

**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 6, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**WELCOME**

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

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

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

<b>OPEN SESSION AGENDA</b>
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**I. CALL TO ORDER**

Present	Arrival	Board Member	Position	Departure
		Steve Huffman	President	
		Joan Haradon	Vice President	
		Linda Cook	Secretary	
		Christina George	Treasurer	
		Frank Loge	Member at Large	

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 6, 2017 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Board Announcements**
  - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

**III. COMMITTEE REPORTS**

- a. Ad Hoc Committee on Underground Utilities
- b. Architectural Review Committee ..... **Pages 6-10**
- c. Finance Committee (no meeting)
- d. Grounds Committee ..... **Page 11**
- e. Insurance, Legal and Safety Committee ..... **Pages 12**

**IV. MANAGEMENT REPORT ..... Pages 14-34**

**V. HOMEOWNER CORRESPONDENCE..... Pages 35-38**

**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.**

*Begin Consent Calendar*

**a. Approval of Minutes November 1, 2017 Open Session ..... Pages 39-43**  
Proposed Resolution: The Open Session minutes dated November 1, 2017 are approved as presented.

**b. Financial Statement: October 2017..... Pages 44-55**  
Proposed Resolution: The Board accepts the October 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$202,276.31 and reserve funding of \$1,741,899 compared to the reserve funding budget of \$1,700,420 The reserves are funded through October 2017. The Association has \$506,000 in operating funds, which represents 1.81 months of budgeted expenses and reserve contributions. The Association has \$6,069,802 in reserve funds.

**c. Appoint Committee Member**  
Homeowner Mike Herder has submitted his application to serve on the Grounds Committee. He has also agreed to abide by the Nepenthe Conflict of Interest Policy.  
Proposed Resolution: The Board hereby appoints Mike Herder, a member in good standing to the Grounds Committee.

**d. Lien Resolution .....Page 56**  
Per the enclosed Resolution dated November 17, 2017, 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
2315-02	\$938.00

e. **Architectural Applications** ..... **Pages 57-60**

The Architectural Review Committee met on November 14, 2017 to review the enclosed applications.

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

	Address	Application for	Recommendation
1	1009 Dunbarton Cir	Roof Vent for Gas Water Heater	Approval
2	1045 Commons	HVAC Replacement	Approval
3	507 Elmhurst	Window Replacement	Approval
5	1124 Vanderbilt	Window Application	Approval

<i>End Consent Calendar</i>
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VIII. **UNFINISHED BUSINESS - none**

IX. **NEW BUSINESS**

a. **Homeowner Architectural Application for Amateur Radio Antenna** ..... **Pages 61-75**

The enclosed application was submitted by owner Lee Blachowicz of 1005 Dunbarton and reviewed by the Architectural Review Committee who recommends approval. As this is an improvement for which no criteria exists, the committee has asked the Board to review it in some depth to make an informed decision.

**Action required:** Board resolution

**Proposed resolution:** The Board approves/denies the application by the owner of 1005 Dunbarton for the installation of a radio antenna.

b. **Homeowner Architectural Application for Internal Fence** ..... **Pages 76-77**

The enclosed application was submitted by the owners of 1207 Vanderbilt, Richard and Ann Marder, and reviewed by the Architectural Review Committee who recommends denial.

Here is the pertinent section of the Minutes of the Architectural Review Committee’s meeting:

***1207 Vanderbilt Way – Ann and Richard Marder – In this 7000 model, the homeowners request reworking the fence: they have drawn attention to a section of their backyard fence, that which contains the gate, wherein the staves are of differing heights and do***

not meet to form a clean straight edge line. The homeowners request permission to remove up to two inches of height from the top edges of these staves. They also seek to attach horizontal boards or planking to the interior of the fence fitted snugly together to create the “clean, contemporary look” they seek. **Approval Not Recommended.**

**Comments:** HOA management is already looking into the matter of the unsatisfactorily constructed fence edge. In the matter of altering the interior look for the fence, presumably, the horizontal planking would be attached to the existing fence’s upright supports, an installation that would interfere with access to those supports for maintenance. The ARC’s rule of thumb is that structures that seek to be close to the fence be at least 18” from the fence in order to leave room for a carpenter to work on the fence. The homeowners, of course, are free to construct their desired fence set inside that of the HOA-maintained fence so long as there exists sufficient distance to allow access to the HOA-maintained fence.

**Action required:** Board resolution

**Proposed resolution:** The Board approves/denies the application by the owners of 1207 Vanderbilt for an interior patio fence.

c. **Purchase Light Globes and Fittings.....Page 78**

In compliance with the report received at the September 6<sup>th</sup> Open Session from the ad hoc committee on lighting, management has obtained the enclosed quote from Edith Aiken Company for white acrylic globes and fitters for Nepenthe’s landscape lights. The cost for these items is \$14,424 not including shipping which is expected to cost \$1,800. The final report of the committee is available in the clubhouse for Board and homeowner review.

**Action required:** Board resolution

**Proposed resolution:** The Board approves the quote from Edith Aiken Company for globes and fitters for a fee not to exceed \$17,000 payable for reserves which has an allocation of \$150,000 for lighting improvements.

d. **Discussion Item: Set Meeting for Annual Event Calendar.** It is recommended that a meeting be scheduled to allow all interested parties, committee chairs and Board members, to plan all 2018 association events at one time. Management proposes this item be completed at the January Open Session Board meeting. Management will ensure that all parties think ahead of time and come prepared to set their 2018 event on the calendar.

e. **Discussion Item: Shall the January Open Session be moved to Wednesday, January 10?** Preparing the agenda and packet may prove difficult given the holidays. Moving the meeting to the 10<sup>th</sup> will allow management more time to receive, assemble and collate the business items on the agenda.

- f. **Contribute to CAI CLAC- Community Associations Institute, California Legislative Action Committee..... Pages 79-80**  
 Nepenthe has a long history of supporting the efforts of this organization. The “Buck A Door or More” is an item budgeted for each year. A long form resolution is enclosed in the Board packet as is an information flyer about CLAC.

**Action required:** Board resolution

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

- g. **Proposals for Tree Maintenance Work..... Pages 81-83**  
 Arborist Paul Dubois of The Grove Total Tree Care walked the property on October 26, 2017 accompanied by Grounds Chair Pam Livingston, Grounds Steward Elsa Morrison and General Manager Bettsi Ledesma. The purpose of this final 2017 walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous and to complete an overview inspection of the trees in Zone 7. His report was provided to the Grounds Committee who reviewed the report and proposals at their November 14, 2017 meeting. The Grounds Committee voted to recommend Board approval of the attached proposals.

**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 \$9,315, payable from Reserves which has a 2018 allocation for tree work of \$79,336.

**X. HOMEOWNER FORUM**

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**XI. NEXT MEETING:** Wednesday, January 3, 2017 at 5:30 pm in the Nepenthe clubhouse

**XII. ADJOURN**

## NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, November 14, 2014 at 5:30 pm in Clubhouse

**Members present:** Jenny Smith, chair; Alan Watters, Bill Henle, Jan Summers, Joel Weeden, Cheryll Cochran; Joan Haradon, Board liaison.

**Members absent:** Diane Vanderpot.

**Present:** Crystle Rhine, Assoc. Manager; Lee and Paula Blachowicz.

Meeting was convened at 5:31 pm.

**A.** Welcome and Opening Remarks.

**B.1. Homeowner requests not decided on:** none.

**B.2. Homeowner Requests Recommended to be Approved.** (With conditions if so noted.) (Note that the votes were unanimous unless otherwise noted.)

1. **1009 Dunbarton Circle** – Steve Farrar & Norma Carolan – In this 3300 model, to complete the installation of a new gas tankless water heater, the installation of a concentric vent termination fitting. The intake and exhaust vent are combined into a cone-shaped fitting (less than 3” diameter) which will protrude through the siding near a patio, and it will be painted to match the siding.

**Approval Recommended.**

2. **507 Elmhurst Circle** – Reza Chegini – Windows replacement in this 2200 model: Replace via retrofit installation two windows, the living room and the master bedroom windows, with Simonton 7300 Daylight Max vinyl-framed windows. The exterior color of the frames will be bronze. The contractor is to be C.E.C.S. with Gary Lee. The configuration of the living room window is to change from the original  $\frac{1}{2}/\frac{1}{2}$  horizontal divisions to  $\frac{1}{4}/\frac{1}{2}/\frac{1}{4}$  as permitted by our criteria. One member objected to this change to Nepenthe’s original architectural design and “look,” believing that a window could be obtained in the original  $\frac{1}{2}/\frac{1}{2}$  configuration. The vote was 5 votes for and 1 against, in protest to the alternation of the architectural esthetics.

**Approval Recommended.**

3. **1207 Vanderbilt Way** – Ann and Richard Marder – In this 7000 model, the homeowners request reworking the fence: they have drawn attention to a section of their backyard fence, that which contains the gate, wherein the staves are of differing heights and do not meet to form a clean straight edge line. The homeowners request permission to remove up to two inches of height from the top edges of these staves. They also seek to attach horizontal boards or planking to the interior of the fence fitted snugly together to create the “clean, contemporary look” they seek.

**Approval Not Recommended.**

4. **1005 Dunbarton Circle** – Leon F. Blachowicz – In this 4400 model, install a custom-designed wiring set-up to act as an antenna for a Ham radio station. It would consist of a small “j-pole” steel (=strong) mount that screws into the exterior wall siding about a foot below the roof line. Into the pole is mounted a 3’ length of 1” furniture grade (= strong) PVC pipe, equipped with a small eye ring near its top to support the antenna. The j-pole mount is about 8.5” long. The pole, its mounting plate, its attachment screws and the PVC pipe will all be painted the exterior house color so the installation will be of minimal visual impact. Two small holes would have to be made in the siding to accommodate these ties. Mr. Blachowicz was gracious enough to agree to the ARC’s asking if the PVC pipe couldn’t have a diameter of 1” rather than 1.5’, so that the narrower pipe would be less obtrusive.

Thus a 40-ft.-long span of cable or wire, under tension, would run between the mid-slope of the side wall of the garage roof and the highest point of the side wall of the house. Any person viewing the antenna’s wire from somewhere in a common area would be no closer than 30 feet to the antenna. The photographs and drawings accompanying the application help to conceptualize the proposal. It was explained to Mr. Blachowicz that because no Criteria have been established for a ham radio antenna installation, the A.R.C. could only make a recommendation to the Board. [Please see APPENDIX for summary of arguments for and against.]

**Approval Recommended.**

5. **1124 Vanderbilt Way** – Laurel O’Leary – (This request supersedes Ms. O’Leary’s approved application for windows in September.) In this 4000F model, replace via retrofit installation five windows and via new installation two patio sliding doors (all windows except the front door side light) with Simonton 7300 Daylight Max vinyl-framed windows with no changes to the configuration. The exterior color of the frames will be bronze. The four windows whose original window installation was backwards are to have their exposed jambs or jamb liners painted bronze to match. The contractor is to be C.E.C.S. with Gary Lee.
- Approval Recommended.**

#### **B.2.A. Homeowner Requests Already Approved:**

6. **1045 Commons Drive** – William Widermann – HVAC replacement in this 1720 model: installed a new HVAC system with approval given on an emergency basis. Joel Weeden inspected the installation and finds it conforms to the Criteria. **Emergency Approval granted October 26, 2017.**

**B.3. Homeowner Requests Not Approved:**

7. **1207 Vanderbilt Way** – Ann and Richard Marder – In this 7000 model, the homeowners request reworking the fence: they have drawn attention to a section of their backyard fence, that which contains the gate, wherein the staves are of differing heights and do not meet to form a clean straight edge line. The homeowners request permission to remove up to two inches of height from the top edges of these staves. They also seek to attach horizontal boards or planking to the interior of the fence fitted snugly together to create the “clean, contemporary look” they seek. **Approval Not Recommended.**

**Comments:** HOA management is already looking into the matter of the unsatisfactorily constructed fence edge. In the matter of altering the interior look for the fence, presumably, the horizontal planking would be attached to the existing fence’s upright supports, an installation that would interfere with access to those supports for maintenance. The ARC’s rule of thumb is that structures that seek to be close to the fence be at least 18” from the fence in order to leave room for a carpenter to work on the fence. The homeowners, of course, are free to construct their desired fence set inside that of the HOA-maintained fence so long as there exists sufficient distance to allow access to that fence.

**C. Approval of Minutes:** done via email.

**D. Reviewed Non-Compliance Notices from Homeowners:**

**F. Old Business:** none.

- 1) Estoppel Process – tabled until December.
- 2) ARC social date, likewise tabled until next meeting.

**G. New Business:**

None.

**H.** Meeting adjourned at 6:45 pm.

**I. Next meeting.** Next regular meeting on Tuesday, December 12, at 5:30 pm in the Clubhouse.

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



## APPENDIX

### Discussion of (B.2.4) Mr. Blachowicz's application for a ham radio antenna

This represents a summary of points made for and against during discussion at the A.R.C. meeting.

Background: it is believed that there is no other such radio-broadcasting antenna in Nepenthe. Certainly, no application for such an antenna has come before the Architectural Review Committee or Board in the past 15 years.

Mr. Blachowicz's thorough and well-documented application made it easy for the committee to see, view, conceptualize the antenna installation and understand how it would appear to onlookers in common areas.

#### Arguments in favor:

It is beyond the legal expertise of this committee to interpret whether FCC regulations dictate that Nepenthe must permit this antenna.

Mr. Blachowicz cites the not-yet-enacted The Amateur Radio Parity Act of 2017 (H.R. 555 — 115th Congress: Amateur Radio Parity Act of 2017." www.GovTrack.us. 2017. November 26, 2017 <https://www.govtrack.us/congress/bills/115/hr555>) as representing compromise agreement by the Community Associations Institute, representing homeowner association, and the amateur radio league to allow antennas on homes.

Mr. Blachowicz has stated that he has designed the antenna using the *shortest* possible length or run of cable.

Other points in favor include these having to do with esthetics:

That it is attached to the homeowner's dwelling and within his property lines.

That it has minimal visual impact: [Note: a sample of the stainless-steel cable to be used is attached to this application for inspection in Nepenthe's office].

That the antenna's wooden support and metal support pipe will be painted to match the siding, in order to make the structure blend in as much as possible.

That the entire structure can be easily lowered when maintenance of the siding or trim is required.

That this structure with its wire, on the whole being smaller, is much less visually intrusive than two other types of antennas currently allowed, satellite TV dishes or conventional TV antennas; it is less visually intrusive than rooftop solar heating or electricity-generating panels also allowed by Nepenthe.

T.V.I.: The sort of interference (T.V.I) created by ham radio broadcasting experienced with television antenna reception in the past is no longer a problem. Mr. Blachowicz is allowed to broadcast a signal as strong as 1500 watts but plans to use a strength of 100 watts, only 1/15<sup>th</sup> as great, a reduction which should surely mitigate any effect on TV broadcast signals.

In addition, Mr. Blachowicz's sources make a point of the usefulness of amateur radio operators in local and regional emergencies. It was understood by the A.R.C. that having such an operator in our own HOA could potentially be of value in communicating important news during an emergency.

Lastly, Mr. Blachowicz has obtained the written approvals from his four closest neighbors after showing them his proposed installation. These are included in his application packet.

Arguments against permitting this installation are few:

There will be a visual impact. While as small as possible, the antenna installation, supports and wire, will be visible above the roof as the cable descends to the garage roof. It can be seen. Some may not like the visual impact. It may be the effect of the new: with time residents may get used to its appearance and presence. Yet those neighbors most affected have in effect given their approvals.

Potential interference with siding maintenance: the components of the antenna system – the cable, the two narrow metal mounts and the two wooden boards – are removable, so before any necessary work on the siding, they can safely be taken down. So, it would not appear that this installation poses any interference with regular HOA maintenance.

# Nepenthe Grounds Committee Meeting Minutes

November 9, 2017 - 3:00PM - Clubhouse

**Present:** Pam Livingston, Committee Chair; Board Liaison – Frank Loge; GP Landscape, George Procida and Pete Gerould; The Grove Arborist, Paul Dubois; Zone 1 - Diane Luttrell; Zone 2 - Elsa Morrison and Diana Mortimore; Zone 3 - Lyn Livingston; Ken Gromacki and Liza Tafoya; Zone 4 - Kay Chmielewski and Don Landsittel; Zone 5 - Pam Sechrist; Zone 6 – Diana Vizzard and Kathy Waugh; Zone 7 - Renee Mendez; Irrigation - Marty Henderson;

**Absent:** Zone 1 – Grace Long; General Manager, Bettsi Ledesma

The meeting was called to order by committee chair, Pam Livingston at 3:05 PM.

**Don Landsittel - Grounds Statement of Work Committee** is working with Frank Loge and Bettsi. No Report

**Marty Henderson - Irrigation Report** - Drip installation will be wrapped up this month. Then we will wait for the City's next fiscal year (July ' 18) and apply for more rebates.

**George Procida & Pete Gerould** - The crew is spending most of their time on leaf removal and emergency water issues. The planting crew is working on Zone 2.

The cleanup of the University lot fence line will start after the leaves are gone. GP was asked to work with Bettsi to come up with a plan to upgrade the appearance of the front fence of the lot. Pete will work with Diana Vizzard, Zone Steward, to come up with a planting plan for the University lot.

The drainage issue between 1106-1136 and 1146-1182 Vanderbilt was discussed at length. Tyler with GP Landscape will make a proposal. Renee Mendez will contact Michael Glassman.

