

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
November 02, 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 20, 2016 and November 2, 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**
- b. **Architectural Review Committee** Pages 5-7
- c. **Finance Committee** Page 8
- d. **Grounds Committee** Pages 9-12
- e. **Insurance, Legal and Safety Committee**

f. Outreach Committee Pages 13-14

IV. MANAGEMENT REPORTS

a. Operations Report..... Pages 15-17
 b. Master Calendar ReportPage 18

V. HOMEOWNER CORRESPONDENCE..... Pages 19-22

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 E as presented.

<i>Begin Consent Calendar</i>

- a. **Approval of Minutes October 05, 2016 Open Session** Pages 23-27
 Proposed Resolution: The Open Session minutes dated October 05, 2016 are approved as presented.

- b. **Financial Statement: September 2016**..... Pages 28-39
 Proposed Resolution: The Board accepts the September 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$264,761.27 and reserve funding of \$1,500,282.13 compared to the reserve funding budget of \$1,473,894. The reserves are funded through August 2016. The Association has \$531,920.63 in operating funds, which represents 1.96 months of budgeted expenses and reserve contributions. The Association has \$5,578,800.68 in reserve funds.

- c. **Appoint Committee Member**
 Homeowner Marilyn Livingston has submitted her application to serve on the Grounds Committee. She has also agreed to abide by the Nepenethe Conflict of Interest Policy.
 Proposed Resolution: The Board hereby appoints Marilyn Livingston, a member in good standing to the Grounds Committee.

d. Lien ResolutionPage 40

Per the enclosed Resolution dated October 13, 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
2501-01	\$914.00

e. Architectural Applications Pages 41-48

The Architectural Review Committee met on October 10, 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>
809 Dunbarton Circle	Window Replacement	Approved
1111 Dunbarton Circle	HVAC Replacement	Approved
700 Elmhurst Circle	Window Replacement	Approved
709 Elmhurst Circle	Installation of Front Storm Door	Approved
2248 Swarthmore Drive	Window Replacement	Approved
1207 Vanderbilt Way	Window Replacement	Approved
811 Dunbarton Circle	HVAC Replacement	Approved
13 Colby Court	HVAC Replacement	Approved

<i>End Consent Calendar</i>

VIII. UNFINISHED BUSINESS - None

IX. NEW BUSINESS

a. Proposals for Tree Work..... Pages 49-66

Arborist Paul Dubois walked the property on September 27th 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:

- Zelcova Trees #685,686,690 at 1113 Dunbarton: Clean and thin canopy and weight reduction pruning.

- Pear #1512 at 1119 Vanderbilt: Weight reduction pruning.
- Birch # 1523 at 1113 Vanderbilt: Safari Drench For beetle.
- Birch #1032 at 801 Dunbarton: Remove & Stump Grind.
- Birch #1577 at 1213 Vanderbilt: Remove & Stump Grind.
- Birch #525 at 2246 Swarthmore: Remove & Stump Grind.
- Redwoods #2061-2067 Deep Root Watering (Starting in June 2017).

ReportPages 49-63
 ProposalPages 64-66

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 \$4,330, payable from Reserves which has a remaining 2016 allocation for tree work of \$63,004 +/-.

X. HOMEOWNER FORUM

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XI. NEXT MEETING: Wednesday, December 7, 2016 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Monday, October 10, 2016 at 4:30 pm in Clubhouse

Members present: Alan Watters, acting chair; Jan Summers.

Present: Joan Haradon, Board Liaison; Karen Lowrey; Nancy Curley, Kelly Cole, Gregg and Karen Cassady, Robyn Eckern, Anne Marder; Bettsi Ledesma, Community Manager.

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. **809 Dunbarton Circle** – Nancy Curley – Windows replacement in this 4400 model: Install Simonton Daylight Max Vinyl [-framed] Window Series 7300 windows and sliding doors: five windows, in exterior color “Bronze.” Contractor is Brothers Home Improvement. **Approval Recommended.**
2. **1111 Dunbarton Circle** – Amelie Gannon – Requesting authorization for replacement of the HVAC system in this 2000 model. Already installed was a 14-SEER Carrier split system with a 58DLX070116 air handler and a 74AAA542A003 condenser. Existing refrigerant lineset was used, which was installed on top of the siding with a lineset cover at some unknown previous time. **Approval Recommended.**
3. **700 Elmhurst Circle** – Kelly Cole – Windows replacement in this 2300 model: Install Simonton Daylight Max Vinyl [-framed] Window Series 7300 windows and sliding doors: three sliding doors and five windows, in exterior color “Bronze.” Contractor is C.E.C.S. **Approval Recommended.**
4. **709 Elmhurst Circle** – Gregg and Karen Cassady – Install a storm door at front door: Install an Andersen 2000 series self-storing door with slide away insect screen, in bronze, a product which was previously added to the list of approved screen doors. **Approval Recommended.**
5. **2248 Swarthmore Drive** – John R. Ballenger, with agent Robyn Eckern – Windows replacement in this 7000F model: Install Milgard Tuscan series vinyl-framed products: two sliding doors and five windows, in exterior color “Bronze.” Contractor is The Window and Door Shop, Inc. **Approval Recommended.**

6. **1207 Vanderbilt Way** – Richard and Anne Marder – Windows replacement in this 7000G model: Install Simonton Daylight Max Vinyl –[–framed] Window Series 7300 windows and sliding doors: one kitchen window, and two sliding patio doors with some windows reconfigured to be fixed in the nook and dining room, in exterior color “Bronze.” Contractor is Brothers Home Improvement. **Approval Recommended.**

7. **811 Dunbarton Circle** – Kathleen and Michael Herder – Replace the HVAC system in this 2200 model: install an American Standard split system heat pump. Outdoor compressor will remain in original location, and no lineset or wiring will be installed on top of siding. **Approval Recommended.**

8. **13 Colby Court** – Regina Lopez – HVAC system: replace the outdoor A/C compressor unit with a Trane XL18i air conditioner unit. New refrigerant lineset will not be installed on exterior siding; only new fuse disconnect box will be installed on siding. **Approval Recommended.**

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

B.3. Homeowner Requests Not Approved: none.

C. Approval of Minutes: done via email.

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

F. Old Business:

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 October 10/10/16 meeting was convened to review submitted applications and discuss some changes clarifying and simplifying language for HVAC application initiated by Joan, as well as to continue discussion of the language of the Rooftop Solar Panel Responsibilities document.

Of the 7 applications, one was put on hold pending answers to questions concerning the HVAC replacement. He did not attend the meeting; Alan will follow-up.

Regarding trellises recently applied for, Alan asked how was the second floor siding to be accessed, especially if the trellis structure was aluminum, not retractable, and/or unable to be unhooked from the siding face, no matter how temporarily.

Of the examples already approved by the BOD, there still remains the questions of “how permanent” is the unit, and how flexible is it for HOA building repair or painting. As the homeowners prepare their applications, we may need to explore wider options: the aluminum trellis or even the wood trellis still needs to fit newest fire code; color of trellis has so far been good choices by the homeowner to blend into the muted wood-tones of the home and environs. The substitute “trellis” made of 3 fabric sails is temporary and functions without damage to the siding yet readily serves the purpose. This new option is affordable with practical, yet attractive results. Let's keep looking for examples to offer our homeowners as "options" that fit the needs of the home site and the overall community.

H. Next meeting. Monday, November 14, 2016, 4:30 P.M. in the Clubhouse.

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

Nepenthe Homeowners Association

FINANCE COMMITTEE MINUTES

October, 24, 2016

Present

The meeting was called to order and promptly adjourned due to a lack of quorum.

Ken Butler

NEPENTHE GROUNDS COMMITTEE MEETING

October 13, 2016 - Dunbarton Cabana

Minutes

Present were: Pam Livingston, Committee Chair

Linda Cook, Board Liaison

Ivan Gennis, Board President

Bettsi Ledesma, General Manager

Marty Henderson, Irrigation

George Procida, GP Landscape

Secretary – Joan Barrett

Zone 1 – Grace Long

Zone 2 - Diana Vizzard, Elsa Morrison

Zone 3 - Liza Tafoya, Lyn Livingston

Zone 4 - Don Landsittel

Zone 5 - Pam Sechrist

Zone 6 - Kathy Waugh, Diana Mortimore

Zone 7 – Renee Mendez

Paul Dubois, The Grove Total Tree Care

Not present: Secretary – Joan Barrett

Zone 1 – Diane Luttrell

Zone 4 – Don Landsittel

Guest: Sue Kane

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

IRRIGATION REPORT

GP has finished their first phase of the conversion project. George said they reached the \$25K limit on material costs before finishing Zone 4. So they finished all of Zone 3 and about half of Zone 4. Marty and George met with Alex from the City a couple of weeks ago. George wanted to make sure the city did a preliminary review of what they were doing and to confirm the format of the invoice the City needs for reimbursement. GP keeps track of the material costs in minute detail, down to the component level and Alex approved of the format.

