

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

July 6, 2016, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

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

Members may comment or ask questions about any agenda item during the two homeowner forums (Items VI and X). Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

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

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

OPEN SESSION AGENDA

I. CALL TO ORDER

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

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on July 6, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

III. COMMITTEE REPORTS

- a. **Ad Hoc Committee on University Ave. Lots**
- b. **Architectural Review Committee**..... **Pages 7-9**
- c. **Election Committee – Report on Bylaw Election**.....**Page 10**
- d. **Finance Committee**
- e. **Grounds Committee**..... **Pages 11-13**
- f. **Insurance, Legal and Safety Committee**

- g. **Outreach Committee** **Pages 14-16**
- h. **Parking Policy Committee**

IV. MANAGEMENT REPORTS

- a. **Operations Report** **Pages 17-19**
- b. **Master Calendar Report** **Page 20**

V. HOMEOWNER CORRESPONDENCE..... **Pages 21-29**

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 F as presented.

Begin Consent Calendar

- a. **Approval of Minutes June 1, 2016 Open Session** **Pages 30-34**
 Proposed Resolution: The Open Session minutes dated June 1, 2016 are approved as presented.
- b. **Financial Statement: May 2016**..... **Separate Packet**
 Proposed Resolution: The Board accepts the May 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$148,462.25 and reserve funding of \$828,079.22 compared to the reserve funding budget of \$818,830. The reserves are funded through May 2016. The Association has \$417,062.90 in operating funds, which represents 1.54 months of budgeted expenses and reserve contributions. The Association has \$5,258,757.60 in reserve funds.
- c. **Lien Resolution** **Page 35**
 Per the enclosed Resolution dated May 17, 2016, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
1959-02	\$641.46
2378-02	\$1,132.00

d. Appoint Committee Memberships

Proposed Resolution: The Board appoints the members below to the indicated committees. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.

Ad Hoc Parking Committee - The purpose of which is to review the proposed parking policy and make a recommendation to the Board of Directors:
Joan Roberts - Chair
Rebecca Stene
Christina George
Amy Wheat
Barbara Murman
Frank Gardner
Pat Peightal
Architectural Review Committee
Jan Summers
Finance Committee
Susan Timmer

e. Architectural Applications Pages 36-42

The Architectural Review Committee met on Jun 13, 2016 to review the enclosed applications.

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

Address	Application for	Decision
6 Colby Court	Security Screen Door	Approved
302 Dunbarton Circle	Window Replacements	Approved
813 Dunbarton Circle	Window and Patio Slider Replacements	Approved
905 Dunbarton Circle	Whole House Fan with six additional attic vents	Approved
1497 University Avenue	Window and Patio Slider Replacements	Approved
711 Elmhurst Circle	HVAC Replacement	Emergency Approval Granted
308 Dunbarton Circle	HVAC Replacement	Emergency Approval Granted

VIII. UNFINISHED BUSINESS - None

IX. NEW BUSINESS

a. Architectural Applications

i. 1109 Dunbarton Circle Pages 43-49

The owners are asking permission to relocate the fence. In order to increase security for the neighbor at 1107 Dunbarton Circle, the proposal is to enclose 1109's HVAC outdoor condenser unit which is currently exposed. The ARC recommends approval of the concept of moving the fence to enclose the HVAC, but desires that the Board rule on the quantity of common area to be enclosed by the fence extension.

Action required: Board resolution

Proposed resolution: The Board approves the proposed fence extension as submitted which will result in the enclosure of approximately 18 square feet of common area adjacent to the alley between 1109 and 1107 Dunbarton Circle to be completed by James E. Williams & Son, Inc. with the cost to be assumed by the owner of 1109 Dunbarton Circle.

ii. 820 Elmhurst CirclePage 50

The owners are asking permission to widen their back gate by 6" to allow easier access when moving garbage cans through. The ARC recommends approval. Board Liaison Director Haradon requested to have application reviewed away from the consent calendar to allow for discussion.

Action required: Board resolution

Proposed resolution: The Board approves the application as presented to allow the homeowners to have constructed a wider opening and gate in their privacy fence on the alley provided the completed work is inspected and approved by the association.

b. Tree Removal Proposal Pages 51-56

At the homeowner's request, management directed Arborist Paul Dubois of The Grove Total Tree Care to evaluate tree #2021, a Bay Laurel located at 1467 University. He has recommended that the tree be removed and has provided the enclosed report and proposal.

The trees were posted for removal on or about June 6th. No correspondence has been received against the proposed removal.

Action Required: Board Resolution

Proposed Resolution: The Board approves the removal as proposed by The Grove in the amount of \$840 to be paid from reserves which has a remaining allocation of \$19,120 for tree removals in 2016.

c. Request for Rule Change- Elmhurst Pool.....Page 57

A homeowner who uses the Elmhurst Pool with his children after work is requesting that the Board consider changing the current rules to allow supervised children to use the Elmhurst Pool after 6:00 pm.

Action required: Board discussion and possible resolution

d. Proposal for Repair of SaunaPage 58

Management has obtained a proposal to repair the sauna in the Dunbarton Cabana by Spa Industry Management in the amount of \$2,516.00. Management is requesting that the Board consider whether or not this amenity still has value for the community before approving the repair costs.

Action required: Board discussion and possible resolution

e. Proposal for Installation of Filtered Water Dispenser in Clubhouse Kitchen Pages 59-60

First Choice, the Association’s coffee vendor has provided a proposal to provide filtered water to the Association. The filtration unit will be attached to the water supply behind the ice machine, thereby providing filtered water for the ice and for drinking water. The cost will be \$40 per month. The filter will need replacement approximately twice a year for a cost of \$54.95 each time.

Action required: Board discussion and possible resolution

f. Proposals for Resealing Tennis Courts.....Page 61-68

Management with the assistance of volunteer homeowner John Baker prepared and published the attached Request for Proposal for re-sealing the three tennis centers in the community. Five contractors were invited to bid. Two bids have been received for the work:

Tennis Center	Nor-Cal Asphalt	Action Asphalt	Reserve Allocation
Clubhouse	\$17,244.00		\$19,384.00
Commons Drive	\$9,684.00		\$9,932.00
Elmhurst / University	\$9,684.00		\$10,183.00
Totals	\$29,052.00		

At the time of publication, Action Asphalt did not have their proposal submitted. If submitted before the Board meeting, it will be provided to the Board under separate cover.

Action required: Board resolution

Proposed resolution: The Board accepts the proposal from _____ for the following tennis courts: _____ to be paid from Reserve allocations outlined in the table above.

X. 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.

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

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES
Monday, June 13, 2016 at 4:30 pm in Clubhouse

Members present: Kenneth Luttrell, Chair; David Thomas, Alan Watters, potential committee member Jan Summers.

Present: Joan Haradon, Board Liaison; Ivan Gennis, Board President; Linda Cook, Board member; Bettisi, Ledesma, Nepenthe Manager; Karen Lowrey; Rebecca Stene, Jennifer Jim, Nancy L. Reid, Joel Moore, Jennifer Jones.

A. Welcome and Opening Remarks.

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

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

2. **6 Colby Court** – Jennifer Jim – In this 1400 model, install a security screen door at front door: Andersen 2500 Series Ventilating Storm Door, in color “Bronze” with Brass-colored handle. **Approval Recommended.**
3. **302 Dunbarton Circle** – Nancy L. Reid – In this 2300 model, install Simonton Daylight Max Vinyl(-framed) Window Series 7300 windows and sliding doors: three sliding doors and seven windows, in exterior color “Bronze.” **Approval Recommended.**
4. **813 Dunbarton Circle** – Rebecca Stene – Replace windows in this 5500 Model: The contractor is Renewal by Andersen of Sacramento for Andersen Fibrex windows: Replace kitchen “garden” window with triple casement window, with framing from the ceiling down to existing sill with the new exterior wall to be in vertical plane with base of (former) garden window. Will require new T-111 siding. Replace two sliding doors, one in kitchen and one in dining room. Color to be “Dark Bronze.” **Approval Recommended.**
5. **905 Dunbarton Circle** – Joel and Linda Moore – Install whole house fan with six additional attic vents for exiting air. The fans and their ducting are hung entirely within the attic and are not visible from the outside. Six louvered vents (14” x 24”) are needed to provide sufficient venting area and will be installed into exterior walls high up under the eaves in six locations (See application). **Approval Recommended.**
6. **1497 University Ave.** – Carolyn Ralston – In this 2200 model, install Simonton Daylight Max Vinyl (-framed) Window Series 7300 windows

and sliding doors: three sliding doors and five windows, in exterior color “Bronze.” **Approval Recommended.** (Recommended for Approval on June 27, 2016).

B.2.A. Homeowner Requests Approved but will need Board review and discussion per Joan Haradon, Board liaison:

7. **1109 Dunbarton Circle** – Rebecca Stene and Renee Allbright – Relocate fence, in this 3300 Model, in the smaller of the two fenced-in patio areas, the one on the alley. In order to increase security for the neighbor at 1107 Dunbarton, the proposal is to enclose 1109’s HVAC outdoor condenser unit within a fenced area, (currently exposed to the common area). The applicants request to move the 125” long section of fence out sideways (from alley view) 41” so that it would connect with the corner of the fence of the 1107 patio area. Immediately, this would be relatively easily accomplished because Nepenthe has removed all hedges and other landscaping in the area to be enclosed. **Approval Recommended for the concept of enclosing the HVAC unit.**
Comments: “ARC recommends approval of the concept to provide a fence enclosure for the HVAC, but the BOD must rule on the quantity of common area to be allowed to be enclosed by the fence extension. New fence and gate construction.” **Inspection to follow after completion.**

8. **820 Elmhurst Circle** – Jeff & Jennifer Jones – Request to alter backyard fencing: in this 5500A Model, in order to accommodate getting garbage cans through the backyard gate, the applicants request rebuilding the gate and altering the fence to widen the gate by 6 inches. **Approval Recommended, with inspection to follow after completion.**

B.2.B. Homeowner Requests Already Approved:

9. **711 Elmhurst Circle** – Diane Vanderpot – Replace HVAC in this 2300 model. Install a Trane XV80 gas furnace and a Trane XR16 condenser, and extend existing gas service from garage into the attic for the furnace. The new condenser will be sited in the same place as the original; the original refrigerant line set will be re-used. **Emergency Approval Granted on June 2, 2016.**

10. **308 Dunbarton Circle** – Jean Roche – Replace HVAC in this 2000 model. Install a 15 S.E.E.R. heat pump: a Carrier 25HCE436A003 condenser and a Carrier FXONF037L00 air handler. The new condenser

will be sited in the same place as the original; the original refrigerant line set will be re-used. The Contractor is Clarke & Rush. Emergency **Approval Granted on June 13, 2016.**

11. 1167 Vanderbilt Way – Ray Garcia – Replace HVAC in this 4000F model. Install a 15 S.E.E.R. heat pump: a Lennox condenser and a Lennox CBX27UH air handler. The new condenser will be moved from the original location out at the alley, and sited a short distance from the house; the original refrigerant line set will be re-used. Emergency **Approval Granted on June 10, 2016, after the ARC received confirmation that the effected neighbor had been notified of and indicated approval of the proposed compressor relocation.**

B.3. Homeowner Requests Not Approved: none.