**Bettsi Ledesma, General Manager** – Pete, Pam and Bettsi are meeting every Tuesday morning to discuss grounds issues. Bettsi sent her Manager's Report - Grounds Committee – 11/9/17

## **REQUEST FOR BOARD ACTION – October 26, 2017 Tree Walk**

**The Grounds Committee recommends to the Nepenthe Board of Directors the remedies recommended in the October 26, 2017 - Zone 7 Nepenthe Tree Walk Report by Paul Dubois, Arborist with The Grove Total Tree Care.** Motion - made by Lyn and seconded by Elsa - Motion passed unanimously.

The meeting was adjourned at 4:20 PM

Next Zone Walk – Friday, November 10, 2017 – Zone 3 – 9:00 AM

Next Grounds Meeting – Thursday, December 14<sup>th</sup> - 3:00 PM – Main Clubhouse

## MINUTES

ILSC  
November 14, 2017 5:00 PM  
Nepenthe Library

### IN ATTENDANCE:

Nancy Arndorfer, Chair  
Mike Cochrane  
Greg Beale  
Bill Olmsted (submitted minutes)  
Steve Huffman, Board Liaison

### ABSENT:

Jerry Dunn

Nancy called the meeting to order at 5:02 PM, and the minutes were accepted as written.

There was no unfinished/old business to discuss.

### NEW BUSINESS

We brought up and discussed committee goals for 2018. Since Jerry was not present, we did not delve deeply into the insurance subject and deferred it until the next meeting. However, Steve spoke about Standards and Practices in re insurance and that it is a Board decision as to whether or not we put it out to bid annually. The general consensus was that Ryan DeShong, our Farmers Agent, is doing an outstanding job with our account, and his customer service is excellent. Steve said, however, that we have been with Farmers for a few years without a bidding process, and he will advocate by the May Board meeting for a bidding process to take place for the following year's insurance.

Another agenda topic was re a homeowners' safety forum for the spring. All agreed it would be a good idea, and Steve suggested we shoot for March or April. Bill has all of the agenda and notes including participants from the last one, and he will review and report at the December meeting. It was also suggested that we go to the administrators of both the police and fire departments and bring in their planners as well as those from emergency services so that we can all get an idea of what we can expect from the city in case of disaster. This led right into the subject of fire, since we are very vulnerable there, as well as flood. Greg brought up the recent devastating nor Cal wild fires that leveled parts of cities, and all agreed that with our "urban forest" design, we should really have definitive plans. From recent personal family experience of a devastating fire loss, Bill was able to add some very pertinent insights.

There were no recommendations for Board actions, and the meeting was adjourned at 5:53 PM.

The next meeting will be Dec. 12th and the Board meeting will be Dec. 6th.



# Nepenthe Association

## Management Report – December 6, 2017

### 1 COMMUNICATION

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1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON OCTOBER 6, 2017. THE NEXT NEWSLETTER WILL BE PUBLISHED ON NOVEMBER 3, 2017. TOPICS TO BE COVERED ARE:

- Manager’s Report
- President’s Letter
- Holiday Party Report
- Grounds Report
- Staffing change

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll is currently receiving new updates.

### 2 ADMINISTRATION

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2.1.1 Assistant Community Manager attended the Architectural Review Committee meeting on November 14, 2017.

2.1.2 Manager attended two meetings related to parking with Directors Loge and George.

### 3 FACILITIES

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3.1 **Phase III Siding and Painting** Project is slightly behind schedule. It is approximately 9/10 completed. Management meets with James E. Williams & Son, Inc. and Progressive Painting every two weeks. The minutes are attached to this report.

3.2 **Fencing Repairs**- a fencing project will commence at the completion of the siding and painting project. This project encompasses fences identified in the last 4 months or so and collected into a single project to realize economy of scale. Board will review proposal at the December 6 meeting.

3.3 **Landscape Lighting**- Management has obtained proposal for Board authorization for purchase of translucent light globes and energy efficient bulbs in correct wattages in compliance with the ad hoc committee on lighting’s recommendations adopted by this Board.

3.4 **Janitorial Service**

- 3.4.1 All regular scheduled cleanings which include cleaning the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom were five days per week.
- 3.4.2 Clubhouse lounge carpets were cleaned over Thanksgiving break.
- 3.4.3 Management worked with Director Cook and Holiday Chair Joan Roberts on coordination of December 1 Holiday Party. General Manager donated husband for role of Santa.

## 4 GROUNDS

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### 4.1 GROUND WALKS:

See enclosed Zone Walk Schedule

- 4.1.1 Management, Grounds Chair and GP Project Manager meet once a week to provide oversight to calendar contract work, homeowner concerns, irrigation upgrades and to monitor ongoing projects. Minutes are attached to this report.
- 4.1.2 All Zone Stewards walked their area regularly during the month of November and reported any maintenance issues to management.
- 4.1.3 The walk notes showing photographs of all extra work are filed in a binder in the library. Board members and homeowners interested in reviewing the walk notes are always welcome to do so.

4.2 **TREE MAINTENANCE:** On October 26, 2017, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for this walk will be on the December 1 Open Session Agenda. THIS WILL BE THE LAST WALK FOR 2017.

- 4.2.1 The Grounds Committee is currently reviewing a total tree care health package proposal that will include treatments against insects, anti-fruiting measures and deep root watering for particularly vulnerable redwood trees. Their recommendation to the Board will be on the January Open Session agenda.

## 5 FINANCIAL

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- 5.1.1 The October Financials were published on November 17, 2017. There is a current positive variance of \$202,276 which is earmarked for December's Flood Insurance bill.

## 6 GOVERNANCE

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### 6.1 COURTESY PATROL:

6.1.1 Since the last Board meeting, there were a total of 23 violation notices placed on vehicles in the community by the security patrol. There were 0 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

**6.2 PARKING NON-COMPLIANCE:**

6.2.1 Management continues to work with homeowners on non-compliance centering on garage use. This topic is dealt with more in depth in executive session as appropriate for member discipline concerns.

**6.3 NON-COMPLIANCE NOTICES**

6.3.1 Notices have been sent to owners and tenants for the following violations:

- Common Area Encroachment
- Patio landscape overgrown
- Pets not on leash
- Trash cans not put away

## **7 PERSONNEL**

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7.1 Assistant Community Manager Crystle Rhine has been promoted within FirstService Residential and qualified applicants have been interviewed for the vacant position. A new hire announcement is imminent.

**NEPENTHE ASSOCIATION**  
**PHASE III PRODUCTION MEETING**  
Thursday, November 2, 2017 at 10:00 am  
Nepenthe Clubhouse

**MINUTES**

**I. CALL TO ORDER**

**II. CARPENTRY**

**A. Progress Report on Phase III carpentry**

**B. Touch Up Items:**

**C. AWAITING PROPOSALS**

**1. PEST REPORTS (These will be deferred to the end of Phase III)**

- a. **720 Elmhurst**, WO 679912 issued 9/21/17 for proposal for dry rot repairs, Marc [REDACTED], 916-758-8889

**D. APPROVED WORK – STATUS REPORT**

**1. Outstanding Issues:**

- a. **1395 Commons**- Small amount of dry rot on patio. Jimmy and Roger looked at it together on 9/28/17. **Provide update on dry rot.** (Item 4 below is specific to rain gutter.)
- b. **1404 Commons**- WO 674740, fence work authorized, Larry Stark, provide update **Completed 10/25 per Jimmy, ready for paint.**

**2. Siding Repairs to be completed now:**

- a. **2251 Swarthmore**-Received proposal 7/18 Issued WO for repairs on 7/24/17. **Completed 10/11 per Jimmy, ready for paint.**
- a. **502 Dunbarton** – WO 674678 for pest report repairs placed 8/24/17. [REDACTED] Mike of [REDACTED] Media, 550-551-8700. Status report needed.
- b. **508 Elmhurst**, WO 674804 placed 8/24/17, dry rot in patio. [REDACTED] [REDACTED] 916-857-8527. **Completed 10/12 per Jimmy, ready for paint.**
- b. **1333 Commons**, WO 677889 placed 9/15/17, pest report repairs. Unit currently for sale and vacant. **Completed, ready for paint.**

**3. Siding Repairs to be deferred to end of Phase III:**

- a. **1403 Commons**- WO 664942 placed 7/5/17 Proposal approved for dry rot repairs, Jon or Rebecca [REDACTED], 415-458-8467
- b. **2316 Swarthmore**-WO 682061 placed 10/3/17. [REDACTED] Jennifer Johnson, [REDACTED] 857-6026
- c. **1330 Vanderbilt**, WO 682328 issued 10/4/17 for dry rot repairs, [REDACTED] Diana [REDACTED], 916-955-8688
- d. **411 Dunbarton**- WO 682336 placed 10/4/17 for dry rot repairs, [REDACTED] Howard [REDACTED], 617-757-8887



**NEPENTHE ASSOCIATION  
PHASE III PRODUCTION MEETING**

Thursday, November 2, 2017 at 10:00 am  
Nepenthe Clubhouse

**4. Roof and Rain Gutter Repairs**

- a. 1359 Commons- WO 674723 placed 8/24/17 for replacement of tree damaged rain gutter over front of building. Dan McQuillan, 516-830-9652. Work was scheduled for 10/16. Provide update.
- b. 1395 Commons- WO 682091 placed 10/3/17 for replacement of rain gutter damaged by falling limb. Margaret Durkin, 916-255-0142. Work was scheduled for 10/16. Provide update.

**5. Interior Repairs:**

- a. **2259 Swarthmore**- Interior repairs. Work order placed 8/3/17. 8/24/17: Deferred till October while homeowner is out of the country. 11/1: Owner is home now- please call her to schedule. Dennis Sullivan, 916-692-8204.
- b. **Thank you!** For taking care of [REDACTED] at 688 Elmhurst. Their door was kicked in and they called Jennifer the next day and she had a crew person out right away. The homeowners were very thankful.

**III. PAINT**

**A. Progress report and upcoming schedule**

**B. "ONE-OFF" PROJECTS – PROVIDE STATUS**

1. **817 Dunbarton**, Kathy Davis, 516-837-4000. Siding sheet on back of unit has been replaced- just needs painting.
2. **1326 Commons**- One downspout needs paint.
3. **2315 Swarthmore** – reports that paint is missing from part of fence next to gate and part of front window trim. Betsi reported this to Spencer on 8/24/17. Nancy Wilson, 516-927-4104.
4. **1127 Commons** – garage man door needs paint.
5. **1009 Dunbarton**, pest report repairs completed-needs to be painted, Steve Pappalardo, 516-473-8429.
6. **324 Elmhurst**- pest report repairs completed- needs to be painted. Will Vizzaro, 516-333-8308.
7. **504 Elmhurst** – new fence needs paint, Joe [REDACTED]

**C. CONCERNS**

1. **1123 Commons**- Paint concerns. Jimmy completed carpentry, but touch up paint is needed.

**D. NEW ITEMS**

1. **Update on curb painting**
2. **Light poles are approved-** lets discuss specifications. Can handrails be included?

**IV. Next Meeting: Thursday, November 16, 2017, 10:00 am**

**V. ADJOURN**

**NEPENTHE ASSOCIATION**  
**PHASE III PRODUCTION MEETING**  
Thursday, November 16, 2017 at 10:00 am  
Nepenthe Clubhouse

**MINUTES**

**I. CALL TO ORDER**

**II. CARPENTRY**

**A. Progress Report on Phase III carpentry**

**B. Touch Up Items:**

**C. AWAITING PROPOSALS**

**1. PEST REPORTS (These will be deferred to the end of Phase III)**

- a. **720 Elmhurst, WO 679912** issued 9/21/17 for proposal for dry rot repairs, Marie Weade, 316-720-6029

**2. UNIVERSITY LOT GATE** Please evaluate and provide a proposal for adding a perforated steel panel to front gate to screen view of the lot from University Ave. Obviously, panel cannot impede with operation of the gate. Preference is for powder coated steel, but please provide your recommendations.

**3. Wood Fencing:** Shall we discuss the specs and start working on a proposal?

**D. APPROVED WORK – STATUS REPORT**

**1. Outstanding Issues:**

**2. Siding Repairs to be completed now:**

- a. **502 Dunbarton – WO 674678** for pest report repairs placed 8/24/17. Mike or Tina Battaglia, 550-551-8400. Status report needed.

**3. Siding Repairs to be deferred to end of Phase III:**

- a. **1403 Commons-** WO 664942 placed 7/5/17 Proposal approved for dry rot repairs, Jon or Rebecca Siteny, 410-450-0467
- b. **2316 Swarthmore-**WO 682061 placed 10/3/17. Jennifer Johnson, 443-851-0026
- c. **1330 Vanderbilt, WO 682328** issued 10/4/17 for dry rot repairs, Will or Brian Wilson, 316-955-1628
- d. **411 Dunbarton-** WO 682336 placed 10/4/17 for dry rot repairs, Heather Howard, 317-707-0207

**4. Roof and Rain Gutter Repairs:**

- a. **1317 Vanderbilt-** Sister of Claire Weissman, 310-925-9555, WO 689181 placed 11/15/17. Diverter needed- any questions regarding this item?

**5. Interior Repairs:**

**NEPENTHE ASSOCIATION  
PHASE III PRODUCTION MEETING**

Thursday, November 16, 2017 at 10:00 am  
Nepenthe Clubhouse

- a. **2259 Swarthmore**- Interior repairs. Work order placed 8/3/17. 8/24/17: Deferred till October while homeowner is out of the country. 11/1: Owner is home now- please call her to schedule. Bonnie Jackson, 316-623-1234. Please provide status.

**III. PAINT**

**A. Progress report and upcoming schedule**

**B. "ONE-OFF" PROJECTS – PROVIDE STATUS**

- 1. **817 Dunbarton**, Kathy Davis, 316-804-4898. Siding sheet on back of unit has been replaced- just needs painting.
- 2. **1326 Commons**- One downspout needs paint.
- 3. **2315 Swarthmore** – reports that paint is missing from part of fence next to gate and part of front window trim. Bettsi reported this to Spencer on 8/24/17. Nancy Wilton, 316-527-1234.
- 4. **1127 Commons** – garage man door needs paint.
- 5. **1009 Dunbarton**, pest report repairs completed-needs to be painted, Steve Turner, 316-475-8429.
- 6. **324 Elmhurst**- pest report repairs completed- needs to be painted. Will Van, 316-528-8888.
- 7. **504 Elmhurst** – new fence needs paint, Joe Bender.
- 8. **1404 Commons**, fencing repairs need painting, Tony Smith, 316-646-4274.
- 9. **2251 Swarthmore**, dry rot repairs need painting, Valerie Lyons, no phone number on file.
- 10. **508 Elmhurst**, dry rot repairs need painting. Karen Van March, 316-834-2327.
- 11. **1333 Commons**, pest report repairs. Completed, ready for paint. Marjorie Knauer, 316-288-8816.
- 12. **1359 and 1395 Commons**- new rain gutters need paint.

**C. CONCERNS**

- 1. **1123 Commons**- Paint concerns. Jimmy completed carpentry, but touch up paint is needed.

**D. NEW ITEMS**

- 1. **Update on curb painting**
- 2. **Light poles are approved- lets discuss specifications. Can handrails be included?**

**IV. Next Meeting: Thursday, November 30, 2017, 10:00 am**

**V. ADJOURN**

## 2017 Zone Walks

Walk Date	Zone	Zone Steward(s)	Also attending	Cost
Friday, January 06, 2017	7	Renee Mendez		cancelled-weather
Friday, January 13, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, George Procida, Bettsi Ledesma	\$2,659.50
Friday, January 20, 2017	2	Elsa Morrison, Diana Vizzard		\$377.50
Friday, January 27, 2017	3	Liza Tafoya, Lyn Livingston		cancelled-weather
Friday, February 03, 2017	4	Don Landsittel		cancelled-weather
Friday, February 10, 2017	5	Pam Sechrist	Pam Livingston, George Procida, Bettsi Ledesma	\$3,798.30
Friday, February 17, 2017	6	Kathy Waugh, Diana Mortimore		cancelled-weather
Friday, February 24, 2017	7	Renee Mendez	Linda Cook, Pete Gerould	\$2,685.00
Friday, March 03, 2017	1	Diane Luttrell, Grace Long	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida	\$5,461.50
Friday, March 10, 2017	2	Diana Vizzard	George Procida	\$12,873.50
Friday, March 17, 2017	3	Lyn Livingston	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida	\$13,449.40
Friday, March 24, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, George Procida	\$8,159.80
Friday, March 31, 2017	5	Pam Sechrist, Pam Livingston	George Procida	\$14,083.55
Friday, April 07, 2017	6	Diana Mortimore	Pam Livingston, Bettsi Ledesma, George Procida	\$9,192.00
Friday, April 14, 2017	7	Renee Mendez	George Procida	\$10,910.00
Friday, April 21, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, Bettsi Ledesma, George Procida	\$8,395.00

## 2017 Zone Walks

Friday, April 28, 2017	2	Elsa Morrison, Diana Vizzard	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$7,107.00
Friday, May 05, 2017	3	Liza Tafoya, Lyn Livingston	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida, Pete Gerould	\$13,138.85
Friday, May 12, 2017	4	Don Landsittel, Kay Chmielewski	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida, Pete Gerould	\$8,426.50
Friday, May 19, 2017	5	Pam Sechrist, Pam Livingston	Linda Cook, George Procida, Pete Gerould	\$13,911.00
Friday, May 26, 2017	6	Diana Mortimore	Pam Livingston, Bettsi Ledesma, George Procida	\$10,019.60
Friday, June 02, 2017	7	Renee Mendez	Pete Gerould	\$0.00
Friday, June 09, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, George Procida	\$0.00
Friday, June 16, 2017	2	Elsa Morrison, Diana Vizzard	Pete Gerould	\$0.00
Friday, June 23, 2017	3	Liza Tafoya, Lyn Livingston, Ken Gromacki	Pam Livingston, George Procida	\$625.00
Friday, June 30, 2017	4	Don Landsittel, Kay Chmielewski	Pete Gerould	\$89.95
Friday, July 07, 2017	5	Pam Sechrist	Pam Livingston, Pete Gerould	\$0.00
Friday, July 14, 2017	6	Kathy Waugh, Diana Mortimore	Pam Livingston, Pete Gerould	\$227.50
Friday, July 21, 2017	7	Renee Mendez	Pete Gerould	\$1,021.00
Friday, July 28, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, Pete Gerould	\$745.00
Friday, August 04, 2017	2	Elsa Morrison, Diana Vizzard	Pam Livingston, Bettsi Ledesma, George Procida	\$2,358.00
Friday, August 11, 2017	3	Liza Tafoya, Lyn Livingston, Ken Gromacki	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$625.00