George said we have a final inspection with the City next week sometime. We expect them to sign off on Phase 1 and map out Phase 2. Right now Phase 2 will be to complete Zone 4 and then jump over to Zone 7, then 6. The city will rebate us another 25K for this year. We will complete as much of Phase 2 as the money allows.

Marty would like to discuss the possibility of working with the various Zone Stewards to identify specific turf areas that should be converted to ground cover, shrubs and drip irrigation. The City will give us another \$25K (\$1/foot). George said that he would add another crew to do this work so not to delay Phase 2.

The Phase 1 irrigation project went well, except for the delays caused from landscape projects this summer. However, we need to get all the upgrades area covered with mulch. George said he was close to buying a new mulch machine. The quality of his mulch is much better than using the bark shredding from the tree trimmings. Either way we need to get these areas covered before the rain washes away the

dirt and exposes all the Netafim lines. Several areas have exposed lines that are subject to damage from GP mow/blow and pruning teams.

Application To Move A Fence

The Nepenthe Grounds Committee reviewed the application from homeowner Mike Dougarian to move the fence between his home at 1581 University and his neighbor's home at 1575 University. The owners of 1575 University, Renee and Joseph Mendez, have worked with the Dourgarians to ensure that a covenant will be filed that will prohibit the movement of the HVAC compressor serving 1581 University.

REQUEST FOR BOARD ACTION

The Grounds Committee recommends approval of above application by the Board of directors provided that the Dourgarians understand that they will be responsible for

1. the cost related to capping the association's irrigation system and
2. the cost to move the fence when the Phase III carpentry and painting project reaches their area.

This resolution is specific to this application and should not be considered blanket approval for fence relocations.

Motion made by: Marty Henderson and Seconded by Diana Mortimore
Vote – 7-Yes and 1-No - Renee Mendez abstained

Paul DuBois, Arborist – The Grove Total Tree Care Report

On September 28, 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.

We are the time of year when we can see fungal development. Certain fungal growth on trees is an indicator of wood decay.

Indicators of internal decay include signs of fungal activity at or around base of the tree (Figure 1&2)

Staking new planted trees:

- ❖ Remove nursery stake after planting.
- ❖ Place stakes at either side of root-ball.
- ❖ Place stakes so that they are at right angles to prevailing wind.
- ❖ Place ties so that the tree's crown can move 4 to 6 inches in the wind. It is important that trees be allowed to move a little in the wind to develop trunk taper.
- ❖ Stakes should be removed after one season.

REQUESTS FOR BOARD ACTION

Motion - made by Pamela Sechrist and Seconded by Diana Mortimer – Passed - The Board accept the

following recommendations by Paul Dubois, Arborist, with The Grove Total Tree Care

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

- ❖ (Zone 3) Tree's # 685,686,690 Zelcova (*Zelcova serrata*) next to 1113 Dunbarton. The trees appear to be healthy. Full canopy and decent branching structure. Trees are heavy and require some weight reduction pruning (Figure 3).
- ❖ (Zone 5) Tree #1512 Bradford Pear (*Pyrus calleryana*) next to 1119 Vanderbilt. Tree appears to be healthy good branching structure (Figure 4). My recommendation is to prune for selective weight reduction on heavy areas of the canopy.
- ❖ (Zone 3) Tree #1038 Birch (*Betula pendula*) 817 Dunbarton. Tree appears healthy, well balanced canopy, one large dead limb. (Figure 5) My recommendation is to prune out large dead limb retain and monitor tree health.
- ❖ (Zone 3) Tree #1042 Birch (*Betula pendula*) next to 817 Dunbarton. Tree appears healthy, well balanced canopy. Tree does have two cavities in trunk that show some pockets of internal decay (Figure 6). My recommendation is to retain and monitor tree health.
- ❖ (Zone 3) Tree #1523 Birch (*Betula pendula*) next to 1113 Vanderbilt. Tree has signs of beetle infestation (Figure 7). However appears to be healthy, I recommend Safari drench application to combat beetle.
- ❖ (Zone 3) Tree #1032 Birch (*Betula pendula*) 801 Dunbarton. Tree has several structural defects. Central leader lost and decay pocket present at secondary leader attachment. Poor trunk taper with all tree weight over garage (Figure 8). Tree has had some roots cut recently (Figure 9). I recommend removal and replacement.
- ❖ (Zone 5) Tree #1577 Birch (*Betula pendula*) at 1213 Vanderbilt. Tree is dead (Figure 10). Removal and replace.
- ❖ (Zone 2) Tree #525 Birch (*Betula pendula*) at 2246 Swarthmore. Tree has signs of internal decay in trunk (Figure 11). Tree has signs of decay at base (Figure 12) Overall tree appears in decline. Recommend removal and replacement.
- ❖ Trees #2061-2067, Redwood (*Sequoia sempervirens*) Recommend Deep Root Water starting June 2017

The meeting was adjourned at 3:49 PM

Next HOA Board Meeting, Wednesday, November 2nd - 5:30 PM - Clubhouse

Next Grounds Committee Meeting , Thursday, November 10th – 3:00 PM - Dunbarton Cabana

October 23, 2016

We received the City's completion approval for Phase 1 of Nepenthe's Irrigation Upgrade project. George will submit GP's invoice to Bettsi. The invoice will show labor and material broken down separately. The material cost, \$25,000, will be reimbursed by the City within the next few weeks.

I walked Phase 2 with Alek Crnogorac, Water Conservation Specialist-City of Sacramento, George and Travis from GP. Phase 2 will include the remainder of Zone 4, all of zone 7, and about half of Zone 6. George will follow this upgrade plan until they reach \$25K in material cost.

I have submitted the Phase 2 City rebate application to Bettsi for Ivan's signature. I will hand deliver the application to the City to expedite approval.

We were fortunate enough to have the City approve another \$25K for the 2016-2017 fiscal year. Phase 1 went past the City's completion deadline. It appears that the 120 extension had to be completed by the City's FYE 6/30/16. The miscommunication was remedied with the City approving additional funds for Phase 2, if completed by 6/30/2017. George will continue with his same crew that completed Phase 1.

One side note. During Phase 1, we found several homeowner's private landscape water source tied into the common area water source. GP was in the process of identifying each instance and reporting back to the Management. Each homeowner will need to be notified and presented with a resolution.

We continue to be grateful for the project details that turned out as expected, and humbly thankful for those needing successful intervention.

Regards,
Marty Henderson
Grounds Committee, Irrigation

Nepenthe Outreach-Social Committee Meeting
October 19, 2016 5:00PM
Nepenthe Clubhouse

In attendance:

Gerry Gelfand, Chair
MJ Lindgren
Joan Barrett

Betsi Ledesma, General Manager
Ivan Gennis, Board Liaison
Bill Olmsted

Committee Members not in attendance:

Ken Gromacki
Kathleen Montgomery

Connie Henderson

The meeting was called to order at 5:00PM by Gerry Gelfand, chair.

Old Business

Jazz by the Pool

Arrangements for a banner to publicize the concerts next year was tabled until spring.

HOA Website

Betsi said that she and Ivan have interviewed a web designer and have been promised a proposal to address the website's current weaknesses by our next meeting.

Sponsors at Nepenthe Events

Betsi shared a proposed sponsorship criteria to present to the board at the November 2nd meeting. The only change the committee would make is to limit each sponsor to four occasions per year.

Christmas Holiday Party

The date of the party is Friday, December 9th. No one has expense figures for the prior year's party, but it was agreed to request \$1,000.00 of committee funds as a basis for this year's expenses. Gerry will request that Kathleen Montgomery be in charge of decorations. MJ will be in contact with caterers. Gerry will contact Renee Mendez to ask if she would be willing to be a chairperson for a charity project.

