

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
April 6, 2016 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

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

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

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

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

OPEN SESSION AGENDA

I. CALL TO ORDER

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

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 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. **Architectural Review Committee** **Pages 7 - 9**
- b. **Election Committee**
- c. **Finance Committee** **Page 10**
- d. **Grounds Committee**..... **Pages 11 - 13**

- e. Insurance, Legal and Safety CommitteePages 14 - 15
- f. Nominating Committee: Slate of Candidates.....Pages 16 - 21
- g. Outreach CommitteePages 22 - 23

IV. MANAGEMENT REPORTS

- a. Operations ReportPages 24 - 26
- b. Master Calendar ReportPages 27 - 28

V. HOMEOWNER CORRESPONDENCE.....Pages 29 - 37

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 March 2, 2016 Open SessionPages 38 - 41**
Proposed Resolution: The Open Session minutes dated March 2, 2016 are approved as presented.

- b. **Financial Statement: February 2016.....Separate Packet**
Proposed Resolution: The Board accepts the February 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$59,332 and reserve funding of \$329,926 compared to the reserve funding budget of \$327,532. The reserves are funded through February 2016. The Association has \$326,463 in operating funds, which represents 1.2 months of budgeted expenses and reserve contributions. The Association has \$5,042,916 in reserve funds.

c. Accept 2015 Financial Review from CPA Paula HegnerPages 42 - 55

Proposed Resolution: The Board accepts the 2015 Annual Financial Review and directs management to mail the review to all owners as required by California Civil Code Section 5305.

d. Applications for Committee Membership

Proposed Resolution: The Board appoints Jim King, Joan Trotta, John Donovan and Joan Haradon to the Ad Hoc University Lots Committee. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.

e. Lien Resolution:Page 56

Per the enclosed Resolution dated March 14, 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	\$849.00
2479-03	\$914.00
2378-02	\$1,354.00

f. Architectural ApplicationsPages 57 - 63

The Architectural Review Committee met on March 14, 2016 to review the enclosed applications.

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

<i>Address</i>	<i>Application for</i>	<i>Decision</i>
603 Dunbarton Circle	Solar panels	Approved
2270 Swarthmore Drive	Window Replacement	Approved
31 Adelphi Court	HVAC Replacement	Approved
322 Elmhurst Circle	HVAC Replacement	Approved
1428 Commons Drive	HVAC Replacement	Approved
504 Dunbarton Circle	Skylights	Approved
2261 Swarthmore	Trellis	Denied

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. Permanent Pickleball Courts.....Pages 64 - 65

The Board is considering the permanent conversion of two tennis courts into four pickleball courts. The courts being considered are at the main clubhouse and are the ones located next to the pool deck. A diagram and photo are enclosed on page 64. This item was discussed at the March 2nd Board meeting.

As the courts are due for resealing, the cost to convert will be minimal- Approximately \$400 to \$500 for the posts for the nets and an extra \$200 to \$300 for each court for the striping. At last month’s meeting, it was agreed to solicit member opinions in the newsletter. The sole communication received is enclosed in the Board packet.

Action Required: Board resolution.

Proposed Resolution: The Board approves the conversion of the two tennis courts closest to the pool deck into four permanent pickleball courts. Said work to be done during the regular resealing of the tennis courts in June.

IX. NEW BUSINESS

a. Tree Removal Proposal Pages 66 - 68

Management has obtained a bid for the removal of eight trees in the community;

- Privet Tree #314 at 1045 Commons
- Alder Tree #405 at 2261 Swarthmore
- Plum Tree #411 at 2265 Swarthmore
- Redwood Tree #694 at 1109 Dunbarton
- Birch Tree #889 at 1329 Commons
- Acacia Tree #1071 at 1431 Commons
- Willow Tree #1735 at 722 Elmhurst
- Liquidambar Tree #622 at 1182 Vanderbilt

These trees were noted to be in decline of health. The arborist was consulted and recommended removal. The trees were posted for removal on or about March 17th.

Action Required: No action at this time. Management will post the list in the newsletter. Board will consider removal at the next meeting on May 4th.

b. Seal Coat Proposals.....Pages 69 - 76

Management prepared a comprehensive scope of work and sent it to qualified seal coat contractors for the purpose of obtaining bids for seal coating. The Scope of Work and the basic bids are in the Board packet. Supplemental materials from each vendor are available from management.

Action Required: Board Resolution

Proposed Resolution: The Board approves the bid from _____ in the amount of \$_____ to be paid from Reserves which has a 2016 allocation of \$82,125, subject to contract negotiation.

c. Phase III Siding and Fencing Inspection Report

James E. Williams has completed siding inspections for Phase III. Digital copies of the inspection report have been provided to the Board of Directors and a copy is available for viewing at the management table.

Action: The Board accepts the report and directs Management to obtain bid(s) for siding repairs to be reviewed at the May 4th meeting of the Board.

d. Research of Funding Resources for Landscape Lighting Renovation

Action: The Board directs Management to research funding resources such as grants or rebates for the renovation of the pole lights in the common area.

e. Aging In Community.....Pages 77 - 90

Two Board members and the management team attended an educational seminar on this topic. It was agreed to put this on the agenda as a discussion item. What response should the community provide when a resident is having difficulty coping with the challenges of aging and is no longer able to participate in the active adult lifestyle? The printed version of the Power Point presentation is enclosed in the Board packet for review.

Action: Discussion item only.

f. Annual Election Ballot.....Pages 91 - 95

This year there are two candidates for two open positions on the Board. The current Bylaws require an election in these circumstances. With input from the Board, Nominating and Election Committees and management, Nepenthe’s legal counsel has prepared a ballot to allow members to amend the Bylaws. The proposed amendment allows the Board to acclimate the candidates when there is no contested election.

Action Required: Board Resolution

Proposed Resolution: The Board accepts the ballot and introductory letter prepared by legal counsel and instructs management to mail the ballot to the homeowners no later than April 21, 2016.

g. Create Ad Hoc Committee for Purpose of Investigating Siding and Fencing Materials

The Board is interested in exploring new technologies and materials available for siding and fencing.

Action Required: Board discussion and possible resolution

Proposed Resolution: The Board appoints an ad hoc committee to evaluate siding and fencing material and report to the Board including potential costs and benefits of each option. Members of the committee to be appointed at the next open session of the Board.

X. HOMEOWNER FORUM

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- XI. NEXT MEETING:** Wednesday, May 4, 2016 at 5:30 pm in the Nepenthe clubhouse
a. Discuss Possible Agenda Items

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES
Monday, March 14, 2016 at 5:00 pm in Clubhouse

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

Present: Steve Huffman - Board liaison; Ivan Gennis, Board President; Brian Simas of Southgate Glass for Matthew Bray

A. Welcome and Opening Remarks.

B.1. Homeowner Requests Not Voted On. None.

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

1. **603 Dunbarton Circle** – Kenneth Butler – Install solar electric panel system in this 4400 model home. The contractor is Sunrun of Sacramento. Install 22 Hanwah Q-Cells: Q.Pro BFR-G4 260 panels with other equipment on all three roof faces.

The A.R.C. is required by law to accept proposed installations of roof-mounted solar electric generating systems, but is obligated to monitor that the proposed installation has no features that the committee feels should be modified. With that in mind, the ARC recommends that the BOD accept this proposed installation.

Moved by this and a previous solar electric installation, the A.R.C. has drawn up a list titled “Responsibilities of Rooftop Solar Panel Owners” that spells out a homeowner’s financial responsibilities and rules created by the homeowner’s installation penetrating the HOA’s roofing system and the HOA’s siding installation. The ARC recommends that a copy of this list be attached to the approved application and also be included as an attachment to the letter of approval that the office sends to the applicant. **Approval Recommended.**

2. **2270 Swarthmore Dr.** – Matthew Bray – Windows replacement in this 5000F model. Southgate Glass is to replace five windows using Milgard Essence Series glider dual-paned windows in “Bronze” exterior color. **Approved with Conditions:** “[Recommend approval] contingent on all windows of same configuration as the original construction [except for the living room window whose lower pane will be one un-divided tempered pane].”

3. **31 Adelphi Circle** – Paul V. Sheehan – In this 1776 model, replacement of HVAC system by Clarke & Rush with an American Standard 3-ton 15 SEER horizontal heat pump. The outdoor Silver 15 Series condenser unit will be in the same location as the current, outside the kitchen inside the fence. Application stated that all A/C wiring and ducting are to be internal to the structure and that there will be no external change to the structure. **Approval Recommended.**

4. **322 Elmhurst Circle** – Robert Benedetti – Replace HVAC system in this 2200 Model: J.R. Putnam Heating & Air is to install new furnace and heater. Install new secondary condensate line to run from pan and to exit over kitchen (garden) window. **Approved with Conditions:** “No electrical, effluent or condensate lines to be installed on the exterior of a building wall.”
5. **1428 Commons Dr.** – Joyce Poirot – Replace HVAC system in this 2200 Model: Pacific Heat & Air, Inc. is to install new 3-ton Trane High-Efficiency split-system 15.5 SEER heat pump. **Approved with Conditions:** “No electrical or effluent lines to be installed on the exterior of a building wall.”
6. **504 Dunbarton Circle** – Gary and Jean Doerrr – Install 2 Velux venting (opening) skylights in roof of this 5000 model. Gary Lunger, general contractor with GSL Contruction to install 2 Model VSE C04 Electric “Fresh Air” deck-mounted Skylights over second story bathroom and master bath. **Approved with Conditions:** “Applicant to be informed of responsibilities relative to roofing warranty’s [being voided by the penetration.]”

B.2.A. Homeowner Requests Already Approved. None.

B.3. Homeowner Requests Not Approved: None.

C. Approval of Minutes: done via email.

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

F. Old Business: none.

G. New Business:

The A.R.C. discussed solar electricity-generating panels and how the HOA cannot prevent homeowners from installing them and the problems their presence may present when the HOA seeks to maintain or replace roofing and siding. Chair Luttrell later drafted a document titled “Responsibilities of Rooftop Solar Panel Owners” that spells out a homeowner’s financial responsibilities and HOA rules that apply when the homeowner’s installation penetrates the HOA’s roofing system and the HOA’s siding installation.

The Committee decided to meet from now on at 4:30 pm on the second Monday of each month, rather than on the second Saturday, in order to better accommodate the work and travel schedules of its members.

H. Next meeting. Monday, April 10, 2016, 4:30 P.M. in the Clubhouse. The committee agreed to move the hour of the meeting. The next A.R.C. preparation meeting, if necessary, is scheduled for Monday, April 3, 2016, 4:30 P.M. in the Clubhouse.

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

Responsibilities of Rooftop Solar Panel Owners

1. The building owner shall be aware that penetrations of the roofing for the new solar panel installation or re-installation compromises the warranty for the roofing and that they will be responsible for the cost of any damage to the building's structure and interior due to leakage caused by said penetrations.
2. The building owner will be responsible for additional costs related to the removal and replacement of the solar panel system that will be required for future roofing replacements or repairs.
3. The building owner will be responsible for additional costs related to the removal of rooftop debris, whether during regular rooftop cleaning by the HOA or for special cleaning required to clear debris that has collected under or around the panels.
4. No wires or conduits are to be installed on the exterior of outside building walls.
5. The contractor is required to submit for a building permit from the City Building Department for such installations.

Nepenthe Homeowners Association

Finance Committee

Minutes of March 28, 2016

Attendees: Ken Butler, Chair; Joan Haradon, member; John Baker, Member; Will Vizzard, HOA Board Member; Ivan Gennis, Chair, HOA Board Member.

1. Approved Minutes of February 22, 2016
2. Next meeting is scheduled for Monday, April 25, 2016, 3:00 pm.
3. February Financial Report. No discussion, report not available.
4. Request preliminary meeting schedule with Browning re: Reserve Study 2016. Committee Members would like to attend.
5. Recommend that HOA Board identify a strategy for homeowner outreach to
(1) educate residents regarding 2017 Budget process (2) City water meter installation.

**NEPENTHE ASSOCIATION
GROUNDS COMMITTEE MEETING
March 10, 2016 3:00 PM**

Dunbarton Cabana | 150 Dunbarton Circle | Sacramento, CA 95825

MINUTES

Attendees:

Pam Livingston, Don Landsittel, Bettsi Ledesma (General Manager), Elsa Morrison, Steve Harris, Ivan Gennis (Board President), Grace Long, Diane Luttrell, Kathy Waugh, Pam Sechrist, Pam Zanze (Board Liaison), George Procida (GP Landscape), Marty Henderson, Diane Mortimore

Absent: Bob Emslie, Cheryl Summers, Diana Vizzard, Liza Tafoya,

Guests: Karen Lowrey, Marcia Britton-Gray (Board Secretary) (arrived at 3:45PM)

Handouts:

- Grounds Committee, 3/10/16 membership list for member confirmation of contact information. All present confirmed information as correct. Pam Zanze added 901 Dunbarton Circle, 649-1376 (?)
- Proposed Tree Planting Sites – 2016. (These are proposed tree sites submitted by Grounds Committee members.)
- Announcement for “Water Wise Nepenthe” Expo April 2nd,

I. Meeting called to order at ~3:05 by Pam Livingston

II. Home Owners Requests -- none

III. Irrigation Report – Marty Henderson and George Procida

- a. Final report, for Ivan Gennis’ review, is in typing. After Ivan’s approval report will be submitted as application for Sacramento City Grant. The full process for final approval is multi-stepped with funding/payment received AFTER the work is completed.
- b. Squirrels are chewing on exposed Netafin irrigation piping causing leaks. Netafin should all be covered as squirrels do not dig for the buried piping.

