

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

October 5, 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 VI and X). 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	Position	Departure
		Ivan Gennis	President	
		Steve Huffman	Vice President	
		Linda Cook	Secretary	
		Will Vizzard	Treasurer	
		Joan Haradon	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on October 5, 2016 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on University Ave. Lots**..... Page 7
- b. **Architectural Review Committee** Pages 8-10
- c. **Finance Committee** Pages 11-12
- d. **Grounds Committee** Pages 13-15
- e. **Insurance, Legal and Safety Committee**
- f. **Outreach Committee** Pages 16-17

IV. MANAGEMENT REPORTS

- a. **Operations Report**..... Pages 18-20
- b. **Master Calendar Report**Page 21

V. HOMEOWNER CORRESPONDENCE..... Pages 22-24

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 D as presented.

<i>Begin Consent Calendar</i>

a. Approval of Minutes September 7, 2016 Open Session Pages 25-30

Proposed Resolution: The Open Session minutes dated September 7, 2016 are approved as presented.

b. Financial Statement: August 2016.....**Separate Packet**

Proposed Resolution: The Board accepts the August 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$235,497.25 and reserve funding of \$1,333,186.18 compared to the reserve funding budget of \$1,310,128. The reserves are funded through August 2016. The Association has \$502,626.90 in operating funds, which represents 1.85 months of budgeted expenses and reserve contributions. The Association has \$5,411,704.73 in reserve funds.

c. Lien Resolution**Page 31**

Per the enclosed Resolution dated September 15, 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

2484-02	\$951.00
1959-02	914.00
2039-01	914.00
2387-03	\$951.00

d. Architectural Applications Pages 32-40

The Architectural Review Committee met on September 12, 2016 to review the enclosed applications.

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

<i>Address</i>	<i>Application for</i>	<i>Decision</i>
716 Elmhurst Circle	Window Replacement	Approved
1185 Vanderbilt Way	HVAC Replacement	Approved
1581 University Ave.	Fence Relocation	Approved
1587 University Ave.	Fence Relocation	Approved
510 Elmhurst Cir.	Chimney Cap Replacement	Approved
1423 Commons Dr.	Solar Energy Roof Panels	Approved
2265 Swarthmore Dr.	Fence Relocation	Approved
2257 Swarthmore	Trellis Installation	Approved
2283 Swarthmore	HVAC Replacement	Emergency Approval Granted

<i>End Consent Calendar</i>

VIII. UNFINISHED BUSINESS

a. Bench Locations Pages 41-62

Last month the Board voted to propose the installation of a bench just West of 500 Dunbarton Circle. The location was posted with a sign soliciting member comment. At the time of this publication, one letter was received against the location. The letter is enclosed in this packet under Homeowner Correspondence.

Action required: Board resolution

Proposed Resolution: The Board approves the placement of a bench West of 500 Dunbarton Circle for the enjoyment of the community.

b. 2017 Budget Pages 63-67

Management, with input from the Finance Committee and the Treasurer, has prepared a budget for Board review and adoption. The budget calls for an increase to the

monthly assessment of \$12, from \$457 to \$469. For comparison’s sake, a table of increases over the past 10 years is included here:

Year	Assessment
2007	\$387
2008	\$387 + \$5,000 S.A.
2009	\$399
2010	\$403
2011	\$403

Year	Assessment
2012	\$408
2013	\$424
2014	\$430
2015	\$440
2016	\$457

Action required: Board discussion and possible resolution

Proposed resolution: The Board approves the presented budget as stated and directs management to send the budget disclosure packet to the owners in compliance with Civil Code 5300.

IX. NEW BUSINESS

a. Criteria for installation of solar panels on homes Pages 68-72

The Architectural Review Committee has prepared the enclosed “Responsibilities – Rooftop Solar Owners” for Board review and possible approval for replacement of Section 24 in the current Architectural Guidelines for Nepenthe. Section 24 and the pertinent section of California Civil Code has also been enclosed in the packet for informational purposes.

Action required: New business- no action required at this time. Discussion and possible direction to committee and/or management.

b. Appoint Members to Ad Hoc Committee on Fencing

At last month’s Board meeting, the Directors voted to form an ad hoc committee for the purpose of investigating alternate types of materials and/or alternate designs for the patio fences within Nepenthe and make recommendations to the Board on same.

Action required: Board resolution

Proposed resolution: The Board appoints Alan Watters and Rebecca Stene to serve on the Ad Hoc Committee on Fencing to be chaired by Director Haradon.

c. Contribute to CAI CLAC- Community Associations Institute, California Legislative Action Committee Pages 73-75

Nepenthe has a long history of supporting the efforts of this organization. The “Buck A Door or More” is an item budgeted for each year. A long form resolution is enclosed in the Board packet as are information flyers.

Action required: Board discussion and possible resolution

Proposed resolution: The Board approves the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

d. Proposals for Tree Work..... Pages 76-99

Arborist Paul Dubois walked the property on August 30 accompanied by Grounds Committee member Elsa Morrison 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. His Report was provided to the Grounds Committee who reviewed it on September 8th and asked Mr. Dubois to prepare the enclosed proposals for Board action.

The specific work identified is as follows:

- Live Oak #875 at 2322 Swarthmore: prune out dead wood, pull ivy away from base of tree, provide deep root feed to invigorate root system and monitor.
- Red Bud #954 at 2324 Swarthmore: Remove and replace.
- Tulip Tree # 2084 next to 1581 University: Remove and replace.
- Ponderosa Pine #1289 at 1004 Dunbarton: Removal and replacement
- Red Maple #1123 at 1110 Dunbarton: Removal and replacement.
- White Birch Tree #1602 at 1245 Vanderbilt: Removal and replacement.
- Deodar cedar #1353 at 711 Elmhurst: prune 3-4 limbs away from the roof to eliminate turkey roosting area
- Locust Tree#1996 at 700 Elmhurst: Weight reduction pruning.
- Chinese Elm Tree #1960 at 306 Elmhurst: Weight reduction pruning.
- Crabapples at 118 Dunbarton. Trees are growing into new planted Zelkova and should be trimmed back to allow the Zelkova canopy development.
- Crabapple #1315 at 903 Elmhurst. Remove and Replace
- Aleppo Pine Tree #1418 at 603 Elmhurst. Weight reduction pruning to help minimize possible limb failure.

ReportPages 76-95
ProposalPages 96-99

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 \$8,450, payable from Reserves which has a remaining 2016 allocation for tree work of \$71,454 +/-.

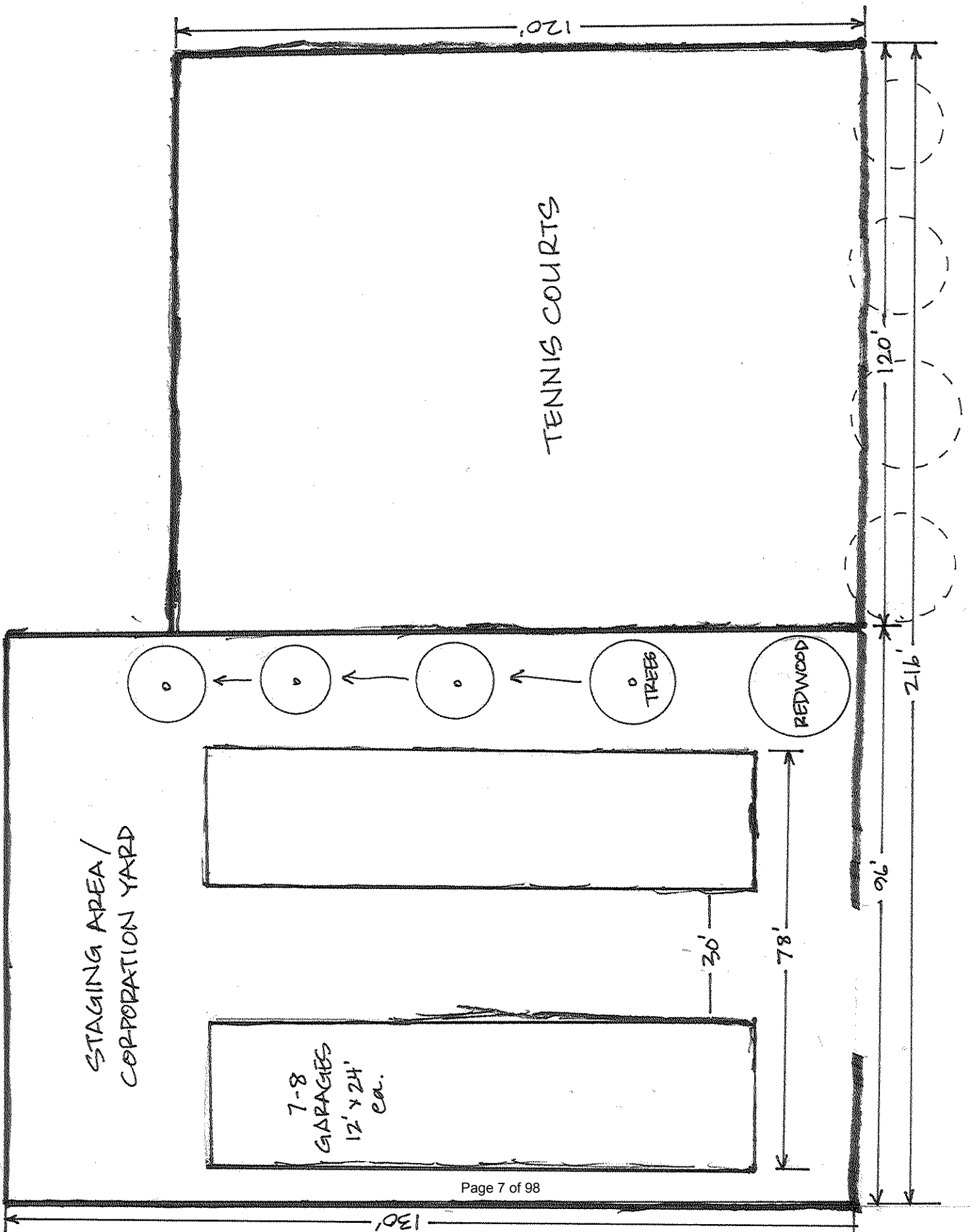
X. HOMEOWNER FORUM

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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.

XI. NEXT MEETING: Wednesday, November 2, 2016 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN



NEPENTHE ARCHITECTURAL COMMITTEE MINUTES
Monday, September 12, 2016 at 4:30 pm in Clubhouse

Members present: Kenneth Luttrell, Chair; Alan Watters, Jan Summers.