Stakeholder Orientation

The Stakeholder Orientation is scheduled for January 21, 2017. Bettsi prepared a guideline for topics to be included in the presentation. Currently, plans are to have the attendees listen to a 10 minute orientation by each presenter and afterward, if desired, interested parties could revisit the presenters for more in-depth discussion.

Bill will contact folks for the Insurance and Safety topics.

Bettsi will make arrangements for representatives for Management Services and Architectural Integrity and Finance Committees.

Gerry will arrange for speakers for Outreach and City Services.

Ivan will ready information for the Homeowners Association topic.

Joan will get a representative from the Grounds Committee to speak.

The meeting was adjourned at 5:49 PM.

Joan Barrett

Next HOA Board Meeting - Wednesday, November 2nd- 5:30PM Clubhouse

Next Outreach-Social Committee Meeting- Wednesday, November 16th-5PM- Clubhouse

Nepenthe Association

Management Report – November 02, 2016

1 COMMUNICATION

The Nepenthe News was last published on October 07, 2016. The next newsletter will be published on November 03, 2016. Topics to be covered are:

- Parking Policies
- Holiday Party
- Gutter Cleaning

Website:

- Website experienced a crash, but has been repaired as of October 27th.

2 FACILITIES

The following are status updates on various facilities projects:

- Phase III Siding and Painting continues on schedule.
- 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 October 05, 2016 management has conducted landscape walks on the following dates:

- 10/7/16, Zone 4, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Don Landsittel, Zone Steward. \$4,659.50 authorized in extra work.
- 10/18/16, Zone 5, Bettsi Ledesma, General Manager; George Procida, GP Landscape; Pam Sechrist, Zone Steward; and Pam Livingston, Grounds Chair.
- 10/21/16, Zone 6, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Kathy Waugh and Diana Mortimore, Zone Stewards; and Pam Livingston, Grounds Chair.
- 10/28/16, Zone 7, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Rene Mendez, Zone Steward; 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 Maintenance:

At the October 05, 2016 Board meeting the following trees work was authorized:

- 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.

This work is almost complete.

The Board will be reviewing Paul Dubois's 09/27/2016 report and recommendations at the November 2nd meeting. He is recommending the following tree work:

- Zelkova Trees #685,686,690 at 1113 Dunbarton: Clean and thin canopy and weight reduction pruning.
- Pear #1512 at 1119 Vanderbilt: Weight reduction pruning.
- Birch # 1523 at 1113 Vanderbilt: Safari Drench For beetle.
- Birch #1032 at 801 Dunbarton: Remove & Stump Grind.
- Birch #1577 at 1213 Vanderbilt: Remove & Stump Grind.
- Birch #525 at 2246 Swarthmore: Remove & Stump Grind.
- Redwoods #2061-2067 Deep Root Watering (Starting in June 2017).

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 October 24th and the next is planned for December 27th.

4 FINANCIAL

The August Financials were published September 30, 2016. There is a current positive variance of \$264,761.27. This will continue to accumulate until it is time to purchase next year's flood policy at the end of the year.

5 GOVERNANCE

- **Courtesy Patrol:** Since the last Board meeting, there were a total of 30 violation notices placed on vehicles in the community by the security patrol. There was 2 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 2 compliance notices, 1 regarding trash not put away and 1 for improperly parking.

November 2nd Calendar Report

10/7	Nepenthe News published	10/7/2016
10/10	ARC meeting 4:30 PM	10/10/2016
10/13	Grounds Committee meeting 3:00 PM	10/13/2016
10/19	Outreach committee meeting 6:00 PM	10/19/2016
10/24	Committee minutes due to management office	10/24/2016
10/24	Lock in agendas for Board meetings	10/24/2016
10/24	Finance Committee meeting 3:00 PM	10/24/2016
10/28	Manager posts agenda and distributes Board packets	
11/1	Roof & Gutter Cleaning begins	
11/2	Board Meetings: Closed 3:30 PM, Open 5:30 PM	
11/4	Nepenthe News published - include Holiday Décor Policy	
11/10	Grounds Committee meeting 3:00 PM	
11/12	ARC meeting 9:00 AM	
11/16	Outreach committee meeting 6:00 PM	
11/24	Office Closed for Thanksgiving	
11/25	Minimal Staffing	
11/28	Committee minutes due to management office	
11/28	Lock in agendas for Board meetings - 1) master calendar	
11/29	Finance Committee meeting 3:00 PM	
12/2	Manager posts agenda and distributes Board packets	
12/7	Board Meetings: Closed 3:30 PM, Open 5:30 PM	

From: Carolyn Ralston
Sent: Tuesday, October 04, 2016 9:15 AM
To: CA - Nepenthe HOA
Subject: Thank You

Dear Nepenthe Board of Directors:

I'd like to express my gratitude for your consideration of my and other homeowners' opposition to the bench near my residence at 1497 University. It's a profound relief to me, coming back from heart surgery, to look out and know I don't have to worry about possible problematic results of such placement.

Also, I was quite impressed with the professionalism of the board in the meeting I attended. Having paid more attention to the HOA, I'm overall quite pleased with the manner in which decisions are made. I feel that should I have concerns in the future, I will receive a fair hearing, and I appreciate the various committees work in researching and evaluating the neighborhood's needs.

Thank you for all your dedicated work on our behalf.

Carolyn Ralston

October 17, 2016

Board Members
Nepenthe Homeowner's Association

Subject: Empty lot on University Avenue

I would like to put forth a proposal for the Board's consideration regarding the use of the empty lot Nepenthe owns on University Avenue. Create individual, secure rental storage spaces for homeowners who need extra storage space in their garages. This would free up space to park their vehicles in their garages instead on the streets. This would make their vehicles less susceptible to vandalism or theft and keep the streets less congested.

Income from the storage spaces could offset some expenses the HOA might incur for other projects, (landscaping, irrigation, clubhouse upkeep, etc.).

This would be a win-win solution for both homeowners needing additional storage solutions and Nepenthe creating an income source.

I would like this proposal to be included in the agenda for November monthly Board Meeting, if possible.

Sincerely,



Pamela Sechrist, 1281 Vanderbilt Way

October 23, 2016

I would like to support Pam Sechrist proposal for the Board's Consideration regarding the use of the empty lot Nepenthe owns on University Avenue.

"Create individual, secure rental storage spaces for homeowners who need extra storage space in their garages. This would free up space to park their vehicles in their garages instead on the streets. This would make their vehicles less susceptible to vandalism or theft and keep the streets less congested.

Income from the storage spaces could offset some expenses the HOA might incur for other projects (landscaping, irrigation, clubhouse upkeep, etc).

This would be a win-win solution for both homeowners needing additional storage solutions and Nepenthe creating an income source."

Also, if the lot is large enough, you could have some units large enough for a car to be enclosed.

I would like this proposal to be included in the agenda for November Monthly Board Meeting.

Thank you.

Lynn Rodebaugh
Lynn Rodebaugh 800 Dunbarton Circle

Jean Roche

Loanne Bain 516 Dunbarton Circle

Jeanne Trathen 1593 University Avenue;

Robert Trathen " " "

Ch Howard - 1004 Dunbarton Circle

Joyce Poirot 1428 Commons Dr.

October 26, 2016

To Nepenthe Board of Directors,

I understand a proposal is coming forward for the next Board Meeting to place/build secure rental storage on the empty lot on University. This would allow homeowners with full garages to store items on this property, thus allowing more space for their cars. I would encourage close consideration be given to this option, as it would also address street parking issues.

I believe using this property for secure parking also merits consideration, as both proposals address the same critical issue of moving cars off of our beautiful streets.

Thank you for addressing these possibilities.

Kathy Dona

A handwritten signature in black ink, appearing to read 'K Dona', written in a cursive style.

302 Elmhurst Circle

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

October 5, 2016, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER @ 5:35pm

Present	Board Member	Positon
X	Ivan Gennis	President
X	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 August 3, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

Items of discussion include:

- **Delinquencies**
- **Civil Code Compliance Discussion**
- **Contract Negotiation**

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on University Ave. Lots-** Verbal report provided at meeting.
- b. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- c. **Finance Committee-** 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** Verbal report provided at meeting.
- f. **Outreach Committee** Verbal report provided at meeting. Minutes provided to Board in their packet.