IV. Grounds Report – George Procida

- a. General clean-up – continuing
- b. Hard trimming –
 - i. Continuing slowly – requests to complete faster
 - ii. Should “hard pruning” be done as it is currently? See Other Discussions and Motions.

V. General Manager --Bettsi Ledesma Report

- a. Grounds crew appreciation luncheon was very successful and much appreciated by GP Landscape employees.
- b. Water Wise Nepenthe scheduled for April 2, 2016 at 10:00AM to 12:00 noon – demonstrations and discussions – all Nepenthe are welcome

- i. Information will be available from:
 - 1. GP Landscape
 - 2. Nepenthe Grounds Committee
 - 3. Instant hot water
 - 4. Sacramento City rebate information for water saving actions, e.g. "blue barrels"
 - c. Zone 1 step repairs for 1051,1053,1055, 1057, 1059 Commons all in process
 - d. Roof Cleaning – complete
 - e. Concrete work, siding and painting – continuing
 - f. Trees – Removal, Storm Damage Planting – complete
 - i. Bettsi will be inspecting trees with Grove arborists.
- VI. Home Owners Requests -- none
- VII. Other Discussions:
- a. Hard Pruning –
 - i. Pam Zanze, Board Member, argued that hard pruning of all shrubs at the same time is not what she would prefer and reports that some Owners have expressed similar opinions. Would prefer "selective pruning" of shrubs. No set pattern suggested as of this date.
 - ii. Other Meeting attendees disagreed.
 - b. Liquid Amber Trees - The complete removal of liquid amber trees over future years was brought up. The possibility for including other Campus Commons HOA was mentioned. It was reported that this issue was raised approximately three years ago.
 - i. Replacement trees would be planted as appropriate.
 - ii. Trees along Sacramento City streets would need the City's involvement.
 - c. Grounds Committee Procedures
 - i. Grounds Committee Zone Representative to keep a 3-ring binder with pictures from each Zone walk with notes including actions to be taken and completion dates. During the next Zone walk the completed project can be inspected.
 - ii. Zone Representatives to re-check work 6 months later to confirm new plantings are surviving.
- VIII. Motions –
- a. Motion by Don Landsittel, Seconded by Grace Long
 - i. Motion to continue the Hard Pruning as prescribed by earlier actions and is currently proceeding.
 - b. Motion passed unanimously
- IX. Actions –
- a. Bettsi Ledesma to report on number and location of existing Liquid Amber trees
 - b. Diana Vizzard and Don Landsittel to write up Grounds Committee Procedures.
- X. Requests for the Board of Directors -- none
- XI. Meeting adjourned ~ 4:50PM

Next Grounds Committee meeting scheduled for April 14, 2016 at 3:00PM at Dunbarton Cabana.

D.A. Landsittel
03/30/2016

ILS Team Meeting

March 8, 2016

Nepenthe Cabana

Meeting called by: Coombs

Type of meeting: Regular

Facilitator: Coombs

Note taker: Coombs

Attendees: Nancy Arndorfer, Richard Coombs, Jerry Dunn, Board Liaison Steve Huffman, Bill Olmsted

Absent: Bill Newbill

Minutes

Agenda item: Insurance Historical Report

Presenter: Dunn

Discussion: Jerry is in the process, together with Bill N., of putting together a historical premium report which will be attached to these minutes when complete.

Conclusions: Estimated date of completion 3/20/16

	Person responsible	Deadline
✓	Dunn and Newbill	3/20
✓		
✓		

Agenda item: Stair Striping

Presenter: Old Business

Discussion: ILS continues to urge the Board to complete stair marking at all locations around the Clubhouse for safety purposes.

Conclusions: This project is incomplete

Action items	Person responsible	Deadline
✓ Follow up necessary	Huffman to follow up with Board	
✓		
✓		

Agenda item: Flood Seminar 3/19

Presenter: Coombs & Olmssted

Discussion: Good progress made. Olmsted and Coombs continue to chase down presenters. Review of the Agenda reveals we need to be fluid to accommodate presenters.

Conclusions: The event is on track. Nancy has contacted Guerra who has committed to be present. Coombs has lined up OES, Fire Dept. and Utilities. Olmsted has a lead on City Police. SAFCA and AR Flood Control are otherwise occupied and will not be present.

Action items	Person responsible	Deadline
✓ Refreshments – confirm	Olmsted	3/18
✓ A/V and setup	Olmsted/Coombs	3/18
✓ Presenters	All	ASAP

Agenda item: Broken Limbs **Presenter:** Dunn

Discussion: Jerry reports a breakdown in communications addressing an unsafe broken limb he reported to the office. ILS agrees a suitable procedure is in place by management to address safety issues but it broke down in this instance. Bettsi is aware of it and has satisfactorily addressed it.

Action items	Person responsible	Deadline
✓ No follow up necessary		

Agenda item: Regular ILS Meetings **Presenter:** Coombs

Discussion: Ivan and Steve want ILS to have a regular meeting date. The Committee feels the second Tuesday of each month is suitable. It will continue to meet in the Cabana at 5:00 p.m. on those dates

Action items	Person responsible	Deadline
✓ Publish in Newsletter	Olmsted to coordinate with management.	
✓		

Other Information

Observers:

None

Resources:

None necessary

Special notes: Meeting adjourned at 6:30 pm

Minutes of Nominating Committee

Date: March 14 2016

Present: William Vizzard and Karen Lowrey

Absent: Niki Shearer

New Business:

1. Review of list of potential board candidates and current applicants. Nominate Linda Cook and Joan Haradon.
2. Review CC&Rs and Bylaws regarding elections in which number of candidates equals number of open positions.
3. Recommend the following revisions be placed on upcoming ballot:

In section 4.7 (c) of the bylaws, Uncontested Elections strike the words “does not,” change equal to equals and change exceed to exceeds, so that the section reads “where the number of candidates equals or exceeds the number of Directors to be elected, the election of Directors may be accomplished by acclamation by the Board of Directors without use of secret ballots unless prohibited by California law.

Delete section 4.6 (b), Nominations from the floor

March 29, 2016

To the Nepenthe Board of Directors:

The Nominating Committee of the Nepenthe Homeowners' Association nominates the following two candidates for the 2016 election to the Board of Directors:

- Linda Cook
1378 Commons Drive
- Joan Haradon
2257 Swarthmore Drive

These candidates are members in good standing. They each confirmed their willingness and ability to devote the time necessary to serve on the Board, their relevant experience in Nepenthe and elsewhere, and their willingness to be available to the Property Manager and Nepenthe Owners.

The Nepenthe Nominating Committee

Will Vizzard

Karen Lowrey

Nicki Shearer

My name is Linda Cook. I have resided in Nepenthe for about 10 years. The purpose of this statement is to announce my intention to be a candidate for the Nepenthe Board of Directors.



My goals as a new Director would be to ensure that Nepenthe HOA remains a financially responsible entity and serves its' residents and community. Safety and physical condition of the buildings and grounds are a high priority for me; I walk the shaded paths and trails of Nepenthe area, almost daily. I will strongly encourage the residents' active participation and engagement in the operation, management, and Board oversight for the good of our entire community. **Most**

importantly, as a Board Director I would be accessible to residents to discuss concerns and issues that affect our daily lives and welfare in this community.

My knowledge and experience in the area of community governance and participation qualify me to provide responsive leadership on the Nepenthe Board of Directors: Past President and Board Officer of the East Sacramento Improvement Association, Executive Board Society for the Blind, National Education Board Liaison for National Geographic, and Sutter Hospital IRBoard member. I have worked with City of Sacramento City Council, City Planning and Review, and City Historic Preservation. As an Educator and Administrator for more than 40 years; I was responsible for the compliance and coordination of state/federal legislation, grants and awards with annual budgets of approximately 10-30 million dollars. I have been a member and officer of professional and Educational organizations at local, state, and national levels.

As a Nepenthe resident, I regularly attend Board meetings and public information meetings. As the Chairperson of the Nepenthe Social Committee, I have initiated the successful, "Jazz at the Pool" summer concerts, as well as other social events.

I have always taken much pride in my home and community, and believe that each of us contributes to the quality of our Nepenthe community. As a Board Director, I would work to make this statement a reality for the residents of Nepenthe.

Candidate Questionnaire

The Nominating Committee is asking each candidate to answer the following questions. The responses will be provided to homeowners in the newsletter to assist them in evaluating candidates. In addition, each candidate is asked to provide a personal statement. The committee realizes that there may be some overlap between the two; however, the questionnaire assures that certain basic information is addressed for home owners. The questionnaire is voluntary. If you do not wish to fill it out, only that information will be provided to home owners.

Your name: **Linda J. Cook**

If you decline to fill out the questionnaire, mark here: _____

1. Please relate your experience with Nepenthe committees or other Nepenthe activities.
I became a member of the Outreach Committee in 2011 and served for one year. I then requested the Nepenthe Board of Directors to form a Social Committee in 2012. I have served as Chairperson of the Social Committee for 3 years; Initiated the very successful Summer Jazz at the Pool music series, planned and organized the annual Christmas parties, and assorted other holiday events and speakers of public interest. In the past year, I have served as a member of the Nepenthe HOA website development.
2. Are you able and willing to devote 4 to 8 hours a week to association business? **YES**
3. Will you provide a phone number and email address that home owners can contact? **YES**
4. Are you able and willing to serve as liaison to one or more committees? **YES**
5. Will you be able to regularly attend monthly board meetings? **YES**
6. Will you be willing to be listed on the association financial accounts and available to sign checks and authorizations? **YES**
7. Will you be willing to respond to inquiries from homeowners? **YES, by telephone or email.**
8. What are your top three priorities for Nepenthe during the next two years? **1) Financial stability, 2) Continued beautification and maintenance of our grounds/ money saving environmental improvements, 3) A safe and active community for all Nepenthe residents.**

My name is **Joan Haradon**. I bought a place in Nepenthe on June, 2014, and have been continually impressed with what a unique community resides within Campus Commons.

My goal as a new Director would be to insure that Nepenthe HOA continues to sustain the financial health necessary to develop and maintain the high quality of living that we enjoy today for the future. As a Board Director, I would encourage all residents to discuss concerns and issues as well as bring forth innovative solutions to key problems.

I retired in 2006 as a Financial Administrator for Kaiser Permanente. One of my key roles was to bring together physicians, nurses, front line staff, and managers to identify the root causes of problems and develop a more efficient process and quality experience for our patients and patient providers.

I have served on the Nepenthe HOA Financial Committee for the past year, and I initiated the formation of a new Book Club which meets once a month in the Club House.

I love living here and I want future generations to enjoy the peace and serenity I experience when I take my daily walks through the campus.

Candidate Questionnaire

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Your name: Joan Haradon

If you decline to fill out the questionnaire, mark here: _____

1. Please relate your experience with Nepenthe committees or other Nepenthe activities.

Financial Committee

2. Are you able and willing to devote 4 to 8 hours a week to association business? Yes
3. Will you provide a phone number and email address that home owners can contact? Yes
4. Are you able and willing to serve as liaison to one or more committees? Yes
5. Will you be able to regularly attend monthly board meetings? Yes
6. Will you be willing to be listed on the association financial accounts and available to sign checks and authorizations? Yes
7. Will you be willing to respond to inquiries from homeowners? Yes. I prefer email
8. What are your top three priorities for Nepenthe during the next two years?
 - Sustained financial health
 - Timely maintenance of buildings and grounds
 - Innovation solutions to long-term issues related to landscape, buildings and sewers

OUTREACH COMMITTEE MINUTES

MARCH 16, 2016

Meeting was called to order by Chairperson, Gerry Gelfund at 6:05 PM

OLD BUSINESS

Website Issues: Board Liaison, Ivan, discussed that the Board was exploring the contract for the website developer and hoping to end contractual agreement. There is a need for website accountability and updates on a regular basis. Gerry will meet with management to discuss issues. Committee members will edit and include information items in the A TO Z portion of the Nepenthe website.

Checklist for Clubhouse use: A checklist was discussed to include in the rental agreement for use of the Nepenthe Clubhouse facilities. The checklist will be submitted to the Outreach committee for discussion at the April meeting and then submitted to the Board of Directors and Management for approval.

NEW BUSINESS

Hosting duties for the upcoming forums and events:

Emergency Preparedness, March 19

Gerry Gelfund/ Pam Livingston

WaterWise, April 2

Linda Cook

Candidate Forum, April 30 discussion about the election and the necessity of the Candidate Forum will continue at the April Outreach Committee Meeting.

Cinco de Mayo Linda explained that she needed support from committee for the May 5 event. Gerry will secure two youth guitar players for event. Margarita machine has been rented via Linda. Kathleen will produce the tissue paper flowers to decorate the clubhouse. Bill will operate the Margarita machine.

White Board in Lobby: There is a plan to announce upcoming events on a large easel to be displayed in the Lobby of the Nepenthe Clubhouse. Pam has an easel that she will provide until one can be purchased.

Meeting was adjourned at 7:02 PM.