C. Approval of Minutes: done via email.

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

F. Old Business: none.

G. New Business:

Potential new committee member Jan Summers was introduced.

Discussion of siding replacement occurred, with the feasibility and worth of caulking the “z” piece at the plate line between first- and second-story T-111 siding panels being discussed for Phase III. Also discussion of alternate materials for siding and fencing.

H. Next meeting. Monday, July 11, 2016, 4:30 P.M. in the Clubhouse.

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

NEPENTHE ASSOCIATION
A California Nonprofit Mutual Benefit Corporation

REPORT OF INSPECTORS OF ELECTIONS

The following three Inspectors of Election were duly appointed at the Annual Meeting of the Members of the Nepenthe Association.

I/We, the duly appointed Inspector(s) of Elections at the Annual Meeting of the Nepenthe Association, a California nonprofit mutual benefit corporation, held on June 24, 2016, does/do hereby report as follows:

1. The number of Members in good standing and entitled to vote on matters reported below at the Annual Meeting was 588. (590 Members less 2 Memberships suspended.)
2. I/We determined that a quorum was obtained, which is 295.
3. There were present, in person and by proxy, at said meeting NA Members. NA Members attended the meeting and voted by ballot.
4. ✓ I/We reviewed the registration and all Proxies and Ballots.
5. I/We determined the authenticity, validity, and effect of each Proxy and Ballot.
6. I/We determined all challenges and questions in anyway arising in connection with the right to vote.
7. I/We determined that 0 Proxies were invalid.
8. I/We determined that 0 Proxies were superseded by later dated Proxies.
9. The results of the vote to approve the Amendments to the Bylaws are as follows:
300 For 19 Against

CERTIFICATE OF INSPECTOR(S)

I/We hereby certify and declare under penalty of perjury, that I/we have conducted the election/vote with fairness to all Members; I/we have performed my/our duties impartially, in good faith, to the best of my/our ability(ies), and as expeditiously as possible; and that the count of Proxies/Ballots and the information contained in this Report and Certificate is accurate in all respects. I/We agree to keep all information learned in the course of our duties as Inspectors completely confidential, and not to discuss the information or tabulation with anyone outside the Board of Directors and Association legal counsel.

	Inspector (1)	Inspector (2)	Inspector (3)
Print Name:	<u>Yvonne DelBiaggio</u>	<u>Kay Chmielewski</u>	
Address:	<u>1103 Dunbarton Circle 206 DUNBARTON</u>		
Signature:	<u>Yvonne DelBiaggio</u>	<u>Kay Chmielewski</u>	
Date:	<u>June 24, 2016</u>	<u>6-24-16</u>	

NEPENTHE GROUNDS COMMITTEE MEETING
June 9, 2016 – 3:00 pm at the Dunbarton Cabana
MINUTES

Attendees present -Pam Livingston (Chair), Bettsi Ledesma (General Manager), George Procida (GP Landscape), Ivan Gennis (Board President), Linda Cook (Board Liaison), Diane Luttrell, Grace Long, Diana Vizzard, Don Landsittel, Pam Sechrist, Joan Barrett, Kathy Waugh, Diana Mortimore

Committee members absent - Marty Henderson, Elsa Morrison, Liza Tafoya, Cheryl Summers

No guests were present

The meeting was called to order by Chair Pam Livingston at 3:00PM

Reports and Topics for Discussion

Grounds Report George Procida reported that committee has received a commitment from the City of Sacramento to reimburse Nepenthe in the amount of \$25,000.00 for turf management. He said that they are currently working in the Zone 3 and 4 alleys for the next 3 or 4 days with the primary goal of keeping the irrigation water off of the asphalt . He said that he would provide a map of the valve numbers affected by the change outs to Bettsi. He also stated that he will provide a time line by next month for the pruning schedule to start getting back on track after the disruption of the usual schedule by the seal coating. His goal is to have the crew prepare the areas for the new irrigation system along with their regular pruning in order to cut costs.

George stated that the mulch and weeding tasks will start on Monday. Don questioned the aesthetic results of the clover removal and George replied that the broadleaf spray of those areas will not adversely affect the appearance of the grass but will impact the clover and the Liquidambar suckers.

Grace asked about the water schedule and noted several areas that look very dry. George answered that some of the valves were turned off because of the seal coat but that it should go back to the normal Wednesday and Sunday schedule after the seal coat project is finished.

General Manager, Bettsi Ledesma's Report

Bettsi asked the Zone Stewards prepare an agenda for the zone walks in advance, highlighting the areas of concern and creating a route to save time and steps. Pam Livingston suggested that the larger zones begin their walk from the opposite end than the last walk.

Zone 1 is scheduled for next Friday (June 17th) at 8:00 AM, meeting at the corner of Swarthmore and Commons Drives.

Betsi passed out a form identifying all of the Liquidambar trees to the Zone Stewards and asked that the Stewards identify and rate for viability each of the Liquidambar trees in their zone prior to the scheduled zone walks. She asked for the form to be completed before the next meeting on July 14th.

Betsi reported that the concrete work is scheduled to be finished next week but requested that the Zone Stewards report any areas that are not finished or not returned to acceptable condition to her.

The siding and painting project is almost finished, the crew is working in Zone 5 currently.

The seal coating is looking good, the scheduled completion is tomorrow, June 10th.

There are several Homeowner requests for special plantings that they will pay for the installation themselves. George will work with the Homeowners to determine which plants will work best for the common areas requested.

Diana Vizzard

Reported that she is working on the Draft for Zone Steward Activities.

General Discussion

Don asked if the shrub removal at 504 Dunbarton Drive should require that a handrail be installed in that space due to the drop off creating an unsafe condition. Betsi will address the issue with Ryan, our insurance agent. He is walking the grounds to evaluate safety issues.

It was asked if the watering of the Redwoods and new plantings again be undertaken by the Homeowners near those areas. George replied that since the City of Sacramento has put the 2 day per week watering schedule in place that supplemental watering would be a good idea. Pam Livingston suggested that Zone Stewards watch for signs of stress in their zones.

Betsi addressed the question of Homeowners supplementing the ground covering with natural Redwood bark. Discussion followed about the size and color of the bark they should use to maintain consistency. George said that the mulch that they used to make from green waste would be resumed but that he didn't have a timeline for that.

Kathy Waugh asked about pruning issues the Homeowner has at 718 Elmhurst; George will address that.

Diana Vizzard asked about the change in the mowing schedule. George responded that the various projects have created a disruption of the mowing schedule but that normalcy should resume as the projects are completed. It will go back to: Tuesday; Zone 7, 3 and 4. Wednesday; Zone 5 and 6, Thursday Zones 1 and 2.

Pam Sechrist noted that Jay and Lance of GP Landscape should be commended for cleaning up the debris under the Plum Trees on the Vanderbilt cul de sac of their own volition and it is appreciated.

Pam Livingston requested that urgent matters be reported to Bettsi immediately but non-urgent issues be saved for the Zone Walks.

The meeting was adjourned by Pam Livingston, Chair at 3:55PM

REQUESTS FOR BOARD ACTION- none

REQUESTS FOR INFORMATION FROM THE BOARD- none

OTHER INFORMATION FOR THE BOARD - Bettsi reported that a Homeowner suggested that the curb on the No Parking side of Dunbarton Drive be painted red. Don made a motion to recommend that the curb not be painted for esthetic reasons. Pam Sechrist seconded the motion. A verbal vote was taken and the committee unanimously approved the motion that recommends to the Board that the curb not be painted.

Next HOA Board Meeting – Wednesday, July 6th – 5:30 pm –Clubhouse

Next Grounds Committee Meeting - Thursday, July 14th - 3:00 pm - Dunbarton Cabana

Nepenthe Outreach-Social Committee Meeting
June 15, 2016 6:00PM
Nepenthe Clubhouse

In attendance:

Gerry Gelfand, Chair

Linda Cook, Social Committee

Connie Henderson

Joan Barrett

Bill Olmsted

MJ Lindgren

Committee Members not in attendance:

Ken Gromacki

Valerie Weinberg

Kathleen Montgomery

Paige Tiffany

Ivan Gennis, Board Liaison

The meeting was called to order at 6:05PM.

There were no changes to the May 2016 minutes, it was voted unanimously to accept the minutes as written.

Gerry announced that Pam Livingston will not rejoin the Outreach/Social Committee.

Old Business

Linda Cook reported that the Jazz at the Pool event for June 26th is on track. She noted that the wine is being donated by GP Landscaping. She needs help from the Committee for set up and clean up and asked that the committee members arrive at the clubhouse by 5:15PM. The food trucks, including a shaved ice truck will arrive by 5:30PM.

Action items:

Joan will pick up the balloons for the pool area on the day of the event.

Gerry will start the evening by accepting tickets and will be relieved by other committee members during the event.

All committee members arrive by 5:15PM to set up chairs and bar and plan to stay later to clean up and replace chairs into storage.

Gerry is looking for volunteers to host the Saturday coffees. During the summer hours the office is not open until 11:00AM so the host needs access to the clubhouse and an ability to brew the coffee. Bill volunteered to host the next coffee 6/18/16 and Linda will be there to let him into the clubhouse with her key.

The previously floated idea of having speakers at the Saturday Coffees at the clubhouse was discussed, proposed once a quarter and Bill noted the Committee's obligation to provide a yearly resident forum. Linda said that she had been impressed by the capability of our management company, FirstService Residential, to provide people versed in many aspects of condominium management to educate interested residents and would like to pursue having their help to make the next forum more informative and more interesting for the residents.

Action item:

Committee members are requested to find a speaker for the Saturday coffees.