Present: Joan Haradon, Board Liaison; Mike Dourgarian; Tony Sierra; Robert B. Miller; Jennifer Kerr, Karen Lowrey.

A. Welcome and Opening Remarks.

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

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

1. **716 Elmhurst Circle** – Jerry Dunn – Windows replacement in this 5500 model of 5 windows and 3 patio door using Anlin Window Systems’ Del Mar Series vinyl-framed dual-paned series sliding windows, having a “2 7/8” frame depth” (per web site), and Malibu Sliding Patio Doors, having “2 ½”-wide rails” (frames) (per web site), in a replacement retrofit installation. Exterior color to be Anlin’s bronze. No change in window configurations. Requested further documentation has been added. The ARC voted to recommend that the Manager notify the applicant that because the Board had discussed the application at it’s Sept. 7, 2016 meeting and directed that any deficiencies in the application be corrected, the application is considered to be approved by the Board. **Approval Recommended.**
Comments: “Because the BOD did not approve this application at [its] Sept. 7, 2016 meeting only due to confusion on the application about the number of window openings, the ARC voted to recommend that the BOD consider the application [fully] approved at this time.”

2. **1185 Vanderbilt Way** – Adele Nibler – Requesting authorization for replacement of the HVAC system in this 2000 model. Already installed was a 2.5 Ton 14-SEER Trane split system with a TEM4A0B305315A air handler and a 4TWR403061000A condenser. Existing refrigerant line-set was used. **Approval Recommended.** **Comments:** “The ARC recommends that the BOD enact [its] violation policy due to the installation without an application. The ARC also voted to recommend that the owner be advised that the compressor unit appears to be installed in a space too small for proper ventilation.”

3. **1581 University Ave.** – Mike Dourgarian – Request to move existing fence between 1581 and 1575 University (owned by the Mendezes) outward, towards the street (north) several feet, to be sited 1 ½ feet behind (south) of the front edge of 1575. Currently, the HOA has removed all vegetation and irrigation from this area of land. The owner

states that work “could be done in conjunction with [upcoming] siding work for Phase III and we could pay for it.” The ARC has no objections to the proposed alteration to the fence. **Approval Recommended.**
Comments: “The ARC recommends approval of the concept of re-using or replicating the existing fence structure. The ARC does not submit a recommendation relative to the concept of relocating the fence.”

4. **1587 University Ave.** – Lisa and Tony Sierra – Request to move existing fence between 1587 and 1581 University (owned by the Dourganians) outward, towards the street (north) several feet, to be sited 1 ½ feet behind (south) of the front edge of 1581. Currently, the HOA has removed all vegetation and irrigation from this area of land. The owner states that work “could be done in conjunction with [upcoming] siding work for Phase III and we are willing to pay for it.” The ARC has no objections to the proposed alteration to the fence. **Approval Recommended. Comments:** “The ARC recommends approval of the concept of re-using or replicating the existing fence structure. The ARC does not submit a recommendation relative to the concept of relocating the fence.”
5. **510 Elmhurst Circle** – Robert B. Miller – Replace the existing chimney cap with an Amerivent Homestyle Collinear direct vent cap 9” x 13” in black. Meets Criteria. **Approval Recommended.**
6. **1423 Commons Drive** – William K. Haldeman – Requesting HOA approval to install solar electricity-generating panels on roof of this 2300 model. Contractor Solar City is to install 14 solar panels in two arrays on two roof planes. **Approval Recommended. Comments:** “Recognizing that state law requires that the HOA is obliged to accept the installation of roof-top solar panel installations, the ARC voted to advise the BOD that acceptance of the proposed solar panel installation without objection is recommended by the ARC.

The A.R.C. further recommends that the applicant be advised of the proposed “Responsibilities of Roof-top Solar Panel Owners” that the ARC is proposing be added to the Architectural Criteria’s Section 24. Solar Energy Roof Panels.”

7. **2265 Swarthmore Drive** – Joan Haradon – Request to re-locate one section of the backyard fence out toward the alley a distance of 12 inches, in order to accommodate the A/C compressor unit’s need for clearance. This fence and compressor are located on the north side of the home. Shrubbery will have to be removed. **Approval Recommended.**
8. **2257 Swarthmore Drive** – Joan Haradon – Install a trellis or patio cover in this 2000 model: Construct a variation on Nepenthe’s Large

Trellis design, of 7'-0" x 12'-6" dimension, to be attached to the side wall of garage via a ledger beam. **Approval Recommended.**

B.2.A. Homeowner Requests Already Approved:

1. **2283 Swarthmore Drive** – Jennifer Kerr – Replace the HVAC system in this 4000F model. Install new split system heat pump with an American Standard Gold series 17 and an American Standard Platinum series XV air handler. The original line-set inside the walls will be re-used, but a new line-set portion running on the fence from house to compressor will be installed. Contractor is Clarke & Rush. Emergency **Approval Granted on September 9, 2016. Comments:** “The ARC granted emergency approval for this replacement contingent on the new line-set up to the attic being installed inside the wall. Siding removal and replacement to be provided by the HOA contractor.” **Comments, from the September 12, 2016 ARC meeting:** The [homeowner] advised the ARC that the contractor has informed her that the existing lines within the wall can be re-used. A new effluent [refrigerant] line will be installed on the side of her [backyard] fence, running from the new compressor to the building and connecting to the existing line where it exits from the wall.”

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:

Discussion of possible replacement fencing designs was postponed, because of lack of new information.

Adoption of the HOA’s “Standards and Practices for Committees” for the Architectural Review Committee was discussed briefly but no action was taken.

G. New Business:

The Committee discussed recommending that the HOA adopt the proposed “Responsibilities of Roof-top Solar Panel Owners” as an addition to the Architectural Criteria’s **Section 24. Solar Energy Roof Panels.** A motion was made and passed to do so.

H. Next meeting. Monday, October 10, 2016, 4:30 P.M. in the Clubhouse.

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

Nepenthe Homeowners Association

Finance Committee Minutes

September 26, 2016

Present

Ken Butler, Chairman; John Baker, member; Susan Timmer, Member; Will Vizzard, Board Liaison; Ivan Gennis, Board President; Steve Huffman, Board Member; Linda Cook, Board Member; Bettsi Ledesma, HOA Manager.

Minutes

The minutes of August 22, 2016 were approved.

Board Liaison Report

Will reported that the contract with the management company will include a 2.5% increase for the 2017 fiscal year.

Will, Bettsi and Ivan participated in negotiating revisions to the contract with the landscape services provider. Revisions to the contract are compelled by changes in minimum wage requirements. The result is a 6.5% increase in cost to the HOA.

Financials

The August Financials were reviewed. There were no apparent inconsistencies.

2017 Budget

Bettsi Ledesma was present and answer questions about the proposed operating budget. Following discussion of the projected growth of the monthly homeowner assessment to \$469.00 necessitated by the increased cost of landscape maintenance and adjustments to the contract with the management company, it was moved, second and approved "that the Finance Committee recommend to the Board that it adopt the 2017 Budget as presented at the September 26,2016 meeting.

There being no further business, the meeting was adjourned.

NextMeeting

The next meeting of the Finance Committee will be held on Monday October 24, 2016 in thew Dunbarton Cabana at 3:00pm.

Respectfully Submitted,

Ken Butler

NEPENTHE GROUNDS COMMITTEE MEETING
SEPTEMBER 8, 2016 - Dunbarton Cabana
Minutes

Present were:

Pam Livingston, Committee Chair
Ivan Gennis, Board President
Bettsi Ledesma, General Manager
Marty Henderson, Irrigation
George Procida, GP Landscape
Secretary – Joan Barrett
Zone 1 - Diane Luttrell,
Zone 2 - Diana Vizzard, Elsa Morrison
Zone 3 - Liza Tafoya
Zone 4 - Don Landsittel
Zone 5 - Pam Sechrist
Zone 6 - Kathy Waugh
Zone 7 – Renee Mendez

Not present: Linda Cook, Board Liaison

Zone 1 - Grace Long
Zone 2 - Diana Mortimore

Guest:

Lyn Livingston

The meeting was called to order at 3:03 PM by Chair Pam Livingston

Minutes

Motion made by Kathy Waugh, Seconded by Don Landsittel – to approve minutes of August 11, 2016 with the deletion of the word ‘the’ from the portion of George’s report regarding a notice from Sacramento City regarding excess water runoff at the bottom of page one. - **Passed**

George Procida – GP Landscaping

We are in the middle of phase 3 of the irrigation work and should be completed by the end of September. About half of the funding from the City of Sacramento is used and they are hoping to complete all of Zone 4 before the funds are exhausted. Marty will be lobbying for additional grant monies from the City for the next fiscal year in which the City pays for the material required to convert from sprinklers to alternative irrigation.

There have been more complaints about the Spurge weed in many areas. The crews are getting to that as quickly as possible along with treating for suckers. The heavy pruning should be completed fairly soon and the crews will begin again on Zone 1. The Vinca major and Ivy ground covers are slated for fall mowing.

George and Bettsi agreed that it is a good idea to be more aggressive on sprinkler repair issues but the replacement of dead or dying plants will wait until the season and the weather are appropriate to do so.

Bettsi Ledesma – General Manager

Bettsi shared that the Board approved the contract with The Grove's proposal to reduce the canopy weight of affected trees by 40%, zone by zone with Ivan's approval. The Board packet outline will show the successful 90% pruning of the Liquidambar tree on American Drive. The Board approved all items listed in The Grove's report which covers fungal and pest control issues.

Dunbarton Circle and Adelphi Drive islands are the first for drought tolerant ground cover to replace turf, a work in progress.

Pam Livingston asked that all the zone stewards be aware of replacements for the trees removed. She also encouraged the stewards to take the opportunity to see the work being done, but stay well out of harm's way while doing so. The Grove has an email for Paul Dubois as pdubois@thegrovetotaltreecare.com

Elsa Morrison – Trees

Elsa reported that there are no new additions to her report and there are many new trees that now have a single support stakes so the tree can move in the wind and build a strong trunk. She mentioned a tree on Commons Drive has seems to have an Aphid infestation

We have an aphid infestation on our Crape Myrtles.

REQUESTS FOR BOARD ACTION

The homeowners Tony and Lisa Sierra at 1587 University Avenue and Mike and Shelley Dourgarian at 1581 University Avenue requested to extend the fence between their units. They are willing to pay for any expense incurred. The Architectural Committee has reviewed this request and determined that the Grounds Committee was in a better position to advise the Board on this issue. Bettsi stated the attorney has provided the legal opinion on the situation that it poses no threat to the surrounding neighbors of landscape.