IV. MANAGEMENT REPORTS

- a. **Operations Report** Manager provided report in writing to the Board. Items of note include:
- i. Areas of lifted concrete have been cut by Precision Concrete Cutting.
 - ii. Replacement pool furniture for Elmhurst and Dunbarton Pools has been received in good condition.

- iii. Phase II Siding and Painting is completed. Phase III Siding and Painting has begun.
- iv. 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
- v. 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.
- vi. 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.

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

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

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

CONSENT CALENDAR-

The Board agreed to consider items 3, 4 and 6 from the Architectural Application list separately.

Motion: Director Will Vizzard moved to approve modified Consent Calendar

Second: Director Linda Cook

Vote: All in favor

The Board approved Consent Calendar items A to C as presented excepting therefrom the item removed by unanimous consent: 4 architectural application as indicated below.

- 1423 Commons, solar panel installation, will be approved contingent upon the installation meeting the proposed “Responsibilities of Rooftop Solar Panel Owners”.
- 1581 University and 1587 University, fence relocation, tabled until November 2nd Board Meeting.
- 2265 Swarthmore, fence relocation, withdrawn by homeowner.

Begin Consent Calendar

a. **Approval of Minutes September 7, 2016 Open Session**

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

b. Financial Statement: August 2016

Resolution: The Board accepted 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

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

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

Resolution: The Board confirms the decisions of the committee contingent on notes above.

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

VII. UNFINISHED BUSINESS

a. Bench Locations

Motion: Director Steve Huffman

Second: Director Linda Cook

Director Will Vizzard Abstain

Vote: All others in favor

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

b. 2017 Budget

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

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Board approved the presented budget as stated and directed management to send the budget disclosure packet to the owners in compliance with Civil Code 5300.

VIII. NEW BUSINESS

a. Criteria for installation of solar panels on homes

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in favor

Resolution: Board accepted criteria as presented

b. Appoint Members to Ad Hoc Committee on Fencing

Motion: Director Steve Huffman

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board appointed Alan Watters, Rebecca Stene and Renee Albright 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

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

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

d. Proposals for Tree Work

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$8,450, payable from Reserves which has a remaining 2016 allocation for tree work of \$71,454 +/-.

IX. HOMEOWNER FORUM- There were no comments from the Homeowners. Director Gennis will instruct the Insurance, Legal and Risk Management Committee to take up the issue raised concerning security.

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

XI. ADJOURN @ 7:20pm

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND NINE MONTH(S) ENDED
SEPTEMBER 30, 2016

CONTENTS

FINANCIAL SUMMARY REPORT	
CASH FLOW REPORT	
COMPARATIVE BALANCE SHEET	A
INVESTMENT REPORT	B
GENERAL RESERVE FUND BALANCE SUPPORT SCHEDULE	C
INCOME STATEMENT	D
MONTHLY YEAR-TO-DATE INCOME STATEMENT	E
SUB ACCOUNT LEDGER	FA
GENERAL LEDGER	F
TRANSACTION REGISTER	G
RECEIPTS STATEMENT	H
DISBURSEMENTS REPORT	I
CHECK HISTORY REPORT	J
BANK RECONCILIATIONS	

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

PREPARED BY:



NEPENTHE ASSOCIATION

FINANCIAL SUMMARY

Fiscal Year End: December 31, 2016

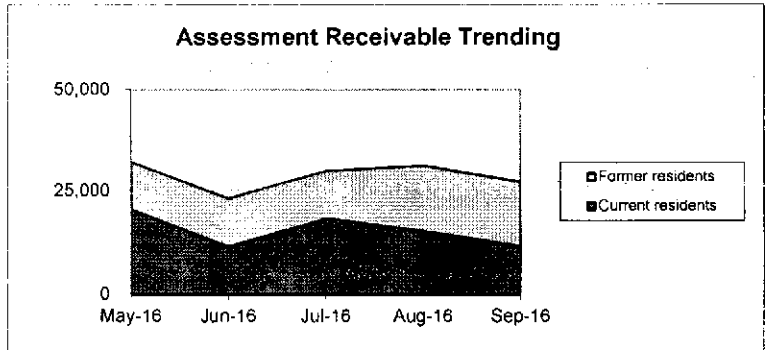
For the Month Ended: September 30, 2016

CASH SUMMARY

	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	532,070.63	502,776.90	Increase in Cash	29,293.73
Reserve Cash General Reserve	5,578,800.68	5,411,704.73	Increase in Cash	167,095.95
Adj Operating Cash (see note 1)	445,007.24	420,956.70	Increase in Cash	24,050.54
Average budgeted expenses / month		271,629.00		
Average # of months of available cash		1.96		
Percent Funded Per 2015 Reserve Study		17%		

ASSESSMENT SUMMARY

Monthly Assessment Budget	269,629.00
Assessment Cash Received	278,858.68
<u>Total Assessments Receivable</u>	
0-30 days (see note 1)	6,508.09
31-60 days late	0.00
61-90 days late	3,395.03
<u>over 90 days late</u>	<u>17,293.18</u>
Total Assessments Due	27,196.30
<u>Other Receivable</u>	8,652.80
Total Owners Receivable	35,849.10
Past Residents Assessments Rec	15,529.90
Prepaid Assessments	87,063.39



OPERATING SUMMARY

Category	September Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances >\$2500
Utilities	10,711	73,715	75,717	2,002	
Landscape	26,823	244,404	252,720	8,316	
Common Area	6,215	57,713	98,388	40,675	rpr & maint, janitorial extra
Management/On-Site Admin	28,410	273,501	274,014	513	federal tax, general counsel
Insurance	15,779	67,884	269,928	202,044	insurance
Total Operating Expenses	87,938	717,218	970,767	253,549	Spending underbudget year-to-date

RESERVE SUMMARY

Contribution to Reserves this month:	163,766.00	Rsv Disbursement this month:	0.00
Contribution to Rsvs Year-to-Date:	1,473,894.00	Rsv Disbursement YTD:	856,532.54
Interest on reserve funds Year-to-Date:	26,388.13		

ITEMS OF NOTE

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

Nepenthe's Year To Date Cash Flow

Sources/Uses	Operations	Reserves
Beginning Balance 1/01/2016	267,381	4,935,051
Prior year Due from Management	91	
Prior year Due from Vendor	29	
Plus		
Income	2,455,873.01	
Reserve Investment Income		26,388.13
Contributions to Reserves		1,473,894.00
Pending Reserve Expense	0.00	
Due From Vendor	0.00	
Receivable from Mgmt	(191.55)	
Processing Fees	0.00	
Less		
Operating Expenses	(717,217.74)	
Reserve Funding	(1,473,894.00)	
Reserve Expenses	(856,532.54)	
Ending Balance 9/30	532,071	5,578,801
	532,071	5,578,801

Budget Report

Actual year-to-date income of \$2,455,873.01 versus year-to-date budgeted income of \$2,444,661 produced a positive year-to-date income variance of \$11,212.01.

Actual year-to-date operating expenses of \$717,217.74 versus year-to-date budgeted expenses of \$970,767 produced a positive year-to-date operating expenses variance of \$253,549.26.

The two combined variances produced a positive year-to-date variance of \$264,761.27.

Other Information

Unpaid assessments at Sep 30, 2016 were: \$ 27,196

Prepaid assessments at Sep 30, 2016 were: \$ 87,063

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
09/30/2016

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	CURRENT MONTH	PRIOR MONTH
<hr/>		
----- CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	531,920.63	502,626.90
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	5,578,800.68	5,411,704.73
	-----	-----
TOTAL CASH AND INVESTMENTS	6,110,871.31	5,914,481.63
OTHER ASSETS		
RECEIVABLE FROM MANAGEMENT	191.55	221.26
	-----	-----
TOTAL OTHER ASSETS	191.55	221.26
TOTAL ASSETS	6,111,062.86	5,914,702.89
	=====	=====
LIABILITIES		

MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	5,578,800.68	5,411,704.73
OPERATING FUND BALANCE-BEG OF YEAR	267,500.91	267,500.91
CURRENT YEAR INCOME/(LOSS)	264,761.27	235,497.25
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	6,111,062.86	5,914,702.89
	=====	=====