New Business

Gerry said that there was a meeting with Bettsi regarding the rental checklist generated by the Committee but that there is a previously scheduled rental event this Saturday, the 18th, made prior to the request that Nepenthe Social Events take precedence over rental events, whether rented by residents or non-residents.

There was a discussion regarding the advisability of having the interactive map of Nepenthe as previously planned that would include models and floor plans of each unit in the HOA, as it could be used by unscrupulous people for nefarious activities and compromise resident's privacy and feeling of security.

MJ asked if there was a way to find someone to update the website and create content that would increase the relevancy of the website. The newsletter was discussed and most of the committee stated that the only way they can access the monthly newsletter was by going to the website and downloading the PDF, which is cumbersome. A more easily accessed newsletter was discussed as a way to increase readership and participation in Nepenthe events. A discussion followed as to finding someone or many people to write up interviews and stories of interest to include in the newsletter. Gerry encouraged the Committee to think of things to include in the newsletter.

Gerry suggested that a parking lot sale may be a benefit to the residents this fall. She will contact Marilyn Jarboe who headed up the Campus Commons parking lot sale in May for advice and tips for success.

The meeting was adjourned at 7:48PM

Joan Barrett

Next HOA Board Meeting - Wednesday, July 6th- 5:30PM Clubhouse

Next Outreach-Social Committee Meeting- Wednesday, July 20th- 6PM- Clubhouse

Nepenthe Association

Management Report – July 6, 2016

1 COMMUNICATION

The Nepenthe News was last published on June 3, 2016. The next newsletter will be published on July 8, 2016. Topics to be covered are:

- Bylaw Election Results
- Parking Policy Ad Hoc Committee requests member input
- Jazz By The Pool
- Fight the Bite- West Nile information

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

- Clubhouse and Cabana Rentals has been expanded and photos added
- Three new announcements added

2 FACILITIES

The following are status updates on various facilities projects:

- Seal coating was completed on time and for agreed upon contract price.
- Phase II Siding and Painting is approximately 90% completed.
- Concrete replacements were materially completed on June 15th; management is currently inspecting the work before recommending for final payment.
- Capital Spa Service has been to the property to inspect the non-functioning sauna at the Dunbarton Cabana. He is preparing an estimate for the repairs which will be available for Board review at the July 6, 2016 Board meeting.
- The pools were serviced on schedule. Service occurs three to five days each week and includes all pools and spas.
- The janitorial service performed all regular scheduled cleanings which include cleaning the clubhouse, the Dunbarton cabana restrooms and sauna and the Elmhurst cabana service restroom five days per week.
- Carpets in clubhouse lounge and library were cleaned on June 16th.

3 GROUNDS

Since the last Board meeting on June 1, 2016 management has conducted landscape walks on the following dates:

- 6/3/16, Zone 7, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Cheryl Summers, Zone Steward. \$2,080 authorized in extra work

- 6/10/16, Zone 1, Bettsi Ledesma, General Manager; George Procida, GP Landscape; Diane Luttrell and Grace Long, Zone Stewards; and Pam Livingston, Grounds Chair. \$3,509 authorized in extra work
- 6/17/16, Zone 2, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Elsa Morrison and Diana Vizzard, Zone Stewards; and Pam Livingston, Grounds Chair. \$6,283 authorized in extra work.
- 6/23/16, Zone 3, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Liza Tafoya, Zone Steward and Pam Livingston, Grounds Chair. Extra work not yet authorized.
- 7/1/16, Zone 4, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Don Landsittel, Grounds Steward, Pam Livingston, Grounds Chair. Extra work not yet authorized.

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

Approved Tree Removals:

At the June 1st, 2016 Board meeting the following trees were authorized for removal. All, except Redwood 482 are in process. The Redwood has shown recent signs of renewed health and is now on a watch list.

- Redwood #482 at 2276 Swarthmore
- Cherry #1946 at 200 Elmhurst
- Japanese Maple #1789 at 606 Elmhurst
- Alder #1704 at 814 Elmhurst
- Locust #1191 at 206 Dunbarton
- Willow #1213 at 306 Dunbarton
- Podocarpus at 1599 University

Arborist Paul Dubois has recently replaced Phil Johnson at The Grove Total Tree Care. The Board will be reviewing one of his reports at the July 7th meeting. He has recommended the following tree for removal:

- #2021, Bay Laurel located in the alley behind 1467 University

Management, Grounds Steward Elsa Morrison and arborist Paul Dubois will continue the monthly practice of tree walks in the community. Owners with tree concerns are welcome to forward them to the office for inclusion on the walk list.

4 FINANCIAL

The April Financials were published June 20th. There is a current positive variance of \$148,462. This will continue to accumulate until it is time to purchase next year's flood policy at the end of the year.

5 GOVERNANCE

- **Courtesy Patrol:** Since the last Board meeting, there were a total of 12 violation notices placed on vehicles in the community by the security patrol. There were no vehicles towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- **Violations:** Since the last Board meeting, management sent 8 compliance notices for the following violations
 - 4 Landscape-Trim trees
 - 2 Improper Parking
 - 1 Architectural Modification-Not Within Guidelines
 - 1 Common Area Encroachment

6/1	Summer weekend hours begin (12-4)	6/1
6/1	Board Meetings: Closed 3:30 PM, Open 5:30 PM	6/1
6/3	Nepenthe News published - election results	6/3
6/7	Contract for Reserve Study update	6/7
6/9	Grounds Committee meeting 3:00 PM	6/9
6/13	ARC meeting 9:00 AM	6/13
6/15	Outreach committee meeting 6:00 PM	6/15
6/27	Committee minutes due to management office	6/27
6/27	Lock in agendas for Board meetings	6/27
6/28	Finance Committee meeting 3:00 PM	6/27
7/1	Manager posts agenda and distributes Board packets	7/1
7/4	Office Closed for Independence Day	7/4
7/6	Board Meetings: Closed 3:30 PM, Open 5:30 PM	
7/8	Nepenthe News published	
7/9	ARC Meeting 9:00 AM	
7/14	Grounds Committee meeting 3:00 PM	
7/18	Publish RFP for Tree Pruning and any possible removals	
7/20	Outreach committee meeting 6:00 PM	
7/25	Committee minutes due to management office	
7/25	Lock in agendas for Board meetings - 1) Reserve Study Approval	
7/26	Finance Committee meeting 3:00 PM	
7/29	Manager posts agenda and distributes Board packets	
8/1	Manager begins preparation of next year's budget	
8/3	Board Meetings: Closed 3:30 PM, Open 5:30 PM	

RICHARD AND DIANA HAGLE
43146 WEST OAKSIDE PLACE
DAVIS, CA 95618

(530) 902-0996
diana.woodward.hagle@comcast.net

June 22nd, 2016

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

Re: Nepenthe Parking Enforcement Policy

Thank you for your courtesy in allowing me to speak briefly at the Board meeting on June 1st.

Enclosed is a "Nepenthe Draft Parking Enforcement Policy" which I have written which not only comports with Nepenthe's CC&R's, but also with local ordinances and State law. It addresses the remarks I heard at the Board meeting, as well as concerns expressed to me informally by Nepenthe residents outside of the meeting.

I drafted this policy because the "Parking Enforcement Policy" the Board was presented with at the 6/1 meeting suffered from substantial problems, as follows:

It penalized "residents". The Association cannot bar a Nepenthe resident from parking on public streets within Nepenthe, or from obtaining a "J" Permit to do so for an extended period of time. Similarly, the Association cannot bar a resident from enjoying the same parking privileges on the Association's private streets as "guests and contractors" enjoy. Therefore, a proposed policy stating that "[s]treet parking within the development, whether private or public street, is for guests and contractors of the residents and not for the residents themselves" [emphasis added] is not only wrong, it is unenforceable.

The ticketing, hearing and fine provisions under "Enforcement", and the citation to the "Special Individual Assessment", is unsupported by the CC&R's. If the Board wishes to establish such measures, it must amend the CC&R's, not create a "policy" which is not supported by the CC&R's.

There is so much extraneous language in the draft which was before the Board; "clarification" does not mean simply repeating verbatim passages from the the CC&R's. There is no need to repeat items already in the CC&R's---my proposal simply directs the reader to the appropriate sections.

A Nepenthe resident told me at the meeting that she had complained to management staff about a parking problem she had witnessed, but that staff told her there was nothing they could do. Without deciding whether the comment is accurate or not, I feel it is incumbent on the management staff to be communicating with the City of Sacramento and the private security patrol about these issues, not the residents.

Conflating garage issues with parking issues solves neither problem. No matter how pristine a garage is kept, a resident may still elect to park a vehicle on a public street; the Association has no authority to mandate that "[r]esidents' vehicles shall be parked in their garage" nor is there any way to enforce such an edict [see section 6.5(b) of the CC&R's].

In regard to the garage issue, however, I do encourage the Board to revisit section 3.3(a) of the CC&R's which deal briefly with garage contents. Language should be added prohibiting storage of flammable materials in garages, prohibiting all activity in garages which may lead to conflagration, and requiring at least one fire extinguisher in or near the garages. (We have personal experience with this: our second home in a La Jolla condominium complex is immediately next door to two common-wall homes which were gutted by a fire started by a welder working in a garage in March 2015. The news picture is enclosed.)

Thank you for your courtesy and consideration.

Yours truly,



DIANA and RICHARD HAGLE

Owners
1371 Commons Drive
1417 Commons Drive

Encls. a/n



Eighteen units are responding to a house fire in La Jolla, the San Diego Fire-Rescue Department said.

The fire broke out shortly after 1 p.m. Sunday on the 5400 block of Caminito Aguar in the Mount Soledad area.

Fire officials said no one was transported and no one was injured.

The elderly homeowner said they were not home at the time and were installing a new water heater in the garage. The person installing the heater was by himself and started a fire by accident, the homeowner said.

The fire broke out shortly after 1 p.m. Sunday on the 5400 block of Caminito Aguar in the Mount Soledad area.

Fire officials said no one was transported and no one was injured.

The elderly homeowner said they were not home at the time and were installing a new water heater in the garage. The person installing the heater was by himself and started a fire by accident, the homeowner said.

That fire spread to the attic and roof. Firefighters are still putting out hot spots on the ceiling, the homeowner said, and there is lots of smoke in the area.

Check back for information on this developing story.



NEPENTHE DRAFT PARKING ENFORCEMENT POLICY

Purpose

1. The Purpose of this Policy is to clarify Section 3.3 of the CC&Rs ("Parking and Vehicle Restrictions; Use of Private Streets"). The Association has the authority to adopt policies consistent with the CC&R's [Section 6.6(a)(ii)(E)].