Minutes by Linda Cook

CHECKLIST FOR NEPENTHE CLUBHOUSE EVENTS AND RENTALS

- 1. Confirm date with office and website calendar**
- 2. Provide name of responsible resident/committee member for event**
- 3. Obtain information about Audio-visual equipment use**
- 4. Schedule time with management staff to understand use/operation of AV**
- 5. If skylights need to be covered, direct office to assist**
- 6. Obtain copy of setup and cleanup directions from office**
- 7. Obtain emergency number for after-hours help (Manager/Security)**

Nepenthe Association

Management Report – April 6, 2016

1 COMMUNICATION

The Nepenthe News was last published on March 4, 2016. The next newsletter will be published on April 6, 2016. Topics to be covered are:

- President's Report
- Manager's Report
- Cinco De Mayo Event
- Trees posted for possible removal
- Seal Coating Coming Soon
- Election

2 FACILITIES

The following are status updates on various facilities projects:

- Phase II Siding and Fencing Repair and Painting is in process. President Gennis has approved 3 change orders since last Board Meeting. All change orders are first inspected and recommended for approval by Facility Coordinator, Roger Work. The total amount of change orders to date is \$71,665.31.
- James E. Williams & Son, Inc. continues to complete Concrete Repairs throughout the community. This work is estimated to be completed by April 10th.
- Management conducted a bidder's walk for asphalt seal coating. Both private streets and all alleys are scheduled to receive seal coats this year. We anticipate that this major project will take place in June and will take 5-6 days to complete. Bids were received March 28th.
- The sauna in the Dunbarton Cabana is still non-operable. Management is finding difficulty locating a Certified Contractor, but will continue to work on this project.
- The pools were serviced on schedule. Service occurs three to five days each week and includes all pools and spas.
- Sparkling Clear Pool Service has ordered the Pentair filters and will be installing them this month.
- 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.
- 37 work orders were generated for Roger Work since the last meeting. 30 work orders were closed during the same period.

3 GROUNDS

Since the last Board meeting on March 2, 2016 management has conducted landscape walks on the following dates:

- 3/4/16, Zone 1, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Diane Luttrell and Grace Long, Zone Stewards.
- 3/11/16, Zone 2, Bettsi Ledesma, General Manager; George Procida, GP Landscape; Elsa Morrison and Diana Vizzard, Zone Stewards.
- 3/18/16, Zone 3, Attended by Bettsi Ledesma, General Manager; George Procida, GP Landscape; Liza Tafoya and Stephen Harris, Zone Stewards, and Pam Livingston, Grounds Chair.
- 3/25/16, Zone 4, Attended by Bettsi Ledesma, General Manager; Pete Gerauld, GP Landscape; Pam Livingston, Grounds Chair and Don Landsittel, Zone Stewart.

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.

GP has been issued 20 work orders since the last report. 13 work orders have been completed and closed during that time period.

The following trees were recommended for removal by Arborist Phil Johnson of The Grove. He has prepared a proposal for removal which is in the Board packet. The trees were posted on or about March 17th. To allow enough time for homeowner comment, management is asking the Board to postpone action until the May 4th meeting.

1. Privet Tree #314 at 1045 Commons
2. Alder Tree #405 at 2261 Swarthmore
3. Plum Tree #411 at 2265 Swarthmore
4. Redwood Tree #694 at 1109 Dunbarton
5. Birch Tree #889 at 1329 Commons
6. Acacia Tree #1071 at 1431 Commons
7. Willow Tree #1735 at 722 Elmhurst
8. Liquidambar Tree #622 at 1182 Vanderbilt

The following trees have been received from the Sacramento Tree Foundation at no cost and planted by GP Landscape:

1. Valley Oak, 1101 Commons
2. Red Maple, 1101 Commons
3. Red Maple, 2241 Swarthmore
4. Eastern Redbud, 1016 Vanderbilt
5. Japanese Snowbell, 600 Elmhurst
6. Japanese Snowbell, 602 Elmhurst
7. Eastern Redbud, 704 Elmhurst
8. Eastern Redbud, 1467 University

The following trees have been ordered from the Sacramento Tree Foundation and are on back order:

1. Gingko, 1101 Commons
2. Gingko, 1045 Commons
3. Gingko, 1043 Commons
4. Zelkova, 1066 Vanderbilt
5. Japanese Maple, 602 Elmhurst
6. Japanese Maple, 604 Elmhurst

One area discussed for possible dogwood trees is on the Vanderbilt greenbelt where dogwoods died last year near 1342 Vanderbilt. Dogwoods are no longer available through the Sacramento Tree Foundation so the Grounds Committee will discuss the next step at their meeting on April 14th.

4 FINANCIAL

February financials were quite delayed this month. I will be working with the accounting department to ensure that we are all working on the correct timeline.

The association is enjoying a positive year-to-date variance at this point in the year.

5 GOVERNANCE

- **Violations:** There were 11 violations of the governing documents cited since the last Board meeting.
 - 2 Trim Patio Trees
 - 1 Common Area Encroachment
 - 2 Improperly Parked

 - 6 Delinquent Assessments
- **Courtesy Patrol:** Since the last Board meeting, there were a total of 6 violation notices placed on vehicles in the community. There were no vehicles towed during this time.

6 PERSONNEL

I completed the Community Associations Institute Course, M-s03 Community Leadership on April 1st. After another course, I will be eligible for the AMS (Association Management Specialist) designation.

Master Calendar Report

Due Date	Item	Completed
2/26	Phase III Inspection Reports due	3/28
2/26	Publish RFP for Phase III Construction and Painting	
3/1	Election Committee organizational meeting	3/1
3/1	Pool contractor to inform management of any equipment needs for the pool season	2/1
3/2	Board Meetings: Closed 4:00 PM, Open 5:30 PM	3/2
3/3	Bidders' walk for Phase III	
3/4	Nepenthe News published	3/4
3/10	Grounds Committee meeting 3:00 PM	3/10
3/12	ARC meeting 9:00 AM	3/14
3/16	Outreach committee meeting 6:00 PM	3/16
3/18	Call Republic to order dumpsters for private street clean up event April 11-18	
3/21	Manager to mail hearing notices to delinquent owners	3/24
3/23	Board President to sign tax returns	3/16
3/24	Phase III Proposals due	Next month
3/25	Good Friday: Office closes at noon	3/25
3/28	Committee Minutes due in management office	3/29
3/28	Lock in agendas for Board meetings- 1) DQ hearings 2) Seal Coat bids 3) Phase III bids 4) Accept Annual Review by CPA 5) Slate of Candidates (need statements and photos) 6) Risk Assessment Report by agent	3/28/2016 - Risk Assessment Inspection scheduled for April
3/29	Finance Committee meeting 3:00 PM	3/28
4/1	Manager posts agenda and distributes Board packets	4/1
4/6	Board Meetings: Closed 4:00 PM, Open 5:30 PM	4/6
4/6	Record date for election	4/6
4/7	Mail Annual Review to homeowners in accordance with civil code requirements	
4/7	Manager to notify members disqualified to vote due to delinquent assessments	
4/7	Manager to post candidate statements on websites	
4/8	Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline, Private Street Clean up Event	

4/9	ARC Meeting 9:00 AM	
4/11	Private Street Clean Up Event Begins	
4/14	Grounds Committee meeting 3:00 PM	
4/30	Candidates Forum 10:00 - Noon	
4/18	Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting	
4/18	Private Street Clean Up Event ends	
4/20	Inspectors to proofread ballot materials	
4/20	Outreach committee meeting 6:00 PM	
4/21	Deadline for petitioners to nominate for Board	
4/21	Upload ballot to mail house	
4/25	Committee Minutes due in management office	
4/25	Lock in agendas for Board meetings	

March 7, 2016

Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

Attention: Board of Directors

Re: 1182 Vanderbilt Way – Tree No. 622

Ladies and Gentlemen:

I have lived at 1182 Vanderbilt Way since it was built and rarely have I requested anything unless it was absolutely necessary.

I have, however, requested for the last ten years at various times that the captioned tree be removed since a great deal of the balls have landed in my patio all year long and I have always cleaned them up. A few years back I slipped and fell and broke my wrist cleaning up balls.

The purpose of this letter is to request that since I am no longer young enough to go out and clear these balls from my property, and the driveway to enter our residences I must insist that the tree be removed. Even the mail carrier stops at my home first and has complained about the balls. The side walk in front of the tree is coming up also. I have decided at this time that if the tree is not removed this fall I intend to sue Nepenthe Association for removal of the tree, and for the enjoyment of my patio at the later stages of my life without risk to myself and guests entering my property.

I might add that I know other trees are being removed, however, I notice that they do not have their patios and walkways exposed to the danger that I have.

Yours very truly,


BARBARA J. PIERCE

██████████
Sacramento, CA 95825

BJP

Cc: Farmer's Insurance



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380 FAX: 916.929.1773

nepenthe@fsresidential.com

March 10, 2016

Ms. Barbara Pierce
[REDACTED]

Sacramento, CA 95825

Re: Tree No. 622

Dear Ms. Pierce,

I am in receipt of your letter dated March 7th. I will ensure that a copy is provided to every Board member.

Per Nepenthe's Tree Removal Policy which you and I recently discussed, a licensed arborist will inspect the tree and make a recommendation to the Board of Directors. That inspection is scheduled to take place on Tuesday, March 15th at 9:30 am. A member of Nepenthe's Insurance, Legal and Safety Committee will also be in attendance. You are most welcome to join us.

We will continue to keep you informed on the progress of your request. If you have any further questions or concerns, please let me know.

Sincerely,

Bettsi Ledesma
General Manager

Cc: Ryan DeShong, Farmer's Insurance
Nepenthe Insurance, Legal and Safety Committee

To: Nepenthe Board of Directors

Date: March 15, 2016

From: Doris Beard *DB*

Re: Removal of liquid
amber trees

I am requesting that the two liquid amber trees in front of my house be removed as soon as possible, but at least before they begin to lose leaves in the fall.

The spike balls from those trees are very dangerous and are a nuisance. Most of them fall into my patio year round, so that I am continually picking them up to prevent trees from growing all over the patio. Since the grounds workers do not come to my area daily, I have to sweep the side walk and the walkway to my front door also daily to try to prevent someone from falling on the balls. When the leaves fall, they all seem to come into my patio. It is a big chore for an old lady like me to have to rake tons of leaves every day just to be able to get from my back door to the garage.

But an even more serious problem is the tree roots that have invaded my patio. The roots lifted the pad on which the compressor of my heat pump sat causing it to sit at an angle. That put the motor off center, ruining the compressor so that I had to have a new system installed about a year and a half ago.

I will appreciate your prompt attention to this matter.

Bettsi Ledesma

From: Jeffrey Jacobs <jjacobs@jacobslawgroup.com>
Sent: Tuesday, March 29, 2016 11:38 AM
To: Bettsi Ledesma
Subject: RE: Lights 814 Elmhurst

The lighting outage affects much more than 814 Elmhurst. It extends to University Avenue and to areas of Elmhurst Circle and Dumbarton circle.

The highest priority for the association should include safety and security in common areas. Adequate lighting is essential to both. This is especially true for the association's aging population. Because of their age, vision and balance issues, many residents and their guests are especially vulnerable to falling and cannot safely walk in the darkened common areas. For some, this may mean that they are essentially trapped in their homes at night.

The association has not given this problem the attention it deserves. A dangerous condition should not be permitted to exist day after day for weeks on end. The association should be on top of this kind of problem immediately and have a goal of resolving it in hours not weeks or months.

The association is and has been entirely irresponsible in dealing with this issue.

Again, please make sure the board receives a copy of this email.

Very Truly Yours,

Jeffrey L. Jacobs

Attorney at Law

JACOBS LAW GROUP

1420 River Park Drive, Suite 100

Sacramento, California 95815

(916) 569-1600

(916) 569-1618 facsimile

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From: Bettsi Ledesma [mailto:Bettsi.Ledesma@fsresidential.com]
Sent: Monday, March 28, 2016 1:48 PM
To: Jeffrey Jacobs <jjacobs@jacobslawgroup.com>
Subject: RE: Lights 814 Elmhurst

Good afternoon, Jeffrey.

Your frustration is obvious and I want you to know that everything that can be done is being done to restore the lights to your area.

The jerry-rigged wiring you saw to the light pole was Roger's temporary fix to provide some light to the area until the permanent fix. It was not for one person's benefit, but to provide as much light as possible until the electricians could come and re-wire as needed.

The gentleman you saw here Saturday is a trencher- his only job is to prepare the trenches for the electricians to follow. Roger is in communication with River City Electric to monitor the progress of the repairs (there is another one in the 300 block of Elmhurst).

I am sorry that Kelvin wasn't able to provide you with any information that differed from what I told you in my email Thursday- that the trenching would take place over the weekend and the electricians would complete their repairs this week. Kelvin is a receptionist that works 16 hours a week- there simply isn't enough time or value to make him cognizant of every project on the property. His role is to take oversee the clubhouse on the weekends and take phone calls and walk ins and forward the information to Crystle and me for action.

I am happy to include your email in next week's Board packets. I know that the aging wiring of the landscape lighting is a major concern of theirs. One of the Board's goals for 2016 is "Research renovation or replacement of current landscape lighting." Please do let me know if I can provide further assistance.

Best regards,



Bettsi Ledesma, CMCA

General Manager

Nepenthe Association

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

Email: bettsi.ledesma@fsresidential.com

www.NepentheHOA.com

From: Jeffrey Jacobs [<mailto:jjacobs@jacobslawgroup.com>]

Sent: Monday, March 28, 2016 11:43 AM

To: Bettsi Ledesma <Bettsi.Ledesma@fsresidential.com>

Subject: RE: Lights 814 Elmhurst

I am out of patience. On Saturday, I say the lighting repair crew replacing a temporary extension cord rigged to one light fixture that had been jerry rigged to provide one member light. The crew did not know that many lights were not working. They had no plans to test the system to see if what they did worked. What responsible person would do that? It reflects a lack of interest and concern. Just going through the motions. It was apparent, even to me, that it was unlikely to resolve the problem.

I went to the Nepenthe office and told your part time manager my concerns. He told me Roger had a lot of backlogged work orders, displaying a clip board with sheets of paper full of notations. He said I could put in a work order and Roger would get to it when he does-he is very busy. Sort of a screw you approach to customer service. I was infuriated.