## 2017 Zone Walks

Friday, August 18, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$4,863.00
Friday, August 25, 2017	5	Pam Sechrist, Pam Livingston	Bettsi Ledesma, George Procida, Pete Gerould	\$11,805.00
Friday, September 01, 2017	6	Kathy Waugh, Diana Mortimore	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$13,543.00
Friday, September 08, 2017	7	Renee Mendez	Bettsi Ledesma, Pete Gerould	\$1,021.00
Friday, September 15, 2017	1	Diane Luttrell, Grace Long	Pete Gerould	\$2,142.00
Friday, September 22, 2017	2	Elsa Morrison, Diana Vizzard	Pam Livingston, Pete Gerould	\$4,492.00
Friday, September 29, 2017	3	Liza Tafoya, Lyn Livingston, Ken Gromacki	Pam Livingston, Pete Gerould	\$6,662.50
Friday, October 06, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, Pete Gerould	\$6,011.00
Friday, October 13, 2017	5	Pam Sechrist	Pam Livingston, Pete Gerould	\$4,859.00
Friday, October 20, 2017	6	Kathy Waugh, Diana Vizzard	Pam Livingston, Pete Gerould	\$8,707.50
Friday, October 27, 2017	7	Renee Mendez	Bettsi Ledesma, Pete Gerould	
Friday, November 03, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, Bettsi Ledesma, Pete Gerould	
Friday, November 10, 2017	2	Elsa Morrison	Pam Livingston, Pete Gerould	
Friday, November 17, 2017	3	Liza Tafoya, Lyn Livingston	Pam Livingston, Bettsi Ledesma, Pete Gerould	
Friday, November 24, 2017	X	No Walk		
Friday, December 01, 2017	4	Don Landsittel, Kay Chmielewski		

## 2017 Zone Walks

Friday, December 08, 2017	5	Pam Sechrist		
Friday, December 15, 2017	6	Kathy Waugh, Diana Vizzard		
Friday, December 22, 2017	X	No Walk		
Friday, December 29, 2017	X	No Walk		

Total 2017 Zone Walk Expenditure:      \$214,445.45



# NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

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Landscaper Meeting

Tuesday, October 31, 2017, 9:30 am

Pete Gerould, GP and Bettsi Ledesma, General Manager

1. Homeowner Concerns and Requests
  - a. 1575 University - Renee Mendez's maple tree – Confirmed that installation of bubbler for damaged tree is scheduled.
  - b. 1318 Vanderbilt- Paul Moss- requested planting plan. Reviewed plan submitted- too many plants for the space. Pete agreed to make contact with owner to reach compromise. Bettsi will update owner to expect Pete's call.
  - c. 705 Elmhurst-Helga Dicker- Request for additional plants- Pete will survey area and return with recommendation. Bettsi will update the owner.
  - d. 610 Elmhurst- Pete Kieffer- GP will add rubus to bed behind garage, survey area and return with recommendation for shrub replacement.
  - e. 601 Elmhurst- Patty Innes- fungus powder behind low brick wall was discussed- unknown origin- has been removed.
  - f. 604 Elmhurst- email from owner Cheryl White, 10/26, was reviewed. Pete will remove the blood orange tree in the common area and return with recommendation for plantings in the front area. Bettsi will update the owner.
  - g. 205 Dunbarton- Carol Duke- email requesting warranty Camellia replacement and replacement plantings along fence. Pete will check walk notes to see if plantings are already ordered. Bettsi will update the owner.
  - h. Home on Elmhurst- overgrown trees in patio areas was discussed. Per Board disciplinary action, association will prune trees and assess owner the cost. Pete will check to see if GP can prune or whether Grove needs to do.
  - i. 1461 University- Betty Givens. Area around drain is still seemed boggy and owner reports that mowers are leaving ruts. Pete reported that irrigation repairs are still underway and the area will be over seeded after the irrigation is repaired. Bettsi will update the owner.
2. Ongoing projects
  - a. At the last Grounds Committee it was agreed that Pete will work with Diana Vizzard to discuss a planting plan for the University Lot. Pete reported that he and Diana have not yet found time to meet.
3. Irrigation Improvements
  - a. Discussed area at the south corner of Swarthmore and Howe. It was agreed to replace the PGP heads with low-flow MP rotors to improve coverage and reduce run off.
  - b. Pete reported that improvements were made at 1260 Vanderbilt to improve the coverage and reduce flooding.
4. Calendared Contract Tasks





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- a. Pete reported that broadleaf and clover were treated in late September, early October.
  - b. Status of over seeding was discussed. Project is active and Pete will return next week with maps showing the areas addressed.
5. Housekeeping:
- a. Regular meeting time was discussed and it was agreed to meet weekly on Tuesdays at 9:30 am.
  - b. Truck parking and break locations. It was agreed that foremen would be instructed to park only on the correct side of the private streets except when blocked by visitor and other contractor vehicles. It was also agreed that landscapers would spread out through the community during their breaks so as not to create traffic situation on Elmhurst.



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Landscaper Meeting

Tuesday, November 7, 2017, 9:30 am

Pete Gerould, GP, Pam Livingston, Grounds Committee Chair and Bettsi Ledesma, General Manager

## 1. Homeowner Concerns and Requests

### a. Unfinished:

- i. 1318 Vanderbilt- Paul Moss- requested planting plan. Reviewed plan submitted- too many plants for the space. Pete reported that he and Paul have been playing phone tag- still no meeting.
- ii. 705 Elmhurst-Helga Dicker- Request for additional plants- Pete will look at area and suggests one azalea near front gate. Bettsi will update the owner.
- iii. 610 Elmhurst- Pete Kieffer- planting request was discussed. Hibiscus will be replaced with Nandina Domestica.
- iv. 604 Elmhurst- email from owner Cheryl White, 10/26, was reviewed. It was agreed to plant dwarf Meyer lemon tree in alley, but to postpone any further decisions until the Zone 6 walk. Bettsi will update the owner.
- v. 205 Dunbarton- Carol Duke- email requesting warranty Camellia replacement and replacement plantings along fence. Pete will check walk notes to see if plantings are already ordered. Bettsi will update the owner.
- vi. Home on Elmhurst- overgrown trees in patio areas was discussed. Per Board disciplinary action, association will prune trees and assess owner the cost. Pete reported that the job was too big for GP. Bettsi will place work order for Grove.
- vii. 1461 University- Betty Givens. Area around drain is still seemed boggy and owner reports that mowers are leaving ruts. Pete reported that irrigation adjustments have been made and confirmed that the area will be over seeded. Bettsi will update the owner.

### b. New Business

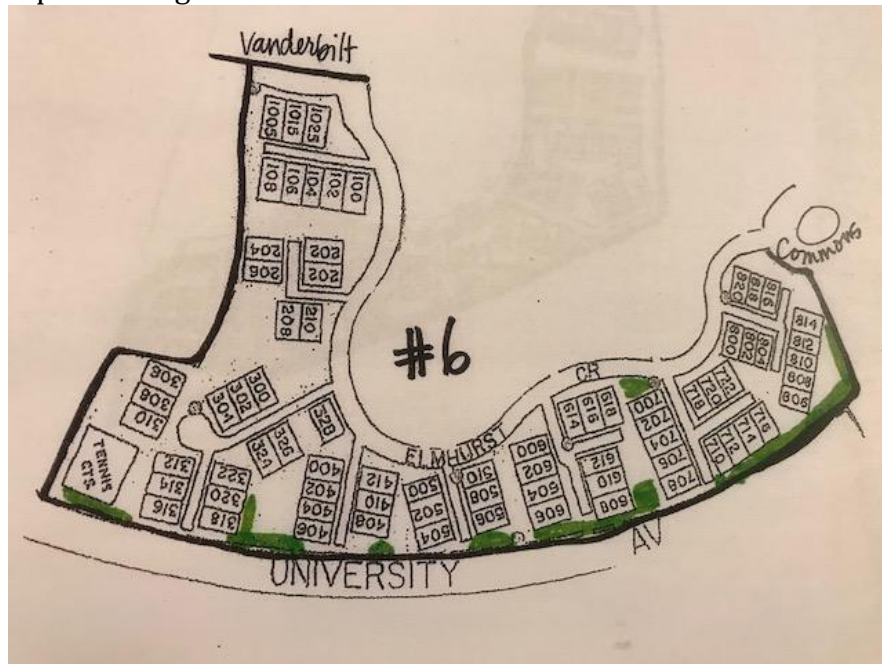
- i. 2306 American River – Wendy Arinno’s email request for plantings and the 11/3/17 walk notes were reviewed. It was agreed to add ferns and bark to the area in the entry way and for Bettsi to update owner on what to expect.
- ii. 318 Elmhurst – Steve Heath email requesting information about when to expect new plantings was discussed. It was determined that more stump grinding is needed. After stump grinding takes place, a slow growing male gingko will be planted in the location. Bettsi will update the owner.



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- iii. 2326 Swarthmore – Larry Layne submitted request for removal of overgrown shrub which is blocking gate access. It was agreed to remove the shrub and make a planting plan if needed during next Zone 3 Walk. Bettsi to update owner.
  - iv. 1539 University – Marybel Batjer has requested plantings. In consultation with Renee Mendez it was agreed to replace Daphnes with azaleas and to plant two more azaleas near entry. Pete will ensure this is completed. Homeowner has been updated.
  - v. 1329 Commons – Sharman Reyes- Pam reported that she and Pete are working with the homeowner to create a planting plan.
2. Ongoing projects
- a. At the last Grounds Committee it was agreed that Pete will work with Diana Vizzard to discuss a planting plan for the University Lot. Pete reported that he and Diana have not yet found time to meet.
3. Irrigation Improvements
- a. Pete reported that the south corner of Swarthmore and Howe has been converted to the low-flow MP rotors to improve coverage and reduce run off.
4. Calendared Contract Tasks
- a. Status of over seeding was discussed. Project is active and Pete provided maps showing the areas seeded so far.



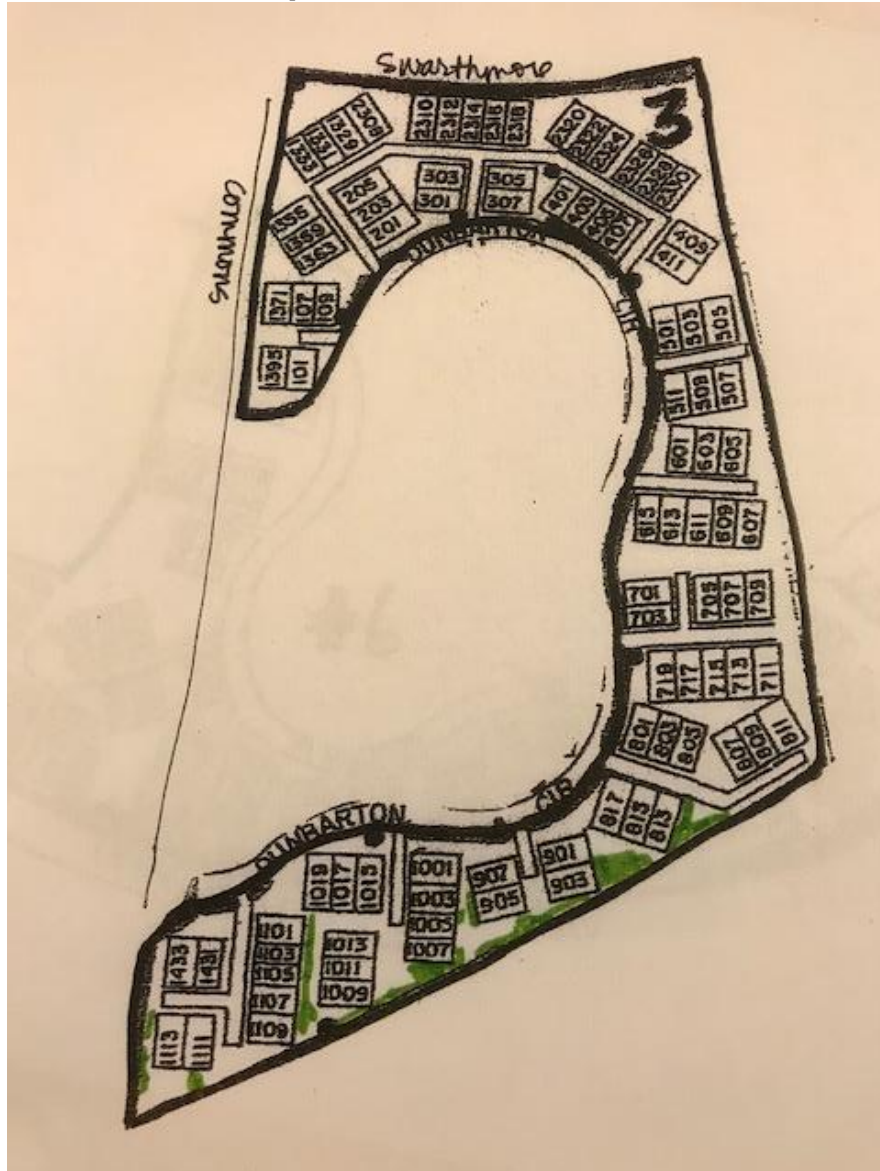


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5. Housekeeping:
  - a. It was noted that the latest walk notes for Zones 3, 4, 5, 6, 7 and 1 were still outstanding. Pete informed the group that he will be prioritizing this task in the next few days.
6. Adjourn 10:30 am



# NEPENTHE ASSOCIATION

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## Landscaper Meeting Minutes

Wednesday, November 15, 2017, 9:30 am

Pete Gerould, GP, Pam Livingston, Grounds Committee Chair and Bettsi Ledesma, General Manager

### 1. Homeowner Concerns and Requests

#### a. Unfinished:

- i. 1318 Vanderbilt- Paul Moss- requested planting plan. Reviewed plan submitted- too many plants for the space. Pete met with owner and planting will be taking place this week.
- ii. 604 Elmhurst- email from owner Cheryl White, 10/26, was reviewed. It was agreed to plant dwarf Meyer lemon tree in alley, but to postpone any further decisions until the Zone 6 walk.
- iii. 318 Elmhurst – Steve Heath email requesting information about when to expect new plantings was discussed. It was determined that more stump grinding is needed. After stump grinding takes place, a slow growing male ginkgo will be planted in the location. Owner has been updated as to what will take place and The Grove has been instructed to grind existing stump.
- iv. 1539 University – Marybel Batjer has requested plantings. In consultation with Renee Mendez it was agreed to replace Daphnes with azaleas and to plant two more azaleas near entry. Pete reported that this is completed.
- v. 1329 Commons – Sharman Reyes- Pete will ensure that planting will occur soon. Bettsi will contact The Grove to have the potocarpus trimmed.

#### b. New Business

- i. 118 Dunbarton, Jean Corfee. Replace two daphnes in front of living room window with two large lorapetalum. Pete will expedite these replacements.
- ii. ~~1407 University, Georgia Thompson~~ ~~She has been cited for planters,~~ etc. in the common area. We will be grinding the tree stump in the planter next to her garage. Roger will help her remove the planters. Upon discussion with arborist Paul Dubois, it was agreed that we will plant a coral bark Japanese Maple after the siding work is completed.
- iii. 1113 Dunbarton, Susan Portney. Owner reports that one of the three ferns recently planted in front of her front windows has failed. I've put in a work order to replace with 5-gallon hydrangea.



