy Arndorfer, a member in good standing, to serve on the Insurance, Legal and Safety Committee. Her application has been received and reviewed by management and she has agreed to abide by the Conflict of Interest Policy.

e. Application for Committee Membership

Resolution: The Board appointed John Baker, a member in good standing, to serve on the Finance Committee. His application has been received and reviewed by management and he has agreed to abide by the Conflict of Interest Policy.

f. Appoint Chair of Finance Committee

Resolution: The Board appointed Ken Butler, current member of the Finance Committee, as Chair of the Finance Committee.

g. Architectural Applications

The Architectural Review Committee met on November 15, 2015 to review the enclosed applications. The committee recommends approval of these applications.

Resolution: The Board approved the applications as recommended by the committee.

Address	Application for
1521 University	Air Conditioner/Heat Pump
1 Adelphi	Air Conditioner/Heat Pump
1219 Vanderbilt	Air Conditioner/Heat Pump
1323 Vanderbilt	Window Replacement

<i>End Consent Calendar</i>

VII. UNFINISHED BUSINESS-

a. Amendment to Standards and Practices for Walkways, Driveways and Sidewalks

Resolution: The Board hereby changed the Standard and Practices for Walkways to include the addition of lampblack so that the pattern joints match the adjacent walkway panels.

Motion: Director Huffman

Second: Director Vizzard

Vote-

Director Huffman: Aye

Director Vizzard: Abstain

Director Gennis: Nye

Director Britton-Gray: Nye

VIII. NEW BUSINESS

a. Tree Removal Proposals

Action: Board Resolution

Resolution: The Board approves the proposal from The Grove in the amount of \$5,710.00 to be paid from the reserve allocation for tree removals which has a remaining 2015 allocation of \$50,000 +/-.

IX. HOMEOWNER FORUM- There were no further comments from the Homeowners.

X. NEXT MEETING: Wednesday, January 6, 2015 at 5:30 pm in the Nepenthe clubhouse

XI. ADJOURN @6:30pm

NEPENTHE

December 16, 2015

WHEREAS, Section 5673 of the California Civil Code requires that, the decision to record a lien for delinquent assessments shall be made only by the Board of Directors of the association and may not be delegated to an agent of the association; and

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 30 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 30 days has or will soon expire; and

WHEREAS, as of the date of this report payment has not been received to pay the delinquent assessment amount on the property listed below

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 30 days has elapsed from the mailing of the warning letter and no payment has been received.

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>
12/16/15	1956-03	\$944.11	\$909.03			
12/16/15	1959-02	\$912.63	\$845.00			
12/16/15	2039-01	\$929.10	\$880.00			
12/16/15	2321-03	\$2,522.22	\$2,189.72			
12/16/15	2417-01	\$904.40	\$880.00			
12/16/15	2484-02	\$1,951.66	\$870.00			

Deferred Items from prior meeting

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

HOME IMPROVEMENT APPLICATION

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

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

House Model Number:

NAME Aubrey Lam / Liz Wolfing SIGNATURE [Signature]
ADDRESS 1005 Dunbarton Cir DATE 12/4/15
PHONE: (916) 391-4383 / (916) 260-1034 ALT. PHONE [Blank]

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
- 1 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)

ARC Chair approved
verbally via telephone
Call to GM Fri 12/4
[Signature]

OTHER Please describe in detail.

*automatic approval from office if following Nepenthe criteria
**attach completion inspection fee - certain changes require
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

Humble Interiors
ARC Chair _____ Date 12-4-15

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

COMMENTS: The ARC grants emergency approval for this application.

Final Inspection Required: Yes No

HOME IMPROVEMENT APPLICATION

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

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

House Model Number:

NAME Thomas W. Quigley SIGNATURE Thomas W. Quigley
ADDRESS 2300 Amer. Riv. Dr. DATE 12-7-15
PHONE: 927-1157 ALT. PHONE -

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 **W/A**
- 1 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". **W/A**

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
- Per Mr. Quigley the replacement unit to be a "top-of-the-line" Transu condensation, same physical size as the existing unit.*

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

*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 Russ Lambert Date 12-7-15

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

COMMENTS: *The ARC grants emergency approval for this application.*

Final Inspection Required: Yes No

Nepenthe ARC Guidelines - Approved by BOD 8/31/09

To confirm statements by owner about unit size and location and re-using utility lines.
KAL

HOME IMPROVEMENT APPLICATION

Nepenthe Association
10 Merit Property Management, Inc.
131 Commons Dr., Sacramento, CA 95825

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

House Model Number: 2300

NAME: Deborah Gratzmacker SIGNATURE: [Signature]
ADDRESS: 21A Elmhurst Circle DATE: 12/7/15
PHONE: 916-766-1637 ALT. PHONE: 916-712-9084

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
1 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

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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

*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: [Signature] Date: 12-7-15

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

COMMENTS: The ARC grants emergency approval for this application, contingent on the contractor coordinating with the HOA's roofing contractor on the roof penetration installation.