I don't know if Roger is incompetent or overloaded. But it is clear that his work is not getting done. But in the end, it reflects poor management by the property manager who is responsible to maintain the lighting system.

Now we have been without lights for a long time – weeks. Money was wasted this weekend, assuming it was our lighting problem that was being addressed. All I hear are promises. All I am interested in are results. I did not see any work going forward this morning.

I would like you to forward a copy of this email to the Board of Directors of the association.

Very Truly Yours,

Jeffrey L. Jacobs

Attorney at Law

JACOBS LAW GROUP

1420 River Park Drive, Suite 100

Sacramento, California 95815

(916) 569-1600

(916) 569-1618 facsimile

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From: Bettsi Ledesma [<mailto:Bettsi.Ledesma@fsresidential.com>]

Sent: Thursday, March 24, 2016 4:40 PM

To: jjacobs@jacobslawgroup.com

Cc: Crystle Rhine <Crystle.Rhine@fsresidential.com>

Subject: RE: Lights 814 Elmhurst

Hello Jeffrey,

Thank you for your patience with this issue. We received the proposal today from River City Electric and have already authorized the work. They are going to have their trenching crew out this weekend to get the work started. Here is the work to be completed:

The following electrical quotation is for repowering post light, which includes:

- 1) Trenching and backfill.
- 2) Install two in-ground junction boxes and rewire one pole light.
- 3) Install new conduit and wire from good power source to pole light.

If the trenching is completed over the weekend, they should have one of their electricians here Monday or Tuesday to complete the installation. Please let me know if we can assist you further.

Best regards,



Bettsi Ledesma, CMCA

General Manager

Nepenthe Association

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

Email: bettsi.ledesma@fsresidential.com

www.NepentheHOA.com

From: Jeffrey Jacobs [<mailto:jjacobs@jacobslawgroup.com>]

Sent: Thursday, March 24, 2016 4:00 PM

To: Crystle Rhine

Subject: Lights 814 Elmhurst

It's been a week and as of last night nothing has been done – the lights are still not working. It is dark and dangerous to walk. When will these lights be back on?

Very Truly Yours,

Jeffrey L. Jacobs

Attorney at Law

JACOBS LAW GROUP

1420 River Park Drive, Suite 100

Sacramento, California 95815

(916) 569-1600

(916) 569-1618 facsimile

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From: crystle.rhine@fsresidential.com [<mailto:crystle.rhine@fsresidential.com>]

Sent: Thursday, March 24, 2016 3:07 PM

To: jjacobs@jacobslawgroup.com

Subject: Weekly Event Updates

Nepenthe Association

C/O Onsite Nepenthe

Club - 1131 Commons Dr

Sacramento, CA 95825

Ph: 916-929-8384

Fax: 916-929-1773

March 24, 2016

1420 River Park Dr Ste 100
Sacramento CA 95815 USA

Upcoming Nepenthe Events!!!!

814 Elmhurst Cir / Customer ID #: XXXXXXXXXX

Coffee in the Clubhouse

All Nepenthe and Campus Commons residents are invited to the weekly coffee hour on Saturdays at 10:00 a.m. at the Nepenthe Clubhouse. Meet your neighbors. Share resources. Brainstorm ideas...or just visit. Help spread the word and we hope to see you there

Water Wise Nepenthe

Fun, Informational Expo

For all Campus Commons residents. Learn about new technologies for saving water in your home and patio.

Representatives from the City of Sacramento will be on hand to share useful tips and information.

ENTER TO WIN A PRIZE!!

When: April 2, 2016

@ 10:00am –12:00pm

Where: Nepenthe Clubhouse

1131 Commons Dr.

Sacramento, Ca 95825

Cinco de Mayo

Join your neighbors

for music, appetizers and

1 complementary margarita!

\$10 per person (tickets sold at the Nepenthe Office)

Where: Nepenthe Clubhouse

When: May, 5 2016 5:00pm-8:00pm

Sincerely,

Crystle Rhine
Assistant Community Manager

Click here to [Unsubscribe](#)

mc: 18986

NEPENTHE ASSOCIATION

BOARD OF DIRECTORS MEETING

March 2, 2016 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:31pm

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

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on February 3, 2016 in order to consider matters relating to personnel, member discipline, legal matters and the formation of third-party contracts.
 1. Approved Notary Services free to all Nepenthe Residents.
 2. Discussed possibilities of a new siding product.
 3. Authorized Management to send letter of official notice to terminate website contract with Jennifer Loret De Mola.
- b. **General Announcements from the Board- none**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. **Election Committee-** no report provided.
- c. **Finance Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. **Grounds Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. **Insurance, Legal and Safety Committee-** Verbal report provided at meeting
- f. **Nominating Committee-** no report provided.
- g. **Outreach Committee-** Verbal report provided at meeting. Minutes provided to Board in their packet.
- h. **Social Committee-** Verbal report provided at meeting

IV. MANAGEMENT REPORTS

- a. **Operations Report-** Manager provided report in writing to the Board. Items of note include:
 - i. Phase II Siding and Fencing Repair and Painting is in process. President Gennis has approved 2 change orders since last Board Meeting. All change orders are

first inspected and recommended for approval by Facility Coordinator, Roger Work. The total amount of change orders to date is \$58,693.35.

- ii. James E. Williams & Son, Inc. has started Concrete Repairs throughout the community. This work is estimated to be complete by March 15th.
- iii. Management conducted a bidder's walk for asphalt seal coating. Both private streets and all alleys are scheduled to receive seal coats this year. We anticipate that this major project will take place in June and will take 5-6 days to complete. Bids are due March 28th.
- iv. 43 work orders were generated for Roger Work since the last meeting. 35 work orders were closed during the same period.
- v. An irrigation pipe needed repair at 1025 Vanderbilt. This pipe was damaged by a Liquidambar with an aggressive root system. The repair was expensive at \$1,200 and required turning off the water to all residents on Elmhurst Circle for 6 hours on February 24th. There are a number of valves and backflows at this location. We are asking the Board to authorize removal of this tree to avoid more of these types of costly repairs.
- vi. GP has been issued 11 work orders since the last report. 8 work orders have been completed and closed during that time period.
- vii. There were 6 violations of the governing documents cited since the last Board meeting.
 - 1 Trim Patio Trees
 - 2 Common Area Encroachment
 - 3 Improperly Parked

b. Master Calendar Report

c. Report on Turkey Survey Results

V. **HOMEOWNER CORESPONDENCE-** Management and Board Members received several emails from Homeowners responding to the Turkey Survey.

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

VII. CONSENT CALENDAR

Motion: Director Steve Huffman

Second: Director Will Vizzard

Vote: All in Favor

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

Begin Consent Calendar

a. Approval of Minutes February 3, 2016 Open Session

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

b. Financial Statement: January 2016 Packet

Resolution: The Board accepted the January 2016 interim financial reports and bank reconciliations as presented, subject to annual review. The report reflects a positive year to date variance of \$\$26, 427 and reserve funding of \$164,949 compared to the reserve funding budget of \$163,766. The reserves are funded through January 2016. The Association has \$292,552 in operating funds, which represents 1.1 months of budgeted expenses and reserve contributions. The Association has \$4,933,117 in reserve funds.

c. Applications for Committee Membership

Resolution: The Board appointed Diane Mortimore, Grounds Committee, Connie Henderson, Outreach Committee, M.J. Lindgren, Outreach Committee and Ken Gromacki, Outreach Committee, all members in good standing, to serve on the selected Committees. Their applications have been received and reviewed by management and all have agreed to abide by the Conflict of Interest Policy.

d. Lien Resolution:

Per the enclosed Resolution dated February 16, 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
2378-02	\$897.00

e. Architectural Applications

The Architectural Review Committee met on February 13, 2016 to review the enclosed applications. The committee recommends approval of these applications.

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

Address	Application for
700 Elmhurst Circle	Air Conditioner/Heat Pump Replacement
1406 Commons Drive	Window Replacement
1406 Commons Drive	Patio door replacement
812 Dunbarton Circle	Installation of Handrails
1000 Dunbarton Circle	Retractable Awning

End Consent Calendar

VIII. UNFINISHED BUSINESS-

a. Revision of Fines Schedule

Motion: Director Steve Huffman

Second: Director Will Vizzard

Vote: All in Favor

Resolution: In accordance with California Civil Code Section 4360 (a), the Board approved the proposed revised Fines Schedule and directs Management to distribute the rule change to the membership.

b. Appoint Ad Hoc Committee for Evaluation of Options Regarding the University Avenue Lots

Motion: Director Will Vizzard

Second: Director Steve Huffman

Vote: All in Favor

Resolution: The Board appointed Director Vizzard to chair an ad hoc committee to evaluate options for use of lot on University Ave. and report to the Board including potential costs and benefits of each option. Members of the committee to be appointed at the next open session of the Board.

IX. NEW BUSINESS

a. Urgent Tree Removal

Motion: Director Will Vizzard

Second: Director Pamela Zanze

Vote: All in Favor

Resolution: The Board approved the proposal from The Grove to remove tree #298 and #299 in front of 1127 Commons as well as tree #1984 at 100 Elmhurst, in the amount of \$3,720.00 to be paid from the reserve allocation for tree removals which has a remaining 2016 allocation of \$54,000 +/-.

b. Permanent Pickleball Courts

Action: Tabled until April 6, 2016 Board Meeting.

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

XI. NEXT MEETING: Wednesday, April 6, 2016 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURNED 6:31pm

NEPENTHE ASSOCIATION
(a California nonprofit mutual benefit corporation)

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

Year Ended December 31, 2015



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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors and Members
Nepenthe Association

I have reviewed the accompanying financial statements of Nepenthe Association, which comprise the balance sheet as of December 31, 2015, and the related statements of revenues, expenses, and changes in accumulated excess of revenues over expenses, comprehensive income, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Association management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Accountant's Conclusion on the Financial Statements

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The supplementary information included in the Schedule of Operating Fund Revenues and Expenses - Budget and Actual on page 11 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information (except for the budget information, which I have not audited or reviewed and, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on it) and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the information and, accordingly, do not express an opinion on it.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information about future major repairs and replacements of common property be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have not audited, reviewed, or compiled the required supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on it.

Paula E. Hegner

Folsom, California

February 27, 2016

NEPENTHE ASSOCIATION
BALANCE SHEET
December 31, 2015

	Operating Fund	General Replacement Fund	Private Streets Replacement Fund	Total
ASSETS				
Cash, including interest bearing deposits	\$ 258,064	\$ 234,494	\$ 122,264	\$ 614,822
Marketable debt securities (Note D)	-	4,536,658	-	4,536,658
Assessments receivable, less allowance for uncollectible assessments of \$29,837	15,883	-	-	15,883
Other receivables	120	-	-	120
Prepaid taxes	179	-	-	179
Prepaid insurance	280,170	-	-	280,170
TOTAL ASSETS	<u>\$ 554,416</u>	<u>\$ 4,771,152</u>	<u>\$ 122,264</u>	<u>\$5,447,832</u>
LIABILITIES AND FUND BALANCES				
Accounts payable	\$ 5,710	\$ -	\$ -	\$ 5,710
Assessments received in advance	82,111	-	-	82,111
TOTAL LIABILITIES	87,821	-	-	87,821
FUND BALANCES				
Accumulated excess or revenues over expenses	466,595	4,815,701	122,264	5,404,560
Accumulated other comprehensive income:				
Net unrealized holding loss on investments	-	(44,549)	-	(44,549)
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 554,416</u>	<u>\$ 4,771,152</u>	<u>\$ 122,264</u>	<u>\$5,447,832</u>

See accompanying notes and independent accountant's review report.

NEPENTHE ASSOCIATION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN ACCUMULATED
EXCESS OF REVENUES OVER EXPENSES
For the Year Ended December 31, 2015

	Operating Fund	General Replacement Fund	Private Streets Replacement Fund	Total
REVENUES				
Member assessments	\$ 1,242,912	\$ 1,872,288	\$ 20,448	\$ 3,135,648
Investment income	507	9,080	11	9,598
Late charges	2,320	-	-	2,320
Clubhouse rental	7,523	-	-	7,523
Phone commissions, net	15,113	-	-	15,113
Other income	2,432	-	-	2,432
	<u>1,270,807</u>	<u>1,881,368</u>	<u>20,459</u>	<u>3,172,634</u>
TOTAL REVENUES				
EXPENSES				
Utilities	96,889	-	-	96,889
Landscape maintenance	318,434	-	-	318,434
Swimming pool/spa	18,167	-	-	18,167
Community services/events	6,206	-	-	6,206
Common area	119,153	-	-	119,153
Government & regulation expense	15,734	-	-	15,734
Insurance	350,245	-	-	350,245
Management on-site administration	358,938	-	-	358,938
Major repairs and replacements (Note F)	-	1,312,762	-	1,312,762
	<u>1,283,766</u>	<u>1,312,762</u>	<u>-</u>	<u>2,596,528</u>
TOTAL EXPENSES				
EXCESS (DEFICIENCY) OF				
REVENUES OVER EXPENSES	(12,959)	568,606	20,459	576,106
BEGINNING ACCUMULATED EXCESS				
OF REVENUES OVER EXPENSES	<u>479,554</u>	<u>4,247,095</u>	<u>101,805</u>	<u>4,828,454</u>
ENDING ACCUMULATED EXCESS				
OF REVENUES OVER EXPENSES	<u>\$ 466,595</u>	<u>\$ 4,815,701</u>	<u>\$ 122,264</u>	<u>\$ 5,404,560</u>

See accompanying notes and independent accountant's review report.