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine, CA 92618

As of date: 09/30/2016

Account	Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY PETTY CASH	PTYCSH ON-SITE (CLUBHOUSE)		150.00
11110	OPERATING CHECKING	USBANK US BANK	CKING 153495833060		376,866.13
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.20%	155,054.50
Total (Cash)					532,070.63
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK	CHKING 153495833060		48,089.09
21132	RESERVE INVESTMENT	UBS UBS FINANCIAL SERVIC	INVSMT ID 46433 M1		201,626.99
21138	RESERVE INVESTMENT	WELLS WELLS FARGO	INVSMT 66896148		3,348,317.02
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148		1,980,767.58
Total (Reserves)					5,578,800.68
Grand Total					6,110,871.31

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
09/30/2016

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
GENERAL RESERVES						
PR23150 PRIVATE STS & DRIVES RESERVE	104,247.88	(104,247.88)	0.00	0.00	0.00	0.00
PR23151 SEAL COAT RESERVE	18,005.17	(18,005.17)	0.00	0.00	0.00	0.00
N23277 ROOF INSPECTIONS & REPAIR	37,312.14	(37,312.14)	0.00	0.00	(74.78)	(74.78)
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	129,243.35	(75,756.04)	80,730.00	0.00	(86,769.75)	47,447.56
N23169 SIDING REPAIR RSV	124,493.41	(124,493.41)	0.00	0.00	0.00	0.00
N23127 FENCING RESERVE	19,882.20	(19,882.20)	0.00	0.00	0.00	0.00
N22991 POLE LIGHT REPAIRS RSV	(8,281.05)	8,281.05	0.00	0.00	0.00	0.00
N23134 IRRIGATION RETROFIT ZONE 3	248,778.65	(248,778.65)	0.00	0.00	0.00	0.00
N22911 UNDERGROUND UTILITY REPR RSV	(8,078.61)	8,078.61	0.00	0.00	(18,625.00)	(18,625.00)
N22851 DUNBARTON INTERIOR RENOVATION	1,049.19	(1,049.19)	0.00	0.00	0.00	0.00
N22852 DUNBARTON CABANA EXTERIOR RENOVAT	3,447.08	(3,447.08)	0.00	0.00	0.00	0.00
N23017 CLUBHOUSE INTERIOR RENOVATION	71,524.92	(15,067.02)	28,620.00	0.00	(1,778.67)	83,299.23
N23018 CLUBHOUSE REMODEL EXTERIOR RENOVA	11,138.41	(11,138.41)	0.00	0.00	0.00	0.00
N23019 ELMHURST CABANA INTERIOR RENOVATI	30,940.53	(30,940.53)	0.00	0.00	0.00	0.00
N23020 ELMHURST CABANA EXTERIOR RENOVATI	5,124.21	(5,124.21)	0.00	0.00	0.00	0.00
N23014 CONCRETE RESERVE	11,611.43	(11,611.43)	0.00	0.00	0.00	0.00
N23001 TOUCH UP PAINT RSV	(1,683.68)	1,683.68	0.00	0.00	0.00	0.00
N23106 STREET&DRIVE INTEREST	10.76	(10.76)	0.00	0.00	0.00	0.00
N23129 BRIDGE MAINTENANCE	90.50	(90.50)	0.00	0.00	0.00	0.00
N23130 MISCELLANEOUS RSV	3,368.85	34,568.31	12,735.00	0.00	(5,325.04)	45,347.12
N23138 RESERVE UPDATE RSV	420.48	(420.48)	0.00	0.00	0.00	0.00
N23140 IRRIGATION RETROFIT ZONE 6	111,325.08	(111,325.08)	0.00	0.00	0.00	0.00
N23141 ONGOING IRRIGATION REPAIRS	(158.15)	158.15	0.00	0.00	0.00	0.00
23103 INTEREST ON RESERVE FUNDING	9,664.38	(9,664.38)	26,388.13	0.00	0.00	26,388.13
23017 CLUBHOUSE REMODEL RESERVES	(2,165.86)	2,165.86	0.00	0.00	0.00	0.00
23133 IRRIGATION RESERVES	(7,758.57)	7,758.57	0.00	0.00	0.00	0.00
22930 PARK RESERVE	(9,961.60)	9,961.60	0.00	0.00	0.00	0.00
N23270 UNIT EXTERIOR RESERVE	3,612,424.37	494,032.80	1,067,832.00	0.00	(385,931.87)	4,788,357.30
N23271 MAIN CLUBHOUSE AREA RSV	122,488.45	(9,882.89)	43,110.00	0.00	(12,227.88)	143,487.68
N23272 DUNBARTON CABANA AREA RSV	29,820.30	(29,820.30)	0.00	0.00	0.00	0.00
N23273 ELMHURST CABANA AREA RSV	60,690.20	(60,690.20)	0.00	0.00	0.00	0.00
N23275 GROUNDS RESERVE	192,545.13	374,671.85	239,625.00	0.00	(345,799.55)	461,042.43
22936 GARDEN RESERVE	(1,383.50)	1,383.50	0.00	0.00	0.00	0.00
N23274 COMMONS TENNIS COURT RSV	16,778.28	(16,778.28)	0.00	0.00	0.00	0.00
N23276 ADMINISTRATIVE RESERVE	(1,903.24)	2,792.25	1,242.00	0.00	0.00	2,131.01
TOTAL GENERAL RESERVES	4,935,051.09	0.00	1,500,282.13	0.00	(856,532.54)	5,578,800.68

NEPENTHE ASSOCIATION
INCOME STATEMENT
09/30/2016

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
278,858.68	269,629	9,229.68	14000	HOMEOWNER ASSESSMENT REVENUE	2,434,430.73	2,426,661	7,769.73	3,235,548	801,117.27
1,836.27	1,300	536.27	14087	EASEMENT AGREEMENT	14,962.09	11,700	3,262.09	15,600	637.91
67.18	0	67.18	14101	INTEREST ON PAST DUE ASSESSMENTS	987.32	0	987.32	0	(987.32)
40.00	0	40.00	14110	KEY REVENUE	660.00	0	660.00	0	(660.00)
140.00	700	(560.00)	14113	CLUBHOUSE RENTAL	4,475.00	6,300	(1,825.00)	8,400	3,925.00
0.00	0	0.00	14132	MISCELLANEOUS REVENUE	120.00	0	120.00	0	(120.00)
25.41	0	25.41	14162	OPERATING INTEREST REVENUE	231.87	0	231.87	0	(231.87)
3,329.95	0	3,329.95	14163	RESERVE INTEREST REVENUE	26,388.13	0	26,388.13	0	(26,388.13)
0.00	0	0.00	14372	PAST OWNERS REVENUE	6.00	0	6.00	0	(6.00)
284,297.49	271,629	12,668.49		TOTAL REVENUE	2,482,261.14	2,444,661	37,600.14	3,259,548	777,286.86
RESERVE CONTRIBUTION									
163,766.00	163,766	0.00	19758	GENERAL RESERVES	1,473,894.00	1,473,894	0.00	1,965,192	491,298.00
3,329.95	0	(3,329.95)	19803	GENERAL RESERVE INTEREST	26,388.13	0	(26,388.13)	0	(26,388.13)
167,095.95	163,766	(3,329.95)		TOTAL RESERVE CONTRIBUTION	1,500,282.13	1,473,894	(26,388.13)	1,965,192	464,909.87
117,201.54	107,863	9,338.54		AVAILABLE OPERATING REVENUE	981,979.01	970,767	11,212.01	1,294,356	312,376.99
OPERATING EXPENSES									
UTILITIES									
5,497.69	2,475	(3,022.69)	15101	ELECTRICITY	24,356.28	22,275	(2,081.28)	29,700	5,343.72
789.55	1,860	1,070.45	15102	GAS	10,670.76	16,740	6,069.24	22,320	11,649.24
272.78	248	(24.78)	15103	REFUSE COLLECTION	3,802.90	2,232	(1,570.90)	2,976	(826.90)
492.49	435	(57.49)	15105	TELEPHONE EXPENSE	4,184.79	3,915	(269.79)	5,220	1,035.21
3,658.31	3,395	(263.31)	15106	WATER	30,699.92	30,555	(144.92)	40,740	10,040.08
10,710.82	8,413	(2,297.82)		TOTAL UTILITIES	73,714.65	75,717	2,002.35	100,956	27,241.35
LAND MAINTENANCE									
26,823.00	26,823	0.00	15500	CONTRACT LANDSCAPE SERVICE	241,407.00	241,407	0.00	321,876	80,469.00
0.00	0	0.00	15504	TREE MAINTENANCE	210.00	0	(210.00)	0	(210.00)
0.00	590	590.00	15511	BACKFLOW DEVICE TEST	2,695.00	5,310	2,615.00	7,080	4,385.00
0.00	667	667.00	15597	COMMON AREA IMPROVEMENT	92.40	6,003	5,910.60	8,004	7,911.60
26,823.00	28,080	1,257.00		TOTAL LAND MAINTENANCE	244,404.40	252,720	8,315.60	336,960	92,555.60
COMMON AREA									
1,350.00	1,350	0.00	16020	CONTRACT POOL/SPA SERVICE	12,150.00	12,150	0.00	16,200	4,050.00
0.00	0	0.00	16022	POOL EQUIPMENT REPAIR	1,465.00	0	(1,465.00)	0	(1,465.00)
0.00	150	150.00	16027	POOL INSPECTION	2,178.07	1,350	(828.07)	1,800	(378.07)