Motion – made by Elsa Morrison, Seconded by Renee Mendez - allow the homeowners to have the fence moved - **Passed**

The following remedies as recommended by arborist Paul Dubois of The Grove Total Tree Care:

- Live Oak #875 at 2322 Swarthmore: prune out dead wood, pull ivy away from base of tree, provide deep root feed to invigorate root system and monitor.
- Red Bud #954 at 2324 Swarthmore: Remove and replace.
- Red Maple #965 at 407 Dunbarton. Tree has some black residue on leaves possibly caused by honeydew from nearby Crepe Myrtle trees with aphids. Retain and monitor tree health.
- Tulip Tree # 2084 next to 1581 University: Remove and replace.
- Deodor cedar at 1007 Dunbarton. Monitor tree health. Light prune in the fall to upper canopy. Possible Deep Root feeding to re-invigorate the root system.
- Ponderosa Pine #1289 at 1004 Dunbarton: Removal and replacement
- Red Maple #1123 at 1110 Dunbarton: Removal and replacement.
- White Birch Tree #1602 at 1245 Vanderbilt: Removal and replacement.
- Redwood #1321 at 1245 Vanderbilt: monitor tree health.

- Deodor cedar #1353 at 711 Elmhurst: prune 3 to 4 limbs away from the roof to eliminate turkey roosting area
- Locust Tree#1996 at 700 Elmhurst: Weight reduction pruning.
- Chinese Elm Tree #1960 at 306 Elmhurst: Weight reduction pruning.
- Crabapples at 118 Dunbarton. Trees are growing into new planted Zelkova and should be trimmed back to allow the Zelkova canopy development.
- Crabapple #1315 at 903 Elmhurst. Remove and Replace
- Aleppo Pine Tree #1418 at 603 Elmhurst. Weight reduction pruning to help minimize possible limb failure.
- Crape Myrtle (*Lagunaria patersonii*) throughout Nepenthe. Aphid infestation causing honeydew on trees. Recommend Merit injections in January.

Motion - made by Don Landsittel, Seconded by Elsa Morrison - the Board accept the above recommendations by Paul Dubois of The Grove Total Tree Care - **Passed**

Pam Livingston asked that new plants be added to the Plant List to keep it current. She asked that any additions be emailed to her.

Pam Sechrist asked about tiny black bugs inside a Camellia bush in a homeowner's patio area. George said that he would look at it even though it was on private property to protect the many Camellia plants in the common areas. Pam Sechrist mentioned the plants on the south side of Elmhurst pool were dying.

Lyn asked if there was a system for dealing with excessive pine needles on some roofs. Bettsi responded that this was usually scheduled in November but some roofs have a heavier load of debris and may require additional cleanings.

The meeting was adjourned at 3:49 PM

Next HOA Board Meeting, Wednesday, October 5th - 5:30 PM - Clubhouse

Next Grounds Committee Meeting, October 13th – 3:00 PM - Dunbarton Cabana

Nepenthe Outreach-Social Committee Meeting
September 21, 2016 5:00PM
Nepenthe Clubhouse

In attendance:

Gerry Gelfand, Chair
MJ Lindgren
Joan Barrett

Betsi Ledesma, General Manager
Linda Cook

Committee Members not in attendance:

Ken Gromacki
Bill Olmsted
Ivan Gennis, Board Liaison

Connie Henderson
Kathleen Montgomery

The meeting was called to order at 5:06PM by Gerry Gelfand, chair.

Old Business

Jazz by the Pool

Linda Cook announced that she will be resigning from the Outreach-Social Committee but will still be in charge of the Jazz concerts going forward.

MJ asked if we could get someone to do the lifting of the chairs and tables for the setup and cleanup at the events. Betsi called a young resident who will get back to her if he can be of help for the September 25th concert.

Joan brought up the subject of those who attend the concerts without paying and asked for consideration of paper wristbands for paid attendees. The subject was tabled for the present time as was the idea of bundling tickets with a discounted price for those who purchased the series of tickets.

MJ suggested a banner advertising the concerts be hung against the exterior clubhouse wall for a time in order to publicize the concerts next year.

Speakers for Saturday coffees

Joan reported that the person at McGeorge School of Law in charge of the program, "No is a Complete Sentence", called to say that they are seeking grant money to be able to bring their program to Nepenthe. She said that the coordinator of the presentation would call back if and when they are funded to be able to travel with the presentation.

Linda mentioned that Raley's may be a good choice to contact regarding sponsoring one of the coffees when the store at Fair Oaks Blvd. and Howe Avenue is open.

HOA Website

Bettsi said that she and Ivan have discussed contacting web designers and said that it will require an interview process in order to discuss the goals that will work for the HOA.

Christmas Holiday Party

The date of the party is December 8th, Bettsi suggested a budget for the party should be crafted for presentation to the Board.

Bettsi also suggested a Gingerbread Cookie decorating event to involve more families around the holidays.

It was suggested that Gerry ask Renee Mendez if she would be willing to be a chairperson for a charity project then.

Orientation

The Homeowner Orientation was scheduled for the morning of October 15, 2016. Linda suggested that instead of a lecture, tables peopled with those familiar with the subjects usually covered in a lecture be available to answer residents questions in a more casual setting. She also suggested that the orientation be held in January 2017 to allow more time to plan for the event.

The meeting was adjourned at 5:56PM

Joan Barrett

Next HOA Board Meeting - Wednesday, October 5th- 5:30PM Clubhouse

Next Outreach-Social Committee Meeting- Wednesday, October 19th-5PM- Clubhouse

Nepenthe Association

Management Report – October 5, 2016

1 COMMUNICATION

The Nepenthe News was last published on September 9, 2016. The next newsletter will be published on October 7, 2016. Topics to be covered are:

- Jazz By The Pool Success
- 2017 Budget Article
- Securing Your Home

The website experienced a number of updates since the last Board meeting:

- New events and announcements added
- Request for Proposal created for web designer for interactive map feature

2 FACILITIES

The following are status updates on various facilities projects:

- The items called out during the July Property Inspection by the Farmers Agent have all been completed. Specifically:
 - Soaker hoses for Redwoods at 2320 American River, 37 Adelphi, 2330 Swarthmore, 606 Elmhurst and 1551 University have all been run under the walkways rather than over.
 - Loose and deteriorating handrails at 820 Elmhurst and 2308 Swarthmore have been replaced.
 - Areas of lifted concrete have been cut by Precision Concrete Cutting.
- Replacement pool furniture for Elmhurst and Dunbarton Pools has been received in good condition.
- Phase II Siding and Painting is completed. Phase III Siding and Painting has begun.
- 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.
- The Dunbarton Cabana received its annual window and carpet cleaning in August.

3 GROUNDS

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

- 9/9/16, Zone 7, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Renee Mendez, Zone Steward. \$2,225 authorized in extra work.
- 9/16/16, Zone 1, Crystle Rhine, Assistant Manager; George Procida, GP Landscape; Diane Luttrell, Zone Steward; and Pam Livingston, Grounds Chair. \$358 authorized in extra work.
- 9/23/16, Zone 2, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Elsa Morrison and Diana Vizzard, Zone Stewards; and Pam Livingston, Grounds Chair.
- 9/30/16, Zone 3, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Liza Tafoya and Stephen Harris, Zone Stewards; and Pam Livingston, Grounds Chair.

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 Removals:

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

- Remove and stump grind Tulip Tree 1258 at 516 Dunbarton, \$2,400.00
- Prune Tulip Tree 1436 at 215 Elmhurst, \$980.00
- Prune Crabapple 1390 at 601 Elmhurst, \$420.00
- Prune Deodar Cedar 1785 at 606 Elmhurst, \$1,200
- Prune Deodar Cedar 1369 at 705 Elmhurst, \$1,200
- Prune Deodar Cedar 2049 at 1533 University, \$1,200
- Provide Deep Root Watering Injections to Redwoods 1808, 1809, 1810 and 1811 at 504-506 Elmhurst in August, September and October, \$780.00
- Provide Deep Root Watering Injections to Cedars 1785, 1369, 2059 located at 606 and 705 Elmhurst and 1533 University in August, September and October, \$780.00
- Annual maintenance pruning for Zone 1. \$12,000

This work is almost complete.

The Board will be reviewing Paul Dubois's 8/30/2016 report and recommendations at the October 5th meeting. He is recommending the following tree work:

- Live Oak #875 at 2322 Swarthmore: prune out dead wood, pull ivy away from base of tree, provide deep root feed to invigorate root system and monitor.
- Red Bud #954 at 2324 Swarthmore: Remove and replace.
- Tulip Tree # 2084 next to 1581 University: Remove and replace.
- Ponderosa Pine #1289 at 1004 Dunbarton: Removal and replacement
- Red Maple #1123 at 1110 Dunbarton: Removal and replacement.
- White Birch Tree #1602 at 1245 Vanderbilt: Removal and replacement.
- Deodar cedar #1353 at 711 Elmhurst: prune 3-4 limbs away from the roof to eliminate turkey roosting area
- Locust Tree#1996 at 700 Elmhurst: Weight reduction pruning.
- Chinese Elm Tree #1960 at 306 Elmhurst: Weight reduction pruning.
- Crabapples at 118 Dunbarton. Trees are growing into new planted Zelkova and should be trimmed back to allow the Zelkova canopy development.

- Crabapple #1315 at 903 Elmhurst. Remove and Replace
- Aleppo Pine Tree #1418 at 603 Elmhurst. Weight reduction pruning to help minimize possible limb failure.

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 September 27th and the next is planned for October 25th.

4 FINANCIAL

The August Financials were published August 31, 2016. There is a current positive variance of \$235,497.25. This will continue to accumulate until it is time to purchase next year's flood policy at the end of the year.

Management has prepared the budget for Board adoption. It calls for an increase of \$12 per owner per month. Most of the increase is attributable to the 3.6% increase in the reserve contribution mandated by the adopted reserve study.

5 GOVERNANCE

- **Courtesy Patrol:** Since the last Board meeting, there were a total of 20 violation notices placed on vehicles in the community by the security patrol. There was 1 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 4 compliance notices, 1 regarding unsightly cable installation visible from Common Area and 3 for a resident parked on the street.