NEPENTHE ASSOCIATION
STATEMENT OF COMPREHENSIVE INCOME
For the Year Ended December 31, 2015

	Operating Fund	General Replacement Fund	Private Streets Replacement Fund	Total
Excess (deficiency) of Revenues Over Expenses	\$ (12,959)	\$ 568,606	\$ 20,459	\$ 576,106
Other Comprehensive Income				
Unrealized holding loss on investments	-	(40,262)	-	(40,262)
TOTAL COMPREHENSIVE INCOME (LOSS)	<u>\$ (12,959)</u>	<u>\$ 528,344</u>	<u>\$ 20,459</u>	<u>\$ 535,844</u>

See accompanying notes and independent accountant's review report.

NEPENTHE ASSOCIATION
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2015

	Operating Fund	General Replacement Fund	Private Streets Replacement Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Excess of revenues over expenses	\$ (12,959)	\$ 568,606	\$ 20,459	\$ 576,106
Adjustments to reconcile excess of revenues over expenses to net cash provided by operating activities				
Amortization of premium on CDs	-	725	-	725
Discount accretion on CDs	-	(60)	-	(60)
Loss on sale of investments	-	2,513	-	2,513
(Increase) decrease in:				
Assessments receivable	(4,505)	-	-	(4,505)
Other receivables	91	-	-	91
Prepaid taxes	(179)	-	-	(179)
Prepaid insurance	(43,859)	-	-	(43,859)
Increase (decrease) in:				
Accounts payable	(1,712)	-	-	(1,712)
Federal and state income taxes payable	(2,071)	-	-	(2,071)
Assessments received in advance	5,413	-	-	5,413
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(59,781)	571,784	20,459	532,462
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase Certificates of Deposit	-	(5,675,865)	-	(5,675,865)
Purchase Open End Mutual Funds	-	(250,007)	-	(250,007)
Redeem Certificates of Deposit	-	1,796,200	-	1,796,200
Redeem Fixed Income Mutual Funds	-	121,787	-	121,787
NET INCREASE (DECREASE) IN CASH	(59,781)	(3,436,101)	20,459	(3,475,423)
CASH AT BEGINNING OF YEAR	317,845	3,670,595	101,805	4,090,245
CASH AT END OF YEAR	\$ 258,064	\$ 234,494	\$ 122,264	\$ 614,822
SUPPLEMENTAL DISCLOSURE				
Income taxes paid	<u>\$ 2,517</u>			

See accompanying notes and independent accountant's review report.

NOTE A - NATURE OF ORGANIZATION

Nepenthe Association (the Association) was formed on May 30, 1972 in the State of California. The Association is responsible for the operation and maintenance of the common property within the development. The development consists of 590 residential units and is located in Sacramento, California.

The Association derives its authority and responsibilities from its Declaration of Covenants, Conditions and Restrictions. An elected Board of Directors makes most policy decisions and oversees daily operations, but major decisions are referred to the general Association membership.

NOTE B - DATE OF MANAGEMENT'S REVIEW

In preparing the financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through February 27, 2016, the date that the financial statements were available to be issued.

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund Accounting

The Association's governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

Operating Fund

This fund is used to account for financial resources available for the general operations of the Association.

Replacement Fund-General Reserves

This fund is used to accumulate financial resources designated for future major repairs and replacements for the general reserves.

Replacement Fund-Private Streets Reserve

This fund is used to accumulate financial resources designated for future major repairs and replacements of the private streets.

Member Assessments

Association members are subject to monthly assessments to provide funds for the Association's operating expenses, and major repairs and replacements. Assessments receivable at the balance sheet date represent fees due from unit owners. The Association's policy is to enforce collection of assessments by retaining legal counsel and by placing liens on the properties of delinquent members. It is the opinion of the Association's Board that, in the absence of foreclosure or personal bankruptcy proceedings of the delinquent members, the Association will ultimately prevail in most instances. However, the Association has adopted the allowance for uncollectible assessments method of providing for assessments which may not be collected.

See independent accountant's review report.

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (continued)

Member Assessments

For the year ended December 31, 2015, the assessment to owners was \$440 per month and the 284 owners that reside on private streets paid an additional \$6 per month. Beginning January 1, 2016, the monthly assessment will be \$457 with no additional charge for owners residing on the private streets.

Income Taxes

Homeowners associations may be taxed either as homeowners associations or as regular corporations. For the year ended December 31, 2015, the Association was taxed as a regular corporation and filed Form 1120. As a regular corporation, membership income is exempt from taxation if certain elections are made, and the Association is taxed only on its non-membership income, such as interest earnings, at regular federal and state corporate rates. The Associations' tax returns are subject to examination by Federal taxing authorities for a period of three years from the date they are filed and for a period of four years by California taxing authorities.

Property and Equipment

Real property and common areas acquired from the developer and related improvements to such property have not been capitalized on the Association's financial statements.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Investments

The Association classifies its marketable debt securities as available for sale. Securities classified as available for sale are carried in the financial statements at fair value. Realized gains and losses, determined using the specific identification method, are included in earnings; unrealized holding gains and losses are reported in other comprehensive income.

Basis of presentation

The accompanying financial statements have been prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States of America. The accrual basis of accounting recognizes revenues when earned and expenses when incurred regardless of when cash is received or disbursed.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Association considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Cash equivalents are classified with cash on the balance sheet.

See independent accountant's review report.

NOTE D - MARKETABLE DEBT SECURITIES

Cost and fair value of marketable debt securities at December 31, 2015, are as follows:

Available for sale:	Amortized Cost	Gross Unrealized Gains	Gross Unrealized Losses	Fair Value
Certificates of Deposit	\$ 4,331,200	\$ -	\$ (42,558)	\$ 4,288,642
Open End Mutual Funds	250,007		(1,991)	248,016
Totals	\$ 4,581,207	\$ -	\$ (44,549)	\$ 4,536,658

The Certificates of Deposit mature from 2016-2023. The net unrealized loss on securities available for sale in the amount of \$44,549 has been included in other comprehensive income for the year ended December 31, 2015.

NOTE E- FAIR VALUE MEASUREMENTS

FASB ASC 820-10, defines fair value, establishes a framework for measuring fair value, and expands disclosure requirements for fair value measurements.

FASB ASC 820-10 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Inputs used to measure fair value are classified into three tiers. These tiers include: Level 1, defined as observable inputs such as quoted prices in active markets; Level 2, defined as inputs other than quoted prices in active markets that are either directly or indirectly observable; and Level 3, defined as unobservable inputs that reflect the entity's own assumptions.

The Association uses appropriate valuation techniques based on the available inputs to measure the fair value of their assets and liabilities. When available, the Association measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs are only used when Level 1 or Level 2 inputs are not available.

The following is a description of the valuation methodologies and assumptions used to estimate the fair values of assets and liabilities.

- (a) Cash and cash equivalents: The carrying amount equals fair value. All amounts, including interest bearing accounts, are subject to immediate withdrawal.
- (b) Assessments receivable, other receivables, prepaid insurance, prepaid taxes, accounts payable, assessments received in advance: The carrying values are considered equal to their fair values due to the short-term maturities of these instruments.
- (c) Certificates of deposit and open end mutual fund securities are measured at quoted market prices for identical assets (Level 1).

See independent accountant's review report.

NOTE F - REPLACEMENT FUND EXPENDITURES - Major Repairs and Replacements

The Association's replacement fund is utilized to accumulate funds for future major repairs and replacements by an allocation of the monthly assessments charged to each owner. Deductions from the fund are recorded as costs, as incurred, which are determined by the Board, to meet the objective for which the fund was established.

The following is a table of the 2015 expenditures in the replacement funds, by component:

General Reserves Component	2015 Expenditures
Roof inspections and repair	\$ 1,229
Tree removal/annual maintenance	95,356
Fencing	6,238
Pole lights	8,281
Underground utility repair	30,620
Irrigation repairs	7,917
Painting	515,713
Dunbarton interior renovation	304
Dunbarton cabana exterior renovation	80
Clubhouse interior renovation	4,633
Elmhurst cabana exterior renovation	130
Main clubhouse area	4,814
Park	9,962
Grounds	153,791
Garden	1,384
Concrete	14,313
Unit exterior	449,397
Commons tennis court	1,661
Miscellaneous	<u>6,939</u>
Total 2015 Expenditures	<u>\$ 1,312,762</u>

See independent accountant's review report.

NOTE G - FUTURE MAJOR REPAIRS AND REPLACEMENTS

The Association's governing documents require funds to be accumulated for future major repairs and replacements. An independent study was conducted by the Browning Reserve Group for the 2016 fiscal year, to estimate the remaining useful lives and the replacement costs of the common property components. The estimates were obtained from licensed contractors who inspected the property. At the time the study was conducted, the assumed long-term interest rate earned on reserve funds was 2.5% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.5% per year.

The Association is funding such major repairs and replacements over the estimated useful lives of the components based on the study's estimates of current replacement costs, considering amounts previously accumulated in the replacement fund. Actual expenditures, however, may vary from the estimated amounts and the variations may be material. Therefore, amounts accumulated in the replacement fund may not be adequate to meet future needs. If additional funds are needed, however, the Association has the right, subject to member approval, to increase regular assessments or levy special assessments, or it may delay major repairs and replacements until funds are available.

See independent accountant's review report.

NEPENTHE ASSOCIATION
SUPPLEMENTARY INFORMATION
 SCHEDULE OF OPERATING FUND REVENUES AND EXPENSES
 BUDGET AND ACTUAL
 For the Year Ended December 31, 2015

	2015	2015	Variance-
	Budget	Actual	Favorable
	(compiled)		(Unfavorable)
			(compiled)
REVENUES			
Member assessments - Operating	\$ 1,242,936	\$ 1,242,912	(24)
Interest income	-	507	507
Late charges	-	2,320	2,320
Clubhouse rental	14,400	7,523	(6,877)
Phone commissions, net	15,600	15,113	(487)
Other income	-	2,432	2,432
	<u>1,272,936</u>	<u>1,270,807</u>	<u>(2,129)</u>
EXPENSES			
Utilities	90,000	96,889	(6,889)
Landscape maintenance	321,780	318,434	3,346
Swimming pool/spa	19,200	18,167	1,033
Community services/events	5,340	6,206	(866)
Common area	148,236	119,153	29,083
Government & regulation expense	13,752	15,734	(1,982)
Insurance	344,736	350,245	(5,509)
Management on-site administration	329,892	358,938	(29,046)
	<u>1,272,936</u>	<u>1,283,766</u>	<u>(10,830)</u>
EXCESS (DEFICIENCY) OF REVENUES			
OVER EXPENSES FROM OPERATIONS	<u>\$ -</u>	<u>\$ (12,959)</u>	<u>\$ (12,959)</u>

See independent accountant's review report.

NEPENTHE ASSOCIATION
SUPPLEMENTARY INFORMATION
FUTURE MAJOR REPAIRS AND REPLACEMENTS
December 31, 2015

The Board of Directors of Nepenthe Association contracted with the Browning Reserve Group to prepare a Replacement Reserve Study for the 2016 fiscal year, to estimate the remaining useful lives and the replacement cost of the components of common property. The estimates were based on visual inspection of the components and estimated replacement costs were based on their own construction cost estimator and on the opinion of independent contractors where they felt it necessary for outside consultation.

The following table is based on the study and presents significant information about the components of common property.

Reserve Component	Current Replacement Cost	Useful Life	Remaining Life	2015 Fully Funded Balance	2016 Fully Funded Balance	2016 Line Item Contribution based on Cash Flow Method
Paving	1,680,146	3-15	1-12	521,089	682,796	140,011
Concrete	66,280	1-5	1-10	31,667	64,616	23,488
Painting: Exterior	1,904,303	1-12	0-7	1,243,830	763,192	178,169
Painting: Interior	17,896	4-10	3-9	2,296	4,707	1,965
Structural repairs	6,128,952	1-25	0-21	3,012,592	2,944,592	439,804
Roofing	18,003,832	1-30	0-25	7,380,761	8,194,387	704,819
Rehab	482,112	10-30	1-29	95,001	125,167	28,397
Pool	511,014	1-30	1-29	100,456	133,075	31,424
Spa	25,871	5-24	1-23	11,817	15,740	2,833
Recreation	40,680	5-25	0-15	19,712	15,567	3,586
Tennis court	212,762	7-21	0-14	116,928	114,243	12,012
Landscaping	1,549,678	1-25	0-13	984,642	1,113,283	263,639
Fencing	653,995	1-25	0-24	172,021	232,177	87,230
Lighting	165,400	1-20	1-18	133,040	149,455	9,880
Signage	68,900	5-25	1-19	21,630	26,208	3,889
Office equipment	6,461	3-3	2-2	2,154	4,415	1,633
Mechanical equipment	118,635	10-30	0-9	83,298	54,835	5,601
Furnishings	8,375	10-15	7-14	1,678	2,457	655
Audio/visual	20,000	15-15	1-1	18,667	20,500	986
Safety/access	7,500	10-10	9-9	750	1,538	676
Flooring	32,827	10-20	1-19	3,919	7,121	2,774
Outdoor equipment	8,000	1-1	2-2	2,667	4,100	2,022
Appliances	14,055	10-20	6-19	2,097	3,340	1,084
Miscellaneous	108,870	1-50	0-3	86,862	106,550	14,395
Reserve study	6,600	1-3	0-1	6,300	2,665	1,665
Undesignated	7,000	1-1	1-1	3,500	7,175	2,589
Total	\$ 31,850,144			\$ 14,059,374	\$ 14,793,901	\$ 1,965,226
Estimated Ending Balance				\$ 4,648,028	\$ 4,754,393	\$ 277.57
Percent Funded				33.1%	32.1%	/Lot/month@ 590

See independent accountant's review report.