Maintenance of Nepenthe's character, property values and security depend, in part, on Association policies which reasonably regulate the use of streets, both public and private, within the Association. This policy aims to reduce the number of vehicles parked on streets within the Association.

Policies in Regard to Public Streets within the Association

2. City of Sacramento ordinances and state laws governing parking on public streets apply to public streets within the Association. Subsections (a) and (c) of Section 3.3 of the CC&R's, as well as section 3.3 itself, state some of the parking limitations imposed by ordinances and state laws. In addition, city ordinances also state the following:

Vehicles may not remain parked in the same place on public streets for more than 72 hours;

On public streets within the Association, the daytime weekday parking limit is two (2) hours;

Residents of the Association may obtain a "J" Permit from the City of Sacramento at no charge, which entitles the permit holder to park on public streets within the Association all day during the week; and

Enforcement of city ordinances and state laws relative to vehicles and parking on public streets within the Association is exclusively within the jurisdiction of the City of Sacramento.

3. Association management shall establish a procedure whereby residents may bring to management's attention any violations of city ordinances and/or state laws relative to vehicles or parking on public streets within the Association. Complaints may be made anonymously. Within a reasonable time and upon reasonable investigation of the complaint, if determined by management to be valid, management shall report such violations to the parking enforcement division of the City of Sacramento.
4. As expressly stated in section 3.3 of the CC&R's, Association parking policies may not conflict with City of Sacramento ordinances or state laws.

Policies in Regard to Private Streets within the Association

5. Sections (a) through (d) of Section 3.3, inclusive, of the CC&Rs, as well as section 3.3 itself, govern parking restrictions in regard to private streets within the Association. In addition, the following policies shall be in effect on private streets within the Association:

Overnight parking by guests on private streets or in designated guest parking areas on University alleys is by Association permit only. Permits are available outside the clubhouse door at 1131 Commons Drive. The Association's portion of the permit must be deposited in the mail slot at the clubhouse. Permits are good for up to two (2) weeks and cannot be issued back to back.

Residents may apply in writing to the Board of Directors for a variance from a private street parking restriction and the Board, in its discretion, may grant or deny such application. If granted, the variance shall state with particularity conditions (e.g., length, situation) applicable to the variance and shall report the issuance of the variance in the next Association newsletter.

6. Enforcement of Association CC&Rs and policies relative to vehicles and parking on private streets within the Association is exclusively within the jurisdiction of the Association.

7. Association management shall establish a procedure whereby residents may bring to management's attention any violations of Association CC&Rs and/or policies relative to vehicles or parking on private streets within the Association. Complaints may be made anonymously.
8. Within a reasonable time of being advised of a possible violation and upon reasonable investigation of the complaint, if determined by management to be valid, management shall take action which, in the discretion of the Board, is appropriate under the circumstances.
9. Association management shall also monitor parking violations on private streets in conjunction with the Association's contracted security patrol.
10. Where a vehicle is parked on a private street within the Association in violation of any CC&R and the owner is not known to Association management, Association management may direct the towing of the vehicle.

xxx

For consideration by the Nepenthe board, regarding rules restricting children

Submitted by John Donovan, 6/30/2016

Dear board members,

I would like to share my thoughts about some of the rules in Nepenthe which serve to restrict children from using amenities in our HOA. Mine is one of a small number of families with children in the neighborhood and, as such, I want to make sure we can fully enjoy the quality of life offered by Nepenthe while making the smallest possible impact on other members. Although there are several rules regarding children that deserve discussion, the immediate issue I would like to address is the restriction on times that kids can use the Elmhurst pool.

My wife and I both work, so there are many days when we have very limited and specific times for activities with the kids. I often get home from work after 6 pm and like to take my kids to the pool. Many times, I prefer going to the Elmhurst pool because it saves us five to ten minutes of walking, each way. I recently purchased wetsuits for my kids, so they could better enjoy the Elmhurst pool, which tends to be fairly cold on all but the hottest weeks of the year. It is a lightly used resource; about half the time, we are the only ones there.

This week, as my children were playing in the pool, a woman walked past and complained to me about having my children in the pool after 6 pm. She left before I could get her name, and she wasn't using the pool or the pool area at the time. But before she left, I did ask if having the kids there bothered her, and she responded that it would if she wanted to swim laps.

Her comment seems to indicate that some members of the HOA like the idea of keeping the pool or pool area clear of families, just in case they want to use it at some point. The rules that are currently in place allow her to do this, since it is posted that children under 18 are only allowed until 6 pm. As far as I'm aware, the policy is not illegal, but it is, by definition, discriminatory and evokes an exclusionary, unfriendly attitude. Since it is often impractical for a family to visit the pool without bringing the kids, banning children effectively bans families with children.

My wife and I have owned a home in Nepenthe for three years. We have two children, ages 7 and 4. Our kids are Nepenthe residents. This is their neighborhood and their pool. And, although they are great kids, they are still kids. They sometimes squeal and get excited, or run around. I'm fully aware that while some people may find their behavior charming, others may find it bothersome. I don't think either response is inherently right or wrong. People are allowed to have their own opinions about kids, dogs, or anything else. However, I think we should be careful, as we should in society at large, to not allow the majority to use the democratic process to basically say "your kind bothers us, so we are making a rule that you have to stay away from us." That type of rule singles out and punishes a certain group for who they are, before they have done anything wrong.

I understand that kids or pets are often subject to restrictions, and that such restrictions can be fully warranted and have good cause. However, I do not believe restrictions should be used as a means of reserving large blocks of time that mostly go unused, especially when it entirely benefits certain members at the expense of others.

Rules, in general, can be helpful in avoiding conflicts before they arise, but if they are too broad, they can disproportionately harm some parties. I believe Nepenthe should strive to avoid making rules that effectively exclude members in good standing from utilizing the amenities they pay for. Therefore, in order to allow families with children to have their fair access within Nepenthe, I have two requests for the board.

1) I request that the board immediately suspend the rule limiting hours for children at the Elmhurst pool.

2) I request that the board reconsider, and bring forward for discussion, all the rules that exclude children from amenities in Nepenthe to avoid overly broad restrictions based on age that are actually meant to address behavior, noise levels, or something else.

I would be happy to work with others to address concerns about having children at the pool. In the case of the Elmhurst rule, I'm not entirely sure of the motivation for the rule as it is written, so some explanation may be required. The rule specifies a 6 pm cutoff, which is a very different time of day in June than in September. Therefore, it doesn't seem to be concerned with who is there before dark vs. after dark. The rule is for everyone under 18, so I'm not sure if it primarily aims to eliminate unsupervised teens or younger kids who have an adult present. If noise or splashing around is the issue, a better rule might be to ask that guests behave with decorum and maintain a low noise level out of respect for other guests and nearby neighbors. Such rules, targeting behavior and noise, could be backed up with a warning that those who do not comply will be asked to leave and may be subject to suspension from using the amenity.

The Elmhurst pool is lightly used, so conflicts may be fairly rare. But if there were any, some other ideas to try could include a reservation system for the pool space, marking certain lanes of the pool for lap swimming priority, or simply having people ask one another to provide space for each other's activities.

Thank you.

Respectfully,

John Donovan
300 Elmhurst Cir

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

June 1, 2016, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

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

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on May 25, 2016 and June 1, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.

III. COMMITTEE REPORTS

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

IV. MANAGEMENT REPORTS

- a. **Operations Report**-Manager provided report in writing to the Board. Items of note include:
 - i. Phase II Siding and Painting is approximately 85% completed.
 - ii. Concrete replacements will be completed by June 15th.
 - iii. Capital Spa Service has been to the property to inspect the non-functioning sauna at the Dunbarton Cabana. He is preparing an estimate for the repairs which will be available for Board review at the July 6, 2016 Board meeting.
 - iv. At the monthly tree walk on April 19, 2016, Arborist Phil Johnson of The Grove Total Tree Care recommended the following trees be removed:
 - Redwood #482 at 2276 Swarthmore
 - Cherry #1946 at 200 Elmhurst
 - Japanese Maple #1789 at 606 Elmhurst

- Alder #1704 at 814 Elmhurst
- Locust #1191 at 206 Dunbarton
- Willow #1213 at 306 Dunbarton
- Podocarpus at 1599 University

The trees were posted for removal on or about April 20th.

- v. Since the last Board meeting, there were a total of 4 violation notices placed on vehicles in the community by the security patrol. There were no vehicles towed during this time.

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

- V. **HOMEOWNER CORRESPONDENCE-** Board reviewed correspondence received:
 - a. Homeowners expressed concern with parking policies for the public streets.

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

VII. CONSENT CALENDAR

Resolution: The Board approves Consent Calendar items A to F as presented excepting therefrom the three items removed by unanimous consent: Item E and two architectural applications as indicated below.

Begin Consent Calendar

a. Approval of Minutes May 4, 2016 Open Session

Resolution: The Open Session minutes dated May 4, 2016 are approved as presented.

b. Financial Statement: April 2016

Resolution: The Board accepted the April 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$120,303.70 and reserve funding of \$421,358 compared to the reserve funding budget of \$431,452. The reserves are funded through April 2016. The Association has \$387,300 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has 5,174,041 in reserve funds.

c. Lien Resolution

Per the enclosed Resolution dated May 17, 2016, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2039-01	\$1,024.42
2356-01	\$947.64

2479-03	\$1,172.58
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d. Appoint Committee Memberships

Resolution: The Board appointed the members below to the indicated committees. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.

Architectural Committee:	Insurance, Legal & Safety Committee:
Kenneth Luttrell - Chair	William Newbill - Chair
Alan Watters	Richard Coombs
David Thomas	William Olmsted
Elections Committee:	Jerry Dunn
Yvonne Del Biaggio - Chair	Nancy Arndorfer
Kay Chmielewski	Nominating Committee:
Joleen Hecht	Karen Lowrey
Finance Committee:	Outreach Committee:
Ken Butler - Chair	Geri Gelfand - Chair
John Baker	Pam Livingston
Grounds Committee:	Diana Vizzard
Pamela Livingston - Chair	Joan Barrett
Kathy Waugh	William Olmsted
Diane Luttrell	Kathleen Montgomery
Elsa Morrison	MJ Lindgren
Diana Vizzard	Ken Gromacki
Pam Sechrist	Valerie Weinberg
Liza Tafoya	Paige Tiffany
Cheryl Summers	
Joan Barrett	
Diana Mortimore	
Don Landsittel	
Bob Emslie: Irrigation	
Marty Henderson: Irrigation	

e. Annual Meeting Minutes

~~Proposed Resolution: The Board approves the Minutes for distribution for owner approval at next year's Annual Meeting.~~

f. Architectural Applications

The Architectural Review Committee met on May 9, 2016 to review the enclosed applications.