NEPENTHE ASSOCIATION
INCOME STATEMENT
09/30/2016

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	0	0.00	18510	ROOF MAINTENANCE	260.00	0	(260.00)	0	(260.00)
437.11	495	57.89	18524	MATERIAL SUPPLIES	2,956.57	4,455	1,498.43	5,940	2,983.43
0.00	190	190.00	18526	PEST CONTROL	350.00	1,710	1,360.00	2,280	1,930.00
1,525.00	1,525	0.00	18531	JANITORIAL SERVICE	12,443.00	13,725	1,282.00	18,300	5,857.00
224.42	220	(4.42)	18532	JANITORIAL SUPPLIES	1,290.07	1,980	689.93	2,640	1,349.93
245.33	20	(225.33)	18534	FIRE EXTINGUISHER	245.33	180	(65.33)	240	(5.33)
0.00	150	150.00	18544	LIGHT REPAIRS	195.00	1,350	1,155.00	1,800	1,605.00
354.00	300	(54.00)	18564	SPECIAL SECURITY	1,837.88	2,700	862.12	3,600	1,762.12
1,000.00	1,200	200.00	18579	PATROL SERVICE	10,000.00	10,800	800.00	14,400	4,400.00
0.00	4,900	4,900.00	18736	GUTTER & DOWNSPOUT CLEANING	1,011.00	44,100	43,089.00	58,800	57,789.00
681.02	200	(481.02)	18767	REPAIR & MAINTENANCE	5,721.40	1,800	(3,921.40)	2,400	(3,321.40)
172.98	200	27.02	18905	KITCHEN SUPPLIES	1,307.28	1,800	492.72	2,400	1,092.72
140.00	4	(136.00)	18957	JANITORIAL EXTRA	3,940.00	36	(3,904.00)	48	(3,892.00)
85.00	28	(57.00)	18986	FITNESS CONTRACT	362.65	252	(110.65)	336	(26.65)
6,214.86	10,932	4,717.14		TOTAL COMMON AREA	57,713.25	98,388	40,674.75	131,184	73,470.75
				MANAGEMENT/ON-SITE ADMIN EXP					
(1,188.00)	10	1,198.00	18001	COMMUNITY WEBSITE	(1,188.00)	90	1,278.00	120	1,308.00
(2,271.30)	100	2,371.30	18003	COMMUNITY EVENTS/PROGRAMS	(1,492.90)	900	2,392.90	1,200	2,692.90
0.00	100	100.00	18008	VOLUNTEER RECOGNITION	0.00	900	900.00	1,200	1,200.00
330.00	50	(280.00)	18092	EDUCATION/ADULT PROGRAM	767.00	450	(317.00)	600	(167.00)
6,818.39	6,800	(18.39)	19109	CONTRACT MANAGEMENT	61,365.51	61,200	(165.51)	81,600	20,234.49
0.00	162	162.00	19101	CPA SERVICES	1,890.00	1,458	(432.00)	1,944	54.00
1,800.00	100	(1,700.00)	19104	FEDERAL TAX EXPENSE	7,967.08	900	(7,067.08)	1,200	(6,767.08)
0.00	100	100.00	19105	FRANCHISE TAX BOARD	1,725.00	900	(825.00)	1,200	(525.00)
0.00	3	3.00	19106	TAXES & LICENSES	65.00	27	(38.00)	36	(29.00)
2,763.39	300	(2,463.39)	19108	GENERAL COUNSEL SERVICE	7,861.88	2,700	(5,161.88)	3,600	(4,261.88)
962.85	2,100	1,137.15	19111	MANAGEMENT REIMBURSABLE	13,332.90	18,900	5,567.10	25,200	11,867.10
96.43	5	(91.43)	19112	POSTAGE, ON-SITE	481.85	45	(436.85)	60	(421.85)
0.00	5	5.00	19116	ADMINISTRATIVE MISC	0.00	45	45.00	60	60.00
0.00	35	35.00	19117	DUES & PUBLICATIONS	483.95	315	(168.95)	420	(63.95)
35.00	35	0.00	19119	BANK FEES	315.00	315	0.00	420	105.00
12,552.90	14,250	1,697.10	19124	ON-SITE STAFF	120,642.56	128,250	7,607.44	171,000	50,357.44
27.06	79	51.94	19126	DELINQUENCY MONITORING	390.02	711	320.98	948	557.98
380.00	30	(350.00)	19132	OPERATING CONTINGENCY	643.07	270	(373.07)	360	(283.07)
0.00	1	1.00	19143	LEGAL-COLLECTIONS	988.05	9	(979.05)	12	(976.05)
0.00	4	4.00	19170	SPECIAL PROJECT MANAGEMENT	0.00	36	36.00	48	48.00
47.30	130	82.70	19172	ACCOUNTING REIMBURSABLES	959.05	1,170	210.95	1,560	600.95
665.00	100	(565.00)	19174	AMS COLLECTION EXPENSE	2,214.70	900	(1,314.70)	1,200	(1,014.70)
0.00	175	175.00	19178	PROPERTY TAX	477.39	1,575	1,097.61	2,100	1,622.61
0.00	10	10.00	19207	ANNUAL ELECTION EXPENSE	0.00	90	90.00	120	120.00
4,987.12	5,100	112.88	19247	PAYROLL TAXES & BENEFITS	47,897.06	45,900	(1,997.06)	61,200	13,302.94
0.00	5	5.00	19252	MILEAGE REIMBURSEMENT	0.00	45	45.00	60	60.00

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0.00	5	5.00	19281	WEBSITE MONTHLY FEE	1,307.40	45	(1,262.40)	60	(1,247.40)
75.86	150	74.14	19295	ON-SITE OFFICE SUPPLIES	1,030.97	1,350	319.03	1,800	769.03
0.00	100	100.00	19316	INTERNET EXPENSE	0.00	900	900.00	1,200	1,200.00
327.82	353	25.18	19382	COPIER LEASE	3,376.44	3,177	(199.44)	4,236	859.56
0.00	49	49.00	19442	CLAC CONTRIBUTION	0.00	441	441.00	588	588.00
28,409.82	30,446	2,036.18		TOTAL MANAGEMENT/ON-SITE ADMIN E	273,500.98	274,014	513.02	365,352	91,851.02
				INSURANCE					
15,779.02	7,982	(7,797.02)	19107	INSURANCE	88,134.46	71,838	(16,296.46)	95,784	7,649.54
0.00	22,010	22,010.00	DC19307	FLOOD INSURANCE	(20,250.00)	198,090	218,340.00	264,120	284,370.00
15,779.02	29,992	14,212.98		TOTAL INSURANCE	67,884.46	269,928	202,043.54	359,904	292,019.54
87,937.52	107,863	19,925.48		TOTAL OPERATING EXPENSES	717,217.74	970,767	253,549.26	1,294,356	577,138.26
29,264.02	0	29,264.02		NET INCOME/(LOSS)	264,761.27	0	264,761.27	0	(264,761.27)