9/8	Grounds Committee meeting 3:00 PM	9/8/2016
9/9	Nepenthe News published	9/9/2016
9/12	ARC meeting 4:30 PM	9/12/2016
9/21	Outreach committee meeting 6:00 PM	9/21/2016
9/26	Committee minutes due to management office	9/30/2016
9/26	Lock in agendas for Board meetings - 1) Approve Budget	9/29/2016
9/26	Finance Committee meeting 3:00 PM	9/26/2016
9/30	Manager posts agenda and distributes Board packets	9/30/2016
10/1	Winter weekend hours begin (9:00-1:00)	
10/3	Tree Work begins	
10/5	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
10/7	Nepenthe News published	
10/10	ARC meeting 4:30 PM	
10/10	Mail Budget Disclosures to homeowners	
10/13	Grounds Committee meeting 3:00 PM	
10/19	Outreach committee meeting 6:00 PM	
10/24	Committee minutes due to management office	
10/24	Lock in agendas for Board meetings - 1) Flood Insurance renewal	
10/24	Finance Committee meeting 3:00 PM	
10/28	Manager posts agenda and distributes Board packets	

Sept. 23, 2016

Nepenthe Board of Directors
1131 Commons Drive
Sacramento, CA 95825

Dear Board Members:

This letter is in regard to the proposed placement of a metal bench in front of 500 Dunbarton Circle facing an adjacent green area. Although my wife and I understand the desirability of benches for the benefit of the overall community, the proposed location is 19'-9" from our fence and this close proximity to our unit, we believe, interferes with our right to quietly enjoy our unit.

And we are concerned that due to the accumulation of pine needles in the area (two pine trees are less than 20' away), the increased traffic and chance of a cigarette being discarded might result in higher risk and an increase in our unit's insurance costs.

We, therefore, respectfully request that the board NOT situate a bench at this location. Further, the aesthetics of this small green space would be optimized by not placing any bench there.

Sincerely,

James Rogers Tao Li

James Rogers and Tao Li
500 Dunbarton Circle
Sacramento, CA 95825
jmsrogers@yahoo.com
(916)806-4180

From: Tom Sessums [<mailto:tsessums6883@aol.com>]
Sent: Thursday, September 15, 2016 10:48 AM
To: CA - Nepenthe HOA; Crystle Rhine
Subject: PARKING PERMITS

To Board of Directors:

I strongly object to the new requirement of parking permits, it is an huge inconvenience and a nuance. I do not understand why it is necessary and why the Board would enact such a rule without input from HOA membership.

Tom Sessums
tsessums6883@aol.com
1569 University Ave

Renee & Joseph Mendez
1575 University Ave
Sacramento, CA 95825
September 29, 2016

Board of Directors
Nepenthe Association
1131 Commons Dr.
Sacramento, CA 95825

Dear Board of Directors:

The past several months has seen an increase in security concerns and criminal activity in and around our community. Starting with mail theft, there has been an acceleration not only in the number of crimes committed, but also in type and severity. It's not unusual to see a posting on Nextdoor about a suspicious person riding through our alleys – a garage break in - car windows being smashed – spit on vehicle windows – purses being snatched - cars being stolen.

We are concerned about this increase in criminal element, especially as it appears we have decreased our focus on security outside parking enforcement.

We understand there is a "Scope of Services" that details the responsibilities of Lyons Security. We respectfully request this document be made available to the residents for review. We also respectfully request the Board reallocate resident's homeowner association dues to provide for an increased security presence to deter criminal activity in our neighborhood.

Sincerely,

Renee & Joseph Mendez

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

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER @5:37pm

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

II. ANNOUNCEMENTS

a. Executive Session Disclosure In accordance with Civil Code Section 4935(a), the Board met in Executive Session on September 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:

- Accounts Receivable Reports
- Violation Follow up
- Minimum Wage Increase

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on University Ave. Lots-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- c. Finance Committee-** Verbal report provided at meeting. 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-**No report.
- f. Outreach Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.

IV. MANAGEMENT REPORTS

- a. Operations Report-** Manager provided report in writing to the Board. Items of note include:
 - Tennis/Pickleball Court sealing has begun.
 - Phase II Siding and Painting is completed.
 - James E. Williams has prepared an estimate to remove the decommissioned sauna and turning the space into a regular storage closet. The main purpose will be to store the chaise lounges and chairs during the winter months.

- At the August 3, 2016 Board meeting the following trees work was authorized:
 1. Tulip 101 on Howe Ave. berm near 27 Adelphi, \$3,100.00
 2. Locust 756 at 811 Dunbarton, \$840.00
 3. Plum 411 at 2265 Swarthmore, \$470.00
 4. Birch 899 at 1333 Commons, \$840.00
 5. Birches 1990 & 1991 at 1025 Vanderbilt, \$1,350
 6. Birch 1521 at 1113 Vanderbilt, \$840.00
 7. Locust 1566 at 1161 Vanderbilt, \$840.00
 8. Liquidambar 371, Crown reduction to subdue co-dominant stem.
Weight reduction pruning, \$2,720
- The Board will be reviewing Paul Dubois's 8/2/2016 report and recommendations at the September 7th meeting. He is recommending the following tree work:
 1. Remove and stump grind Tulip Tree 1258 at 516 Dunbarton, \$2,400.00
 2. Prune Tulip Tree 1436 at 215 Elmhurst, \$980.00
 3. Prune Crabapple 1390 at 601 Elmhurst, \$420.00
 4. Prune Deodar Cedar 1785 at 606 Elmhurst, \$1,200
 5. Prune Deodar Cedar 1369 at 705 Elmhurst, \$1,200
 6. Prune Deodar Cedar 2049 at 1533 University, \$1,200
 7. Provide Deep Root Watering Injections to Redwoods 1808, 1809, 1810 and 1811 at 504-506 Elmhurst in August, September and October, \$780.00
 8. Provide Deep Root Watering Injections to Cedars 1785, 1369, 2059 located at 606 and 705 Elmhurst and 1533 University in August, September and October, \$780.00
 9. Annual maintenance pruning for Zone 1. Specifically, this work will provide 40% pruning in the form of crown thinning and reduction for excessive end weight on lateral limbs as needed throughout canopies with 1" and larger cuts to improve branch spacing or to improve branch structure. All dead, dying, diseased and decayed branches will be removed as will water sprouts and suckers. Trees will be cleared 3-5 feet away from buildings and 5-7 feet away from roofs. Trees will be cleared away from all signage and lights by 3-5 feet. Trees will be cleared to provide an 8 foot canopy over walkways and 14 foot canopy over parking and roads. Visible, hazardous branches will also be removed. Priority will be given to trees over buildings, structures, streets and sidewalks while trees over open green spaces will have lesser priority. \$12,000
- 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 vehicles towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- Since the last Board meeting, management sent 1 compliance notice regarding unsightly items visible from Common Area.

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

- V. **HOMEOWNER CORRESPONDENCE** Board reviewed correspondence received:
- a. Homeowners expressed concern with the University/Elmhurst tennis courts being considered for other purposes.

VI. **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.

VII. **CONSENT CALENDAR**

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

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

- 716 Elmhurst Circle, window replacement, will be approved contingent upon completion of application. The Board President is authorized to give final approval once ARC Committee has approved application.

VIII.

Begin Consent Calendar

a. **Approval of Minutes August 3, 2016 Open Session**

Proposed Resolution: The Open Session minutes dated August 3, 2016 are approved as presented.

b. **Financial Statement: July 2016**

Proposed Resolution: The Board accepts the July 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$190,165.44 and reserve funding of \$1,168,017 compared to the reserve funding budget of \$1,146,362. The reserves are funded through July 2016. The Association has \$457,211 in operating funds, which represents 1.68 months of budgeted expenses and reserve contributions. The Association has \$5,387,850 in reserve funds.

c. **Lien Resolution**

Per the enclosed Resolution dated August 17, 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
2484-02	\$951.00
2509-03	\$914.00

d. **Architectural Applications**

The Architectural Review Committee met on August 8, 2016 to review the enclosed applications.

Resolution: The Board confirms the decisions of the committee.

<i>Address</i>	<i>Application for</i>	<i>Decision</i>
716 Elmhurst Circle	Window Replacement	No action taken
710 Elmhurst Circle	Burglar Alarm	No action taken
2232 Swarthmore	Trellis/Pergola	No action taken
2261 Swarthmore	HVAC Replacement	Emergency approval granted
1109 Dunbarton	HVAC Replacement	Emergency approval granted

End Consent Calendar

IX. UNFINISHED BUSINESS

a. Bench Locations

Motion: Director Joan Haradon
Second: Director Linda Cook
Vote: All in favor
Resolution 1: The Board approved the placement of a bench Northwest of 1236 Vanderbilt for the enjoyment of the community.

Motion: Director Joan Haradon
Second: Director Linda Cook
Vote: All in favor
Resolution 2: The Board chose the bench location West of 500 Dunbarton Circle in place of 1455 University from the Approved Standards and directed management to set signage in place to solicit member comments.

b. New Pool Rules

Motion: Director Will Vizzard
Second: Director Joan Haradon
Vote: All in favor
Resolution: The Board approved the presented pool rules as stated and directed management to publish the rules and have new signs created for the three Nepenthe pools.

X. NEW BUSINESS

a. 2017 Reserve Study Update

Motion: Director Joan Haradon
Second: Director Will Vizzard
Vote: All in favor
Resolution: The Board approved the Browning Reserve Group draft reserve

study for the fiscal year ending 2017 as presented. The reserve study recommends an annual reserve contribution of \$2,039,869 (\$278 per owner, per month) based on projected reserve funds balance of \$5,946,950 as of December 31, 2016. The Board directs management to adjust the unfunded reserve balance consistent with the actual reserve fund amount and with the reserve analyst’s projection of that balance as of December 31, 2016, if any.

b. 2017 Draft Budget

Management has prepared a draft budget for Board review. Further adjustments may be necessary in anticipation of the minimum wage increases beginning in 2017. The Board should anticipate that contractors may need to increase their contracts for next year. At the present time, the budget calls for an increase to the monthly assessment of \$10, from \$457 to \$467. Below is a table of increases over the past 10 years:

Year	Assessment	Year	Assessment
2007	\$387	2012	\$408
2008	\$387 + \$5,000 S.A.	2013	\$424
2009	\$399	2014	\$430
2010	\$403	2015	\$440
2011	\$403	2016	\$457

Action: No action taken.

c. Insurance Renewal

Motion: Director Joan Haradon

Second: Director Will Vizzard

Vote: All in favor

Resolution: The Board accepted the renewal offer from Farmers in the amount of \$93,561 to be paid monthly from operating funds.

d. Proposal to Convert Existing Cabana Sauna to Storage Closet

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the proposal from James E. Williams for the conversion of the Sauna in the amount of \$1,567.48 to be paid from miscellaneous reserves which has a remaining 2016 allocation of \$7,175.

e. Proposals for Tree Work

ITEM 1:

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the removal and crown reduction as proposed by Grove Total Tree Care for the amount of \$11,000, payable from Reserves which has a remaining 2016 allocation for tree work of \$94,454 +/-.