NEPENTHE

March 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>
3/14/16	1959-02	\$972.35	\$849.00			
3/14/16	2479-03	\$938.57	\$914.00			
2/12/16	2378-02	\$1,547.71	\$1,354.00			

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: _____

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: KENNETH BOTLER
ADDRESS: 603 DUNBARTON CIR.
SIGNATURE: [Handwritten Signature]
DATE: 05/08/2016
PHONE: [Redacted]
ALT. PHONE: [Redacted]

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)

NOTE: Engineering Plans
are attached

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

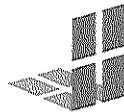
[Handwritten Signature]
ARC Chair Date 3-14-16

- 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: see attached list of owners responsibilities.

[Handwritten Signature]

Final Inspection Required: Yes No



BRIAN SIMAS
project manager

DIRECT 916.634.4388
OFFICE 916.480.0303
CELL 916.826.7500

Architectural Review Committee
HOME IMPROVEMENT APPLIC

Southgate
GLASS

Brian@SouthgateGlass.com

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

PI
HI

www.southgateglass.com
Est. 1961 • Contractors Lic. #537017

NAME: MATTHEW BRAY SIGNATURE: [Signature]
ADDRESS: 2270 SWARTHMORE DATE: 3-3-16
PHONE: [Redacted]

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 Napenthe 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 (Napenthe provides house numbers. Call the office. No exceptions)

OTHER Please describe in detail

*automatic approval from office if following Napenthe criteria

**attach completion inspection fee - certain changes require post installation inspection by Napenthe 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: 3-14-16

- 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: Contingent on all windows of same configuration as the original construction.

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: 1776

NAME PAUL V. SHEEHAN SIGNATURE [Signature]
ADDRESS 31 ADDELPHI CT. DATE 14 MAR 2016
PHONE: [Redacted]

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) SEE ATTCH
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
ALL A/C WIRING DOCTING INTERNAL, NO EXTERNAL CHANGE TO 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.

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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 3-14-16

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

COMMENTS:

Final Inspection Required: Yes [checked] No
To confirm [Signature]

Architectural Review Committee

HOME IMPROVEMENT APPLICATION

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

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

House Model Number: 2200

NAME
ADDRESS
PHONE:

ROBERT BREWSTER
332 ELMHURST

SIGNATURE
DATE

[Handwritten Signature]
3-14-16

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

(REPLACE AC + HEATER)
MOVE SECONDARY PIPE - DRAW TO CONFORM TO CODE

*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
[Checked] Approved With Conditions
Disapproved as Submitted

[Signature]
ARC Chair Date 3-14-16

- 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: No electrical, effluent or condensate lines to be installed on the exterior of a building wall. 1

Final Inspection Required: Yes [Checked] No [] To confirm 1

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: 2290

NAME: Joyce Poirot SIGNATURE: Joyce Poirot
ADDRESS: 1479 COMMONS DR. DATE: 2/29/16
PHONE: [REDACTED] 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.

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

Approved Approved With Conditions Disapproved as Submitted ARC Chair _____ Date _____

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

COMMENTS: No electrical or effluent lines to be installed the exterior of a building wall. ①

To confirm ①
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: 5500

NAME: GARY & JEAN DOERR
ADDRESS: 504 DUNBARTON CIRCLE
PHONE: [REDACTED]
SIGNATURE: [Signature]
DATE: [REDACTED]
ALT. PHONE: [REDACTED]

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

GENERAL CONTRACTOR - GARY LUNGER, G&L CONSTRUCTION
916 747-9431

*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: 3-14-16

- 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: Applicant to be informed of responsibilities relative to roofing warranty. per

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: Kathleen Wiltsa
ADDRESS: 5261 Swarthmore Dr
PHONE: [redacted]
SIGNATURE: [Signature]
DATE: 2/24/16
ALT. PHONE: [redacted]

- 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, Screen Door, Rear Patio, Garage
POOL: Patio Pool & Equipment
PATIO STRUCTURES: Trellis (Floral/Overhead)
ROOF: Chimney Caps, Gutter/Downspouts, Satellite Dishes, Skylight, Solar Energy Roof Panels, Solar Tubes

- UTILITIES: Air Cc, Gas L
WINDOWS: Garde, Exteri, Exteri, Repla windo, Interic
SMALL EX: Burgl, Hand, Mail, Mail Slot, Wire & Pipe installations, Vent Relocations, Signs

No vote by the ARC at their 2-27-16 Mtg.
One member will oppose if the trellis components are not wood or wood-replicating composite material.
She or com. should attend our 3-14-16 meeting.

OTHER Please describe in detail
Wooden Patio Cover

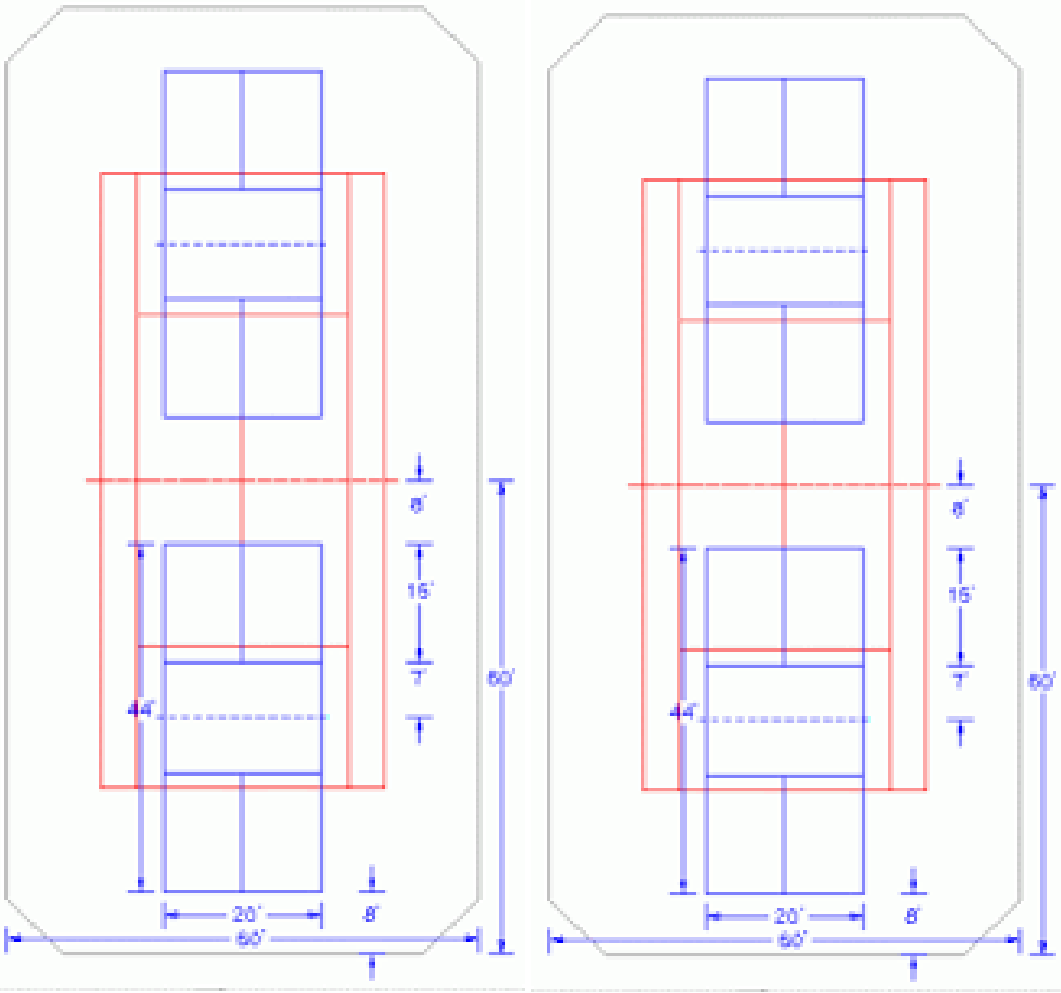
*automatic approval from office if following Nepenthe criteria
**attach completion inspection fee - certain changes require post installation inspection by Nepenthe agent. Fee is \$40.
Check must be attached.

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 [X]
ARC Chair: Ken Furtuth Date: 3-14-16

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

COMMENTS: The ARC will only approve trellises with wood on manufactured wood members. Colors to match the color on the building siding or trim, (dark).
Final Inspection Required: Yes [] No [X]



Red lines indicate current tennis courts. The Pickleball Club is asking that the tennis courts be permanently converted to pickleball courts as shown by the blue lines. The current tennis nets will be converted into ball breaks between the courts and new posts will be sunk for the pickleball nets.



Four pickleball courts.

Bettsi Ledesma

From: William Vizzard <vizzardw@gmail.com>
Sent: Saturday, March 05, 2016 9:25 AM
To: Bettsi Ledesma
Subject: FW: pickle ball

William J Vizzard

Begin forwarded message:

From: "Bill Endicott" <bendicott01@comcast.net>
Date: February 28, 2016 at 15:34:51 PST
To: "Diana Vizzard" <dianavizzard@comcast.net>
Subject: pickle ball

Diana: I don't have Will's e-mail address, so I hope you can pass this along to him for benefit of the board. He's the only board member I know. I read in the board agenda that the pickle ball players want to take over yet another tennis court at the clubhouse for pickle ball. I would suggest that converting the two courts on Commons Drive would make more sense, since they are seldom, if ever, used for tennis. I confess to finding the noise from pickle ball playing really annoying to those of us who still play tennis. Thanks. Bill

PROPOSAL

Generated uniquely for
Betsi McComb
Please sign and return to
The Grove Total Tree Care



9530 Elder Creek Road, Sacramento, CA 95829 Phone: 916-231-8733

The Nepenthe Association 2016031

Wednesday, March 16, 2016

The Nepenthe Association
Betsi McComb
1131 Commons Dr.
Sacramento, CA 95825

Estimator: Phil Johnson
(916) 919-2301
Worksite: 1131 Commons Dr.
Sacramento, CA 95825
Job Notes: Removal Proposal

#	Item	Description	Qty	Cost
	Liquidambar	Remove & Stump Grind 1182 Vanderbuild: Codominant leaders/ included bark/ poor structure	1	\$1,560.00
314	Privet	Remove & Stump Grind 1045 Commons Dr.: Tree is 1/2 dead/ confined area	1	\$420.00
405	Alder	Remove & Stump Grind 2261 Swathmore: 50% dead	1	\$600.00
411	Plum	Remove & Stump Grind 2265 Swathmore: Declinging/ overcrowded	1	\$210.00
694	Redwood	Remove & Stump Grind 1109 Dumbarton: Hardscape damage	1	\$1,250.00
889	Birch	Remove & Stump Grind 1329 Commons Dr.: Decay/ conks on trunk/ girdled root	1	\$420.00
1071	Acacia	Remove & Stump Grind 1431 Commons Dr.: Poor structure/ previous fails	1	\$840.00
1735	Willow	Remove & Stump Grind 722 Elmhurst Dr.: Diseased/ Decay/ Previously pollarded	1	\$210.00
				Subtotal: \$5,510.00
				Tax: \$0.00
				Section Total: \$5,510.00



Page 1 of 3
Our arborists are always ISA certified:
Phil Johnson Certification # WE-6558A



Subtotal: \$5,510.00

Signature

Date

Total: \$5,510.00

*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. Our workers are fully covered by Worker's Compensation and our firm covered by liability insurance.*



Page 2 of 3
Our arborists are always ISA certified:
Phil Johnson Certification # WE-6558A



Notes:

. Addendum #1 is incorporated and an enforceable part of this contract.

. **This proposal may be withdrawn by us if not accepted within 30 days.**

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

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

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

February 18, 2016

Dear Vendor:

Nepenthe Association is seeking proposals for seal coating throughout the community. The last page of this letter is a bid form for your use. In addition to the bid form, 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.

To provide services to an association managed by FirstService Residential, you 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 submit your proposal and the requested information electronically no later than noon, March 28, 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 vendor meeting/walk will be held on Tuesday, February 23, 2016 at 4:00 pm, at the Nepenthe Clubhouse at 1131 Commons Drive, Sacramento, CA.

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.

Progress payments will be made monthly based upon the quantities of work satisfactorily completed and upon submission of lien releases, less a retention of 15 percent. Final payment will be made 30 days after satisfactory completion is verified by the Nepenthe manager and upon submission of lien releases.

SCOPE OF SERVICES

Repairs, All Zones:

Use enclosed Alley List to indicate any needed repairs.

Zones 3 & 4 (Dunbarton Circle and Alleys):

Total square footage: 186,509 SF consisting of private street and alleys



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380 FAX: 916.929.1773

nepenthe@fsresidential.com

Action: One seal coat in two moves in quality climate conditions. Place barricades to remain in place for at least 24 hours. Clean the entire designated pavement surface using power blowers as required. Seal cracks ¼" and larger with Duro-Flex (or equivalent) hot applied crack filler per manufacturer's instructions. Apply a one-coat application of Western Colloid #327 (or equivalent) seal coat emulsion over entire surface. Squeegee entire coat for better adhesion. Zone 3 plus inner half of Dunbarton Circle to be completed in one move, Zone 4 plus outer half of Dunbarton Circle to be completed in one move two days after Zone 3 is seal coated.

Zones 5 & 6 (Elmhurst Circle and Alleys):

Total square footage: 167,337 SF consisting of private street and alleys

Action: One seal coat in two moves in quality climate conditions. Place barricades to remain in place for at least 24 hours. Clean the entire designated pavement surface using power blowers as required. Seal cracks ¼" and larger with Duro-Flex (or equivalent) hot applied crack filler per manufacturer's instructions. Apply a one-coat application of Western Colloid #327 (or equivalent) seal coat emulsion over entire surface. Squeegee entire coat for better adhesion. Zone 3 plus inner half of Dunbarton Circle to be completed in one move, Zone 4 plus outer half of Dunbarton Circle to be completed in one move two days after Zone 3 is seal coated.