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
REVENUE														
14000	HOMEOWNER ASSESSMENT REVENUE	247266	274946	298425	245009	268857	281783	258370	280916	278859	0	0	0	2434431
14087	EASEMENT AGREEMENT	1806	2530	1468	1456	1479	1461	1467	1458	1836	0	0	0	14962
14101	INTEREST ON PAST DUE ASSESSMENTS	176	63	29	121	14	481	9	27	67	0	0	0	987
14110	KEY REVENUE	20	105	20	0	80	200	105	90	40	0	0	0	660
14113	CLUBHOUSE RENTAL	830	280	1345	425	450	605	105	295	140	0	0	0	4475
14132	MISCELLANEOUS REVENUE	0	0	0	0	120	0	0	0	0	0	0	0	120
14162	OPERATING INTEREST REVENUE	25	26	26	25	27	25	25	28	25	0	0	0	232
14163	RESERVE INTEREST REVENUE	1183	1211	3091	2290	1473	11382	1023	1403	3330	0	0	0	26388
14372	PAST OWNERS REVENUE	0	0	0	0	0	6	0	0	0	0	0	0	6
	TOTAL REVENUE	251306	279161	304404	249326	272501	295944	261104	284217	284297	0	0	0	2482261
RESERVE CONTRIBUTION														
19758	GENERAL RESERVES	163766	163766	163766	163766	163766	163766	163766	163766	163766	0	0	0	1473894
19803	GENERAL RESERVE INTEREST	1183	1211	3091	2290	1473	11382	1023	1403	3330	0	0	0	26388
	TOTAL RESERVE CONTRIBUTION	164949	164977	166857	166056	165239	175148	164789	165169	167096	0	0	0	1500282
	AVAILABLE OPERATING REVENUE	86357	114184	137547	83270	107262	120796	96315	119048	117202	0	0	0	981979
OPERATING EXPENSES														
UTILITIES														
15101	ELECTRICITY	2903	3107	2354	2627	2579	2725	2562	0	5498	0	0	0	24356
15102	GAS	1301	1008	876	1671	2010	1619	228	1168	790	0	0	0	10671
15103	REFUSE COLLECTION	556	461	218	347	1588	9	181	168	273	0	0	0	3803
15105	TELEPHONE EXPENSE	797	529	390	525	-24	489	492	495	492	0	0	0	4185
15106	WATER	3103	3541	3148	4299	3348	4022	2554	3027	3658	0	0	0	30700
	TOTAL UTILITIES	8660	8646	6987	9470	9502	8864	6017	4858	10711	0	0	0	73715
LAND MAINTENANCE														
15500	CONTRACT LANDSCAPE SERVICE	26823	26823	26823	26823	26823	26823	26823	26823	26823	0	0	0	241407
15504	TREE MAINTENANCE	0	0	0	0	0	210	0	0	0	0	0	0	210
15511	BACKFLOW DEVICE TEST	0	0	0	0	0	2695	0	0	0	0	0	0	2695
15597	COMMON AREA IMPROVEMENT	0	0	0	0	0	92	0	0	0	0	0	0	92
	TOTAL LAND MAINTENANCE	26823	26823	26823	26823	26823	29820	26823	26823	26823	0	0	0	244404
COMMON AREA														
16020	CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1350	1350	1350	0	0	0	12150
16022	POOL EQUIPMENT REPAIR	0	0	0	0	0	0	1465	0	0	0	0	0	1465

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16027 POOL INSPECTION	0	0	0	490	0	0	159	1529	0	0	0	0	2178
18510 ROOF MAINTENANCE	0	0	260	0	0	0	0	0	0	0	0	0	260
18524 MATERIAL SUPPLIES	257	369	767	145	0	166	435	380	437	0	0	0	2957
18526 PEST CONTROL	0	0	0	0	0	0	350	0	0	0	0	0	350
18531 JANITORIAL SERVICE	0	1525	1525	1575	1525	1525	1670	1573	1525	0	0	0	12443
18532 JANITORIAL SUPPLIES	0	0	388	0	296	84	298	0	224	0	0	0	1290
18534 FIRE EXTINGUISHER	0	0	0	0	0	0	0	0	245	0	0	0	245
18544 LIGHT REPAIRS	0	0	0	195	0	0	0	0	0	0	0	0	195
18564 SPECIAL SECURITY	198	0	207	0	1079	0	0	0	354	0	0	0	1838
18579 PATROL SERVICE	1000	3000	1000	1000	0	1000	1000	1000	1000	0	0	0	10000
18736 GUTTER & DOWNSPOUT CLEANING	89	0	506	267	0	0	0	149	0	0	0	0	1011
18767 REPAIR & MAINTENANCE	224	73	599	407	1985	503	0	1249	681	0	0	0	5721
18905 KITCHEN SUPPLIES	81	184	123	180	168	145	149	103	173	0	0	0	1307
18957 JANITORIAL EXTRA	0	0	0	0	0	3800	0	0	140	0	0	0	3940
18986 FITNESS CONTRACT	0	0	85	0	0	193	0	0	85	0	0	0	363
TOTAL COMMON AREA	3200	6501	6810	5609	6404	8766	6876	7332	6215	0	0	0	57713
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	0	0	0	0	0	0	0	0	-1188	0	0	0	-1188
18003 COMMUNITY EVENTS/PROGRAMS	0	0	410	40	166	42	10	111	-2271	0	0	0	-1493
18092 EDUCATION/ADULT PROGRAM	31	69	265	27	0	32	-53	66	330	0	0	0	767
19109 CONTRACT MANAGEMENT	6818	6818	6818	6818	6818	6818	6818	6818	6818	0	0	0	61366
19101 CPA SERVICES	0	0	1890	0	0	0	0	0	0	0	0	0	1890
19104 FEDERAL TAX EXPENSE	1335	0	0	1800	0	1800	1232	0	1800	0	0	0	7967
19105 FRANCHISE TAX BOARD	0	0	0	0	0	1725	0	0	0	0	0	0	1725
19106 TAXES & LICENSES	35	0	0	30	0	0	0	0	0	0	0	0	65
19108 GENERAL COUNSEL SERVICE	0	956	644	1398	1087	0	698	316	2763	0	0	0	7862
19111 MANAGEMENT REIMBURSABLE	250	1487	1013	1134	1136	5201	1090	1060	963	0	0	0	13333
19112 POSTAGE, ON-SITE	30	63	10	0	139	113	31	0	96	0	0	0	482
19117 DUES & PUBLICATIONS	425	33	0	26	0	0	0	0	0	0	0	0	484
19119 BANK FEES	35	35	35	35	35	35	35	35	35	0	0	0	315
19124 ON-SITE STAFF	13207	12430	12644	12478	12879	19020	12662	12769	12553	0	0	0	120643
19126 DELINQUENCY MONITORING	-252	96	172	73	202	-171	235	9	27	0	0	0	390
19132 OPERATING CONTINGENCY	0	0	0	0	263	0	0	0	380	0	0	0	643
19143 LEGAL-COLLECTIONS	0	0	738	250	0	0	0	0	0	0	0	0	988
19172 ACCOUNTING REIMBURSABLES	0	417	183	106	49	78	27	53	47	0	0	0	959
19174 AMS COLLECTION EXPENSE	329	477	510	685	65	-920	175	230	665	0	0	0	2215
19178 PROPERTY TAX	195	0	0	0	0	0	282	0	0	0	0	0	477
19247 PAYROLL TAXES & BENEFITS	4864	5672	5264	4964	5143	7463	5019	4521	4987	0	0	0	47897
19281 WEBSITE MONTHLY FEE	0	0	0	0	0	1200	0	107	0	0	0	0	1307
19295 ON-SITE OFFICE SUPPLIES	204	0	158	213	67	59	131	123	76	0	0	0	1031
19382 COPIER LEASE	260	317	317	438	0	656	734	328	328	0	0	0	3376

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TOTAL MANAGEMENT/ON-SITE ADMIN	27766	28869	31069	30515	28049	43151	29125	26547	28410	0	0	0	273501
INSURANCE													
19107 INSURANCE	7982	15964	7982	7982	8498	7982	7982	7982	15779	0	0	0	88134
DC19307 FLOOD INSURANCE	-13500	-6525	-225	0	-173	0	0	173	0	0	0	0	-20250
TOTAL INSURANCE	-5518	9439	7757	7982	8325	7982	7982	8155	15779	0	0	0	67884
TOTAL OPERATING EXPENSES	60930	80279	79446	80400	79103	98583	76824	73716	87938	0	0	0	717218
<i>NET INCOME/(LOSS)</i>	<i>25427</i>	<i>33905</i>	<i>58101</i>	<i>2870</i>	<i>28159</i>	<i>22212</i>	<i>19491</i>	<i>45332</i>	<i>29264</i>	<i>0</i>	<i>0</i>	<i>0</i>	264761

NEPENTHE

October 13, 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>
10/13/16	2501-01	\$938.57	\$914.00			

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: _____

received
10.6.16

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	<u>Nancy Curley</u>	SIGNATURE	<u>Nancy Curley</u>
ADDRESS	<u>809 Dunbarton Circle</u>	DATE	<u>10.6.2016</u>
PHONE:	<u>916-802-2331</u>	ALT. PHONE	<u>916-621-3084</u>

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) 5 windows
- 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 Alan Watters date 10/10/16

- 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 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:

NAME AMELIE GANNON SIGNATURE *Amelie Gannon*
ADDRESS 1111 DUNBARTON CIR DATE 9/21/16
PHONE: 916-956-5611 ALT. PHONE _____

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

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Location of drains must be included on drawings. Please fold plans to 8 1/2" x 11".