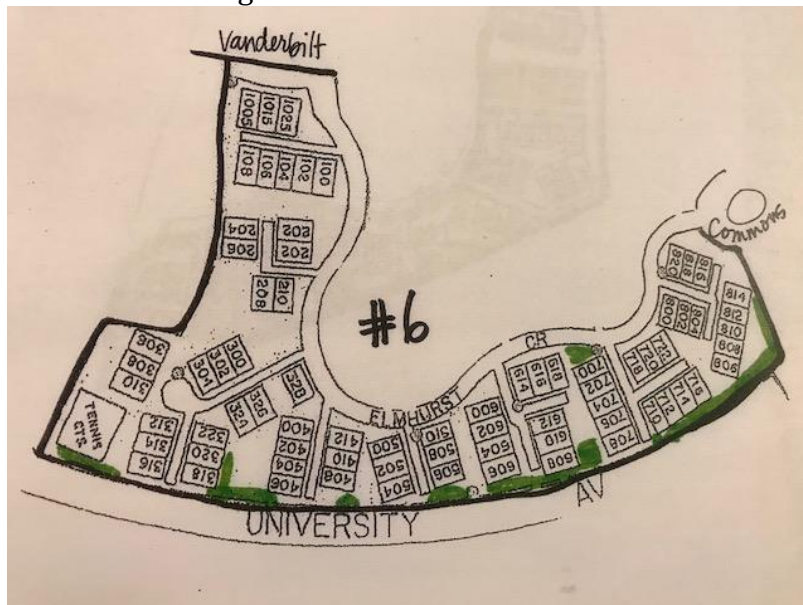
# NEPENTHE ASSOCIATION

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- iv. 200 and 204 Elmhurst- discuss last Zone 6 walk notes- is there a planting plan already? Bob Emslie at 200 would like a tree (Dogwood or Crape Myrtle), Nandina and rubus.
  - v. How does 1428 Commons look?
2. Ongoing projects
    - a. Update on a planting plan for the University Lot.
    - b. Landscape renovation 1106-1136 Vanderbilt- discussion item.
  3. Irrigation Improvements
    - a. Provide update on drip irrigation installation.
    - b. Were any areas identified during the Zone 2 Walk last Friday for improvements?
  4. Calendared Contract Tasks
    - a. Any extra crews planned for leaf pick up?
    - b. Roof cleaning begins on Dunbarton the week after Thanksgiving.
    - c. When will ivy be mowed? Should we mow the Rozanne?
    - d. Status of over seeding





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5. Housekeeping:
  - a. Walk notes for Zones 3, 4, and 5 have been received. Zones 6, 7 1 and 2 are still outstanding.
6. Adjourn



# NEPENTHE ASSOCIATION

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## Landscaper Meeting Minutes

Tuesday, November 21, 2017, 9:30 am

Pete Gerould, GP, Pam Livingston, Grounds Committee Chair and Bettsi Ledesma, General Manager

### 1. Homeowner Concerns and Requests

#### a. Unfinished:

- i. 1318 Vanderbilt- Paul Moss- requested planting plan. Planting is complete.
- ii. 318 Elmhurst –Stump has been ground- discussed timeline for planting new Gingko tree.
- iii. 1329 Commons – Sharman Reyes- Pete will ensure that planting will occur soon. Bettsi contacted Paul for trimming of Podocarpus, but work is not completed.
- iv. 118 Dunbarton, Jean Corfee. Replace two daphnes in front of living room window with two large lorapetalum. Work is complete.
- v. 1113 Dunbarton, Susan Portney. Owner reports that one of the three ferns recently planted in front of her front windows has failed. I've put in a work order to replace with 5-gallon hydrangea. Work is complete.
- vi. How does 1428 Commons look? Pete provided update. Area looks good, but owners' citrus tree is still overgrown. Bettsi to contact the owners.
- vii. 1467 University, Georgia Thompson. We will be grinding the tree stump in the planter next to her garage. Upon discussion with arborist Paul Dubois, it was agreed that we will plant a coral bark Japanese Maple after the siding work is completed. Tracking item only- no action at this time.
- viii. Planting plan for the University Lot- place holder- no action at this time. Clean up and planting plant to occur after leaf drop.

#### b. New Business

- i. 1212 Vanderbilt, Diane Price. Discussed recent planting plan and her concerns about removing fairly new plantings. Bettsi to provide follow up with owner.
- ii. 2232 Swarthmore, Diane Durawa, has submitted a new planting application. Pete will make contact with owner to discuss.
- iii. Tree planting in general was discussed and it was agreed that all new plantings will receive a layer of redwood bark to help maintain moisture, reduce weeds and discourage mower damage.

### 2. Ongoing projects

- a. Landscape renovation 1106-1136 Vanderbilt. Bettsi to solicit bids for design services. Pete will be working with Tyler Dance (GP) to prepare design proposal for next Grounds Committee meeting on 12/14/17.

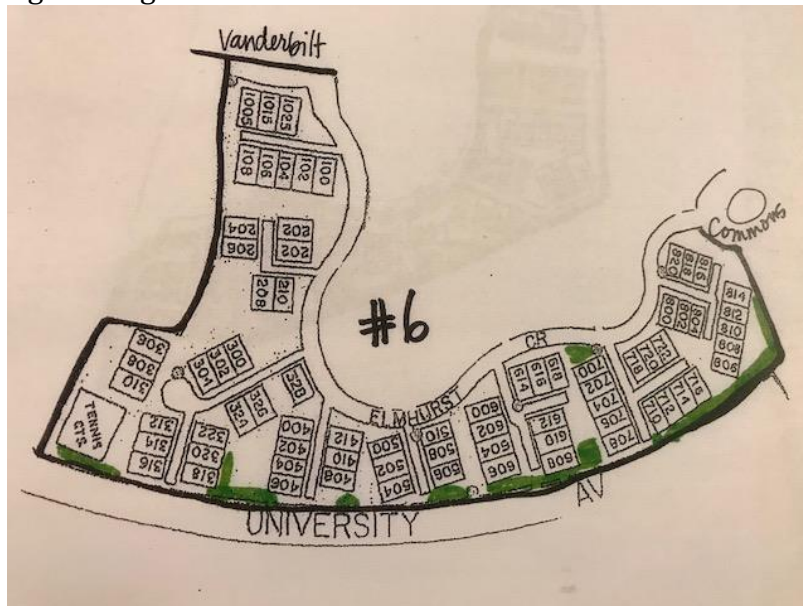




# NEPENTHE ASSOCIATION

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3. Irrigation Improvements
  - a. Pete provided update on drip irrigation installation- almost done with Zone 5- maybe within two or three weeks.
4. Calendared Contract Tasks
  - a. Jay's crew on property this week for leaf clean up. No crew members for Thursday through Sunday Thanksgiving break.
  - b. Roof cleaning begins on Dunbarton the week after Thanksgiving. Bettsi provided Pete's contact information to Randy Ross and vice versa.
  - c. Ivy will be mowed after leaf drop. Zones 5 & 6 will not have the ivy mowed as it was just done for drip irrigation installation.
  - d. Zone walk schedule was discussed. Pam has prepared the schedule for 2018 and the remaining walks for 2017 are on December 1, 8 and 15.
  - e. Status of over seeding. What has been completed as shown in photos below will conclude the Fall over seeding. Areas will continue to be identified for Spring seeding.





# NEPENTHE ASSOCIATION

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5. Housekeeping:
  - a. Walk notes for Zones 6, 7, 1, 2 and 3 are outstanding. Pete will continue to work on these.
  
6. Adjourn 10:30 am

November 14, 2017

Board of Directors  
Nepenthe Homeowners Association  
1131 Commons Drive  
Sacramento, CA 95825

Members of the Board:

We object to the Board using alternative means to circumvent its inability to modify the CC&R's and pass the subsequent proposed "Rules" by now simply implementing "Guidelines" that effectively place into process the initial criteria without the consent of the owners. The blatant lack of respect for the will of the majority of the ownership that this board was elected to represent, is stunning.

These measures did not pass at the CC&R level, they did not have support at the Board level, yet because a minority of the Board have no respect for the homeowners, the Board is willing to issue "Guidelines" that are unrepresentative of the ownership vote.

The Board needs to fulfill its obligation to represent the membership. The Board's breach of its fiduciary responsibility needs to stop.

We park on University Avenue overnight – every night, a public road in Sacramento County on which we pay taxes, like every other citizen has a right to do. The day Nepenthe has the audacity to issue me a citation, will be the day we sue each and every member of the Board personally for breaching their fiduciary responsibility to the homeowners.

We encourage the board to get control of the minority Board members who insist on advancing this agenda. It's a non-starter that we will ensure has dramatic repercussions.

Respectfully,

Joseph & Renee Mendez  
1575 University Avenue

November 26, 2017

Board of Directors  
Nepenthe Homeowners Association

It was with shock and alarm we received a letter titled "parking instructions", mailed on November 1, purportedly from the Nepenthe Homeowner's Association. This letter was unsigned and cited no authority for these so called instructions. The Board has proposed this action twice before: First as an amendment to the CCNRs which failed to receive the necessary support from residents; and then as regulations, which again failed to receive the necessary support from residents. At the last board meeting on this subject we understood the action was to be tabled while a committee of residents worked with city parking officials to identify solutions to ease the parking issues that exist in some limited areas of Nepenthe, without disregarding the rights and wishes of the entire community.

It has not been established that the Board has the authority to regulate parking on a public street. We pay taxes to the city of Sacramento to maintain these streets, and dispute the board's right to preclude our use of these streets. In addition, there is not a parking problem in all areas of the community. On American River Drive, for instance, there is currently an average of three cars parked overnight, approximately one 10<sup>th</sup> of the number that this street could accommodate. Moreover, these streets were designed by the city with parking in mind, meeting all the specifications for residential streets that allow parking on both sides.

In addition to the fact that you do not have the support of a majority of the community, enforcement of these "underground regulations" would result in a large amount of work for the Nepenthe office staff. Work which we, as homeowners, would pay for; money that we believe could be better spent on other issues.

Enclosed is a history of the entire sorry saga. Once again we ask you to cease and desist this unnecessary, unwarranted and illegal assault on our homeowner's rights.

Sincerely



Bryant Williams  
2312 American River Drive  
Sacramento CA 95825

cc: Betsi Ledesma

## ***History and Background Information on Nepenthe Homeowners Parking Issue***

- In May 2017, the Nepenthe Homeowners Association proposed an amendment to the existing CC&R's to prohibit overnight street parking by residents on all streets – public and private. On June 30, 2017, the Board reported that the amendment had failed to pass.
- On July 3, 2017, the Nepenthe Board of Directors proposed a set of regulations that mirrored the amendment that had previously failed. The proposed rules included the following provisions:
  1. Overnight street parking by residents on all streets – public and private – would be prohibited. Overnight street parking by guests would require a permit from the Association.
  2. Garage usage that would preclude car parking, such as a workshop or storage, would be prohibited.
  3. Vehicles parked in violation of the proposed rules would be ticketed by Nepenthe management with escalating penalties for more than 3 tickets, including fines, suspension of the right to vote; suspension of the use of the common facilities; towing; and/or proceeding with litigation.
  4. Exceptions to the rules would be granted through a “variance” process by which residents would apply to the Board of Directors in writing to request an exception to the parking standards.
- A group of concerned residents mobilized, circulated petitions and gathered 174 signatures opposing the proposed rules. Numerous residents attended board meetings and spoke against the regulations. As a result, the Nepenthe Board announced at its October Board meeting that the rules would not move forward.
- On November 1, 2017, the Association manager emailed an unsigned document entitled “Parking Guidelines” to residents that again contain provisions prohibiting overnight and other forms of street parking on public streets. There is no information about how these originated, how they were adopted or how they plan to enforce them.

### ***Why we are opposed***

1. Although the Board claims the right to regulate parking, tickets and fines on public streets, we do not believe they have the jurisdiction to do so.
2. There are 2 private streets within the Nepenthe community; the remainder are public streets subject to parking enforcement by the City of Sacramento. Portions of the public streets require a “J” permit to park more than 2 hours during the day with no restriction after 6:00 p.m. or on weekends. The Association’s Guidelines would supersede the “J” permit and render it null and void.
3. Enforcement of the rules would be invasive, arbitrary, and pit neighbor against neighbor. Such a system could only work if everyone’s cars were registered in a database and there was a system for inspecting garages to ensure that they are being used appropriately. This is a gross invasion of our privacy since we individually own homes.
4. Since these Guidelines apply only to Nepenthe residents, any other person (University students, apartment dwellers, etc.) could park at any time.

## Bettsi Ledesma

---

**From:** Vinnie <pete.kieffer@att.net>  
**Sent:** Thursday, November 30, 2017 5:02 PM  
**To:** CA - Nepenthe HOA  
**Cc:** Margaret Clonick; Bryant Williams; Matthew Boyd; Colleen Wilson; Leslie Ansell; [REDACTED]  
**Subject:** Letter to Nepenthe BOD - Parking Guidelines

Dear Board –

Once again I will be unable to lend my voice to the upcoming 3 Dec Board meeting but nonetheless would like to go on record regarding the “parking” issue:

1. I applaud your current efforts to manage parking on public streets through “Guidelines” - which do fall short of the force of law. I accept that “guidelines” qualify more as friendly “suggestions” to which reasonable residents will do their best to accommodate.
2. I suggest you apply those guidelines only to public streets which lie wholly within the confines of Nepenthe, i.e. Commons Dr south of Swarthmore, Swarthmore, & Vanderbilt.
3. You cannot arbitrarily claim jurisdiction over any shared thoroughfare, *including Commons Dr between Swarthmore and American River Dr and American River Drive between Commons Drive and Howe Ave* without formal agreement with Campus Commons HOA.
4. University Ave does not lie within the confines of Nepenthe and is a main public thoroughfare over which you can have no legal, moral, spiritual, or logical jurisdiction. Regulating University Ave would be like trying to regulate parking on Howe Ave. Yes, that would be absurd.
5. I believe you will not be in conflict with city parking restrictions if you only enforce your guidelines outside the restricted parking hours posted by the city. Encourage the city to enforce their restrictions during their posted hours. The rest can be ours without conflict.
6. Stay out of residents’ garages in mind, spirit, and deed. Simply tell residents they cannot park on *our* public streets after midnight – or somesuch. You really do not care where one parks as long as it is not on a controlled street, public or private. Most reasonable / rational residents will realize garages are their best bet for parking without having to be told so.
7. To be truly effective, you will have to define enforcement measures and consequences which are not included in the current guidelines. Exceptions should be temporary and for truly exceptional reasons. “Grandfathering” should not be allowed under any circumstances. The problem that remains will be how to deal with the true scoff-laws.

Thank you once again for lending me your attention, and for taking this important issue on.

**PIERRE V KIEFFER**  
610 Elmhurst Circle  
Sacramento, CA 95825

Tel: [REDACTED]  
[REDACTED]  
[REDACTED]

**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 1, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

<b>OPEN SESSION MINUTES</b>
-----------------------------

**I. CALL TO ORDER**

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Christina George	Treasurer
X	Frank Loge	Member at Large

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on November 1, 2017 in order to consider matters relating to personnel matters, contract negotiations, legal matters and member discipline.
- b. **Board Announcements**
  - i. None

**III. COMMITTEE REPORTS**

- a. Ad Hoc Committee on Underground Utilities-No report provided.
- b. Architectural Review Committee- Minutes provided to Board in their packet.
- c. Finance Committee (no meeting) - Verbal report provided at meeting.
- 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. Minutes provided to Board in their packet.

**IV. MANAGEMENT REPORT-** Written report provided in packet, highlights are included here:

- a. Manager attended four meetings related to parking. Attendees included Director Loge (4 meetings), Director George (3 meetings), Parking Committee Chair Joan Roberts (1 meeting), City District Representative Lidia Lara (1 meeting) and Lyons Security Manager Robin Cheatam (1 meeting)
- b. Manager attended 2 meetings with Director Loge and George Procida of GP Landscape to discuss landscape maintenance contract for 2018.
- c. Fencing Repairs- a fencing project will commence at the completion of the siding and painting project. This project encompasses fences identified in the last 4 months or so and collected into a single project to realize economy of scale. Board will review proposal at the December 6 meeting.
- d. Management is preparing proposal for Board authorization for purchase of translucent light globes and energy efficient bulbs in correct wattages for the December 6 meeting.

- e. On October 26, 2017, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for this walk will be on the December 6 Open Session Agenda

**V. HOMEOWNER CORRESPONDENCE**-Reviewed by Board of Directors.

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

**VII. CONSENT CALENDAR**

**Motion:** Director Joan Haradon

**Second:** Director Frank Loge

**Vote:** All in favor

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

*Begin Consent Calendar*

**a. Approval of Minutes October 4, 2017 Open Session**

**Resolution:** The Open Session minutes dated October 4, 2017 were approved as presented.

**b. Financial Statement: September 2017**

**Resolution:** The Board accepted the September 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$185,234.15 and reserve funding of \$1,566,521 compared to the reserve funding budget of \$1,530,378. The reserves are funded through September 2017. The Association has \$488,808 in operating funds, which represents 1.75 months of budgeted expenses and reserve contributions. The Association has \$6,041,836 in reserve funds.

**c. Transfer Irrigation Rebates to Reserves**

**Resolution:** Whereas the subterranean irrigation project has been paid from Reserve Funds and the \$25,000 rebates are deposited to the operating fund, therefore the Board hereby instructed FirstService Residential to transfer past and future rebates for this project to Reserves.

**d. Lien Resolution**

Per the enclosed Resolution dated October 18, 2017, 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
2312-02	\$938.00



1946-01	\$938.00
---------	----------

e. **Architectural Applications**

The Architectural Review Committee met on October 10, 2017 to review the enclosed applications.

**Resolution:** The Board confirmed the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
<b>1</b>	1587 University	Solar Tubes	Approval
<b>2</b>	1527 University	Exterior light fixture- alley	Approval
<b>3</b>	1509 University	Patio improvements- floral trellis and stone wall	Approval
<b>4</b>	607 Elmhurst	Solar Tubes	Approval

*End Consent Calendar*

**VIII. UNFINISHED BUSINESS**

a. **Parking Remedies**

Directors Loge and George updated the directors on recent efforts to improve the parking situation in the community. They reported that a number of curb areas on the private streets were identified and painted red. Better signs had been ordered for placement on the private streets. A meeting has been scheduled with the City of Sacramento for November 17 to discuss matters related to the J-Permits, red curbs at corners and fire hydrants and enforcement of 72-hour parking rule.

**Action:** No action taken. Discussion item only.

b. **2018 Budget**

**Motion:** Director Frank Loge

**Second:** Director Christina George

**Vote:** All in favor

**Resolution:** The Board of Directors adopts the enclosed 2018 operating budget which calls for an increase to the monthly assessment from \$469 per owner per month to \$488 per owner per month for the upcoming fiscal year and directs management to distribute it to the membership in accordance with California Civil Code and the association's governing documents

c. **Clubhouse Sign Proposal**

**Motion:** Director Frank Loge

**Second:** Director Linda Cook

**Vote:** All in favor

**Resolution:** The Board approves the proposal from Capital City Signs for one exterior mounted sign for the clubhouse for a fee not to exceed \$2,003.04 payable from Reserves for miscellaneous items which has an available balance of \$7,538 with elimination of directional portion of the sign.