Resolution: The Board confirmed the decisions of the committee.

<i>Address</i>	<i>Application for</i>	<i>Decision</i>
1006 Vanderbilt	HVAC Installation	Approved
3 Adelphi	Emergency HVAC Installation	Approved

1149 Vanderbilt	Solatube Installation	Approved
5 Adelphi	Door Replacement	Approved
2261 Swarthmore	Patio Cover	Approved
1317 Vanderbilt	Awning	Not Approved

End Consent Calendar

SPECIAL ORDER:

The Board acted on the following items:

Annual Meeting Minutes

Director Vizzard moved to approve the minutes with the following change:
 Item ix. Strike the words “nine more affirmative” and replace with “more”. Director Huffman seconded the motion. The Board voted unanimously in favor of the motion.

Architectural Application for Aluminum Trellis at 2261 Swarthmore:

Director Vizzard moved to approve the trellis as submitted.
 Director Huffman seconded and the Board voted unanimously in favor.

Architectural Application for Striped Awning at 1317 Vanderbilt:

The directors reviewed the homeowner’s choice for awning materials and discussed the matter with the chair of the committee.
 Director Vizzard motioned to approve any of the three options.
 Director Haradon seconded that motion and the Board voted unanimously in favor.

g. UNFINISHED BUSINESS

a. Tree Removals Proposal

At the monthly tree walk on April 19, 2016, Arborist Phil Johnson of The Grove Total Tree Care recommended the following trees be removed:

- Redwood #482 at 2276 Swarthmore
- Cherry #1946 at 200 Elmhurst
- Japanese Maple #1789 at 606 Elmhurst
- Alder #1704 at 814 Elmhurst
- Locust #1191 at 206 Dunbarton
- Willow #1213 at 306 Dunbarton
- Podocarpus at 1599 University

The notes from the walk are also enclosed in the Board packet for review. The trees were posted for removal on or about April 20th.

Motion: Director Steve Huffman

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the removals as proposed by The Grove in the amount of \$3,105 to be paid from reserves which has a remaining allocation of \$22,225 for tree removals in 2016.

b. Policy for Parking on Public Streets

The Board reviewed the attorney's comments on the proposed policy.

Director Vizzard moved to appoint an Ad Hoc Committee chaired by owner Joan Roberts to review the policy and make a recommendation to the Board.

Director Huffman seconded that motion. The Board voted unanimously on favor of the motion.

h. NEW BUSINESS

a. Grounds Committee Request to Proceed with Irrigation Upgrades

Motion: Director Linda Cook

Second: Director Steve Huffman

Vote: all in favor

Resolution: The Board approved the project to convert spray heads in the Zones 3 & 4 alleys to a subterranean drip system for an estimated \$75,000 with \$25,000 of the cost to be reimbursed to the association from the City of Sacramento. Association funding for the project will come from the Irrigation Distribution Upgrade Reserve allocation of \$179,375.

b. Appoint Board Liaisons

Motion: Director Will Vizzard

Second: Director Steve Huffman

Vote: All in favor

Resolution: The Board hereby appointed Committee Liaisons as designated:

Architectural Review Committee, Director Haradon

Finance Committee, Director Vizzard

Grounds Committee, Director Cook

Insurance, Legal & Risk Management Committee, Director Huffman

Outreach Committee, Director Gennis

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

d. NEXT MEETING: Wednesday, July 6, 2016 at 5:30 pm in the Nepenthe clubhouse

e. ADJOURN @ 6:33pm

NEPENTHE

June 14, 2016

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

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

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

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

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

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>
6/14/16	1959-02	\$962.21	\$641.46			
6/14/16	2378-02	\$1,370.41	\$1,132.00			

Deferred Items from prior meeting

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

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

HOME IMPROVEMENT APPLICATION

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

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

House Model Number:

NAME Jennifer Jim
ADDRESS Le Colby Court
PHONE: (310) 576-3093

SIGNATURE [Signature]
DATE 5/23/16
ALT. PHONE

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
Approved With Conditions
Disapproved as Submitted

ARC Chair [Signature] Date 6-13-16

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

COMMENTS:

Final Inspection Required: Yes No

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: 2300

NAME: Nancy L. Reid; ADDRESS: 302 Dunbarton Circle; PHONE: 922-3830; SIGNATURE: Nancy L. Reid; DATE: May 25, 2016; ALT. PHONE:

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
Approved With Conditions
Disapproved as Submitted

ARC Chair

Date

4-13-16

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

COMMENTS:

Final Inspection Required: Yes No

Received 6-1-2015
BJR

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: 5500

NAME: PERILLA STENKE SIGNATURE: [Signature]
 ADDRESS: 813 Danharton DATE: 5/24/16
 PHONE: 916-915-2050 ALT. PHONE: _____

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

- Garden window/sliding door
- Exterior - sun screen replacement -
- Exterior window - security Renewed by
- Replacement - Frames and Glass (only approved windows, frame size, and color) Anderson
- Interior Coverings

SMALL EXTERIOR INSTALLATION

- Burglar Alarm - All Face
- Hand Rail (type and placement) patio, not neighbors
- Mail box insert (type and placement)
- Mail Slot (type and placement)
- Wire & Pipe installations
- Vent Relocations (placement) (**attach inspection fee)
- Signs (Nepenthe provides house numbers. Call the office. No exceptions)

OTHER Please describe in detail - We will not be replacing the top 45° glass of the kitchen window - rather, we will extend the framed in area out 10 inches & tie into existing exterior structure

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
- Approved With Conditions
- Disapproved as Submitted

ARC Chair [Signature] Date 6-13-16

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

COMMENTS:

Installation of the added siding.

Final Inspection Required: Yes No

Mon June 13 4:30 pm

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: 2200

NAME	Joel Moore	SIGNATURE	<i>[Signature]</i>
ADDRESS	905 Dunbarton Cir	DATE	6/8/16
PHONE:	916 804 0513	ALT. PHONE	

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

Install whole house fan with additional attic vents

*automatic approval from office if following Nepenthe criteria

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

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

- Approved
- Approved With Conditions
- Disapproved as Submitted

ARC Chair *[Signature]* Date 6-13-16

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

COMMENTS:

f Installation of vents:

Final Inspection Required: Yes No

Architectural Review Committee

HOME IMPROVEMENT APPLICATION

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

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

House Model Number:

NAME: Carolyn Ralston
ADDRESS: 1497 University
PHONE: 916-475-2685
SIGNATURE: Carolyn Ralston
DATE: 6-14-16
ALT. PHONE:

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
Approved With Conditions
Disapproved as Submitted

ARC Chair: [Signature] Date: 6-24-16

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

COMMENTS:

Final Inspection Required: Yes No

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

HOME IMPROVEMENT APPLICATION

Received 4/2/16

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

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

House Model Number: 2300

NAME Diane Vanderpot SIGNATURE Diane Vanderpot
ADDRESS 711 Elmhurst Cir DATE 6/1/16
PHONE: 401-243-7353 ALT. PHONE _____

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

Emergency replacement of original A/C unit which does not work. Trans XR16, original location, Pacific Heat + Air

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
- Approved With Conditions
- Disapproved as Submitted

ARC Chair [Signature] Date 6-2-16

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

COMMENTS: ARC granted emergency approval.

Verify no lines on building exterior.

Final Inspection Required: Yes No

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

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: **2000**

NAME Jean Roche
ADDRESS 308 DUNBARTON CIR
PHONE: 929-3012

SIGNATURE Jean Roche
DATE MAY 25, 2016
ALT. PHONE _____

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

EMERGENCY REQUEST

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
- Approved With Conditions
- Disapproved as Submitted

ARC Chair [Signature] Date 6-13-16

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

COMMENTS: ARC granted emergency approval.

Verify no lines on building exterior.

Final Inspection Required: Yes No

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: 3300

NAME: Steve Allbright, ADDRESS: 1109 Dunbarton Blvd, PHONE: 916-915-2050, SIGNATURE: [Signature], DATE: 5/19/10, ALT. PHONE: [Blank]

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail Fence extension - will email relevant pictures to Betty. To improve security by enclosing AC condenser unit within fenced area thereby denying its use as an "access" from which to access yard.

*automatic approval from office if following Nepenthe criteria

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

Check must be attached.