ITEM 2:

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the proposal from The Grove Total Tree Care for annual maintenance pruning of all Zone 1 trees for a fee of \$12,000 to be paid from Reserves which has a 2016 allocation of \$69,526.

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board of Directors authorized the Board President, with recommendations of Manager and Grounds Committee, to approve annual maintenance pruning proposals for Zones 2-7 as the work progresses for a fee not to exceed \$20,000 for any one zone, payable from Reserves.

XI. Director Haradon moved to appoint an ad hoc committee at the next board meeting to consider fence designs and make recommendations

Second: Director Will Vizzard

Vote: All in favor

XII. Director Vizzard moved that the Board of Directors direct the ad hoc committee on the University Lot shall focus on the portion of the lot exclusive of the tennis courts.

Second: Director Linda Cook

Vote: All in favor

XIII. 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.

XIV. NEXT MEETING: Wednesday, October 5, 2016 at 5:30 pm in the Nepenthe clubhouse

XV. ADJOURN@7:18pm

NEPENTHE

September 15, 2016

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>
9/15/16	1959-02	\$938.57	\$914.00			
9/15/16	2039-01	\$963.53	\$914.00			
9/15/16	2387-03	\$928.57	\$914.00			
8/15/16	2484-02	\$2,524.58	\$951.00			

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: _____

rec'd 7-20-16
[Signature]

Architectural Review Committee

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: Jerry Dunn
ADDRESS: 716 Elmhurst Court
PHONE: 916 704 9678
SIGNATURE: [Signature]
DATE: [Blank]
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)
- [] 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: 3 Sliding Doors ; 4 Windows

*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:

- [x] Approved
- [] Approved With Conditions
- [] Disapproved as Submitted

ARC Chair: [Signature] Date: 9-12-16

- [] See notes on plans.
- [x] 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: Because the BOD did not approve application at their Sept. 7, 2016 meeting only due to confusion on the application about the number of window openings, the ARC voted to recommend that the BOD consider the application approved at this time.

Final Inspection Required: Yes [] No []

HOME IMPROVEMENT APPLICATION

Nepenthe Association

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

1131 Commons Dr., Sacramento, CA 95825

House Model Number:

NAME: ADELE NIBLER, ADDRESS: 1185 VANDERBELL WAY, PHONE: (916) 927-4026, SIGNATURE: Adele Nibler, DATE: Aug 22, 2010, ALT PHONE: 916 927 4026

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)
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

Already installed - approval request retroactive

*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 9-12-16

- 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 recommends the BOD enact their violation policy due to the installation without an application. The ARC also voted to recommend that the owner be advised that the compressor unit appears to be installed in a space too small for proper ventilation.

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: Mike Douganian
ADDRESS: 1581 University Ave
PHONE: (916) 401-3975

SIGNATURE: [Signature]
DATE: 8/28/16
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
- 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)
- 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 work for Phase III and we would pay for it we would like to move the fence between our home & the Mendez's home (1575) further up towards university Ave. It could be done in conjunction with siding

*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:

- [X] Approved
- [] Approved With Conditions
- [] Disapproved as Submitted

ARC Chair [Signature] Date 9-12-16

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

COMMENTS: The ARC recommends approval of the concept of re-using the existing fence structure. The ARC does not submit a recommendation relative to the concept of relocating the fence.

Final Inspection Required: Yes [X] No []

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: 4400

NAME Lisa & Tony Sierra
ADDRESS 1587 University Ave
PHONE: 530-383-3196

SIGNATURE Lisa Sierra
DATE 8/28/16
ALT. PHONE 530-383-0919

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)
- 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

Move fence forward toward street.
PLS. SEE ATTACHED PAGES W/DESC & PHOTOS

*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 Kenn Luttig Date 9-12-16

- 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 recommends approval of the concept of re-using the existing fence structure. The ARC does not submit a recommendation relative to the concept of relocating the fence.

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: ROBERT B. MILLER, ADDRESS: 510 ELMHURST CIRCLE, PHONE: (916) 425-3599, SIGNATURE: Robert B Miller, DATE: AUGUST 31, 2016, ALT. PHONE: (916) 261-0537

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)
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: Ken Furrer Date: 9-12-16

- 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:

Final Inspection Required: Yes No

Architectural Review Committee
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: **2300**

NAME William Haldeman SIGNATURE William F. Haldeman
ADDRESS 1423 Commons Drive DATE Aug 30, 2016
PHONE: 916-568-1649 ALT. PHONE 916-477-9476

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)
- 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
 14 solar panels to be affixed on roof of 1423 Commons Drive
 as indicated by attached Solar City architectural plans

*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 Ken Tuttle Date 9-12-16

- 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: *Recognizing that state law requires that the HOA is obliged to accept the installation of roof-top solar panel installations, the ARC voted to advise the BOD that acceptance of the proposed solar panel installation.*

Final Inspection Required: Yes No

Also, see reverse.

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: 2000

NAME: JOAN HARADON, ADDRESS: 2265 SWARTHMORE DR, PHONE: 916 993 5344, SIGNATURE: [Signature], DATE: 9-3-2016, 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)
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: 1 Panel of Fence MOVE APPROX. 12" AWAY FROM HOUSE TO ACCOMMODATE AC COMPRESSOR UNIT

*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 9-12-16

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

COMMENTS:

Final Inspection Required: Yes [checked] 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: 2000

NAME Joan Haradon SIGNATURE [Signature]
ADDRESS 2257 SWERTHMORE DATE _____
PHONE: _____ ALT. PHONE 916 993-5344

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)
- 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 Contractor - MARK GAMET
425-8871

*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 9-12-16

- 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:

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: 4000F (Reversed)

NAME Jennifer Kew SIGNATURE [Signature]
ADDRESS 2783 Swarthmore Dr. DATE 9/7/2016
PHONE: 916-922-8671 ALT. PHONE 916-937-9023

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. - see brochures
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 Emergency Approval Sought
HVAC system now non-operational because of frozen leak in underground conduit. This cannot be replaced because of large tree (see photos)
Newline will connect new heat pump with new air handler in attic. (see drawings)

*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 9-8-16

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

COMMENTS: The ARC granted emergency approval for this replacement contingent on the new lineset up to the attic being installed inside the wall, siding removal & replacement to be provided by the HOA contractor.

Final Inspection Required: Yes No

On reverse, see followup from 9-12-16 ARC meeting.
Page 40 of 98



Nepenthe Association

Approved Standards and Practices for Locating, Design, Financing and Approving Benches Approved by the Board of Directors on May 6, 2015

Background

Traditionally, Nepenthe has never had benches on its extensive 55 acres of landscaping. This Standards and Practices changes that to allow for the addition of 19 (nineteen) benches throughout the community.

Benefits

We believe having benches on our grounds is very desirable. Their presence will encourage residents and guests who have difficulty walking to see the grounds by breaking up their strolls with places to rest. Benches will provide places where members and guests could socialize. Safety is improved when members and guests have places to observe actual or potentially undesirable activity

Locations

Benches will be located in especially scenic spots not especially near entrances to residences. They will be located in several places on the grounds to provide resting places fairly close to one another. Locations where outsiders can be observed are desirable.

Benches shall be purchased and installed over a five-year period in different areas of Nepenthe, rather than zone-by-zone.

Nineteen sites have been chosen for these standards and practices. These sites are shown at the end of this document.

Approved Bench

The approved bench is Wausau Tile Model MF2204, in the dark green color, for the following reasons:

- Aesthetically it complements our 1970's architecture.
- It is powder coated over steel, therefore very durable. A single design provides for a uniform appearance. A dark green color blends in well with the surrounding landscape.
- The middle armrest discourages anyone to lie prone on it.

Memorial Plaques

Any Nepenthe member who wishes to pay for a bench shall be permitted to place a memorial plaque on the concrete pad. The wording of the plaque must be approved by the Board of Directors. It will be metal and be no larger than 8 inches by 4 inches.

Benches paid for from reserves may not have memorial plaques.

Current Costs at time of adoption

Bench, Wausau Tile Model MF2204	\$1,006
Wausau Tile anchor kit	<u>21</u>



Nepenthe Association

	1,027
Sales tax @ 8.5%	87
Freight	258
Concrete pad if coordinated with other concrete work	380
Installation paid for by the Association	200
Total cost	\$1,952

Financing

Except for member gifts, benches will be paid for from reserves over a five-year period beginning in 2016. Annual reserve amounts are calculated as follow:

19 benches @ \$1,952 = \$37,088, in 2015 dollars.

Install a fifth of the benches each year over five years = \$7,418, in 2015 dollars. \$7,418 divided by 590 units and 12 months = \$1.05 per month

Nepenthe members will be able to pay for benches and place memorial plaques on the concrete pad. The plaque will be paid for by the member, and the wording of the memorial will be subject to Board approval. To the extent members pay for benches the reserve amounts will decrease.

Process

A member of Nepenthe Association may apply to contribute a bench at his/her cost by informing the Board of Directors of the location they select from the authorized locations shown on at the end of this document plus the wording of a plaque (if any).

When the Board approves the purchase of a bench, regardless of who pays for it, a sign will be erected at the proposed site showing a photo of the approved bench design and the following text:

Nepenthe Association intends to install a bench at this site. The design is shown in the photo above. The Board of Directors will consider approving the bench installation when it meets on [date]. You may give your opinion regarding this matter by contacting the Association at (916) 929-8384 or nepenthe.hoa@fsresidential.com, or by attending the Board meeting.

The Board meeting date shown on the sign shall be no less than 30 days from the date the sign is erected.

The Board will consider member comments and either approve or deny the bench installation at an open Board meeting. In the case of a bench paid for by a member, if the application is denied, the Board will so inform the applicant in writing, giving the reasons for the denial within 15 days following the meeting.

If approved, the bench will be ordered and installed by management. Construction of the slab may be scheduled with other concrete work.