- d. **Pool Deck Lighting Proposal was discussed.**  
**Action:** No action taken.

## IX. NEW BUSINESS

- a. **Discussion: Review 2017 Goal progress and possible goals for 2018**
  - i. 2017 Board Goals were discussed as were possible 2018 Goals  
**Action:** Directors to suggest goals for 2018 at the December 6 Open Session.
  
- b. **Request from homeowner to use Clubhouse on New Year's Day**  
**Action:** Approved with no formal action.
  
- c. **Proposal for Flood Insurance Rates for 2018**  
**Motion:** Director Frank Loge  
**Second:** Director Linda Cook  
**Vote:** All in favor  
**Resolution:** The Board accepted the 2018 flood insurance rates as proposed by Farmers agent, Ryan Deshong: \$3,364 for main clubhouse, \$2,005 for Dunbarton Cabana, \$977 for Elmhurst Cabana, \$450 per policy for owner occupied units and \$675 per policy for non-owner occupied units payable from Operating Funds.
  
- d. **Approve letter to Councilmember Guerra**  
**Motion:** Director Joan Haradon  
**Second:** Director Linda Cook  
**Vote:** All in favor  
**Resolution:** The Board approved the letter to Councilmember Guerra and directs management to oversee its delivery.
  
- e. **Adopt Revised Architectural Criteria**  
**Motion:** Director Joan Haradon  
**Second:** Director Christina George  
**Vote:** All in favor  
**Adopt Architectural Criteria for Awnings and Shade Sail Installations**  
**Resolution:** The Board adopted the enclosed Criteria #30 for the installation of Awnings and Shade Sails prepared by Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.  
**Adopt Architectural Criteria for Security Camera Installations**  
**Resolution:** The Board adopted the enclosed Criteria #21 for the installation of Security Cameras prepared by Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.
  
- f. **Proposal to Paint Light Poles Throughout Community**

**Motion:** Director Joan Haradon

**Second:** Director Linda Cook

**Vote:** All in favor

**Resolution:** The Board approved the proposal from Progressive Painting to paint all light poles in the community for a fee not to exceed \$7,760 payable from Reserves which has a 2017 allocation for lighting of \$52,531.

g. **Proposal for Landscape Design Work**

**Action:** Tabled until December 6, 2017 Open Session Meeting.

h. **Proposals for Tree Maintenance Work**

**Motion:** Director Linda Cook

**Second:** Director Joan Haradon

**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 \$15,595, payable from Reserves which has a remaining 2017 allocation for tree work of \$21k +/-.

X. **HOMEOWNER FORUM-** No comments were received.

XI. **NEXT MEETING:** Wednesday, December 6, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. **ADJOURN @ 6:45pm**

**NEPENTHE ASSOCIATION**  
**CASH BASIS FINANCIAL STATEMENTS**  
**FOR THE MONTH AND TEN MONTH(S) ENDED**  
**OCTOBER 31, 2017**

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

**PREPARED BY:**



**FirstService**  
RESIDENTIAL  
Page 44 of 83

**NEPENTHE ASSOCIATION**

**FINANCIAL SUMMARY**

**Fiscal Year End: December 31, 2017**

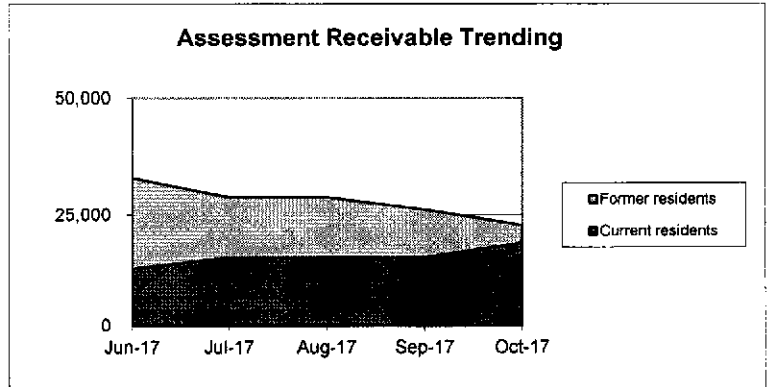
**For the Month Ended: October 31, 2017**

**CASH SUMMARY**

	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	505,999.71	488,957.55	Increase in Cash	17,042.16
Reserve Cash General Reserve	6,069,802.13	6,041,836.49	Increase in Cash	27,965.64
Adj Operating Cash (see note 1)	423,383.64	394,251.36	Increase in Cash	29,132.28
Average budgeted expenses / month		278,914.00		
Average # of months of available cash		1.81		
Percent Funded Per 2016 Reserve Study		41%		

**ASSESSMENT SUMMARY**

Monthly Assessment Budget	276,710.00
Assessment Cash Received	261,436.85
<b>Total Assessments Receivable</b>	
0-30 days (see note 1)	0.00
31-60 days late	10,049.55
61-90 days late	3,170.17
over 90 days late	9,466.85
Total Assessments Due	22,686.57
<b>Other Receivable</b>	6,445.53
Total Owners Receivable	29,132.10
Past Residents Assessments Rec.	3,968.90
Prepaid Assessments	82,616.07



**OPERATING SUMMARY**

Category	October Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2500
Utilities	11,677	92,929	81,050	(11,879)	Gas, Water
Landscape	28,567	288,365	287,770	(595)	
Common Area	5,064	86,152	110,210	24,058	
Management/On-Site Admin	31,169	367,598	323,870	(43,728)	see note 3
Insurance	0	77,522	285,820	208,298	
<b>Total Operating Expenses</b>	<b>76,477</b>	<b>912,566</b>	<b>1,088,720</b>	<b>176,154</b>	Spending underbudget year-to-date

**RESERVE SUMMARY**

Contribution to Reserves this month:	170,042.00	Rsv Disbursement this month:	147,412.04
Contribution to Rsvs Year-to-Date:	1,700,420.00	Rsv Disbursement YTD:	1,224,584.17
Interest on reserve funds Year-to-Date:	41,478.74		

**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.
3. Federal Tax, Franchise Tax, General Counsel, Admin Misc, On-site Staff, Payroll Taxes/Benefits

**Nepenthe's Year To Date Cash Flow**

<b>Sources/Uses</b>		<b>Operations</b>	<b>Reserves</b>
<b>Beginning Balance 1/01/2017</b>		<b>303,773</b>	<b>5,552,488</b>
	Prior year Due from Management	52	
	Prior year Due from Vendor	0	
<b>Plus</b>	Income	2,815,262.34	
	Reserve Investment Income		41,478.74
	Contributions to Reserves		1,700,420.00
	Pending Reserve Expense	0.00	
	Due From Vendor	(101.78)	
	Receivable from Mgmt	0.00	
	Processing Fees	0.00	
<b>Less</b>	Operating Expenses	(912,566.03)	
	Reserve Funding	(1,700,420.00)	
	Reserve Expenses		(1,224,584.17)
<b>Ending Balance 10/31</b>		<b>506,000</b>	<b>6,069,802</b>

**Budget Report**

Actual year-to-date income of \$2,815,262.34 versus year-to-date budgeted income of \$2,789,140 produced a positive year-to-date income variance of \$26,122.34.

Actual year-to-date operating expenses of \$912,566.03 versus year-to-date budgeted expenses of \$1,088,720 produced a positive year-to-date operating expenses variance of \$176,153.97.

The two combined variances produced a positive year-to-date variance of \$202,276.31.

**Other Information**

Unpaid assessments at October 31, 2017 were: \$ 22,687

Prepaid assessments at October 31, 2017 were: \$ 82,616

NEPENTHE ASSOCIATION COMPARATIVE BALANCE SHEET 10/31/2017
---

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
-----		
CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	505,849.71	488,807.55
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	6,069,802.13	6,041,836.49
	-----	
TOTAL CASH AND INVESTMENTS	6,575,801.84	6,530,794.04
OTHER ASSETS		
DUE FROM VENDOR-	101.78	101.78
	-----	
TOTAL OTHER ASSETS	101.78	101.78
TOTAL ASSETS	6,575,903.62	6,530,895.82
	=====	
LIABILITIES		
-----		
MEMBERS EQUITY		
	-----	
GENERAL RESERVE FUND BALANCE	6,069,802.13	6,041,836.49
OPERATING FUND BALANCE-BEG OF YEAR	303,825.18	303,825.18
CURRENT YEAR INCOME/(LOSS)	202,276.31	185,234.15
	-----	
TOTAL LIABILITIES & MEMBERS EQUITY	6,575,903.62	6,530,895.82
	=====	

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA  
 15241 Laguna Canyon Road  
 Irvine, CA 92618

As of date: 10/31/2017

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		349,972.04
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.90%	155,877.67
Total (Cash)					505,999.71
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK	CHKING 153495833060		2,885.16
21138	RESERVE INVESTMENT	WELLS WELLS FARGO	INVSMT 66896148		4,168,948.90
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148		1,897,968.07
Total (Reserves)					6,069,802.13
Grand Total					6,575,801.84



**NEPENTHE ASSOCIATION**  
**RESERVE FUND BALANCES SUPPORT SCHEDULES**  
**10/31/2017**

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
<b>GENERAL RESERVES</b>						
N23277 ROOF INSPECTIONS & REPAIR	(74.78)	74.78	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	25,317.56	(25,317.56)	0.00	(15,039.00)	(172,717.50)	(187,756.50)
N22911 UNDERGROUND UTILITY REPR RSV	(20,825.00)	20,825.00	0.00	(4,500.00)	(29,025.00)	(33,525.00)
N23017 CLUBHOUSE INTERIOR RENOVATION	92,839.23	(15,273.38)	35,270.00	0.00	(32,242.64)	80,593.21
N23130 MISCELLANEOUS RSV	47,876.66	(3,992.20)	19,040.00	0.00	921.43	63,845.89
23103 INTEREST ON RESERVE FUNDING	39,725.21	(39,725.21)	41,478.74	0.00	0.00	41,478.74
23130 CONTIGENCY RESERVES	0.00	0.00	0.00	0.00	(600.00)	(600.00)
N23270 UNIT EXTERIOR RESERVE	4,883,894.20	(328,850.09)	1,275,130.00	(71,438.53)	(542,994.50)	5,215,741.08
N23271 MAIN CLUBHOUSE AREA RSV	106,365.55	39,696.82	55,400.00	0.00	(6,595.00)	194,867.37
N23275 GROUNDS RESERVE	375,423.92	352,780.77	313,780.00	(53,094.51)	(293,918.92)	694,971.26
N23274 COMMONS TENNIS COURT RSV	0.00	0.00	0.00	(3,340.00)	0.00	(3,340.00)
N23276 ADMINISTRATIVE RESERVE	1,945.01	(218.93)	1,800.00	0.00	0.00	3,526.08
	-----	-----	-----	-----	-----	-----
<b>TOTAL GENERAL RESERVES</b>	<b>5,552,487.56</b>	<b>0.00</b>	<b>1,741,898.74</b>	<b>(147,412.04)</b>	<b>(1,077,172.13)</b>	<b>6,069,802.13</b>

NEPENTHE ASSOCIATION  
INCOME STATEMENT  
10/31/2017

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
<b>REVENUE</b>									
261,436.85	276,709	(15,272.15)	14000	HOMEOWNER ASSESSMENT REVENUE	2,768,675.46	2,767,090	1,585.46	3,320,508	551,832.54
1,738.40	1,430	308.40	14087	EASEMENT AGREEMENT	12,868.27	14,300	(1,431.73)	17,160	4,291.73
52.94	0	52.94	14101	INTEREST ON PAST DUE ASSESSMENTS	1,977.52	0	1,977.52	0	(1,977.52)
35.00	75	(40.00)	14110	KEY REVENUE	605.00	750	(145.00)	900	295.00
175.00	700	(525.00)	14113	CLUBHOUSE RENTAL	4,340.00	7,000	(2,660.00)	8,400	4,060.00
0.00	0	0.00	14116	CC&R VIOLATIONS/FINES	900.00	0	900.00	0	(900.00)
0.00	0	0.00	14132	MISCELLANEOUS REVENUE	150.00	0	150.00	0	(150.00)
122.88	0	122.88	14162	OPERATING INTEREST REVENUE	746.09	0	746.09	0	(746.09)
5,335.68	0	5,335.68	14163	RESERVE INTEREST REVENUE	41,478.74	0	41,478.74	0	(41,478.74)
0.00	0	0.00	14194	LANDSCAPE REVENUE	25,000.00	0	25,000.00	0	(25,000.00)
<b>268,896.75</b>	<b>278,914</b>	<b>(10,017.25)</b>		<b>TOTAL REVENUE</b>	<b>2,856,741.08</b>	<b>2,789,140</b>	<b>67,601.08</b>	<b>3,346,968</b>	<b>490,226.92</b>
<b>RESERVE CONTRIBUTION</b>									
170,042.00	170,042	0.00	19758	GENERAL RESERVES	1,700,420.00	1,700,420	0.00	2,040,504	340,084.00
5,335.68	0	(5,335.68)	19803	GENERAL RESERVE INTEREST	41,478.74	0	(41,478.74)	0	(41,478.74)
<b>175,377.68</b>	<b>170,042</b>	<b>(5,335.68)</b>		<b>TOTAL RESERVE CONTRIBUTION</b>	<b>1,741,898.74</b>	<b>1,700,420</b>	<b>(41,478.74)</b>	<b>2,040,504</b>	<b>298,605.26</b>
<b>93,519.07</b>	<b>108,872</b>	<b>(15,352.93)</b>		<b>AVAILABLE OPERATING REVENUE</b>	<b>1,114,842.34</b>	<b>1,088,720</b>	<b>26,122.34</b>	<b>1,306,464</b>	<b>191,621.66</b>
<b>OPERATING EXPENSES</b>									
<b>UTILITIES</b>									
5,423.11	2,725	(2,698.11)	15101	ELECTRICITY	28,215.85	27,250	(965.85)	32,700	4,484.15
1,002.85	1,200	197.15	15102	GAS	17,728.27	12,000	(5,728.27)	14,400	(3,328.27)
0.00	350	350.00	15103	REFUSE COLLECTION	4,791.43	3,500	(1,291.43)	4,200	(591.43)
286.33	430	143.67	15105	TELEPHONE EXPENSE	3,218.25	4,300	1,081.75	5,160	1,941.75
4,964.99	3,400	(1,564.99)	15106	WATER	38,975.18	34,000	(4,975.18)	40,800	1,824.82
<b>11,677.28</b>	<b>8,105</b>	<b>(3,572.28)</b>		<b>TOTAL UTILITIES</b>	<b>92,928.98</b>	<b>81,050</b>	<b>(11,878.98)</b>	<b>97,260</b>	<b>4,331.02</b>
<b>LAND MAINTENANCE</b>									
28,567.00	28,567	0.00	15500	CONTRACT LANDSCAPE SERVICE	285,670.00	285,670	0.00	342,804	57,134.00
0.00	185	185.00	15511	BACKFLOW DEVICE TEST	2,695.00	1,850	(845.00)	2,220	(475.00)
0.00	25	25.00	15597	COMMON AREA IMPROVEMENT	0.00	250	250.00	300	300.00
<b>28,567.00</b>	<b>28,777</b>	<b>210.00</b>		<b>TOTAL LAND MAINTENANCE</b>	<b>288,365.00</b>	<b>287,770</b>	<b>(595.00)</b>	<b>345,324</b>	<b>56,959.00</b>
<b>COMMON AREA</b>									
1,700.00	1,350	(350.00)	16020	CONTRACT POOL/SPA SERVICE	15,120.00	13,500	(1,620.00)	16,200	1,080.00
1,420.00	25	(1,395.00)	16022	POOL EQUIPMENT REPAIR	2,062.03	250	(1,812.03)	300	(1,762.03)
0.00	115	115.00	16027	POOL INSPECTION	1,808.48	1,150	(658.48)	1,380	(428.48)