Zones 1, 2 & 7 Alleys:

Total square footage: 165,510 SF

Action: One seal coat in quality climate conditions. Place barricades to remain in place for at least 24 hours. Clean the entire designated pavement surface using power blowers as required. Seal cracks ¼" and larger with Duro-Flex (or equivalent) hot applied crack filler per manufacturer's instructions. Apply a one-coat application of Western Colloid #327 (or equivalent) seal coat emulsion over entire surface. Squeegee entire coat for better adhesion.

SCHEDULE, TERMS AND FEES

At the bidder's walk, we will discuss the schedule, the number of moves required and the notification of residents. The consensus reached at the bidder's walk will inform your proposal. Based upon this consensus, please provide a firm, fixed price quote for services as described herein, as well as hourly rates and charges for any additional work that may be authorized, along with your payment terms.

Thank you for submitting your proposal.

Sincerely,

Bettsi Ledesma
General Manager

Enclosures: Alley map, Alley List

PAVING BIDS

Summary of all Proposals Submitted

	Action Asphalt	American Asphalt	DRYCO	JB Bostick	NorCal
Single Seal Coat	\$32,540.00	\$45,000.00	\$48,405.00	\$46,500.00	\$29,660.00
Crack fill 23,850 LF	\$7,200.00	included	included		\$9,456.00
Striping	\$600.00	included	included		included
Repairs	None noted	None noted	\$3,300.00	\$1,695.00	None noted
Total Seal Coat Bid	\$40,340.00	\$45,000.00	\$51,705.00	\$48,195.00	\$39,116.00
Number of moves	6	6	6	6	6
Hourly rate for change order repairs	TBD	\$350.00	\$500.00	TBD	TBD
License and Certificates	CA Contractor 772113	CA Contractor 439591	CA Contractor A540379	CA Contractor 669487	CA Contractor 863765
References	Available	Provided	Available	Available	Available
Insurance meets Nepenthe requirements	Yes	Yes	Yes	Yes	Yes
BCS Certification	Yes	Yes	Yes	Yes	Willing
Number of Years in Business	17	33	30	47	12
Experience with HOA's?	Yes	Yes	Yes	Yes	Yes
Number of Employees	25	9	200	40	25
Billing Increment	Net 30 upon completion	Net 30 D	Net 30 upon completion	Net 30 upon completion	Net 30 upon completion
Warranty	One year warranty	One year warranty	3 year warranty against failure due to faulty material or workmanship	Work warranted for one year	One year warranty
On-Site Storage of Materials Necessary	None noted	1 Truck and 1 Tractor	1 Tanker	None noted	No



P.O. Box 418352 Sacramento, CA 95841
 Sacramento 916-854-1881
 Auburn 530-268-0524
 Cell 916-508-2434
 Fax 530-268-9666

Bettsi Ledesma 916-929-8380 nepenthe@fsresidential.com

ATTN:

JOB LOCATION: Nepenthe Association Attn: Bettsi Ledesma
 JOB NAME: _____

DATE: March 26, 2016

PROPOSAL SUBMITTED TO: 1131 Commons Drive

ADDRESS: Sacramento, CA 95825

CITY, STATE, ZIP: _____

PROPOSAL

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:
 HOT CRACKFILL and SEALCOAT**

- 1. **HOT CRACKFILL** – Clean and fill approximately 23,850 linear ft of cracks with CRAFCO hot crackfiller. Cost: \$ 7,200.00
- 2. **SEAL COATING** – Remove all misc. dirt. Air sweep and clean area to be sealed. Clean and pretreat all oil and grease spots. Apply in **SIX (6) MOVES** Ray N Guard Pavement sealer to approximately 519,356 sq. ft. of driveway pavement surfaces. Sealer to be applied heavy at the rate of 25-30 gallons per 1,000 sq. ft. **SINGLE COAT** – Cost: \$ 32,540.00
- 3. **RE-STRIP** – 10 T-parallel lines, 14 lines, 1 handicap, 1 hatch Cost: \$ 600.00

ADDENDUM ON OTHER SIDE IS A PART OF THIS CONTRACT

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specification, for the sum of:

Thirty Nine Thousand Seven Hundred Forty Dollars

\$39,740.00

TERMS OF PAYMENT: UPON COMPLETION OF EACH ITEM

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications will become an extra charge over and above this agreement. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance.

Salesman
 Matt McCracken

Note: This proposal may be withdrawn by us if not accepted within 60 days.

NO GUARANTEE ON THE FOLLOWING: PONDING CAUSED BY ASPHALT OVERLAY, REPAIRS or NEW ASPHALT INSTALLATION; CRACKS, VEGETATION OR OIL SPOT REOCCURANCE.

ACCEPTANCE OF PROPOSAL

SIGN AND RETURN ONE COPY FOR SCHEDULING

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. It is also agreed to pay to Action Asphalt any and all reasonable attorney fees if suit is instituted to enforce any of the items of this agreement.

Authorized Signature _____

 Date of Acceptance



NEPENTHE ASSOCIATION

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

BID FORM

This bid is to furnish all supervision, labor, material, equipment and transportation required to complete the work outlined in the Alley List spreadsheets:

TOTAL BID = Seal Coating \$ 45,000⁰⁰, Repairs \$ N/A (as noted on Alley List)
Crack-fill included

Hourly rate for repair crew for change orders: \$ 350⁰⁰ per hour

By our signature below we agree to perform the work to the specifications set forth in the Request for Proposal and include them in our contract.

Company Name: American Asphalt Repair + Resurfacing, Inc.

Address: 24200 Clawiter Rd.

City, Zip: Hayward, CA 94545

Telephone: 510-723-0280

Email Address: alex@americanasphalt.com

Contractor License No.: see attached

Classification(s): see attached

Signature of Authorized Party:


Signature

03/14/2016
Date signed

Alex Christanson, Estimator
Print name & title



NEPENTHE ASSOCIATION

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

BID FORM

This bid is to furnish all supervision, labor, material, equipment and transportation required to complete the work outlined in the Alley List spreadsheets:

TOTAL BID = Seal Coating \$ 48,405, Repairs \$ ~~4,150~~ + 3,300 (as noted on Alley List)

Hourly rate for repair crew for change orders: \$ 500 per hour, labor & equipment
Materials not included.

By our signature below we agree to perform the work to the specifications set forth in the Request for Proposal and include them in our contract.

Company Name: DRYCO Construction, Inc.

Address: 4250 E. Mariposa Road

City, Zip: Stockton, CA 95215

Telephone: (916) 216-6941

Email Address: nickr@dryco.com

Contractor License No.: 540379

Classification(s): A & C-13

Signature of Authorized Party:

Nick Rutherford

3-28-16

Signature

Date signed

Nick Rutherford - Estimator/Project Manager

Print name & title



NEPENTHE ASSOCIATION

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

BID FORM

This bid is to furnish all supervision, labor, material, equipment and transportation required to complete the work outlined in the Alley List spreadsheets:

TOTAL BID = Seal Coating \$ 46,500, Repairs \$ 1,695 (as noted on Alley List)

Hourly rate for repair crew for change orders: \$ TBD Based on Actual Scope

By our signature below we agree to perform the work to the specifications set forth in the Request for Proposal and include them in our contract.

Company Name: JB Bostick Company

Address: 2175 PFE Rd., Ste. C

City, Zip: Roseville, CA 95747


Telephone: 916-773-6067

Email Address: shon@jbbostick.net

Contractor License No.: 669427

Classification(s): A

Signature of Authorized Party:


Signature

3-25-16
Date signed

Shon Garten
Print name & title



Proposal # 16 C 1632

Lic.#863765

Submitted To:

Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

Attention: Bettsi Ledesma

Date: 03/08/16

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 – SEAL COAT: \$ 29,660.00

Clean entire surface to be sealed using blowers, wire brooms and scrapers; apply one heavy coat of OverKote™ asphalt sealer to approx. 519,356 sq. ft. of parking lot and roadways. Re-walk entire area and spud off excess residue.

Six Move-In Days, Weekdays

ITEM 2 – STRIPING: N/C

Restripe per existing layout.

Move-Ins, Weekday – Concurrent with Item 1 Above

ITEM 3 – CRACK FILLER*, HOT POUR: \$9,456.00

Clean all designated cracks using forced air and wire brooms; install approx. 23,850LF of DuroFlex HOT POUR crack filler to cracks measuring ¼-inch+ in width.

Four Move-In Days, Weekdays

~~ITEM 4 – TENNIS COURT RESURFACING: 6 COURTS. \$28,900.00~~

- Clean all court surfaces using pressure washing, brooms and air sweeping;
- Crack fill cracks in playing surfaces using acrylic bond material as per manufacturer specifications;
- Apply two (2) coats of acrylic color coating to entire tennis court surface; dark green coating to inside playing surface, and red coating to outside surfaces;
- Stripe to official tennis court layout, using taped “professional court” system.

Multiple Move-In Days, Weekdays

NOTE: Materials used in resurfacing work shall be Nova Bond/Nova Coat acrylic or equivalent acrylic tennis court products.

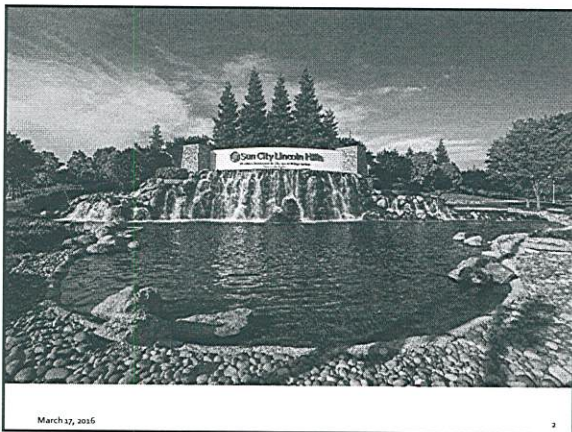
P.O. Box 4187 ■ Auburn, CA 95604

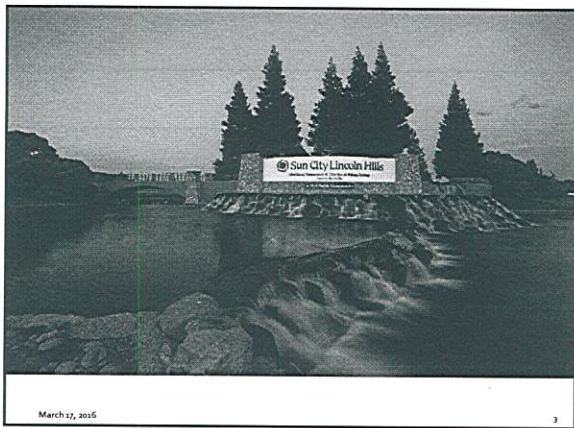
Office (916) 641-PAVE ■ Email: jesnorcal@hotmail.com ■ Fax (916) 773-7051

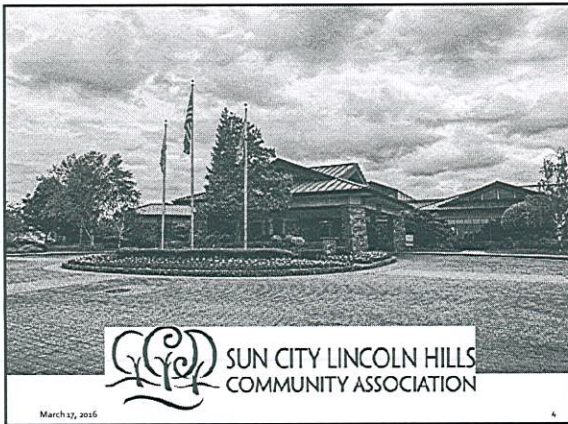
 **SUN CITY LINCOLN HILLS**
COMMUNITY ASSOCIATION

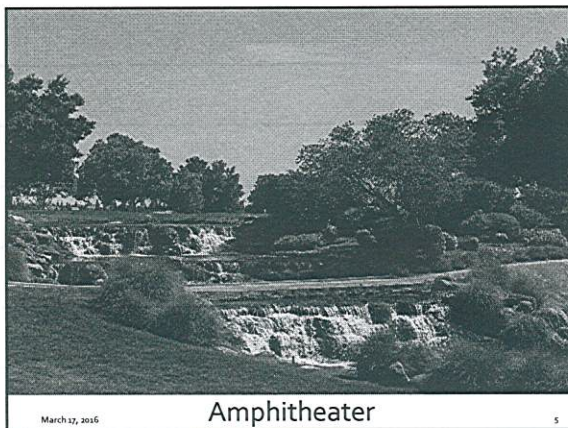
AGING IN COMMUNITY

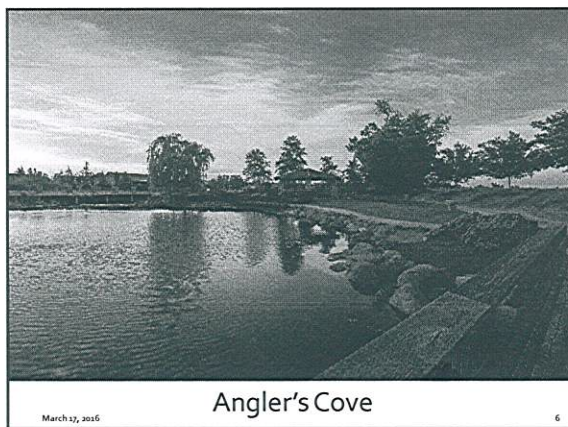
Marcia VanWagner
Community Volunteer












AGING IN PLACE

Sun City Lincoln Hills

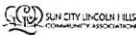
Designed, marketed, and governed as an
Active Adult Community

March 17, 2016  7

AGING IN COMMUNITY

What is an Active Adult Community?