POTENTIAL BENCH SITE



AUTHORIZED LOCATION



Southeast of 1053 Commons – Two benches in v-formation with apex of “v” at corner of walkway

AUTHORIZED LOCATION



East of 2264 Swarthmore

AUTHORIZED LOCATION



West of 2270 Swarthmore

AUTHORIZED LOCATION



North of 1242 Vanderbilt

AUTHORIZED LOCATION



Northwest of 1236 Vanderbilt

AUTHORIZED LOCATION



Northeast of 1235 Vanderbilt

AUTHORIZED LOCATION



Southwest of 1155 Vanderbilt

POTENTIAL BENCH SITE



North of 814 Elmhurst

AUTHORIZED LOCATION



West-southwest of 901 Elmhurst

AUTHORIZED LOCATION



West of 208 Elmhurst

AUTHORIZED LOCATION



East of 212 Dunbarton

AUTHORIZED LOCATION



West of 500 Dunbarton

AUTHORIZED LOCATION



Northwest of 1012 Dunbarton

AUTHORIZED LOCATION



East of 1455 University

POTENTIAL BENCH SITE



East of 1509 University

AUTHORIZED LOCATION



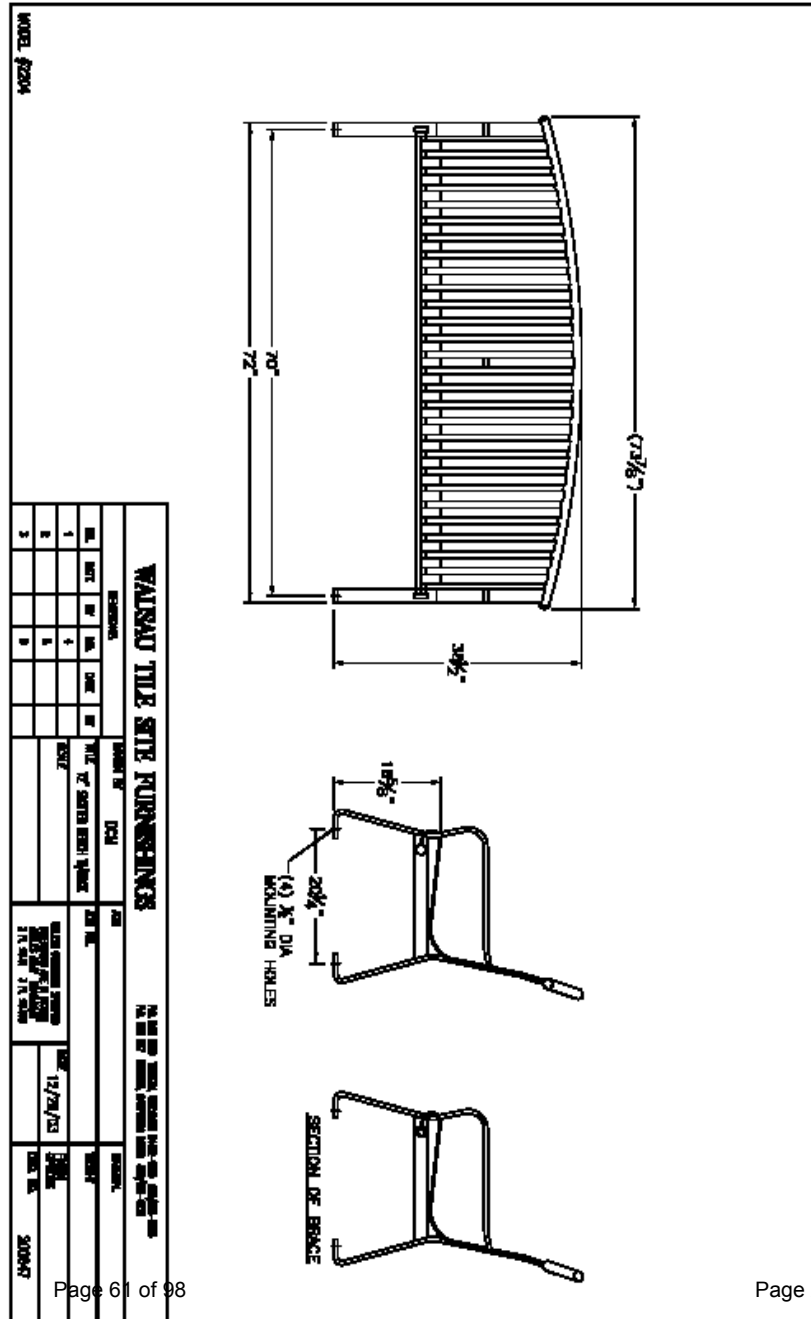
South of 1605 University
Two benches

APPROVED BENCH

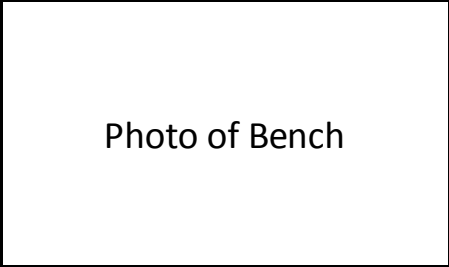


Wausau Tile model MF2204 Color: Green

DRAWING OF APPROVED BENCH, WAUSAU TILE MODEL MF2204



Sign

PROPOSED BENCH SITE		
		
<p>Nepenthe Association intends to install a bench at this site. The design is shown in the photo above. The Board of Directors will consider approving the bench installation when it meets on [date]. You may give your opinion regarding this matter by contacting the Association at 916-929-8384 or nepenthe.hoa@fsresidential.com, or by attending the board meeting.</p>		

NEPENTHE ASSOCIATION
Proposed Operating Budget
January 1, 2017 - December 31, 2017

Description	Current Monthly Approved Budget	Current Annual Approved Budget	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost
REVENUE					
HOMEOWNER ASSESSMENT REVENUE	269,629	3,235,548	276,709	3,320,508	469.00
STREET/GATE COST CENTER					
EASEMENT AGREEMENT	1,300	15,600	1,430	17,160	2.42
INTEREST ON PAST DUE ASSESSMENTS					
KEY REVENUE			75	900	0.13
CLUBHOUSE RENTAL	700	8,400	700	8,400	1.19
CC&R VIOLATIONS/FINES					
MISCELLANEOUS REVENUE					
OPERATING INTEREST REVENUE					
RESERVE INTEREST REVENUE					
PAST OWNERS REVENUE					
RESERVE INTEREST					
**TOTAL REVENUE	271,629	3,259,548	278,914	3,346,968	472.74
**RESERVE CONTRIBUTION					
GENERAL RESERVES	163,766	1,965,192	170,042	2,040,504	288.21
RESERVE INTEREST					
STREET&DRIVE RESERVE INTEREST					
PRIVATE STS.& DRIVES					
**TOTAL RESERVE CONTRIBUTION	163,766	1,965,192	170,042	2,040,504	288.21

Description	Current Monthly Approved Budget	Current Annual Approved Budget	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost
**TOTAL AVAILABLE OPERATING REVENUE	107,863	1,294,356	108,872	1,306,464	184.53
OPERATING EXPENSES					
**UTILITIES					
ELECTRICITY	2,475	29,700	2,725	32,700	4.62
GAS	1,860	22,320	1,200	14,400	2.03
REFUSE COLLECTION	248	2,976	350	4,200	0.59
TELEPHONE EXPENSE	435	5,220	430	5,160	0.73
WATER	3,395	40,740	3,400	40,800	5.76
**TOTAL UTILITIES	8,413	100,956	8,105	97,260	13.74
**LAND MAINTENANCE					
CONTRACT LANDSCAPE SERVICE	26,823	321,876	28,567	342,804	48.42
TREE MAINTENANCE					
SPRINKLER REPAIR					
LANDSCAPE MISCELLANEOUS					
BACKFLOW DEVICE TEST	590	7,080	185	2,220	0.31
COMMON AREA IMPROVEMENT	667	8,004	25	300	0.04
**TOTAL LAND MAINTENANCE	28,080	336,960	28,777	345,324	48.77
**COMMON AREA					
CONTRACT POOL/SPA SERVICE	1,350	16,200	1,350	16,200	2.29
POOL EQUIPMENT REPAIR			25	300	0.04
POOL INSPECTION	150	1,800	115	1,380	0.19
TENNIS COURT MAINTENANCE					

Description	Current Monthly Approved Budget	Current Annual Approved Budget	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost
EXPENSES TO BE REIMBURSED					
ROOF MAINTENANCE			25	300	0.04
MATERIAL SUPPLIES	495	5,940	279	3,348	0.47
PEST CONTROL	190	2,280	190	2,280	0.32
JANITORIAL SERVICE	1,525	18,300	1,525	18,300	2.58
JANITORIAL SUPPLIES	220	2,640	247	2,964	0.42
FIRE EXTINGUISHER	20	240	10	120	0.02
LIGHT REPAIRS	150	1,800	25	300	0.04
SPECIAL SECURITY	300	3,600	125	1,500	0.21
PATROL SERVICE	1,200	14,400	1,200	14,400	2.03
GUTTER & DOWNSPOUT CLEANING	4,900	58,800	4,993	59,916	8.46
REPAIR & MAINTENANCE	200	2,400	400	4,800	0.68
BACKFLOW DEVICE TEST					
KITCHEN SUPPLIES	200	2,400	172	2,064	0.29
JANITORIAL EXTRA LABOR	04	48	300	3,600	0.51
FITNESS CONTRACT	28	336	40	480	0.07
**TOTAL COMMON AREA	10,932	131,184	11,021	132,252	18.68
**MANAGEMENT/ON-SITE ADMIN EXP					
COMMUNITY WEBSITE	10	120	150	1,800	0.25
COMMUNITY EVENTS/PROGRAMS	100	1,200	75	900	0.13
VOLUNTEER RECOGNITION	100	1,200	75	900	0.13
EDUCATION/ADULT PROGRAM	50	600	75	900	0.13
CPA SERVICES	162	1,944	160	1,920	0.27
FEDERAL TAX EXPENSE	100	1,200	650	7,800	1.10
FRANCHISE TAX BOARD	100	1,200	375	4,500	0.64
TAXES & LICENSES	03	36	175	2,100	0.30