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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	25	25.00	18510	ROOF MAINTENANCE	0.00	250	250.00	300	300.00
0.00	279	279.00	18524	MATERIAL SUPPLIES	2,868.80	2,790	(78.80)	3,348	479.20
0.00	190	190.00	18526	PEST CONTROL	2,450.00	1,900	(550.00)	2,280	(170.00)
1,525.00	1,525	0.00	18531	JANITORIAL SERVICE	15,250.00	15,250	0.00	18,300	3,050.00
0.00	247	247.00	18532	JANITORIAL SUPPLIES	1,858.33	2,470	611.67	2,964	1,105.67
0.00	10	10.00	18534	FIRE EXTINGUISHER	107.16	100	(7.16)	120	12.84
0.00	25	25.00	18544	LIGHT REPAIRS	0.00	250	250.00	300	300.00
0.00	125	125.00	18564	SPECIAL SECURITY	3,352.75	1,250	(2,102.75)	1,500	(1,852.75)
0.00	1,200	1,200.00	18579	PATROL SERVICE	9,800.00	12,000	2,200.00	14,400	4,600.00
0.00	4,993	4,993.00	18736	GUTTER & DOWNSPOUT CLEANING	25,899.40	49,930	24,030.60	59,916	34,016.60
343.78	400	56.22	18767	REPAIR & MAINTENANCE	3,348.11	4,000	651.89	4,800	1,451.89
74.83	172	97.17	18905	KITCHEN SUPPLIES	1,171.64	1,720	548.36	2,064	892.36
0.00	300	300.00	18957	JANITORIAL EXTRA	400.00	3,000	2,600.00	3,600	3,200.00
0.00	40	40.00	18986	FITNESS CONTRACT	655.04	400	(255.04)	480	(175.04)
<b>5,063.61</b>	<b>11,021</b>	<b>5,957.39</b>		<b>TOTAL COMMON AREA</b>	<b>86,151.74</b>	<b>110,210</b>	<b>24,058.26</b>	<b>132,252</b>	<b>46,100.26</b>
				<b>MANAGEMENT/ON-SITE ADMIN EXP</b>					
0.00	150	150.00	18001	COMMUNITY WEBSITE	3,570.49	1,500	(2,070.49)	1,800	(1,770.49)
0.00	75	75.00	18003	COMMUNITY EVENTS/PROGRAMS	1,335.11	750	(585.11)	900	(435.11)
20.90	75	54.10	18008	VOLUNTEER RECOGNITION	95.54	750	654.46	900	804.46
459.00	75	(384.00)	18092	EDUCATION/ADULT PROGRAM	1,080.91	750	(330.91)	900	(180.91)
7,159.31	6,970	(189.31)	19109	CONTRACT MANAGEMENT	71,593.10	69,700	(1,893.10)	83,640	12,046.90
0.00	160	160.00	19101	CPA SERVICES	1,895.00	1,600	(295.00)	1,920	25.00
0.00	650	650.00	19104	FEDERAL TAX EXPENSE	14,319.00	6,500	(7,819.00)	7,800	(6,519.00)
0.00	375	375.00	19105	FRANCHISE TAX BOARD	7,060.00	3,750	(3,310.00)	4,500	(2,560.00)
0.00	175	175.00	19106	TAXES & LICENSES	1,088.52	1,750	661.48	2,100	1,011.48
0.00	0	0.00	19121	RESERVE STUDY CONSULTANT SRVC	600.00	0	(600.00)	0	(600.00)
840.00	500	(340.00)	19108	GENERAL COUNSEL SERVICE	17,879.62	5,000	(12,879.62)	6,000	(11,879.62)
1,070.16	2,100	1,029.84	19111	MANAGEMENT REIMBURSABLE	20,438.49	21,000	561.51	25,200	4,761.51
0.00	50	50.00	19112	POSTAGE, ON-SITE	457.09	500	42.91	600	142.91
9.56	0	(9.56)	19116	ADMINISTRATIVE MISC	3,509.56	0	(3,509.56)	0	(3,509.56)
0.00	40	40.00	19117	DUES & PUBLICATIONS	0.00	400	400.00	480	480.00
35.00	35	0.00	19119	BANK FEES	350.00	350	0.00	420	70.00
14,351.42	14,000	(351.42)	19124	ON-SITE STAFF	148,959.74	140,000	(8,959.74)	168,000	19,040.26
51.67	60	8.33	19126	DELINQUENCY MONITORING	170.02	600	429.98	720	549.98
0.00	182	182.00	19132	OPERATING CONTINGENCY	3,540.00	1,820	(1,720.00)	2,184	(1,356.00)
0.00	100	100.00	19143	LEGAL-COLLECTIONS	2,990.82	1,000	(1,990.82)	1,200	(1,790.82)
83.15	100	16.85	19172	ACCOUNTING REIMBURSABLES	1,345.95	1,000	(345.95)	1,200	(145.95)
194.01	135	(59.01)	19174	AMS COLLECTION EXPENSE	(386.42)	1,350	1,736.42	1,620	2,006.42
959.88	75	(884.88)	19178	PROPERTY TAX	1,225.68	750	(475.68)	900	(325.68)
4,889.81	5,300	410.19	19247	PAYROLL TAXES & BENEFITS	56,240.22	53,000	(3,240.22)	63,600	7,359.78
150.00	5	(145.00)	19281	WEBSITE MONTHLY FEE	1,007.40	50	(957.40)	60	(947.40)
0.00	150	150.00	19295	ON-SITE OFFICE SUPPLIES	1,880.13	1,500	(380.13)	1,800	(80.13)

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895.15	400	(495.15)	19382	COPIER LEASE	5,255.57	4,000	(1,255.57)	4,800	(455.57)
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	500	500.00	600	600.00
0.00	400	400.00	19505	CC&R REVISION	96.36	4,000	3,903.64	4,800	4,703.64
<b>31,169.02</b>	<b>32,387</b>	<b>1,217.98</b>		<b>TOTAL MANAGEMENT/ON-SITE ADMIN E</b>	<b>367,597.90</b>	<b>323,870</b>	<b>(43,727.90)</b>	<b>388,644</b>	<b>21,046.10</b>
				<b>INSURANCE</b>					
0.00	7,801	7,801.00	19107	INSURANCE	78,166.41	78,010	(156.41)	93,612	15,445.59
0.00	20,781	20,781.00	DC19307	FLOOD INSURANCE	(644.00)	207,810	208,454.00	249,372	250,016.00
<b>0.00</b>	<b>28,582</b>	<b>28,582.00</b>		<b>TOTAL INSURANCE</b>	<b>77,522.41</b>	<b>285,820</b>	<b>208,297.59</b>	<b>342,984</b>	<b>265,461.59</b>
<b>76,476.91</b>	<b>108,872</b>	<b>32,395.09</b>		<b>TOTAL OPERATING EXPENSES</b>	<b>912,566.03</b>	<b>1,088,720</b>	<b>176,153.97</b>	<b>1,306,464</b>	<b>393,897.97</b>
17,042.16	0	17,042.16		NET INCOME/(LOSS)	202,276.31	0	202,276.31	0	(202,276.31)

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	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL
<b>REVENUE</b>													
14000 HOMEOWNER ASSESSMENT REVENUE	256396	281848	278952	266931	306681	259767	292586	279285	275972	272070	274994	261437	3306919
14087 EASEMENT AGREEMENT	721	29782	0	1790	1816	379	1856	758	1729	1739	1063	1738	43372
14101 INTEREST ON PAST DUE ASSESMEN	73	81	5	24	611	84	382	107	83	90	539	53	2132
14110 KEY REVENUE	10	75	40	-20	85	60	-20	110	150	135	30	35	690
14113 CLUBHOUSE RENTAL	435	1625	240	510	270	750	450	470	160	715	600	175	6400
14116 CC&R VIOLATIONS/FINES	0	0	0	0	0	15	25	489	372	0	0	0	900
14132 MISCELLANEOUS REVENUE	0	0	0	0	0	0	105	45	0	0	0	0	150
14162 OPERATING INTEREST REVENUE	25	25	15	97	59	54	63	57	59	107	111	123	797
14163 RESERVE INTEREST REVENUE	1757	9407	2089	1733	3039	6348	1913	9623	1611	2648	7139	5336	52642
14194 LANDSCAPE REVENUE	0	0	0	25000	0	0	0	0	0	0	0	0	25000
<b>TOTAL REVENUE</b>	<b>259417</b>	<b>322844</b>	<b>281341</b>	<b>296064</b>	<b>312561</b>	<b>267457</b>	<b>297361</b>	<b>290944</b>	<b>280137</b>	<b>277505</b>	<b>284476</b>	<b>268897</b>	<b>3439002</b>
<b>RESERVE CONTRIBUTION</b>													
19758 GENERAL RESERVES	163766	163766	170042	170042	170042	170042	170042	170042	170042	170042	170042	170042	2027952
19803 GENERAL RESERVE INTEREST	1757	9407	2089	1733	3039	6348	1913	9623	1611	2648	7139	5336	52642
<b>TOTAL RESERVE CONTRIBUTION</b>	<b>165523</b>	<b>173173</b>	<b>172131</b>	<b>171775</b>	<b>173081</b>	<b>176390</b>	<b>171955</b>	<b>179665</b>	<b>171653</b>	<b>172690</b>	<b>177181</b>	<b>175378</b>	<b>2080594</b>
<b>AVAILABLE OPERATING REVENUE</b>	<b>93894</b>	<b>149671</b>	<b>109210</b>	<b>124289</b>	<b>139480</b>	<b>91066</b>	<b>125406</b>	<b>111279</b>	<b>108484</b>	<b>104814</b>	<b>107295</b>	<b>93519</b>	<b>1358408</b>
<b>OPERATING EXPENSES</b>													
<b>UTILITIES</b>													
15101 ELECTRICITY	0	2669	5848	0	6117	0	2572	2593	0	5662	0	5423	30885
15102 GAS	1603	2688	1804	2398	1724	3377	2013	1310	2575	693	833	1003	22020
15103 REFUSE COLLECTION	216	269	144	422	0	631	240	0	0	3355	0	0	5276
15105 TELEPHONE EXPENSE	570	559	126	943	261	63	299	357	294	294	294	286	4347
15106 WATER	3315	3430	4137	3994	3633	2791	5457	4175	3320	4153	2349	4965	45721
<b>TOTAL UTILITIES</b>	<b>5704</b>	<b>9616</b>	<b>12059</b>	<b>7757</b>	<b>11735</b>	<b>6862</b>	<b>10582</b>	<b>8435</b>	<b>6189</b>	<b>14157</b>	<b>3476</b>	<b>11677</b>	<b>108250</b>
<b>LAND MAINTENANCE</b>													
15500 CONTRACT LANDSCAPE SERVICE	26823	26823	0	28567	57134	0	57134	28567	28567	28567	28567	28567	339316
15511 BACKFLOW DEVICE TEST	0	0	0	0	0	0	0	2695	0	0	0	0	2695
<b>TOTAL LAND MAINTENANCE</b>	<b>26823</b>	<b>26823</b>	<b>0</b>	<b>28567</b>	<b>57134</b>	<b>0</b>	<b>57134</b>	<b>31262</b>	<b>28567</b>	<b>28567</b>	<b>28567</b>	<b>28567</b>	<b>342011</b>
<b>COMMON AREA</b>													
16020 CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1350	1570	1700	1700	1700	1700	17820
16022 POOL EQUIPMENT REPAIR	0	0	0	0	0	0	0	300	0	0	342	1420	2062
16027 POOL INSPECTION	793	0	0	0	0	0	1243	75	0	0	0	0	2601

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18457 PLUMBING REPAIR	0	200	0	0	0	0	0	0	0	0	0	0	200
18510 ROOF MAINTENANCE	520	0	0	0	0	0	0	0	0	0	0	0	520
18524 MATERIAL SUPPLIES	453	222	1372	392	194	411	299	43	0	0	157	0	3544
18526 PEST CONTROL	0	1750	145	0	0	350	0	285	1495	0	175	0	4200
18531 JANITORIAL SERVICE	1525	1525	1525	1525	1525	1525	1525	1525	0	1525	3050	1525	18300
18532 JANITORIAL SUPPLIES	33	440	0	230	0	382	14	306	0	163	763	0	2331
18534 FIRE EXTINGUISHER	0	0	0	0	0	0	0	0	0	107	0	0	107
18564 SPECIAL SECURITY	40	59	99	0	0	0	1804	1450	0	0	0	0	3452
18579 PATROL SERVICE	1000	1000	1000	1000	2000	0	0	0	2900	0	2900	0	11800
18736 GUTTER & DOWNSPOUT CLEANING	12153	24306	12153	396	12153	178	1019	0	0	0	0	0	62359
18767 REPAIR & MAINTENANCE	0	133	346	200	0	0	627	348	485	673	326	344	3482
18905 KITCHEN SUPPLIES	233	110	100	0	372	150	235	0	232	0	8	75	1515
18957 JANITORIAL EXTRA	0	0	0	0	120	0	55	50	0	175	0	0	400
18986 FITNESS CONTRACT	0	85	0	240	85	141	0	105	0	0	85	0	740
<b>TOTAL COMMON AREA</b>	<b>18100</b>	<b>31181</b>	<b>18090</b>	<b>5333</b>	<b>18289</b>	<b>4487</b>	<b>8173</b>	<b>6056</b>	<b>6811</b>	<b>4343</b>	<b>9507</b>	<b>5064</b>	<b>135432</b>
<b>MANAGEMENT/ON-SITE ADMIN EXP</b>													
18001 COMMUNITY WEBSITE	225	0	0	228	0	983	450	833	1033	0	43	0	3795
18003 COMMUNITY EVENTS/PROGRAMS	93	571	0	639	155	332	452	295	-516	-20	-2	0	1999
18008 VOLUNTEER RECOGNITION	0	0	0	0	0	0	70	0	5	0	0	21	96
18092 EDUCATION/ADULT PROGRAM	0	98	0	99	0	76	205	86	32	124	0	459	1179
19109 CONTRACT MANAGEMENT	6818	6818	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	85230
19101 CPA SERVICES	0	0	0	0	1895	0	0	0	0	0	0	0	1895
19104 FEDERAL TAX EXPENSE	0	1800	0	0	0	9161	0	2579	0	0	2579	0	16119
19105 FRANCHISE TAX BOARD	0	1322	0	0	0	4648	0	2412	0	0	0	0	8382
19106 TAXES & LICENSES	0	0	0	30	0	0	0	1059	0	0	0	0	1089
19121 RESERVE STUDY CONSULTANT SRVC	0	0	0	0	0	0	0	0	0	600	0	0	600
19108 GENERAL COUNSEL SERVICE	0	313	2489	990	0	1006	9654	0	0	2900	0	840	18192
19111 MANAGEMENT REIMBURSABLE	1015	1040	5245	1484	1082	1137	6864	250	1100	1956	250	1070	22493
19112 POSTAGE, ON-SITE	73	0	0	213	0	0	0	111	16	48	70	0	530
19116 ADMINISTRATIVE MISC	0	0	3500	0	0	0	0	0	0	0	0	10	3510
19117 DUES & PUBLICATIONS	0	590	0	0	0	0	0	0	0	0	0	0	590
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	12688	18859	15237	12800	13084	12865	12242	26764	14011	13745	13858	14351	180506
19126 DELINQUENCY MONITORING	79	116	93	367	-1032	206	414	-226	179	494	-377	52	365
19132 OPERATING CONTINGENCY	0	0	0	0	0	0	0	3250	290	0	0	0	3540
19143 LEGAL-COLLECTIONS	0	0	0	0	0	0	1034	1957	0	0	0	0	2991
19172 ACCOUNTING REIMBURSABLES	46	89	31	352	372	37	181	0	75	215	0	83	1481
19174 AMS COLLECTION EXPENSE	-141	420	365	390	-325	626	-1796	-245	1456	-91	-960	194	-107
19178 PROPERTY TAX	0	0	0	0	0	0	0	0	266	0	0	960	1226
19247 PAYROLL TAXES & BENEFITS	5029	7440	5565	5857	5646	5277	4990	9369	4848	4890	4909	4890	68709
19281 WEBSITE MONTHLY FEE	0	0	0	0	0	0	150	150	150	257	150	150	1007
19295 ON-SITE OFFICE SUPPLIES	213	192	98	44	551	54	546	101	13	374	100	0	2285

NEPENTHE ASSOCIATION  
 INCOME STATEMENT FOR 12 MONTHS ENDING  
 10/31/2017

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

FirstService Residential CA  
 15241 Laguna Canyon Road  
 Irvine CA 92618

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL
19382 COPIER LEASE	336	0	328	655	387	902	340	351	719	340	340	895	5591
19505 CC&R REVISION	0	0	0	0	0	0	96	0	0	0	0	0	96
<b>TOTAL MANAGEMENT/ON-SITE ADM</b>	<b>26509</b>	<b>39702</b>	<b>40145</b>	<b>31341</b>	<b>29009</b>	<b>44504</b>	<b>43087</b>	<b>56289</b>	<b>30871</b>	<b>33027</b>	<b>28153</b>	<b>31169</b>	433810
<b>INSURANCE</b>													
19107 INSURANCE	0	7797	7797	7797	7797	7797	8313	7797	-326	15593	15603	0	85963
DC1930 FLOOD INSURANCE	298846	0	0	0	0	0	0	-644	0	0	0	0	298202
<b>TOTAL INSURANCE</b>	<b>298846</b>	<b>7797</b>	<b>7797</b>	<b>7797</b>	<b>7797</b>	<b>7797</b>	<b>8313</b>	<b>7153</b>	<b>-326</b>	<b>15593</b>	<b>15603</b>	<b>0</b>	384165
<b>TOTAL OPERATING EXPENSES</b>	<b>375983</b>	<b>115119</b>	<b>78091</b>	<b>80795</b>	<b>123964</b>	<b>63650</b>	<b>127289</b>	<b>109196</b>	<b>72113</b>	<b>95687</b>	<b>85305</b>	<b>76477</b>	1403667
<i>NET INCOME/(LOSS)</i>	<i>-282088</i>	<i>34552</i>	<i>31119</i>	<i>43494</i>	<i>15516</i>	<i>27417</i>	<i>-1883</i>	<i>2084</i>	<i>36371</i>	<i>9127</i>	<i>21989</i>	<i>17042</i>	-45260

## NEPENTHE

November 16, 2017

**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 45 days prior to recording a lien; and

**WHEREAS**, the Association has sent this letter and the 45 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 45 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>
11/16/17	2135-02	\$977.58	\$938.00			

**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 OCT 17 2017

E-MAILED OCT 19 2017



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

### HOME IMPROVEMENT APPLICATION

Date: 16 Oct 2017 Phone: [REDACTED]  
 Name: STEVE FARRAR Email: [REDACTED]  
 Address: 1009 DUNBARTON CIRCLE House Model: POWELL 3300

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

These items can be approved in management office:

These items require ARC & Board approval:

Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	<input type="checkbox"/> Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	<input checked="" type="checkbox"/> Vents – Installations and/or Relocations
	Security Camera and/or Lighting
Hand Rail	
Fence Relocation	
Outbuilding / Shed	

**Attach the following items to your application:**

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

**Please read and sign below:**

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

[Signature] 16 Oct 2017  
 Signature Date

**The Architectural Review Committee recommends:**

Approval       Approval with Conditions       Disapproval

Chair: [Signature] Date: 11/18/17

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



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
 916.929.8380 / [nepenthe@fsresidential.com](mailto:nepenthe@fsresidential.com)

# HOME IMPROVEMENT APPLICATION

Date: 10/26/17 Phone: [REDACTED]  
 Name: WILLIAM WIDENMANN Email: [REDACTED]  
 Address: 1045 Commons Dr House Model: 1720