- Age restricted to +55 Years
- Active means independent
- Strong lifestyle of activities and amenities

March 17, 2016  8

AGING IN COMMUNITY

What is a Retirement Community?


- Designed for +55 Years
- Active lifestyle
- Additional services to ease aging in place

March 17, 2016  9

AGING IN PLACE

What is a NORC?


- Naturally Occurring Retirement Community
- Designed for Active Adults
- No plan to provide services for residents who age in place but are no longer active.

March 17, 2016  30

AGING IN COMMUNITY

Who lives here now?


- 11,400 residents in 2015
- 52% of the residents here for > 10 years
- Average age is 73.5
- 22% (2500) of the residents are older than 80 years!
- Average age of NEW residents is 68.5 years

March 17, 2016  31

AGING IN COMMUNITY

Active Adults


- Go-Go
- Able to self-advocate

March 17, 2016  32

AGING IN COMMUNITY

Not-so-Active Adults


- Slo-Go
- Temporary Transitions
- May be able to self-advocate

March 17, 2016  33

AGING IN COMMUNITY

Inactive Adults


- No-Go
- Difficulty self-advocating
- Lack of physical and /or psychic energy to solve problems
- The Issue: finding help

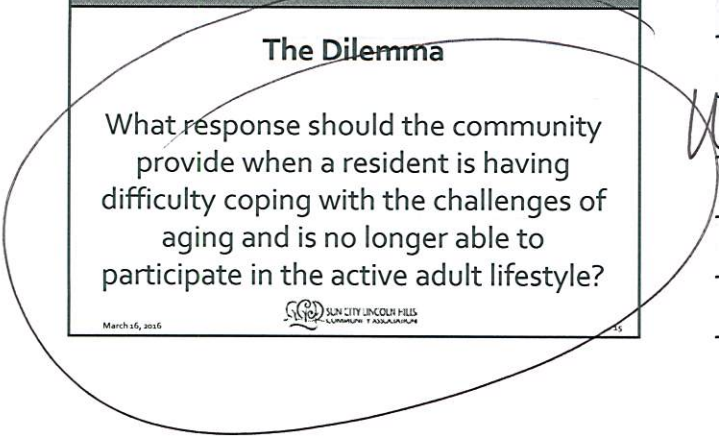
March 17, 2016  34

AGING IN COMMUNITY

The Dilemma


What response should the community provide when a resident is having difficulty coping with the challenges of aging and is no longer able to participate in the active adult lifestyle?

March 16, 2016  35



Use this verbiage on agenda

Aging in COMMUNITY is about being **PREPARED** for the *changes* in your LIFE, HEALTH & ENVIRONMENT that occur as you **GROW OLDER**




SUN CITY LINCOLN HILLS COMMUNITY ASSOCIATION

March 17, 2016 16

AGING IN COMMUNITY

What is Aging in Community?

- Creating a system of mutual support
 - Enhance wellbeing
 - Improve quality of life
 - Ability to remain in their home
- Collaboration is key
- Spend Social Capital




3/17/2016 17

AGING IN COMMUNITY

Collaborators

- Community Association
- Neighbors InDeed
- Lincoln Hills Foundation




3/17/2016 18

AGING IN COMMUNITY

Core Components


- Community Education
- Recreation; entertainment; activities
- Information and Referral Services
- Volunteer Opportunities
- Personal Advocacy

3/9/2016  19

AGING IN COMMUNITY

Community Association


- Community Education
 - Living Through Transitions™
 - Health Education Community Forums
 - Health Promotion and Disease Management

March 17, 2016  20

AGING IN COMMUNITY

Community Association


- It's the Lifestyle!
 - Entertainment
 - Continuing learning experiences
 - Recreation; Activities, Socialization

March 17, 2016  21

AGING IN COMMUNITY

Neighbors InDeed

- Community based nonprofit
- 100% volunteers
- Information and Referral Telephone Line
- Handy Helpers — *sm. maintenance help*
- Medical Equipment Loan Program


March 17, 2016  22

education program

AGING IN COMMUNITY

Lincoln Hills Foundation


- Community based nonprofit
- 100% volunteers
- Provides services/assistance to seniors through grants.

March 17, 2016  23

AGING IN COMMUNITY

Resource Connectors


- Service program of the LHF
- Assist residents with
 - Comprehensive information
 - Ethical referrals
 - Competent guidance
- Personal Advocate

3/17/2016  24

AGING IN COMMUNITY


Collaborators

- Community Association
- Neighbors InDeed
- Lincoln Hills Foundation


3/9/2016  25

AGING IN COMMUNITY

LIVING THROUGH TRANSITIONS™

3/9/2016  26


LIVING THROUGH TRANSITIONS™



3/9/2016 27


LIVING THROUGH TRANSITIONS™

- **Predictable Challenges of Aging**
 - Will my money last as long as I do?
 - What documents will protect me during incapacity?
 - How will I manage my health care?

3/9/2016  28


LIVING THROUGH TRANSITIONS™

- **Predictable Challenges of Aging**
 - What if I cannot drive? – Where will I live?
 - How will I cope with losses?
 - How can I say goodbye on my own terms?

3/9/2016  29


LIVING THROUGH TRANSITIONS™

- **Predictable Challenges to Aging**
- How to meet the challenge
- How to find and access resources

3/9/2016  30


LIVING THROUGH TRANSITIONS™

- Content
 - The Financial Foundation
 - The Legal Framework
 - Navigating the Healthcare System
 - Housing and Transportation
 - Moving Beyond Loss
 - End of Life Choices and Plans

3/9/2016  31

LIVING THROUGH TRANSITIONS™


- The Financial Foundation
 - Will my money last as long as I do?
 - Learning objectives:
 - Determine current financial situation
 - Identify financial goals
 - Identify 3-4 sources for paying for long term care

3/9/2016  32

Medicare doesn't pay for long term care


LIVING THROUGH TRANSITIONS™

- The Legal Framework
 - Documents for incapacity and death
 - Learning objectives
 - What is legal capacity?
 - What documents protect?
 - How to choose advisors?

3/9/2016  33


LIVING THROUGH TRANSITIONS™

- Navigating the Health Care System
 - How will I manage my health?
 - Learning objectives
 - Personal Health Record
 - Essential documents
 - Prepare for discharge
 - What does your health insurance cover?

3/9/2016  34


LIVING THROUGH TRANSITIONS™

- Transportation
 - What if I can no longer drive?
 - Learning objectives
 - Signs of driving problems
 - Identify transportation resources
 - Time matters
 - Time not so important

3/9/2016  35


LIVING THROUGH TRANSITIONS™

- Housing
 - Where will I live for the best quality of life?
 - Learning objectives
 - How to know I need help
 - What options are available?
 - Who pays?

3/9/2016  36


LIVING THROUGH TRANSITIONS™

- Moving Beyond Loss
 - How will I cope alone?
 - Learning Objectives
 - Identify types of losses
 - How to cope with normal grief
 - How to move on
 - what reactions are not normal and where to find help

3/9/2016  37

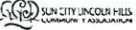
LIVING THROUGH TRANSITIONS™

- End of Life Choices and Plans
 - How can I say goodbye on my own terms?
 - Learning objectives
 - Identify your choices for your death
 - Plan how to communicate those choices
 - Plan how to be sure the decision is followed.

3/9/2016  38


LIVING THROUGH TRANSITIONS™

- Presentation of the Program
 - Professional Subject Matter Experts
 - Lecture based
 - Q & A
 - Student Workbook
 - 6 modules/3 hours each/q2weeks

3/9/2016  39


LIVING THROUGH TRANSITIONS™

- Evaluation of the Program
 - Each module has an evaluation form
 - There is a final evaluation at the end of the program
 - Evaluations have pointed out changes to improve the offerings.

3/9/2016  40


LIVING THROUGH TRANSITIONS™

- Program success
 - Not reaching all those aging!
 - Testimonials
 - Cost of the program

3/9/2016  41

AGING IN COMMUNITY

Questions?

3/9/2016  42

License Agreement
- Source Book

Cost \$135
Support People are encouraged
to attend

Garth Leon "got Volunteers" May 19 Luncheon

Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

March 30, 2016

Notice of Board Meeting and Ballot Counting

Date: May 25, 2016

Time: 5:00 PM

Location: Nepenthe Clubhouse

Homeowners
Nepenthe Association

Re: Proposed Amendment to the Bylaws

Dear Homeowners:

Your Board of Directors has approved amendments to the Bylaws which provide as follows.

1. Article IV, Section 4.6(b) shall be deleted as follows (strikeout indicates deleted text):

~~At a meeting scheduled to coincide with the culmination of the balloting period to elect directors (see Section 4.06, above), any Owner who is present in person at the meeting may place names in nomination.~~

The purpose of this amendment is to eliminate the argument that extension of the balloting period for a director election is necessary in the event that there is a nomination of a director candidate at the meeting where the ballots are being counted. Extensions of balloting periods result in additional expense to the Association and delay the director election process.

2. Article IV, Section 4.7(c) shall provide as follows (strikeout indicates deleted text):

In any election of Directors where the number of candidates does not ~~equal or~~ exceed the number of Directors to be elected, the election of Directors may be accomplished by acclamation by the Board of Directors without the use of secret ballots unless prohibited by California law.

By striking those two words, the Association will save the costs of having to hold a director election when the number of director candidates does not exceed the number of director positions that are up for election. In fact, twice in recent elections, there have been only two candidates for two director positions.

Your Board is now requesting that all Homeowners vote their approval of the Bylaw amendment.

296 of the 590 Members, a majority, must vote "yes" in order to adopt the amendment.

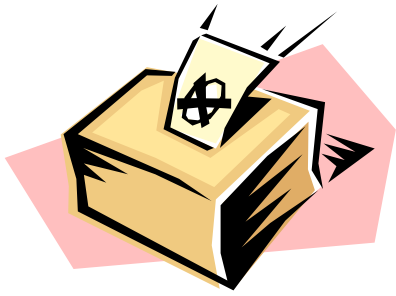
In general, the purpose of the amendment is to maintain and enhance the values of our Nepenthe homes.

Please find enclosed with this letter a ballot, which includes the amendment, to vote your approval, and pre-addressed stamped envelopes. Please return the ballot by mail in the enclosed envelopes so that the Inspector of Elections receives it no later than 5:00 PM, May 25, 2016 or deposit the ballot in the ballot box during the balloting period by 5:00 PM, May 25, 2016, at the Nepenthe Clubhouse.

Sincerely,

Your Board of Directors

encs.



NEPENTHE ASSOCIATION

Ballot for approval of the First Amendment to the Bylaws

See Attachment "A"

Approve Disapprove

Due Date

Owners must either (1) mail or deliver ballots to the Inspector of Elections in the pre-addressed envelopes so that they are received no later than close of business on May 25, 2016, or (2) deposit the ballots in the ballot box during the balloting period ending on May 25, 2016, at 5:00 PM, at the meeting at 1131 Commons Drive, Sacramento, CA 95825. All ballots, once received by the Inspector of Elections or placed in the ballot box, are irrevocable.

Extension of Balloting Period

The Board may extend the balloting period. If the Board extends the balloting period, the Association may mail new ballots to members who have not previously returned a properly completed ballot.

Please read and follow these instructions

1. Mark the ballot with your vote. Do not indicate your identity on the ballot.
2. Place the ballot in the smaller envelope. Do not indicate your identity on the smaller envelope. Seal the smaller envelope.
3. Place the sealed smaller envelope in the larger envelope. Print your lot address or lot number and indicate and sign your name on the upper left-hand corner of the larger envelope. The larger envelope is the only place where you indicate your identity.
4. Seal the larger envelope and (1) mail it so that it is received by no later than close of business on May 25, 2016, or (2) deposit the ballots in the ballot box during the balloting period ending on May 25, 2016, at 5:00 PM, at the meeting at 1131 Commons Drive, Sacramento, CA 95825.

Failure to follow these instructions may result in rejection of your ballot!

NEPENTHE ASSOCIATION

SOLICITATION MATERIALS

To accompany the ballot for approval of
the First Amendment to the Bylaws.

The following requirements must be met for valid approval of the First Amendment to the Bylaws: (1) 296 Owners must cast votes in favor of the amendment; and (2) votes must be received by

The Bylaws (Third Restated) at Section 11.1(a) provide:

. . . [T]hese Bylaws may be adopted, amended, or repealed only by the affirmative vote . . .
. of Owners representing a majority of all Owners. . . .

Since there are five hundred ninety (590) Owners, then a majority of the Owners is two hundred ninety six (296) Owners. Therefore, the approval of two hundred ninety six (296) Owners is required in order to approve the First Amendment to the Bylaws (Third Restated).

Attachment “A”

First Amendment to the Bylaws (Third Restated)

1. Article IV, Section 4.6(b) shall provide as follows (strikeout indicates deleted text):

~~At a meeting scheduled to coincide with the culmination of the balloting period to elect directors (see Section 4.06, above), any Owner who is present in person at the meeting may place names in nomination.~~

2. Article IV, Section 4.7(c) shall provide as follows (strikeout indicates deleted text):

In any election of Directors where the number of candidates does not ~~equal or~~ exceed the number of Directors to be elected, the election of Directors may be accomplished by acclamation by the Board of Directors without the use of secret ballots unless prohibited by California law.