Description	Current Monthly Approved Budget	Current Annual Approved Budget	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost
GENERAL COUNSEL SERVICE	300	3,600	500	6,000	0.85
CONTRACT MANAGEMENT	6,800	81,600	6,970	83,640	11.81
MANAGEMENT REIMBURSABLE	2,100	25,200	2,100	25,200	3.56
POSTAGE, ON-SITE	05	60	50	600	0.08
ADMINISTRATIVE MISC	05	60			
DUES & PUBLICATIONS	35	420	40	480	0.07
BANK FEES	35	420	35	420	0.06
ON-SITE STAFF	14,250	171,000	14,000	168,000	23.73
DELINQUENCY MONITORING	79	948	60	720	0.10
OPERATING CONTINGENCY	30	360	182	2,184	0.31
LEGAL-COLLECTIONS	01	12	100	1,200	0.17
SPECIAL PROJECT MANAGEMENT	04	48			
ACCOUNTING REIMBURSABLES	130	1,560	100	1,200	0.17
AMS COLLECTION EXPENSE	100	1,200	135	1,620	0.23
PROPERTY TAX	175	2,100	75	900	0.13
ANNUAL ELECTION EXPENSE	10	120			
PAYROLL TAXES & BENEFITS	5,100	61,200	5,300	63,600	8.98
MILEAGE REIMBURSEMENT	05	60			
WEBSITE MONTHLY FEE	05	60	05	60	0.01
ON-SITE OFFICE SUPPLIES	150	1,800	150	1,800	0.25
INTERNET EXPENSE	100	1,200			
COPIER LEASE	353	4,236	400	4,800	0.68
CLAC CONTRIBUTION	49	588	50	600	0.08
CC&R REVISION			400	4,800	0.68

Description	Current Monthly Approved Budget	Current Annual Approved Budget	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost
**TOTAL MANAGEMENT/ON-SITE ADMIN EXP	30,446	365,352	32,387	388,644	54.89
**INSURANCE					
INSURANCE	7,982	95,784	7,801	93,612	13.22
FLOOD INSURANCE	22,010	264,120	20,781	249,372	35.22
**TOTAL INSURANCE	29,992	359,904	28,582	342,984	48.44
**TOTAL OPERATING EXPENSES	107,863	1,294,356	108,872	1,306,464	184.53
NET INCOME/(LOSS)					0.00

Responsibilities of Rooftop Solar Panel Owners

1. The building owner shall be aware that penetrations of the roofing for the new solar panel installation or re-installation compromises the warranty for the roofing and that they will be responsible for the cost of any damage to the building's structure and interior due to leakage caused by said penetrations.
2. The building owner will be responsible for additional costs related to the removal and replacement of the solar panel system that will be required for future roofing replacements or repairs.
3. The building owner will be responsible for additional costs related to the removal of rooftop debris, whether during regular rooftop cleaning by the HOA or for special cleaning required to clear debris that has collected under or around the panels.
4. No wires or conduits are to be installed on the exterior of outside building walls.
5. Supports for the solar panels shall not impose a dead weight concentrated load exceeding 150 lbs. anywhere on the supporting roof.
6. Continuous supports for the solar panels not impose a dead load exceeding 75 lbs. per ft. on the supporting roof.
7. Continuous supports for the solar panels that are installed perpendicular to the roof slope shall have a drainage gap at 10 ft. maximum.
8. The contractor is required to submit for a building permit from the City Building Department for such installations.
9. A building permit shall be secured prior to submission of the application to the Nepenthe HOA. The homeowner or the solar system contractor shall submit a permit application to the City Building Department and include evidence of the approved permit in the application to the Nepenthe HOA.

Section 24, Approved Nepenthe Architectural Guidelines

Solar Energy Roof Panels

Guidelines are in keeping with current SMUD criteria, and the panels must be installed by a registered contractor as determined by the California Solar Energy Industries Association and the California Energy Commission.

Please meet with the ARC before developing plans.

Solar collectors must be of dull black, non-reflective material, including all piping, brackets, fittings, clamps, etc. The piping into the roof shall be immediately adjacent to the manifold. The owner is to maintain the installation in a uniform black appearance. Specific justification for an area greater than 120 square feet shall be provided. A photo or drawing showing the roof panel size and proposed location must be submitted.

It shall be the responsibility of the homeowner to remove all Solar Collectors prior to re-roofing of the dwelling and it will be the homeowner's responsibility to reinstall the collectors after completion of the roof. Any roof penetrations after roof replacement may void a new roof warranty and shall be the responsibility of the homeowner.

Civil Code §714. Restrictions on Solar Energy.

(a) Any covenant, restriction, or condition contained in any deed, contract, security instrument, or other instrument affecting the transfer or sale of, or any interest in, real property, and any provision of a governing document, as defined in **Section 4150** or 6552, that effectively prohibits or restricts the installation or use of a solar energy system is void and unenforceable.

(b) This section does not apply to provisions that impose reasonable restrictions on solar energy systems. However, it is the policy of the state to promote and encourage the use of solar energy systems and to remove obstacles thereto. Accordingly, reasonable restrictions on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.

(1) A solar energy system shall meet applicable health and safety standards and requirements imposed by state and local permitting authorities, consistent with Section 65850.5 of the Government Code.

(2) Solar energy systems used for heating water in single family residences and solar collectors used for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined in the Plumbing and Mechanical Codes.

(3) A solar energy system for producing electricity shall also meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

(d) For the purposes of this section:

(1)

(A) For solar domestic water heating systems or solar swimming pool heating systems that comply with state and federal law, “significantly” means an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.

(B) For photovoltaic systems that comply with state and federal law, “significantly” means an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

(2) “Solar energy system” has the same meaning as defined in paragraphs (1) and (2) of subdivision (a) of **Section 801.5**.

(e)

(1) Whenever approval is required for the installation or use of a solar energy system, the application for approval shall be processed and approved by the appropriate approving entity in the same manner as an application for approval of an architectural modification to the property, and shall not be willfully avoided or delayed.

(2) For an approving entity that is an association, as defined in [Section 4080](#) or 6528, and that is not a public entity, both of the following shall apply:

(A) The approval or denial of an application shall be in writing.

(B) If an application is not denied in writing within 45 days from the date of receipt of the application, the application shall be deemed approved, unless that delay is the result of a reasonable request for additional information.

(f) Any entity, other than a public entity, that willfully violates this section shall be liable to the applicant or other party for actual damages occasioned thereby, and shall pay a civil penalty to the applicant or other party in an amount not to exceed one thousand dollars (\$1,000).

(g) In any action to enforce compliance with this section, the prevailing party shall be awarded reasonable attorney's fees.

(h)

(1) A public entity that fails to comply with this section may not receive funds from a state-sponsored grant or loan program for solar energy. A public entity shall certify its compliance with the requirements of this section when applying for funds from a state-sponsored grant or loan program.

(2) A local public entity may not exempt residents in its jurisdiction from the requirements of this section.

Nepenthe Association Board Resolution for CAI-CLAC Contribution

Whereas, the Nepenthe Association (hereafter referenced as the “Association”) board serves in the best interests of all owners in the community; and

Whereas, The Association directors have the fiduciary responsibility to manage the assets of the Association according to California law, established business practices and principles, and pursuant to competent, ethical and positive community governance; and

Whereas, Community Associations Institute (CAI) is the leading advocate for common-interest communities before state and federal legislative and regulatory bodies; and

Whereas, CAI's California Legislative Action Committee (CLAC) represents the interests of community associations in California, sponsors legislation which benefits community associations and their members, and disseminates information to California community associations about legislative issues; and

Whereas, current and future Association residents benefit directly from CLAC's advocacy efforts; and

Whereas, CLAC's efforts are funded solely through contributions from CAI members and fundraising efforts by CAI chapters in California; and

Whereas, Contributing to the CAI-CLAC will not affect the association’s nonprofit tax status; and

Wherefore be it Resolved, that the Association invest in a full or partial board membership package; and

That it is the policy of the Association that the Association make an annual contribution to CLAC, in the amount of \$590, that is, (\$1) for each (unit/lot) in the Association; and

That the Association’s annual budget shall include an annual contribution to CLAC in the amount of \$590; and

That the Association strongly encourages its manager and directors to take advantage of the information provided by CLAC regarding pending and enacted state legislation that allows them to keep abreast of the rights and responsibilities of community associations under California law.

SO RESOLVED BY THE BOARD OF DIRECTORS on this, the 5th day of October in the year 2016.

Secretary of the Association

12 REASONS

Why You Should Donate to CLAC

The California Legislative Action Committee (CLAC) is a committee of Community Associations Institute (CAI), a national not-for-profit educational and resource organization dedicated to fostering vibrant, competent, harmonious community associations. CLAC is dedicated to monitoring and influencing legislation that affects community associations in California. CLAC is proactive in introducing and advocating for legislation that is beneficial to CIDs and is active in opposing legislation that may have an adverse impact on CIDs.

CLAC has influenced legislation affecting many aspects of the Davis-Stirling Act, including covenant enforcement, elections, board meetings, assessment collection, electronic voting, resale disclosure, etc.

Following are 12 strong reasons why you should donate to CLAC.



- 1** Your donation gives you a voice. CLAC's legislative advocacy efforts are entirely dependent upon the opinions and experience of the industry's professionals and CID homeowners. CLAC serves the interests of approximately 9,000,000 people who live in and work with CIDs in the state of California. CLAC communicates with legislators and other elected and appointed officials, and CLAC members educate government officials about CID concerns through letters, phone calls and personal visits.
- 2** CLAC is dedicated to monitoring and influencing legislation that affects common interest developments in California. CLAC researches and reviews proposed legislation and takes positions on bills affecting CIDs. CLAC reviews and tracks bills related to CIDs in California throughout the year.
- 3** CLAC meets regularly with lawmakers to help advance issues. CLAC educates and visits with lawmakers, legislative and executive staff, and other organizations, and testifies before legislative bodies. In addition, CLAC visits legislators annually and holds an annual Legislative Day at the Capitol in Sacramento to get to know legislators; inform them of issues affecting CIDs; ensure that the voice of community associations is heard.
- 4** CLAC is NOT a PAC (Political Action Committee) and does not give money to legislators or their campaigns. CLAC operates solely from contributions made by California members of CAI and other donations.
- 5** CLAC provides immediate action alerts and input on bills that affect CIDs. CLAC's input on breaking issues enhances its ability to effectively influence the formulation and outcome of public policy. Additionally, CLAC provides timely information on bills related to CIDs at www.caiclac.com.
- 6** CLAC organizes "grass-roots" letters, emails and phone communications with legislators regarding important CID-related issues and proposed laws.
- 7** CLAC exercises members' constitutional right to participate in the political process. CLAC builds important relationships with government officials and develops a network of peers that will benefit the CID community and profession.
- 8** Giving is easy and can be done online at www.caiclac.com or fill out and return the **Buck A Door or More** donation form.
- 9** It is legal for CID boards to donate money from the assessments collected. The board may spend community funds on protecting the association and its owners by supporting constructive - and opposing offensive - state legislation.
- 10** Donations are for LEGISLATIVE ADVOCACY, NOT POLITICAL CONTRIBUTIONS. CLAC expenses include printing and mailing information to CAI members and CLAC contributors, lobbyist fees and administrative services; providing legislative information to the CLAC volunteers and more.
- 11** Senate and Assembly committees ask our advocate (lobbyist) for input as housing legislation is proposed and debated. Moreover, the Governor's Office often contacts CLAC to ask its position on a bill prior to the Governor signing the bill!
- 12** CLAC has become the recognized resource for providing accurate, timely and influential input to California legislators. CLAC is comprised of representatives from three CAI membership categories: Volunteer Leaders (i.e., homeowners, board members); Business Partners (e.g., attorneys, developers, reserve analysts, contractors, accountants, insurance representatives, etc.) and Community Managers. This provides a diverse perspective on how bills may impact CIDs.