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

These items can be approved in management office:	These items require ARC & Board approval:
<input type="checkbox"/> Front door per criteria	<input checked="" type="checkbox"/> Air Conditioner / Heat Pump Replacement
<input type="checkbox"/> Screen door from approved styles	<input type="checkbox"/> Check if emergency approval is needed
<input type="checkbox"/> Garage exterior man door per criteria	<input type="checkbox"/> Window or Patio Slider Replacement
<input type="checkbox"/> Garage vehicle door per criteria	<input type="checkbox"/> Window – new construction
<input type="checkbox"/> Cable/Satellite Dish installations	<input type="checkbox"/> Window – Security Features/Bars
<input type="checkbox"/> Mail Box from approved styles	<input type="checkbox"/> Window – Sun Screens
<input type="checkbox"/> Mail Slot, if replacing or approved by Postmaster	<input type="checkbox"/> Skylights or Solar Tubes
<input type="checkbox"/> Chimney Cap	<input type="checkbox"/> Solar Roof Panels (Thermal or Electric)
<b>If you have an improvement not listed, describe it here:</b>          	<input type="checkbox"/> Gas Line and Meter
	<input type="checkbox"/> Shade Structure – Trellis, Awnings, Sails, Etc.
	<input type="checkbox"/> Trellis – Floral Support / Garden Feature
	<input type="checkbox"/> Patio Hardscape / Planter Boxes
	<input type="checkbox"/> Patio Pool / Spa and Equipment
	<input type="checkbox"/> Attic Fans
	<input type="checkbox"/> Vents – Installations and/or Relocations
	<input type="checkbox"/> Security Camera and/or Lighting
	<input type="checkbox"/> Hand Rail
	<input type="checkbox"/> Fence Relocation
<input type="checkbox"/> Outbuilding / Shed	

**Attach the following items to your application:**

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

**Please read and sign below:**

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

[Signature] Signature 10/26/17 Date

**The Architectural Review Committee recommends:**

Approval  Approval with Conditions  Disapproval

Chair: [Signature] Date: 11/14/17

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



Nepenthe Association, 1131 Common Drive, Sacramento, CA 95825  
916.929.8380 / [nepenthe@fsresidential.com](mailto:nepenthe@fsresidential.com)

E-MAILED NOV 0 1 2017

## HOME IMPROVEMENT APPLICATION

RECEIVED NOV 0 1 2017

Date: 10/29/17  
Name: REZA CHEGINI  
Address: 507 ELMHURST CIR

Phone: [REDACTED]  
Email: [REDACTED]  
House Model: 2200

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

These items can be approved in management office:

These items require ARC & Board approval:

Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	<input type="checkbox"/> Check if emergency approval is needed
Garage exterior man door per criteria	<input checked="" type="checkbox"/> Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
Fence Relocation	
	Outbuilding / Shed

**Attach the following items to your application:**

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

**Please read and sign below:**

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

[Signature] 10/29/17  
Signature Date

**The Architectural Review Committee recommends:**

Approval       Approval with Conditions       Disapproval

Chair [Signature] Date: 11/14/17

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



Nepenthe Association, 1171 Commons Drive, Sacramento, CA 95825  
 916.929.8380 nepenthe@fsresidential.com

**HOME IMPROVEMENT APPLICATION**

RECEIVED NOV 08 2017

E-MAILED NOV 09 2017

Date: 11-8-17	Phone: [REDACTED]
Name: LAUREL O'LEARY	Email: [REDACTED]
Address: 1124 VANDERBILT WAY	House Model: 4000F

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

These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	X Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

Attach the following items to your application:

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

Please read and sign below:

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

Laurel O'Leary                      11-8-17  
 Signature    Date

The Architectural Review Committee recommends:

<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Approval with Conditions	<input type="checkbox"/> Disapproval
--	---	--------------------------------------

Chair: [Signature]                      Date: 11/14/17

The Board of Directors will review for final approval at their next open session on \_\_\_\_\_



# HOME IMPROVEMENT APPLICATION

Date: 10/14/17	Phone: <del>(916) 812-9767</del>
Name: Leon F. Blachowicz	Email: <del>l.blachowicz@nephenthe.com</del>
Address: 1005 Dunbarton Cir.	House Model: ?

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

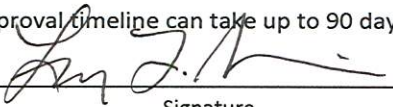
These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:  Amateur Radio Antenna (see attached)	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

**Attach the following items to your application:**

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

**Please read and sign below:**

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

 \_\_\_\_\_  
 Signature Date: 10/14/17

**The Architectural Review Committee recommends:**

Approval     
  Approval with Conditions     
  Disapproval

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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

Leon F. (Lee) Blachowicz  
1005 Dunbarton Circle  
Sacramento, CA 95825

(916) 912-3732

leoblachowicz@yahoo.com

12 year owner/resident in Nepenthe, retired electronics executive  
BS and MS in Electrical Engineering, University of Florida  
FCC Licensed Amateur Radio Operator, call sign N6LFB  
Member, American Radio Relay League (ARRL)

### Antenna installation approval request

Attached to homeowner's dwelling and is within his property  
Minimal visual impact  
Supports to be painted to match dwelling  
Much less invasive visually than satellite TV dishes, TV antennas or solar panels  
Easily lowered for maintenance

### Approval received by closest neighbors on Dunbarton Circle:

Joel Moore, 905 Dunbarton  
Don Denmark, MD, 1003 Dunbarton  
Alice Suitt, 1007 Dunbarton  
Shelby Drayton, 1015 Dunbarton

### Amateur Radio information

Governed under rules of FCC, Communications Act, Part 97  
Over 100 years old, indispensable to the US in emergencies  
ARRL - Amateur Radio Relay League, national society of radio amateurs  
RACES - voluntary amateur emergency service, government coordinated  
ARES - voluntary amateur emergency service, sponsored by ARRL  
Significant help to the public during recent hurricane emergencies and present fires  
Supported the American Red Cross by sending top volunteers to Puerto Rico  
Amateur Radio Parity Act passed US House unanimously, now Senate Bill S 1534

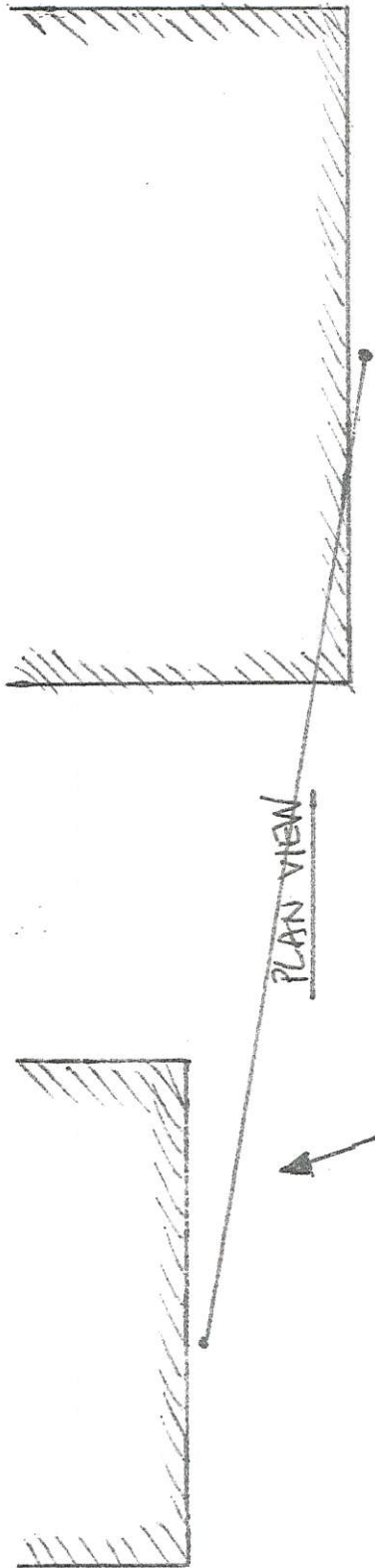
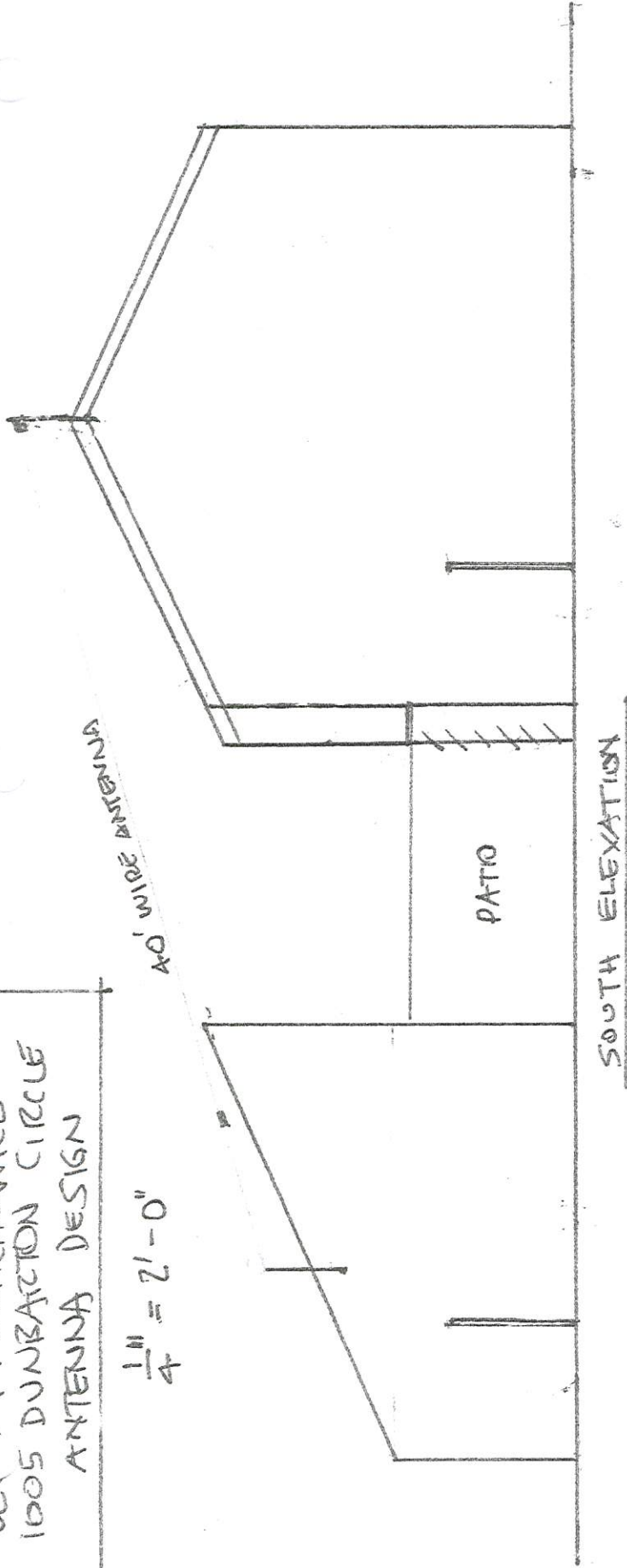
Amateur radio operators need to operate to maintain skills and emergency readiness.

*The antenna is the most crucial element of their amateur radio station.*

W. C. DUNN  
1005 DUNBARTON CIRCLE  
ANTENNA DESIGN

$\frac{1}{4}'' = 2'-0''$

1007 DUNBARTON CIRCLE



1007 DUNBARTON CIRCLE



Before and After views







Neighbor Review of Ham Antenna at  
1005 Dunbarton Circle

<u>Address</u>	<u>Name</u>	<u>Date</u>	<u>Approve?</u>
1015 Dunbarton	Shelby Drayton	10/13/2017	✓
1003 Dunbarton Circle	Don Jarmark	2017/10/13	✓
1007 DUNBARTON CIRCLE	Alise Auer	10-13-17	✓
905 Dunbarton	Joel Moore	10-13-17	✓

## **The Amateur Radio Parity Act, U. S. Senate Bill S. 1534**

This Bill was passed unanimously by the House of Representatives in January 2017 as H.R. 555. It provides a mutually satisfactory compromise reached between the *American Radio Relay League* (ARRL, the national association for Amateur Radio) and the *Community Associations Institute* (CAI, which represents home owners associations). This Bill allows for effective outdoor Amateur Radio antennas for public service and emergency communications while protecting the prerogative of community associations. Now there is universal support for the Bill as amended. In fact, CAI has stated that "On behalf of the 68 million Americans who live in community associations and members of the Community Associations Institute (CAI), we express support for the Amateur Radio Parity Act, as amended."

The Bill has also received the endorsement of the *American Red Cross*, which stated that this "legislation will greatly enhance the volunteer communications efforts by radio Amateurs that have benefited public safety organizations for many years." The *National Hurricane Center* added their voice in support and wrote that "Amateur radio operators are sometimes the only sources of eyewitness information from inside the storm." And the *Salvation Army* wrote "We rely on Amateur Radio, and this legislation is urgently important to the continued provision of their volunteer services in emergency communications. We urge ... passage ..."

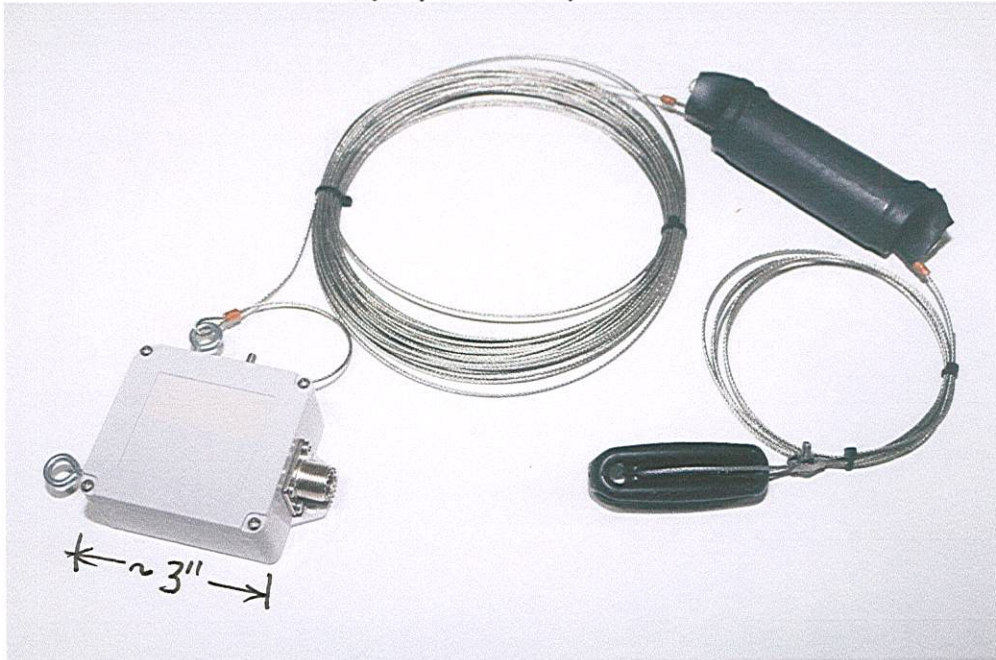
California has always relied on and benefited from Amateur Radio's critical communications support in time of need. We have been prepared for, and involved in the response to virtually every disaster in California, volunteering to provide communications, at no cost to anyone. The Bill will allow Amateurs to continue to provide the same critical communications service to our communities as we have for over the past 100-plus years.

The Bill equitably balances the interests of all parties. It ensures that community associations permit effective outdoor antennas, and protects community associations' authority to adopt and enforce reasonable written rules concerning the installation, placement, and aesthetic impact of external amateur service station antennas. It also requires notification to the association and their prior approval of antenna installations; and prohibits installation of antennas on common property. The rights and responsibilities of community associations and association residents are completely protected.

## Appendix

1. Antenna specification
2. FCC Safety calculations in all three antenna bands: 10M, 20M and 40M

# ANTENNA



HORIZON END FED 3 BAND - 10M 20M 40M

Thank you for purchasing our Horizon end fed dipole. The antenna is designed and manufactured in Australia and is intended to offer simple and very efficient operation on the 10, 20 and 40m metre bands. At only 12 metres in length it will easily fit into most installation scenarios. Commercial antennas are rated with a usable VSWR of 2:1 or under. Rating the Horizon End Fed using this method the band width is appropriately 100 kHz at 40m, 300 kHz at 20m and 400 kHz on the 10m band. In most cases this will be fine but if you prefer wider band width or tighter VSWR the addition of a good quality tuner will help.

## SPECIFICATION:

10, 20 and 40m bands

200w SSB

12 metres physical length

Wire used: 1.6mm G304 grade stainless steel

Trap and balun winding: All copper

## SET UP:

The antenna uses the grey balun box as its main fixing point. This can be a tower, pole, side of the house, tree etc. Stretch the main radiating element outwards and fix tight. As the wire is G304 stainless steel it can be pulled quite tight and will not stretch. This antenna is ground independent so earthing is not required.

When manufactured the antennas are hand tuned at approximately 3m (10 feet) above ground. For this reason when you install the antenna the height above ground or proximity of trees buildings sheds and so on will affect VSWR. You may have to retune for your requirements.

## TUNING Introduction

As stated in the product introduction, band width narrows with tighter VSWR requirements. As a commercial manufacturer we rated usable VSWR figures of under 2:1. The lower the desired VSWR the narrower the perceived band width will be. For example if 2:1 is acceptable you will have a usable band width of approximately 300 kHz. If nothing over 1.2:1 is acceptable then band width will be very narrow. In this case the addition of a tuner may be desirable to avoid constant retuning.