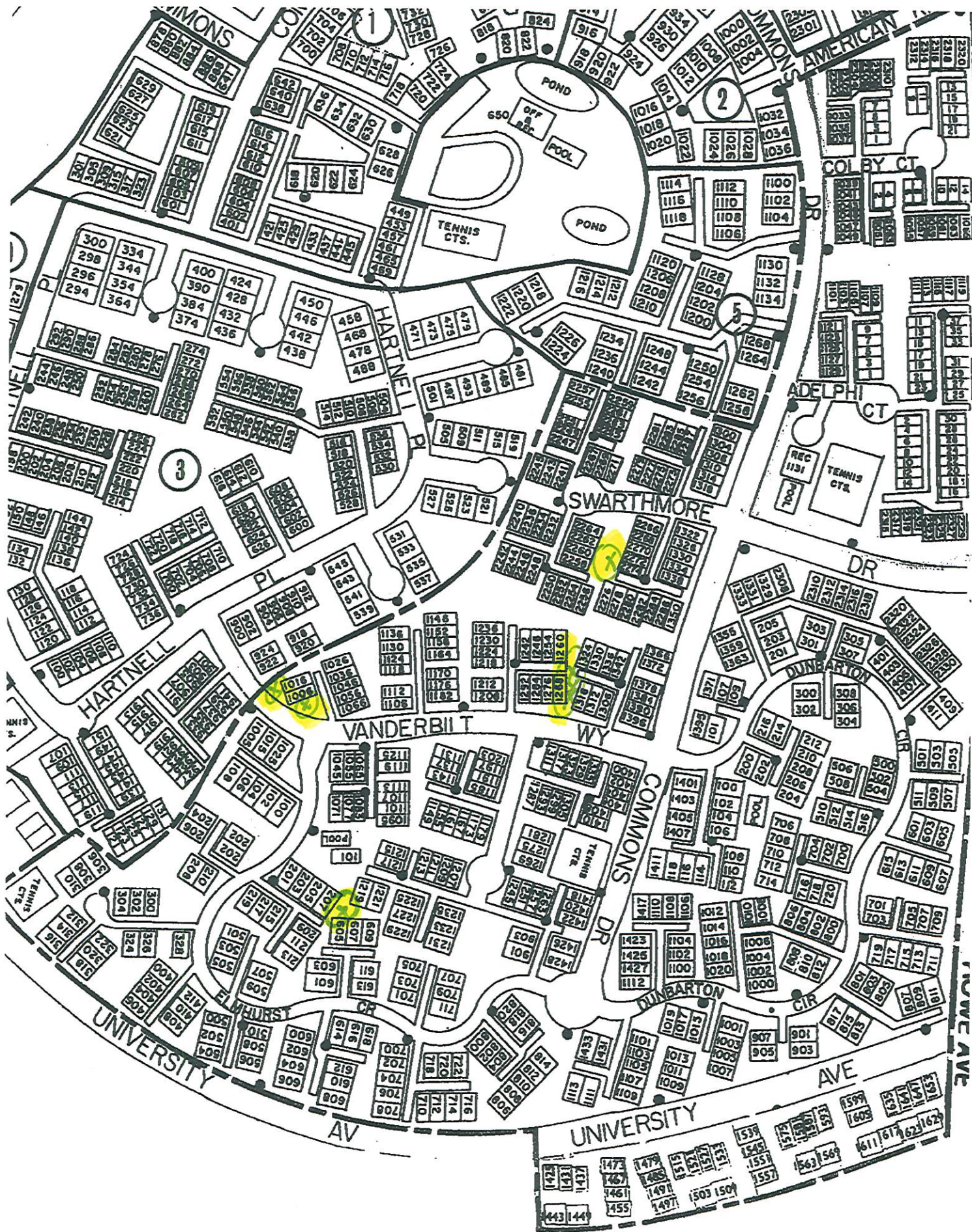
Final Inspection Required: Yes [checked] No

2015 Goals of the Nepenthe Association Board of Directors

- ✓• Improve strategies for funding the underground utilities reserve.
 - Adopt charters for all the committees.
- ✓• Review investment policies.
- ✓• Develop Pickleball in Nepenthe.
- ✓• Revise CC&R's.
- ✓• Decide whether to put the landscape contract to bid.
- ✓• Decide whether to put the courtesy patrol contract to bid.