WHAT IS CLAC?

The California Legislative Action Committee (CLAC) is a volunteer committee of the Community Associations Institute (CAI) consisting of homeowners and professionals serving HOAs. It is the largest advocacy organization in America dedicated to monitoring legislation, educating elected state lawmakers, and protecting the interests of those living in community associations in California.

CLAC's Mission

To safeguard and improve the community association lifestyle and their property values by advocating a reasonable balance between state statutory requirements and the ability and authority of individual homeowners to govern themselves through their community associations.

Briefly, CLAC...

- Is a non-profit, statewide committee of the Community Associations Institute (CAI)
- Educates legislators about Common Interest Development (HOA) living and governance
- Serves the interests of approximately 13 million Californians in over 50,000 Community Associations throughout California
- Is not a PAC (Political Action Committee), and makes no political contributions
- Functions solely on the donations of the community associations it represents

The legislation we monitor, support, or oppose has a direct impact on the community associations you live in, work with or manage

How Does CLAC Accomplish Its Goals?

- Reviews and takes positions on all legislative bills affecting homeowners associations
- Hosts a "Legislative Day in the Capitol" event each year to educate legislators and members
- Employs a veteran lobbyist, Skip Daum, to testify at hearings and lobby (educate) the legislators in Sacramento
- Alerts HOAs and their managers about important legislation
- Makes visits to legislators in their districts to continue the education begun in Sacramento
- Organizes "grass-roots" efforts to communicate en masse with legislators over topics that are particularly important to community associations
- Establishes CLAC as a resource for legislators when considering legislation having to do with community associations

Should you have any interest in following legislation that affects community associations in California, please sign up for our blog at www.caiclac.wordpress.com and our free email alerts on our website www.caiclac.com. Also, please consider our voluntary "A Buck-A-Door or More" fundraising efforts; every dollar helps and donations can be made online at our website or be sent to 1809 S Street, Suite 101-245, Sacramento, CA 98511 with checks written to CAI-CLAC. Your efforts and monetary contributions are very much appreciated and your HOA members will feel involved, enabled and informed.

Serving 13 million Californians in over 50,000 Community Associations

1809 S Street, Suite 101-245, Sacramento, CA 95811

TEL: (916) 791-4750 ♦ FAX: (916) 550-9488 ♦ www.caiclac.com



August 30, 2016

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

On August 30, 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.

- Signs of pest intrusion include weeping from main stem, holes along stem and branches (Figure 1), and sticky residue on leaves (Figure 2).
- Indicators of internal decay include signs of fungal activity at or around base of the tree (Figure 3)

The following recommendations will address mature numbered trees on the Nepenthe property.

- Tree # 875 Interior Live Oak (*Quercus wislizeni*) next to 2322 Swarthmore. The tree appears to be in decline due to a large majority of canopy loss (Figure 4). Tree may have some internal decay issues due to a cavity at branch attachments with insect activity (Figure 5). My recommendation is to prune out dead wood, pull ivy away from the base of the tree and deep root feed to invigorate the root system, retain and monitor tree health.
- Tree #954 Redbud (*Cercis canadensis*) next to 2324-2326 Swarthmore. Tree has a large mass of fungal activity at the base (Figure 6). This is a sign of root rot or butt rot. My recommendation is to remove and replace.
- Tree #965 Red Maple (*Acer Rubrum*) 719 Dunbarton. Tree has some black residue on leaves (Figure 7) possibly caused by honeydew from nearby Crepe Myrtle trees with aphids. My recommendation is to retain and monitor tree health.
- Tree # 2084 Tulip Tree (*Liriodendron tulipifera*) next to 1581 University. Tree is mature and has over weighted canopy. Inspection of root crown found signs of fungal activity (Figure 8) and possible root decay. Inspection of crown found some weeping at limb attachments (Figure 9) and May be an indicator of possible internal decay. My recommendation due to the size and location of the tree is to remove and replace.
- Tree at 1007 Dunbarton. Deodor cedar (*Cedrus deodara*). Tree has experienced at least 4-5 large limb failures this year (Figure 10). Possibly a reaction to water stress. Possibly a reaction to long

over weighted limbs. I recommend monitor tree health. Light prune in the fall to upper canopy. Possible Deep Root feeding to re-invigorate the root system.

- Tree #1047 Chinese Pistache (*Pistacia chinensis*.) 907 Dunbarton. Tree has experienced a limb failure in the canopy due to canopy over weighted. Recommend pruning.
- Tree#1289 Ponderosa Pine (*Pinus ponderosa*) Tree has developed a significant lean, and has codominant tops (Figure 11). Due to the species potential of this tree and the structural development that will lead to further maintenance issues with the tree, I recommend this tree for removal and replacement
- Tree #1123 Red Maple (*Acer Rubrum*). Tree has been damaged by possible rodent activity (Figure 12) Recommend removal and replacement.
- Tree #1625, White Birch (*Betula pendula*) Tree has grown into canopy of another tree. The two trees have good structure and shape. Due to the sensitivity of the birch trees I would not recommend pruning the tree unnecessarily to avoid opening the tree up to pests.
- Tree #1602, White Birch (*Betula pendula*) Tree has a sparse canopy in decline and multiple trunk wounds. Recommend removal and replacement.
- Tree #1321 Redwood (*Sequoia Sempervirens*) Tree has developed unusual shape in trunk. It is common for redwoods to develop burls from stress related to structural, bacterial or fungal issue. Recommend to monitor tree health.
- Tree #1353 Deodor cedar (*Cedrus deodara*). 711 Elmhurst. Owner is concerned about the turkeys roosting in the limbs over her house. The Turkeys have left quite a mess. I recommend to prune 3-4 limbs away from the roof to eliminate roosting area (Figure 13)
- Tree#1996 Locust (*Robina pseudoacaia*) 700 Elmhurst. The owner is concerned about tree canopy. The tree is over extended over the house (Figure 14). I recommend weight reduction pruning.
- Tree # 1960 Chenese Elm (*Ulmus parvifolia*) 306 Elmhurst. Trees around building are over weighted (Figure 15) and can lead to canopy/ limb failure. Recommend weight reduction pruning.
- Trees #? Crabapples (*Malus*) 118 Dunbarton. Trees are growing into new planted Zelkova and should be trimmed back to allow the Zelkova canopy development.
- Tree 1315 Crabapple (*Malus*) 903 Elmhurst. Tree has major internal decay (Figure 16) and had some canopy damage from a vehicle. Recommend tree removed and replaced.
- Tree #1418 Aleppo Pine (*Pinus halepensis*) 603 Elmhurst. Tree is over weighted and has overextended limbs (Figure 17). Due to lean and size of canopy I recommend weight reduction pruning to help minimize possible limb failure.
- Crape Myrtle (*Lagunaria patersonii*) Throughout Nepenthe. Aphid infestation causing honeydew on trees. Recommend Merit injections in January.





Figures 1 & 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8



Figure 9



Figure 10



Figure 11



Figure 12



Figure 13



Figure 14



Figure 15



Figure 16



Figure 17

*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

September 28, 2016



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

**Re: Tree Work Contract
 September 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
Live Oak #875	1	Prune out dead wood	2322 Swarthmore	\$600.00
TOTAL CONTRACT PRICE				\$600.00

Tree Species	Qty.	Service Description	Location	Cost
Red Bud #954	1	Remove & Stump Grind	2324 Swarthmore	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
Tulip Tree # 2084	1	Remove & Stump Grind *Permit Required	1581 University	\$2400.00
TOTAL CONTRACT PRICE				\$2400.00

Tree Species	Qty.	Service Description	Location	Cost
Ponderosa Pine #1289	1	Remove & Stump Grind	1004 Dunbarton	\$450.00
TOTAL CONTRACT PRICE				\$450.00



Tree Species	Qty.	Service Description	Location	Cost
Red Maple #1123	1	Remove & Stump Grind	1110 Dunbarton	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
White Birch #1602	1	Remove & Stump Grind	1245 Vanderbilt	\$600.00
TOTAL CONTRACT PRICE				\$600.00

Tree Species	Qty.	Service Description	Location	Cost
Deodor cedar #1353	1	prune 3-4 limbs away from the roof to eliminate turkey roosting area	711 Elmhurst	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
Locust Tree#1996	1	Weight reduction pruning	700 Elmhurst	\$600.00
TOTAL CONTRACT PRICE				\$600.00

Tree Species	Qty.	Service Description	Location	Cost
Crabapples	2	Crown Clean Thin and separate	118 Dunbarton	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
Chinese Elm #1960	1	Weight reduction pruning	306 Elmhurst	\$720.00
TOTAL CONTRACT PRICE				\$720.00

Tree Species	Qty.	Service Description	Location	Cost
Crabapple #1315	1	Remove & Stump Grind	903 Elmhurst	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
Aleppo Pine #1418	1	Weight reduction pruning	603 Elmhurst	\$1280.00
TOTAL CONTRACT PRICE				\$1280.00



Total Contract Price

\$8,450 _____ **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 McComb
1131 Commons Dr.
Sacramento, CA 95825
Phone: (916) 929-8380
Email: bettsi.mccomb@fsresidential.com

By: Paul Dubois (C. Strohbusch)
Name: Paul Dubois
Title: ISA Arborist/ Account Manager WE 9034-AU
Date: September 28, 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: _____