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

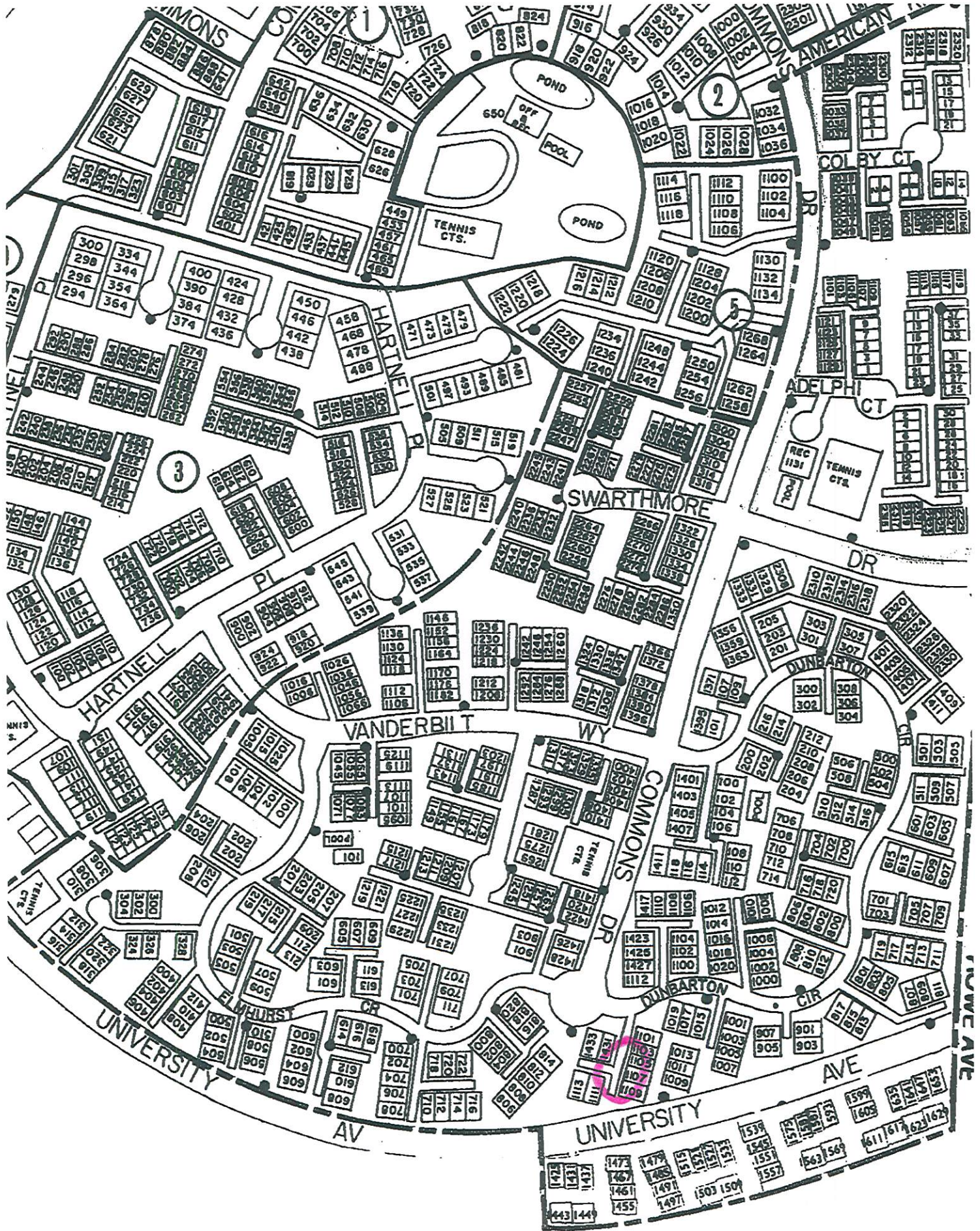
The Architectural Review Committee has determined that the above submittal is: [X] Approved [] Approved With Conditions [] Disapproved as Submitted ARC Chair [Signature] Date 6-13-10

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

COMMENTS: ARC recommends approval of the concept to provide a fence enclosure for the HVAC but the BOD direction must rule on the fence extension size. New fence and gate construction.

Final Inspection Required: Yes [X] No []

see back side for drawing



1109 DUNBARTON

1111
DUNBARTON

CONDENSER



EXISTING
FENCE
CONFIGURATION

1107 DUNBARTON

1105 DUNBARTON

1103 DUNBARTON

1431
COMMONS

1109 DUNBARTON

1111
DUNBARTON

CONDENSER



PROPOSED
FENCE
CONFIGURATION

1107 DUNBARTON

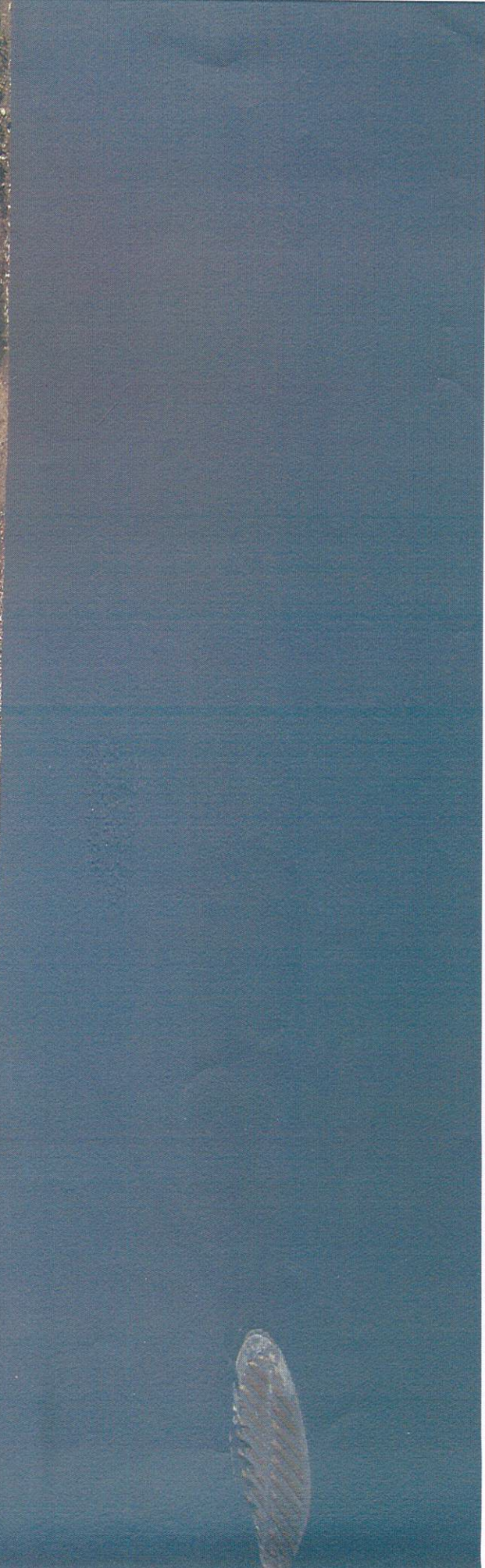
1105 DUNBARTON

1431
COMMONS

1103 DUNBARTON



1109 Dubarton



1109 Dunbarton



HOME IMPROVEMENT APPLICATION

Ken Luttrell
916 920-8549
kenlecyseng.com

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

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

House Model Number: 5500A

NAME JEFF + JENNIFER JONES SIGNATURE [Signature]
ADDRESS 820 ELMHURST CIRCLE DATE 6/9/16
PHONE: 916-835-7961 - JENNIFER CELL ALT. PHONE _____

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER: WOULD LIKE TO WIDEN GATE TO ACCOMMODATE GARBAGE CANS.
- NO CHANGE TO EXISTING STYLE OF GATE

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved
- Approved With Conditions
- Disapproved as Submitted

ARC Chair [Signature] Date 6-13-16

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

COMMENTS:

Installation of re-located post and construction of wider gate.

Final Inspection Required: Yes No



June 17, 2016, 2013

Bettsi McComb
1467 University Ave.
Sacramento, CA 95825
Phone: (916) 929-8380

On June 17, 2016, I inspected one *Quercus laurifolia* (Laurel Oak) Tree #2021 in the front of property 1467 University Ave. My findings are as follows:

- Tree #2021 has thinning canopy looks to be in decline (Figure 1)
- Tree #2021 has weeping from branch collars in crown due to pest infestation and wounds (Figure 2)
- Tree #2021 has had a 30%-40% root loss due to recent construction of walk way; two 3”-4” roots cut (Figure 3)

My recommendations for this tree due to critical root loss and impact to the critical root zone along with probable pest infestation is for the tree to be removed. The tree is unlikely to recover from the loss of critical roots and appears to be in decline.

Sincerely,

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

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

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES



Figure 1



Figure 2



Figure 3

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

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES

June 13, 2016



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

**Re: Tree Work Contract
University Ave. - 1467**

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

Work Description

Tree Species	Qty	Service Description	Location	Cost
Bay Laurel	1	Remove & Stump Grind	#2021	\$840.00
TOTAL CONTRACT PRICE				\$840.00

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

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

Vendor:
The Grove
A division of Carson Landscape Industries
9530 Elder Creek Road, Sacramento, CA 95829
Contractor's License #470283
Ph: (916) 231-8733 * Fax: (916) 856-5410
Email: rperham@carson1975.com

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

By: Phil Johnson (C. Strohbusch)
Name: Phil Johnson
Title: ISA Arborist/ Account Manager
Date: June 13, 2016

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



Addendum 1

General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

Client/Owner: _____



Nepenthe Association

General Pool Rules Exhibit "A"

Pool hours for Nepenthe Residents and Guests

18 and older

7:00am-10:00 pm daily

Under 18 Years Old

Clubhouse Pool & Area 7:00am-9:00pm Daily

Elmhurst Pool & Area 7:00am-6:00pm Daily

(Children under the age of 14 years must be accompanied by an adult at all times)

No one under the age of 18 is permitted to use the Dunbarton Pool & Area

No one under the age of 6 is allowed in the Clubhouse spa at any time. Members and guests between the ages of 6 through 17 may use the spa, but must be accompanied by a responsible adult who remains in the immediate vicinity of the spa.

The following applies to all Nepenthe Pools, Spas and Areas enclosed by fencing:

- Pools, spas and pool areas restricted to Nepenthe Residents and their guests.
- Nepenthe residents must accompany their guests in and around the pool areas. Residents are limited to 4 guests per residence.
- Food is permitted in plastic containers only and waste is to be disposed of in the provided trash receptacles. Food is only permitted on the pool deck and not the in the pool.
- Beverages are allowed in plastic containers only.
- Masks, goggles, swim fins, safety rings and small plastic inner tubes for infants are allowed. All other items, including lap boards, snorkels, bikes, toys, balls, and pool games are prohibited.
- Pets are not allowed in the pools or pool area.
- Running, rough housing and obnoxious behavior are prohibited.
- Acceptable swimming attire only – cutoffs, non-swimming shorts, etc. are not permitted.

The Nepenthe Clubhouse Staff and/or the Nepenthe Patrol Service have the responsibility and the final authority to interpret and enforce pool, spa and pool area rules.

Staff and/or patrol are authorized to deny use of the facilities based on these criteria.

Spa Industry Management, Inc.

7917 Fruitridge Road, Suite B, Sacramento, CA 95820

916-272-2270 • 916-834-2983 • Simspainc@gmail.com

SpasNow.com • Simspainc.com

Customer Information			
Name	Mepenthe association	Make	Viking SAUNA
Address	1131 commons dr.	Model	450 cubic feet
City	Sacto CA	Zip	95825
Phone	929-8380	Shell	Cedar
Notes	929-1773 fax	Cabinet	
Customer Email		Cover	
Source:	Betsy	Warranty Date	
Schedule Date:		Day	Time

Service / Repair Information	
Service Requested	Viking SAUNA (CONTROLS OUT) 450 square feet Heating area
Service Performed	Amerrec Heater includes controls and new rocks. (1/2 down to order)
(1) Amerrec Heater	\$ 1995 (4)
(2)	\$ (5)
(3)	\$
Parts Total	

Purchase & Payment Information			
<u>Sales Department</u>	<u>Service Department</u>		
Purchase Price	Service Charge		
Spa Cover	Travel Charge		
Delivery	Sub Total Labor	350	
Other Sales	Parts/Components	1995	
Ozone Unit	Materials/Chemicals		
Cover Lifter	Sub Total		
Step & Kit	Sales Tax	171	
Total Sales	Service Invoice Total	2516	
Sales Tax			
Total Due			
Deposit			
Balance Due			
Payment Method: Visa/MC/Amex/Check	Buyer	Date	6/15/16
Payment Information	Written By		
CC#	Received By		
Notes:	Serial Number:	Date	

I acknowledge the contents hereof and understand that no other representations verbal or otherwise have been made and the terms as written are binding upon the parties hereto.