If you approach tuning with a practical understanding of the antenna and take your time you will find it quite easy.

## TUNING:

It is vital that the longer wire between the balun and the trap (10 / 20m) bands is adjusted first as this effects the 40m band adjustment.

To re tune the first section of wire from the balun use the clamp located **before** the trap.

Make the wire shorter to increase frequency and longer to lower frequency. If there is a variance between the 10 and 20m bands try changing the angle and height of the antenna. Also be aware any metal, buildings or trees and so forth, near the antenna, will affect tuning. Clamp off the wire and make sure any loose wire is cable tied, taped or otherwise attached to the main radiating element.



To tune the 40m band you have to alter the length of the wire **after** the trap. If you want to go higher in frequency the wire needs to be shorter if you need to go lower in frequency then the wire needs to be longer. When desired centre point is reached once again clamp and tie off any loose wire.

Some general considerations.

\* Use good quality UV stabilised rope or cord to secure the antenna. It will last longer and therefore is cheaper in the long term

\* Generally speaking the best VSWR is easier to achieve when the antenna is installed at a  $\frac{1}{4}$  wave in metres above the ground in reference to the target frequency. For example the 40m band antenna should be 10 metres above the ground, a 20m band antenna 5 metres above the ground. For this reason a multi or broadband antenna will always be a compromise. With this rule in mind, if your favourite band is 40m then try to install the antenna to favour this band.

\* Why do we use stainless steel? We get asked this question a lot. In truth, copper is very slightly more efficient but the trade-off is a shorter life span. Copper corrodes and stretches. Stainless does not. So while this antenna is a moderate investment in price the materials used mean it will serve you well into the future.

# Amateur Radio RF Safety Calculator

## Calculation Results / 40 m

Average Power at the Antenna	100 watts
Antenna Gain in dBi	2.2 dBi
Distance to the Area of Interest	15 feet 4.572 metres
Frequency of Operation	7.5 MHz
Are Ground Reflections Calculated?	Yes
Estimated RF Power Density	0.1618 mW/cm <sup>2</sup>

	Controlled Environment	Uncontrolled Environment
Maximum Permissible Exposure (MPE)	16.005 mW/cm <sup>2</sup>	3.205 mW/cm <sup>2</sup>
Distance to Compliance From Centre of Antenna	1.5581 feet 0.4749 metres	3.4223 feet 1.0431 metres
Does the Area of Interest Appear to be in Compliance?	yes	yes

## Interpretation of Results

1. The power value entered into these calculations should be the average power seen at the antenna and not Peak Envelope Power (PEP). You should also consider feedline loss in calculating your average power at the antenna.
2. If you wish to estimate the power density at a point below the main lobe of a directional antenna, and if the antenna's vertical pattern is known, recalculate using the antenna's gain in the relevant direction.
3. Please also consult FCC OET Bulletin 65 Supplement B, the Amateur Radio supplement to FCC OET Bulletin 65. It contains a thorough discussion of the RF Safety regulations as they apply to amateur stations and contains numerous charts, tables, worksheets and other data to help determine station compliance.

[Perform another computation](#)

**No Warranties:** This information is provided "as is" without any warranty, condition, or representation of any kind, either express or implied, including but not limited to, any warranty respecting non-infringement, and the implied warranties of conditions of merchantability and fitness for a particular purpose. In no event shall we be liable for any direct, indirect, special, incidental, consequential or other damages howsoever caused whether arising in contract, tort, or otherwise, arising out of or in connection with the use or performance of the information contained on this web site.

# Amateur Radio RF Safety Calculator

## Calculation Results , 20m

Average Power at the Antenna	100 watts
Antenna Gain in dBi	2.2 dBi
Distance to the Area of Interest	15 feet 4.572 metres
Frequency of Operation	15 MHz
Are Ground Reflections Calculated?	Yes
Estimated RF Power Density	0.1618 mW/cm <sup>2</sup>

	Controlled Environment	Uncontrolled Environment
Maximum Permissible Exposure (MPE)	4.005 mW/cm <sup>2</sup>	0.805 mW/cm <sup>2</sup>
Distance to Compliance From Centre of Antenna	3.0663 feet 0.9346 metres	6.7946 feet 2.071 metres
Does the Area of Interest Appear to be in Compliance?	yes	yes

## Interpretation of Results

1. The power value entered into these calculations should be the average power seen at the antenna and not Peak Envelope Power (PEP). You should also consider feedline loss in calculating your average power at the antenna.
2. If you wish to estimate the power density at a point below the main lobe of a directional antenna, and if the antenna's vertical pattern is known, recalculate using the antenna's gain in the relevant direction.
3. Please also consult FCC OET Bulletin 65 Supplement B, the Amateur Radio supplement to FCC OET Bulletin 65. It contains a thorough discussion of the RF Safety regulations as they apply to amateur stations and contains numerous charts, tables, worksheets and other data to help determine station compliance.

**Perform another  
computation**

**No Warranties:** This information is provided "as is" without any warranty, condition, or representation of any kind, either express or implied, including but not limited to, any warranty respecting non-infringement, and the implied warranties of conditions of merchantability and fitness for a particular purpose. In no event shall we be liable for any direct, indirect, special, incidental, consequential or other damages howsoever caused whether arising in contract, tort, or otherwise, arising out of or in connection with the use or performance of the information contained on this web site.



# Amateur Radio RF Safety Calculator

## Calculation Results */ 10 m*

Average Power at the Antenna	100 watts
Antenna Gain in dBi	2.2 dBi
Distance to the Area of Interest	15 feet 4.572 metres
Frequency of Operation	30 MHz
Are Ground Reflections Calculated?	Yes
Estimated RF Power Density	0.1618 mW/cm <sup>2</sup>

	Controlled Environment	Uncontrolled Environment
Maximum Permissible Exposure (MPE)	1.005 mW/cm <sup>2</sup>	0.205 mW/cm <sup>2</sup>
Distance to Compliance From Centre of Antenna	6.0825 feet 1.854 metres	13.5392 feet 4.1267 metres
Does the Area of Interest Appear to be in Compliance?	yes	yes

## Interpretation of Results

1. The power value entered into these calculations should be the average power seen at the antenna and not Peak Envelope Power (PEP). You should also consider feedline loss in calculating your average power at the antenna.
2. If you wish to estimate the power density at a point below the main lobe of a directional antenna, and if the antenna's vertical pattern is known, recalculate using the antenna's gain in the relevant direction.
3. Please also consult FCC OET Bulletin 65 Supplement B, the Amateur Radio supplement to FCC OET Bulletin 65. It contains a thorough discussion of the RF Safety regulations as they apply to amateur stations and contains numerous charts, tables, worksheets and other data to help determine station compliance.

**Perform another computation**

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## APPENDIX

### Discussion of (B.2.4) Mr. Blachowicz's application for a ham radio antenna

This represents a summary of points made for and against during discussion at the A.R.C. meeting.

Background: it is believed that there is no other such radio-broadcasting antenna in Nepenthe. Certainly, no application for such an antenna has come before the Architectural Review Committee or Board in the past 15 years.

Mr. Blachowicz's thorough and well-documented application made it easy for the committee to see, view, conceptualize the antenna installation and understand how it would appear to onlookers in common areas.

#### Arguments in favor:

It is beyond the legal expertise of this committee to interpret whether FCC regulations dictate that Nepenthe must permit this antenna.

Mr. Blachowicz cites the not-yet-enacted The Amateur Radio Parity Act of 2017 (H.R. 555 — 115th Congress: Amateur Radio Parity Act of 2017." [www.GovTrack.us](http://www.GovTrack.us). 2017. November 26, 2017 <https://www.govtrack.us/congress/bills/115/hr555>) as representing compromise agreement by the Community Associations Institute, representing homeowner association, and the amateur radio league to allow antennas on homes.

Mr. Blachowicz has stated that he has designed the antenna using the *shortest* possible length or run of cable.

Other points in favor include these having to do with esthetics:

That it is attached to the homeowner's dwelling and within his property lines.

That it has minimal visual impact: [Note: a sample of the stainless-steel cable to be used is attached to this application for inspection in Nepenthe's office].

That the antenna's wooden support and metal support pipe will be painted to match the siding, in order to make the structure blend in as much as possible.

That the entire structure can be easily lowered when maintenance of the siding or trim is required.

That this structure with its wire, on the whole being smaller, is much less visually intrusive than two other types of antennas currently allowed, satellite TV dishes or conventional TV antennas; it is less visually intrusive than rooftop solar heating or electricity-generating panels also allowed by Nepenthe.

T.V.I.: The sort of interference (T.V.I) created by ham radio broadcasting experienced with television antenna reception in the past is no longer a problem. Mr. Blachowicz is allowed to broadcast a signal as strong as 1500 watts but plans to use a strength of 100 watts, only 1/15<sup>th</sup> as great, a reduction which should surely mitigate any effect on TV broadcast signals.

In addition, Mr. Blachowicz's sources make a point of the usefulness of amateur radio operators in local and regional emergencies. It was understood by the A.R.C. that having such an operator in our own HOA could potentially be of value in communicating important news during an emergency.

Lastly, Mr. Blachowicz has obtained the written approvals from his four closest neighbors after showing them his proposed installation. These are included in his application packet.

Arguments against permitting this installation are few:

There will be a visual impact. While as small as possible, the antenna installation, supports and wire, will be visible above the roof as the cable descends to the garage roof. It can be seen. Some may not like the visual impact. It may be the effect of the new: with time residents may get used to its appearance and presence. Yet those neighbors most affected have in effect given their approvals.

Potential interference with siding maintenance: the components of the antenna system – the cable, the two narrow metal mounts and the two wooden boards – are removable, so before any necessary work on the siding, they can safely be taken down. So, it would not appear that this installation poses any interference with regular HOA maintenance.



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
 916.929.8380 / [nepenthe@fsresidential.com](mailto:nepenthe@fsresidential.com)

## HOME IMPROVEMENT APPLICATION

Date: Nov. 3, 2017 Phone: 916-929-5293  
 Name: Anne & Richard Marder Email: [Redacted]  
 Address: \_\_\_\_\_ House Model: \_\_\_\_\_

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

These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Antenna/Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here: <u>See attached.</u>	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
Outbuilding / Shed	

**Attach the following items to your application:**

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

**Please read and sign below:**

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

Anne Marder  
 Signature

Date 11-3-17  
11-3-17

The Architectural Review Committee recommends:

Approval       Approval with Conditions       Disapproval

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

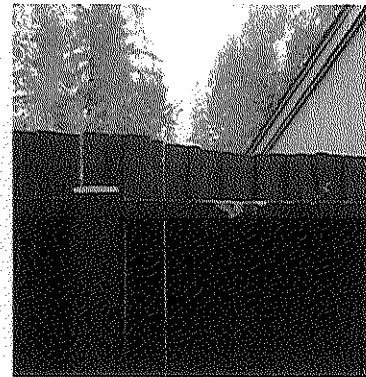
The Board of Directors will review for final approval at their next open session on \_\_\_\_\_.

To Whom It May Concern:

I request the opportunity to make a substantial improvement to the aesthetics of my patio in a manner that would be virtually imperceptible to anyone on the exterior.

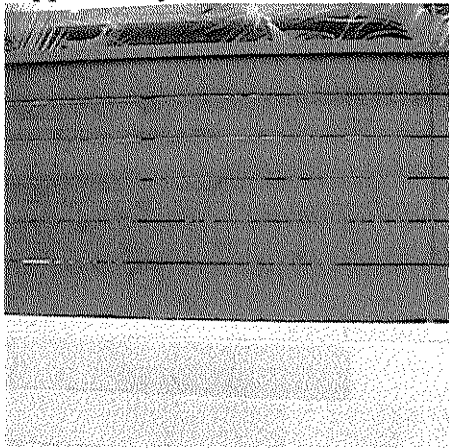
Our fence is uneven and unattractive on the interior. It is visible from *every* area of our first floor particularly since the removal of a small wall and the replacement of our patio doors (approved by this committee last year). I would like to even the top by *at the most approximately 2 inches* so that I can attach horizontal boards (in such a way that they might be removed as needed) to create a clean contemporary look. The top line must be leveled so that the boards can be installed correctly. It would be ideal to have a flat 'cap' installed at the top but is not necessary. I have only seen this look on fences in the Campus Commons area and not Nepenthe, even if it would not be particularly visible. There would be no direct contact with any siding.

I would retain the services of Bob Britland of Accurate Fence for the work. He is highly regarded and, in fact, did perform much of the fence repair work done for the Campus Commons HOA in the past.



The idea would be to have a finished product on the inside that would look much cleaner, be level and attractive in appearance as seen below. The wood be similar in color and there would be no difference on the exterior with the exception of a more level fence line.

I appreciate your consideration of this request.



Warm regards,  
Anne and Richard Marder

*Anne Marder*  
*Richard Marder*

**NOT A VALID QUOTE UNTIL FINALIZED**

**QUOTE NOT FINALIZED**

**Nepenthe Homeowners Association Office and Clubhouse**  
 1131 Commons Drive  
 Sacramento, CA 95825

#	Item	Description	Unit Price	Qty	Net Price
1.1	20012-WH-4T	12" White Smooth Acrylic Sphere (Globe) 3.94" O.D. Twist neck, 3.50" I.D.	14.60	640	\$9,344.00
1.2	99-S048-BLK	Black Polycarbonate Post Top Fitter - fits a standard 3" post	9.50	640	\$6,080.00
1.3	Shipping	Shipping with a lift gate to be added	0.00	1	\$0.00

Final Total:	\$15,424.00
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# Nepenthe Association

## Board Resolution for CAI-CLAC Contribution

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

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

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

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

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

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

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

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

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

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

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

SO RESOLVED BY THE BOARD OF DIRECTORS on this, the 6th day of December in the year 2017.

---

Secretary of the Association

## WHAT IS CLAC?

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

### CLAC's Mission

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

### Briefly, CLAC...

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

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

### How Does CLAC Accomplish Its Goals?

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

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

**Serving 13 million Californians in over 50,000 Community Associations**

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

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



# Tree Work Proposal



9530 Elder Creek Road, Sacramento, CA 95829 P.916.231.8733

**DATE: 11/07/2017**

**RE:** Tree Work Proposal – from Arborist Report 10/26/17  
Nepenthe Association  
Sacramento

This Proposal 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.

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Sweetgum	Zone 7 – Tree #2038 1485 University Ave	1	Structural prune of trees canopy to prevent limb failure as well as correct form of tree canopy	\$1,860.00	
Japanese Maple	Zone 7 – Tree #203 1491 University Ave	1	Structural pruning to encourage proper development	\$77.50	
Japanese Maple	Zone 7 - #2028/2029 1461 University Ave	2	Structural pruning to encourage proper development	\$155.00	
Locust	Zone 7 – #2040/2041 1479 University Ave	2	Full prune of trees canopy	\$1,280.00	
Red Maple	Zone 7 – No Tag 1515 University Ave	1	Structural pruning to encourage proper development	\$77.50	
Bradford Pear	Zone 7 – Tree #2151 1503 University Ave	1	Second pruning to continue proper development	\$155.00	
Crape Myrtle	Zone 7 – No Tag 1497 University Ave	1	Add 1 stake to help balance tree and continue monitoring trees health	N/A	
Bradford Pear	Zone 7 – Tree #2075 1563 University Ave	1	Weight reduction and structural pruning of trees canopy	\$720.00	
Red Maple	Zone 7 – No Tag 1581 University Ave	1	Full prune of trees canopy	\$77.50	
Japanese Maple	Zone 7 – No Tag 1575 University Ave	1	Monitor trees health, injection to root system to encourage root development	N/A	
Bradford Pear	Zone 7 – Tree #2090 1593 University Ave	1	Weight reduction and structural pruning of trees canopy	\$720.00	
Crape Myrtle	Zone 7 – No Tag 1611 University Ave	1	Structural pruning to encourage proper development	\$77.50	
Redwood	Zone 7 – Tree #2099 1611 University Ave	1	Reduction of the codominant stem	\$960.00	
Bradford Pear	Zone 7 – Tree #2115 1647 University Ave	1	Tree removal and grind stump	\$360.00	
White Birch	Zone 7 – No Tag 1599 University Ave	1	Remove deadwood and monitor trees health	\$155.00	
Mayten	Zone 4 – Tree #1092 1423 Commons Dr	1	Possible root treatment or removal of tree – further investigation needed	N/A	
Chinese Pistache	Zone 5 – Tree #1564 1213 Vanderbilt Way	1	Weight reduction pruning	\$720.00	

Client/Owner: \_\_\_\_\_

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Bradford Pear	Zone 5 – Tree #1520 Vanderbilt Way	1	Tree removal and grind stump	\$960.00	
Locust	Zone 5 – Tree #1573 1215 Vanderbilt Way	1	Tree removal and grind stump	\$960.00	
<b>Total Contract Price</b>				<b>\$9,315.00</b>	

**NOTES**

1. Upon Approval Addendum #1 is incorporated and an enforceable part of this proposal.
2. This proposal may be withdrawn by us if not accepted within 30 days.
3. The Grove is not responsible for damage done to sprinklers, water pipes, electrical or any other underground service connections. All repair issues will be immediately relayed to the client/owner. Any repairs deemed necessary can be contracted separately and will be billed on a time and materials basis.

**TERMS AND CONDITIONS:**

Net due upon 30 days. 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. Our workers are fully covered by Worker's Compensation and our firm covered by liability insurance.

**CONTRACTOR:**

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/OWNER:**

Client:

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

By: <u>Paul Dubois by MV</u>	By: _____
Name: <u>Paul Dubois</u>	Name: _____
Title: <u>Account Manager/Arborist</u>	Title: _____
Date: <u>11/7/2017</u>	Date: _____

Client/Owner: \_\_\_\_\_

## 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: \_\_\_\_\_