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- Patio Pool & Equipment

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- 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
A/c 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 *Alan Watten* Date 10/10/16

- 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

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

SCANNED
Page 15

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	<u>Kelly Cole</u>	SIGNATURE	
ADDRESS	<u>700 Elmhurst Circle</u>	DATE	<u>9/27/16</u>
PHONE:	<u>916.397.8360</u>	ALT. PHONE	<u>NA</u>

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 charges require post installation inspection by Nepenthe agent. Fee is \$40. Check must be attached.

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

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

- Approved Approved With Conditions Disapproved as Submitted

ARC Chair Alan W. Watters 10/10/16

- 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 No

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

SCANNED

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

M-F

House Model Number:

NAME Gregg + Karen Cassidy SIGNATURE Karen Cassidy
ADDRESS 11709 Elmhurst Cir DATE 9/24/2016
PHONE: 916-203-4123 (cell) Gregg ALT. PHONE 916-925-8767 (home)

work
979-8860

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

Anderson 2000 series self-storing to slide away insect screen

*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 Alex Watter Date 10/10/16

- 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:

SCANNED

Final Inspection Required: Yes No

* We went to Home Depot and no approved list was there. The door we want to purchase is attached and others like this are installed in other Nepenthe homes

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: **7000F**

NAME **JOHN R. BALLENGER**
ADDRESS **2248 SWARTHMORE DRIVE**
PHONE: **916 505-3534**

SIGNATURE *John R. Ballenger*
DATE **10/5/16**
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

*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 *Nan Wether* Date **10/10/16**

- 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

H.O.'s Contact: Robyn Eckern 916-505-3534

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	<u>Richard & Anne Harder</u>	SIGNATURE	<u>[Signature]</u>
ADDRESS	<u>1207 Vandenberg Way</u>	DATE	<u>9/23/16</u>
PHONE:	<u>916-952-5297</u>	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) (not visible)
- Garage (only approved garage doors) *

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) Date frame of kitchen window to match door.
- Interior Coverings

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)

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 The door's 3 window framing will be inside existing openings with bronze metaling similar to current windows/doors

*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 _____ Date _____

- 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

received 10/3/16

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: 2200

NAME	MICHAEL HERDER	SIGNATURE	Michael Herder
ADDRESS	211 DUNBARTON CIRCLE	DATE	9-29-16
PHONE:	916-333-4203	ALT. PHONE	559-250-5900

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 Watta Date 10/19/16

- 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:

NAME REGINA LOPEZ SIGNATURE Regina Lopez
ADDRESS 13 COLBY CT DATE 10/10/16
PHONE: 323-399-3033 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 Unit currently not occupied - Moving in Next Week - owners out of town.

*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 Ellen Watten Date 10/10/16

- 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

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



October 1, 2016

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

On September 28, 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.

- We are the time of year when we can see fungal development. Certain fungal growth on trees is an indicator of wood decay.
- Indicators of internal decay include signs of fungal activity at or around base of the tree (Figure 1&2)
- Staking New planted Trees:
- Remove nursery Stake after planting
- Place stakes at either side of root-ball. Place stakes so that they are at right angles to prevailing wind.
- Place ties so that the tree's crown can move 4 to 6 inches in the wind. It is important that trees be allowed to move a little in the wind to develop trunk taper.
- Stakes should be removed after one season.

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

- Tree's # 685,686,690 Zelcova (*Zelcova serrata*) next to 1113 Dunbarton. The tree's appear to be healthy. Full canopy and decent branching structure. Trees are heavy and require some weight reduction pruning (Figure 3).
- Tree #1512 Bradford Pear (*Pyrus calleryana*) next to 1119 Vanderbilt. Tree appears to be healthy good branching structure (Figure 4). My recommendation is to prune for selective weight reduction on heavy areas of the canopy.
- Tree #1038 Birch (*Betula pendula*) 817 Dunbarton. Tree appears healthy, well balanced canopy, one large dead limb. (Figure 5) My recommendation is to prune out large dead limb retain and monitor tree health.
- Tree #1042 Birch (*Betula pendula*) next to 817 Dunbarton. Tree appears healthy, well balanced canopy. Tree does have two cavities in trunk that show some pockets of internal decay (Figure 6). My recommendation is to retain and monitor tree health.

- Tree #1523 Birch (*Betula pendula*) next to 1113 Vanderbilt. Tree has signs of beetle infestation (Figure 7). However appears to be healthy, I recommend Safari drench application to combat beetle.
- Tree #1032 Birch (*Betula pendula*) 801 Dunbarton. Tree has several structural defects. Central leader lost and decay pocket present at secondary leader attachment. Poor trunk taper with all tree weight over garage (Figure 8). Tree has had some roots cut recently (Figure 9). I recommend removal and replacement.
- Tree #1577 Birch (*Betula pendula*) at 1213 Vanderbilt. Tree is dead (Figure 10). Removal and replace.
- Tree #525 Birch (*Betula pendula*) at 2246 Swarthmore. Tree has signs of internal decay in trunk (Figure 11). Tree has signs of decay at base (Figure 12) Overall tree appears in decline. Recommend removal and replacement.
- Trees #2061-2067, Redwood (*Sequoia sempervirens*) Recommend Deep Root Water starting June 2017





Figures 1 & 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8



Figure 9



Figure 10



Figure 11

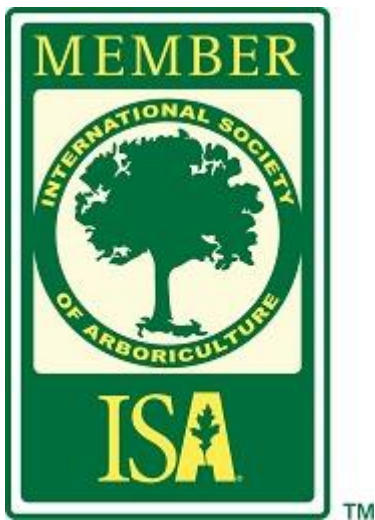


Figure 12

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

Sincerely,

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



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

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES

October 26, 2016



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

**Re: Tree Work Contract
 October 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
Zelcova #685,686,690	3	Clean and thin canopy, Weight reduction pruning over 1113 Dunbarton	1113 Dunbarton	\$1680.00
TOTAL CONTRACT PRICE				\$1680.00

Tree Species	Qty.	Service Description	Location	Cost
Pear #1512	1	Weight reduction pruning	1119 Vanderbilt	\$480.00
TOTAL CONTRACT PRICE				\$480.00

Tree Species	Qty.	Service Description	Location	Cost
Birch # 1523	1	Safari Drench For beetle	1113 Vanderbilt	\$130.00
TOTAL CONTRACT PRICE				\$130.00

Tree Species	Qty.	Service Description	Location	Cost
Birch #1032	1	Remove & Stump Grind	801 Dunbarton	\$360.00
TOTAL CONTRACT PRICE				\$360.00



Tree Species	Qty.	Service Description	Location	Cost
Birch #1577	1	Remove & Stump Grind	1213 Vanderbilt	\$360.00
TOTAL CONTRACT PRICE				\$360.00

Tree Species	Qty.	Service Description	Location	Cost
Birch #525	1	Remove & Stump Grind	2246 Swarthmore	\$600.00
TOTAL CONTRACT PRICE				\$600.00

Tree Species	Qty.	Service Description	Location	Cost
Redwoods #2061-2067	1	Deep Root Watering (Starting in June 2017)		\$720.00
TOTAL CONTRACT PRICE				\$720.00

Total Contract Price **\$4,330** _____ 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
Name: Paul Dubois
Title: ISA Arborist/ Account Manager WE 9034-AU
Date: October 26, 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: _____