Adopted January 7, 2015

Tree #	Tree Species	Location	Resident Name	Phone #	Notes	Arborist Comments:
1396	Pear	605 Elmhurst	George Bill	916-922-1424	owner complaining about mess(Call before)	Structurally issues: Proposal for removal
332	Camphor	9 Colby	Grace Long	916-646-4298	failing?	Will attempt growth treatment
1018	Tulip Tree	809 Dunbarton	n/a	n/a	large dead limb	regularly, no obvious concerns
1281 & 2	Pine	804 Dunbarton	n/a	n/a	failing?	Thriving
578 & 579	Redwoods	1324 Vanderbilt	n/a			Recommends re-routing sidewalk, trees are well
666	Oracle Oak	1016 Vanderbilt	n/a	n/a	new tree- worth saving?	Have George Remove tree
663	Pine	1006 Vanderbilt	Lisa Stillwell		too close to house- mgmt requesting removal	Remove tree: proposal for removal
558	Dogwood	1390 Commons	n/a			tree in good condition
405	Alder	2261 Swarthmore	n/a			tree appears to be fine- has dropped all leaves. Monitor.
		508 Dunbarton	Alex T.		Trees too close to chimney	Tree in Homeowner responsibility
	Birch	1268 Vanderbilt	Elsa Morrison		Tree dropping large branches frequently	Proposal for removal for all three 585, 574, and 575
258	Birch	2245 Swarthmore				Tree okay
486	Birch	2274 Swarthmore				Proposal for removal. Tree is in decline
507		1338 Commons	n/a	n/a		remove hangers





Estimate

2337 American Ave.
Hayward CA 94545
(888) 969-8733
www.arborwell.com
fax: (510) 881-5208

Sales Rep	Date	Estimate #
Greg Rogers	12/17/2015	E79136

Page 1 of 2

Bill To
Nepenthe Homeowners Assoc. c/o First Service Residential 1131 Commons Dr. Sacramento CA 95825

Contact
Betsi McComb

Property
Nepenthe Homeowners Association 1131 Commons Drive Sacramento, California 95825

Notes

Shipping Co...

Species	Qty	Description	Location	Ext. Amt.
Birch <i>574, 575, 585</i>	<u>3</u>	Remove Tree - removal of a tree to an approximate grade.	Between 1268/1318 Vanderbilt	892.50
Stump(s)	3	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.	Between 1268/1318 Vanderbilt	+ 225.00 \$ 1,117.50
Liquidambar <i>653</i>	1	Remove Tree - removal of a tree to an approximate grade.	Front of 1066 Vanderbilt	2,040.00
Stump(s)	1	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.	Front of 1066 Vanderbilt	+ 450.00 \$ 2,490
Pine <i>663</i>	1	Remove Tree - removal of a tree to an approximate grade.	Front of 1006 Vanderbilt	510.00
Stump(s)	1	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.	Front of 1006 Vanderbilt	+ 150.00 \$ 660
Pear <i>1396</i>	1	Remove Tree - removal of a tree to an approximate grade.	Next to 3 605 Elmhurst	850.00
Stump(s)	1	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.	Next to 3 605 Elmhurst	+ 225.00 \$ 1,075
Crabapple <i>1357</i>	1	Remove Tree - removal of a tree to an approximate grade.	Next to 707 Elmhurst	170.00
Stump(s)	1	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.	Next to 707 Elmhurst	+ 150.00 \$ 320
Birch <i>486</i>	1	Remove Tree - removal of a tree to an approximate grade.	2274 Swarthmore	850.00
Stump(s)	1	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.	2274 Swarthmore	+ 150.00 \$ 1,000
Liquidambar	1	Remove Hanging/Broken Limb - removal of a hanging or broken limb greater than 2" in diameter, or as directed by the Certified Arborist.	1338 commons	85.00



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Page 2 of 2

Species	Qty	Description	Location	Est. Amt
Cedar	2	Reduce End-Weight over house & Crown Raise.	Side of 705 Elmhurst	595.00

Total	\$7,342.50
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By signing this document, I acknowledge that I have read and agree to the attached Terms and Conditions.

Signed: _____

Name: _____

Date: _____

December 30, 2015



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

Re: Tree Work Contract

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
Pear #1396	1	Remove & Stump Grind	605 Elmhurst	\$420.00
Crabapple #1357	1	Remove & Stump Grind	707 Elmhurst	\$210.00
Birch #574,575, 585	3	Remove & Stump Grind	1268-1318 Vanderbilt walkway	\$840.00
Liquidambar #653	1	Remove & Stump Grind	1066 Vanderbilt	\$910.00
Pine #486	1	Remove & Stump Grind	1006 Vanderbilt	\$245.00
Birch #486	1	Remove & Stump Grind	2274 Swarthmore	\$280.00
TOTAL CONTRACT PRICE				\$2905.00

Notes:

- Addendum #1 is incorporated and an enforceable part of this contract.
- 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: rperham@carson1975.com

By: Phil Johnson

Name: Phil Johnson

Title: ISA Arborist/ Account Manager

Date: December 30, 2015

Client:

The Nepenthe Association
Bettsi McComb

1131 Commons Dr.

Sacramento, CA 95825
Phone: (916) 929-8380

Email: bettsi.mccomb@fsresidential.com

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: _____