Bettsi Ledesma

From: Shannon Kahahane <s.kahahane@firstchoiceservices.com>
Sent: Thursday, June 23, 2016 8:49 AM
To: Bettsi Ledesma
Subject: First Choice Coffee and Water
Attachments: WL100waterlogic.pdf

Hello Bettsi, thanks for taking time out of your day yesterday to meet with me.

WL filtered water system:

\$40 a month rental

\$54.95 Everpure Q4c filter changed out yearly or as needed.

Install will be free of charge.

I will connect your ice machine to our filter, free of charge.

You will need to sign an agreement for at least a year service.

Thanks,

*Shannon Kahahane
First Choice Services
916-642-6443*



*****Look at the new items now available*****

Shannon Kahahane

Senior Client Development Rep

First Choice Services

4680 Pell Drive Unit A

Sacramento, Ca 95838

P: (916) 642-6443

F: (916) 924-9349

s.kahahane@firstchoiceservices.com

WL100

Certified performance in an affordable package.

The WL100 is an economical and effective point of use cooler for dispensing quality filtered drinking water in the workplace. It offers ideal dispensing capacity for smaller offices and workgroups. This smart looking machine uses US Water Quality Association certified carbon filtration to provide you with the best in chilled, hot and ambient water on demand.



Advanced Technology

The WL100 has two core technologies:



Advanced Filtration

Advanced carbon filtration removes common water contaminants and chlorine and dramatically improves water taste and odor.



BioCote® Anti-Microbial Protection

Plastic surfaces surrounding the dispensing area are infused with BioCote®.

*For more information visit www.biocote.com/home-us.

Good for the Earth

Waterlogic coolers have been shown to reduce carbon footprint by up to 55% compared to bottled water coolers.*

Bottleless water coolers reduce plastic bottle contribution to landfills.

*PHS Waterlogic 2012. www.phswaterlogic.co.uk/carbonreductionlabel.aspx



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825
916.929.8380 FAX: 916.929.1773
nepenthe@fsresidential.com

June 14, 2016

Dear Vendor:

Nepenthe Association is seeking proposals for re-surfacing three tennis centers throughout the community. In addition to your not to exceed price for the work, please submit the following:

- ◆ A copy of your certificate of insurance.
- ◆ Your contractor's license.
- ◆ List of references.
- ◆ Your tax identification number.
- ◆ A history of your company.
- ◆ A list of the services you offer.

Nepenthe Association is managed by FirstService Residential. To provide services to an association managed by FirstService Residential, contractors will need to be certified through BCS (Business Credentialing Service). You can learn more about this process here:

<https://www.bcscoi.com/fsresidential/ca>.

Please provide three firm, fixed price quotes for services as described herein- one for EACH tennis center. Submit your proposal and the requested information via email no later than **noon on Friday, June 30, 2016**. Proposals not received by the deadline cannot be considered. Should you have any questions, or need additional information, please feel free to contact me at (916) 929-8380 (office) or (916) 257-4650 (mobile).

VENDOR WALK

A job walk will be held **Monday, June 20th at 2:00 PM** at 1131 Commons Drive, Sacramento, CA 95825. All bidders are required to tour the three tennis centers. Proposals from bidders not touring the centers will not be accepted.

GENERAL REQUIREMENTS

Work will take place Monday through Friday only and no work may commence before 8:00 am. Care must be taken to prevent damage to landscaping, sprinklers, underground utilities, and buildings. Workers will be uniformed and conduct themselves in a professional, workmanlike manner. No radios or smoking is permitted on Nepenthe job sites. Contractor shall clean up any debris or spills resulting from the work.

Contractor to post signs at least 48 hours in advance, at tennis courts informing residents the date that the courts will be closed. Contractor shall take all necessary precautions to protect the public including staff to keep all facility users away from contractor trucks and equipment and provide all traffic control required to perform the work.



NEPENTHE ASSOCIATION

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nepenthe@fsresidential.com

Brand Designations and “Or Equal” Substitutions: Any specification designating a material, product, thing, or service by specific brand or trade name, followed by the words “or equal,” is intended only to indicate quality and type of item desired, and bidders may request use of any equal material, product, thing, or service. All data substantiating the proposed substitute as an “equal” item must be submitted with a written request for substitution. Substitutions without prior approval by the Association will not be allowed.

Contractor shall warrant the completed resurfacing to be free of significant defects in workmanship and material for a period of one year from date of completion of the work.

SCOPE OF SERVICES

AREA 1 (Clubhouse), total dimensions 120' x 236':

1. **NET POST REPAIR:** Saw cut and remove one (1) net post. Replace with new net post in concrete.
2. Fill approximately 720 linear feet of ¼" - ½" wide cracks with Deco Crack Filler or equal. Any proposed alternative crack repair technique including the use of geotextile fabric proposed by the successful bidder must be approved by the Association prior to the award of a contract.
3. Remove all misc. dirt. Air sweep and clean areas to be re-surfaced.
4. Flood courts to identify all areas holding 1/8" of water or more for more than one hour after flooding. These areas shall be patched with acrylic patch binder. All patches will be sanded level with surrounding court.
5. Any areas raised more than ¼" in height by tree roots shall be ground down to level with surrounding court.
6. Apply a minimum of two coats of Deco Color MP Classic Forest Green and Classic Blue or equal mixed with 600 lbs. of #60 mesh sand to approximately 28,800 sq. ft. in four (4) tennis court areas (courts are adjoining). Bidders are allowed to suggest alternative sand application rates, which must be approved by the Association prior to the award of the contract.
7. Re-stripe two (2) tennis courts, one (1) multi-use tennis / pickleball court and two (2) pickleball courts. Successful bidder shall consult with the Association regarding colors of lines for re-stripping prior to completing this portion of the work. This requirement applies to all three tennis centers.
8. Supply and set four (4) net posts for permanent pickleball courts in concrete.

AREA 2 (Commons Dr.), total dimensions 120' x 118':

1. Fill approximately 60 linear feet of ¼" wide cracks with Deco Crack Filler or equal. Any proposed alternative crack repair technique including the use of geotextile fabric proposed by the successful bidder must be approved by the Association prior to the award of the contract.
2. Remove all misc. dirt. Air sweep and clean areas to be re-surfaced.
3. Flood courts to identify all areas holding 1/8" of water or more for more than one hour after flooding. These areas shall be patched with acrylic patch binder. All patches will be sanded level with surrounding court.



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825
916.929.8380 FAX: 916.929.1773
nepenthe@fsresidential.com

4. Any areas raised more than ¼" in height by tree roots shall be ground down to level with surrounding court.
5. Apply a minimum of two coats of Deco Color MP Classic Forest Green and Classic Blue or equal mixed with 300 lbs. of #60 mesh sand to approximately 14,400 sq. ft. in two (2) tennis court areas (courts are adjoining). Bidders are allowed to suggest alternative sand application rates which must be approved by the Association prior to the award of the contract.
6. Re-stripe two (2) tennis courts.

AREA 3 (Elmhurst Dr.), total dimensions 120' x 118':

1. Fill approximately 40 linear feet of ¼" wide cracks with Deco Crack Filler or equal. Any alternative crack repair technique including the use of geotextile fabric proposed by the successful bidder must be approved by the Association prior to the award of the contract.
2. Remove all misc. dirt. Air sweep and clean areas to be re-surfaced.
3. Flood courts to identify all areas holding 1/8" of water or more for more than one hour after flooding. These areas shall be patched with acrylic patch binder. All patches will be sanded level with surrounding court.
4. Any areas raised more than ¼" in height by tree roots shall be ground down to level with surrounding court.
5. Apply a minimum of two coats of Deco Color MP Classic Forest Green and Classic Blue or equal mixed with 300 lbs. of #60 mesh sand to approximately 14,400 sq. ft. in two (2) tennis court areas (courts are adjoining). Bidders are allowed to suggest alternative sand application rates which must be approved by the Association prior to the award of the contract.
6. Re-stripe two (2) tennis courts.

SCHEDULE, TERMS AND FEES

Schedule to be determined after proposal is accepted. **Please provide three firm, fixed price quotes for services as described herein- one for EACH tennis center**, as well as hourly rates and charges for any additional work that may be authorized, along with your payment terms.

Thank you for your interest in providing services to Nepenthe.

Sincerely,

Bettsi Ledesma
General Manager



Proposal # 16 MR 1705

Lic.#863765

Submitted To:
Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825
Attention: Bettsi Ledesma

Date: 06/27/16

Cell: 916-929-8380

Email: bettsi.ledesma@fsresidential.com

Job Location: 1131 Commons Drive, Sacramento, CA 95825

We Hereby Submit Specifications and Estimate For Multiple Move-In Day(s), Weekday

ITEM 1 – TENNIS COURT RESURFACING: 6 COURTS: \$29,052.00

- All Material and labor needed to:
- Resurface 6 tennis courts
- 1. Fill all major cracks with nova crack patch. Please note item#8 on the back of contract. 400lf
- 2. Apply two coats of acrylic tennis court color coating to center playing areas.
- 3. Apply two coats of acrylic tennis court color coating to outside field areas.
- 4. Resripe six courts to official court layout.

ALL MATERIAL AND LABOR NEEDED TO:

4 courts at Clubhouse!

1. Flood courts, mark & fix low spots with sanded acrylic (any hot mixed asphalt needed will be performed by others)
2. Install 2 new sets of pickle ball net posts/sleeves/center strap anchors.
3. Fill all major cracks with "nova" crack patch. Please note item #8 on the back of contract.720 lf.
4. Apply two coats of "acrylic" tennis court color coating to center playing areas.
5. Apply two coats of "acrylic" tennis court color coating to outside field areas.
6. Re stripe two tennis courts with added pickle ball striping in blue & pickle ball courts to official court layout.

Sub-total 1-6 TOTAL: \$17,244.00

Resurface 2 tennis courts at location 2

7. Fill all major cracks with "nova" crack patch. Please note item #8 on the back of contract.60lf.

P.O. Box 4187 ■ Auburn, CA 95604

Office (916) 641-PAVE ■ Email: mattrose.norcal@hotmail.com ■ Fax (916) 773-7051

8. Apply two coats of acrylic tennis court color coating to center playing areas.

9. Apply two coats of "acrylic" tennis court color coating to outside field areas.

10. Re Stripe two courts to official court layout.

TOTAL 7-10 TOTAL: \$9,684.00

Resurface 2 tennis courts at location 3

11. Fill all major cracks with "nova" crack patch please note item #8 on the back of contract 40.If

12. Apply two coats of acrylic tennis court color coating to center playing areas.

13. Apply two coats of acrylic tennis court color coating to outside field areas.

14. Re stripe two courts to official court layout.

TOTAL 11-14 TOTAL: \$9,684.00

NOT INCLUDED BASE COAT \$1,640.00 per coat (BASE COAT)

Multiple Move-In Days, Weekdays

Nor Cal Asphalt Paving & Maintenance, Inc. Will Furnish Material, Equipment and Labor Complete In Accordance With Above Specifications For The Sums Noted Above.

Exclusions: Cracks (cracks may reappear due to shifting/movement of the sub-grade/earth), bonds, permits, irrigation, landscaping, and weekend work, and any scope of work not explicitly itemized above.

***DISCLAIMER – CRACKS IN PAVEMENT:** Cracks in asphalt and concrete are not uniform in width or depth. They also are not created by identical factors nor are they repaired in the same way. Earth movement, tree roots, moisture in the base below the asphalt/concrete, bad soil, and poor compaction are just some of the causes and sources of cracks. Many times a permanent solution to repairing cracks is too costly. We warrant/guarantee the quality of the workmanship and material of our Crack-filling services – however, we cannot guarantee that cracks will not occur or recur due to the factors noted above. Again, we do not guarantee or warrant crack repairs beyond workmanship and materials.

Note: Unstable oil prices directly affect the price of asphalt and seal coat. As such, at the time of services, the "Total Price" of this Proposal will be increased ONLY by any actual increase in the per-ton price for asphalt and per-gallon cost for seal coat quoted to Nor Cal Asphalt Paving & Maintenance, Inc. and used in calculating this Proposal. Please call to confirm prices before signing this Proposal.

NOTE: ABOUT SEAL COAT --

ALL IRRIGATION/SPRINKLERS MUST BE TURNED OFF FOR 24 HOURS BEFORE AND UP TO 24 HOURS AFTER THE APPLICATION OF SEAL COAT MATERIAL. WATER ON THE SURFACE WILL DELAY OR POSTPONE THE APPLICATION OF THE SEAL COAT MATERIAL AND AN ADDITIONAL MOVE-IN FEE WILL APPLY.

IN SUCH AN EVENT, THE **EMERGENCY CONTACT INFORMATION FOR:**

SITE MAINTENANCE, Campus Commons:

CONTACT NAME: _____; CELL #: (____) _____

POWER STEERING MARKS AND TIRE TRACKING WILL APPEAR UPON DRIVING ON NEWLY APPLIED SEAL COAT. THIS IS A NORMAL OCCURRENCE AND THE MARKS WILL DISSAPPEAR AS THE SEAL COAT MATERIAL CONTINUES TO CURE FOR THE FIRST 24 TO 48 HOURS AFTER ITS APPLICATION.

Note: Seal Coat is a surface treatment only and will not repair or preserve damaged and distressed pavement. The presence of cracks and surface imperfections will still be apparent after seal coating is completed.

Note: **Nor Cal Asphalt Paving & Maintenance, Inc. to supply all cones, delineators, caution tape and traffic control as needed. Employees and customers are to be advised to not cross any barriers for any reason whatsoever until such barriers are completely removed. Nor Cal Asphalt Paving & Maintenance will not be held responsible for the cleaning of any tracking of tack oil, asphalt oils/residue, seal coat and pavement marking materials onto any walkway surfaces including concrete, tile, carpet, etc. by anyone other than our employees.**

ADA Upgrades/Improvements: As agreed-upon w/authorizing agent/client, this estimate does NOT provide any upgrades or improvements for ADA parking areas, ramps, paths-of-travel or signage. Any upgrades/improvements must be made through a specific request by the authorizing agent.

Terms Of Payment: Payment is due on Completion

All work and material will be performed as specified herein. Any alteration or deviation from the above specifications will result in additional charges over above this agreement. No Guarantee on cracks, vegetation or oil spot reoccurrence.

Note: Nor-Cal Asphalt Paving & Maintenance, Inc Reserves the right to withdraw this proposal if not accepted within (30) days.

Acceptance Of Proposal.

The above prices, specifications and conditions are satisfactory and are hereby accepted. Nor-Cal Asphalt Paving & Maintenance, Inc. is authorized to do the work as specified. Acceptance indicates that funds are available for this work and Nor - Cal Asphalt Paving & Maintenance, Inc will be paid as outlined within this proposal. Acceptance represents that the signatory has read, understands and agrees to this entire document, including the attached addendum.

Please sign proposal & addendum. Return copies for scheduling.

Date _____ **Signature/Title** _____

Prepared By:

Matt Rose
Estimator, Nor Cal Asphalt Paving & Maintenance, Inc.

Proposal # 16 MR 1705

Job Title/Location: Nepenthe Association 1131 Commons Drive, Sacramento, CA 95825

Page 4

Telephone/Cell: 916.417.6951

Email: mattrose.norcal@hotmail.com

ADDENDUM TO PROPOSAL

Section I – Terms of Payment

Payment in full is due and payable within 30 days of completion date, in accordance with sections 3097, 3098 and 3111 of the California Civil Code, payment not rendered in full for labor, services, equipment or materials furnished, or to be furnished, will be subject to a Mechanic’s Lien on the relevant property. If a Mechanic’s Lien is placed against the relevant property for non-payment within 30 days, an additional \$500.00 fee for time and expenses will be charged and paid in full before the mechanic’s lien is released. Any balance over thirty (30) days past due shall bear the interest at the rate of 1.5% per month or the highest applicable rate allowed by law. If any judicial action is required to enforce any terms of this agreement, the prevailing party shall be entitled to reasonable attorney’s fees.

Section II – Client Obligations Prior to Commencement of Work

Notifications to employees and tenants regarding work dates are the client’s responsibility. Items deemed to be obstructing or impeding necessary work, such as cars, garbage bins, trailers, shrubs, weeds, etc. should be removed prior to scheduled work date. If heavy dirt, mud or debris is present, an extra cleaning charge will be paid by owner. Towing service is to be provided by the client in the event vehicles need to be towed to complete work. Towing costs will be paid by the client. In the event that **Nor Cal Asphalt Paving & Maintenance, Inc.**’s work is interrupted due to any of the abovementioned obstructions, a one thousand dollar (\$1,000.00) minimum return charge, plus related labor fees will be due for each additional move in. Return charges are payable in accordance with the terms outlined in Section 1 of the addendum. Prior to any excavation, all underground utilities located on the jobsite shall be clearly marked by USA and is the responsibility of the client. **Nor Cal Asphalt Paving & Maintenance, Inc.** is entitled to be paid for extra work, with a change order signed on the jobsite, due to unusual or unanticipated ground conditions (wet sub grade, fill rock, ground water, etc.). Automatic sprinklers for landscaped areas should be turned off at least twenty four (24) hours before work is scheduled to commence. Sprinklers are to remain off during completion of such work and twenty four (24) hours after work is completed.

Section III – Cancellation Policy

There will be a minimum charge of \$1,000.00 for any job cancelled by client with less than 48 hours notice of scheduled work. **Nor Cal Asphalt Paving & Maintenance, Inc.** has the right to withdraw this proposal at any time due to natural causes, availability of products, labor strikes, material increases, etc. Any work requested by owner or their representative to be performed in inclement or unstable weather conditions will create additional costs and the client must sign a “cold weather no guarantee waiver” for work.

Section IV – Force Majored

Neither party shall be liable to the other for failure or delay in the performance of a required obligation if such failure or delay is caused by riot, fire, flood, explosion, earthquake or other natural disaster, the carelessness of others or similar cause beyond such party’s control.

Section V – Guarantees and Warranties

All material is guaranteed to be as specified in proposal. **Nor Cal Asphalt Paving & Maintenance, Inc.** will complete all work in a professional and timely manner. Every attempt will be made to correct and improve any existing drainage problems; however **no guarantees** are made herein. **No guarantees** on cracks or vegetation reoccurrence due to expansion of the cracks do to the change of temperature. We recommend a petromat overlay if there are many cracks or crack seal every year. **No guarantees** seal coating will adhere to existing oil spots. Some cracking in seal coat may occur on new asphalt if sealed within 30 days. **Nor Cal Asphalt Paving & Maintenance, Inc.** is not responsible for ADA upgrades or layout, unless specified in this proposal. **Nor Cal Asphalt Paving & Maintenance, Inc.** reserves the right to enter and re-enter the proposed jobsite until paid in full. All products are considered to be the property of **Nor Cal Asphalt Paving & Maintenance, Inc.** until final payment is received in full. Bonds, permits, engineering fees, etc. are not included in the proposal amount and are the responsibility of the client. Client is to carry fire, tornado and all other necessary insurance. **Nor Cal Asphalt Paving & Maintenance, Inc.** has the right to subcontract any or all work on this proposal to the companies of their choice. Item’s not included in this proposal cannot be assumed by client owner or representative of owner or **Nor Cal Asphalt Paving & Maintenance, Inc.**

Section VI – Effective Date

The effective date of this agreement shall be the date set forth below. This agreement shall not be deemed effective and accepted until signed by the client.

Date of Acceptance _____

Signature/Title _____

Printed Name _____

Proposal # 16 MR 1705

Job Title/Location: Nepenthe Association 1131 Commons Drive, Sacramento, CA 95825

Page 5

INFORMATION REQUIRED PRIOR TO SCHEDULING PROJECT:

OWNER OF PROPERTY

NAME OF OWNER (First and Last):

(PRINT)

ADDRESS OF OWNER:

(PRINT)

PHONE NUMBER: _____

Please Scan/Email or Fax this form along with the signed Proposal and Addendum To Proposal to have project scheduled.