

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
May 17, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

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

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

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

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Arrival	Board Member	Position	Departure
		Steve Huffman	President	
		Joan Haradon	Vice President	
		Linda Cook	Secretary	
		Will Vizzard	Treasurer	
		Vacant	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on May 17, 2017 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.
- b. **Board Announcements**
 - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Lighting Pages 6-12
- b. Ad Hoc Committee on Underground Utilities Pages 13-18
- c. Architectural Review Committee Pages 19-24
- d. Finance Committee
- e. Grounds Committee..... Pages 25-26
- f. Insurance, Legal and Safety Committee
- g. Outreach Committee..... Pages 27-28

IV. MANAGEMENT REPORTS

- a. Operations Report Pages 29-31
- b. Master Calendar ReportPages 32

V. HOMEOWNER CORRESPONDENCE Pages 33-37

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 G as presented.

<i>Begin Consent Calendar</i>

a. **Approval of Minutes April 5, 2017 Open Session Pages 38-43**
 Proposed Resolution: The Open Session minutes dated April 5, 2017 are approved as presented.

b. **Financial Statement: March 2017 Pages 44-55**
 Proposed Resolution: The Board accepts the March 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$90,129 and reserve funding of \$516,987 compared to the reserve funding budget of \$540,126. The reserves are funded through March 2017. The Association has \$393,804 in operating funds, which represents 1.4 months of budgeted expenses and reserve contributions. The Association has \$5,774,666 in reserve funds.

c. **Appoint Committee Members**
 Homeowners Nancy Arndorfer, Ken Gromacki and Jan Beale have all submitted applications to serve on Committees as follows:

Nancy Arndorfer	Outreach
Ken Gromacki	Grounds
Jan Beale	Outreach

They have all agreed to abide by the Nepenthe Conflict of Interest Policy.
 Proposed Resolution: The Board hereby appoints these homeowners to serve on the committees as indicated on the agenda.

d. **Lien Resolution..... Page 56**
 Per the enclosed Resolution dated April 14, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
-----------------------	------------------------

2415-01	\$938.00
2432-02	\$938.00
2135-01	\$1,451.17
1963-02	\$1,595.95

e. **Architectural Applications** **Pages 57-72**

The Architectural Review Committee met on April 11, 2017 and May 9, 2017 to review the enclosed applications.

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

<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
305 Dunbarton Circle	Window Replacement	Approval
1390 Commons Drive	Shade Structure- Awning	Approval
501 Elmhurst Circle	Skylights	Approval
1473 University Ave.	Solar Tubes	Approval
710 Elmhurst Circle	Handrail	Approval
29 Adelphi Court	Shade Structure- Awning	Approval
1137 Vanderbilt Way	HVAC Replacement	Approval
406 Elmhurst Circle	HVAC Replacement	Approval

106 Dunbarton Circle	Window Replacement	Approval
514 Dunbarton	Window Replacement	Approval
106 Dunbarton	Patio Hardscape	Approval
504 Elmhurst	Security Cameras	Approval
812 Dunbarton	Relocate Downspout	Approval
1035 Commons	Shade Structure- Trellis	Approval
2314 Swarthmore	Patio Hardscape	Approval
300 Dunbarton	Window/Slider Replacements	Approval

<i>End Consent Calendar</i>

VIII. UNFINISHED BUSINESS

a. **2017 Board Goals Review**

The Directors agreed upon a number of goals for 2017. They will review their progress to date.

- Develop well-defined use options for the University lot by August 2017 to include investment amount, annual maintenance costs and rental rates.
- Investigate the condition of the underground sewers we own and the long-term cost to replace them. Have a complete report by the November Board meeting. Integrate the costs into the next Reserve Study.
- Form an ad-hoc committee, whose task is to estimate the cost of replacing lighting in the common area, considering the condition of current lighting, safety and future electricity use possibly offset by solar power. Produce a map showing the location of fixtures, their specifications and a multi-year budget for use in the reserve study. Have the final report to the Board for its September 6 meeting so that the projected costs can be integrated into the next reserve study.
- Present existing governing documents pertaining to committees (Bylaws, general standards and practices for committees, committee-specific standards and practices and the charters for each committee) to the Board as a discussion item of new business at its February 1 meeting. Each Board Liaison to then meet with each committee to revise documents as needed and recommend new documents to the Board at the March 1 meeting. Two Directors shall be

appointed to provide oversight for training committee chairs on community association governance and the general standards and practices for committees by the end of March 2017

IX. NEW BUSINESS

- a. **Appoint Christina George to the Board of Directors**
Action required: Board discussion and resolution
Proposed resolution: Under the authority granted to them in the Third Restated and Amended Bylaws of Nepenthe Association, Article VI, Section 6.5, the Board hereby appoints Christina George to serve on the Board of Directors for one two-year term from May 2017 to May 2019.

- b. **Appoint Steve Huffman to the Board of Directors**
Action required: Board discussion and resolution
Proposed resolution: Under the authority granted to them in the Third Restated and Amended Bylaws of Nepenthe Association, Article VI, Section 6.5, the Board hereby appoints Steve Huffman to serve on the Board of Directors for one two-year term from May 2017 to May 2019.

- c. **Home Improvement Request Not Recommended for Approval..... Pages 73-79**
Shade structure at 710 Elmhurst Circle. The enclosed application was reviewed by the Architectural Review Committee on May 9, 2017 who voted not to approve it as it does not conform to the adopted criteria for overhead shade structures.
Action required: Board discussion and resolution
Proposed resolution: The Board affirms the recommendation of the ARC and does not approve the application for the metal canopy structure at 710 Elmhurst.

- d. **Proposals for Concrete Work..... Pages 80-93**
Management sent the enclosed Request for Proposal to four concrete companies. Two bids were received. NorCal Asphalt for \$39,600 and Red Leaf Developments for \$32,978.
Action required: Board Resolution
Proposed Resolution: The Board approves the proposal from _____ in the amount of \$_____, payable from Reserves which has a 2017 allocation of \$64,246. Management to negotiate and prepare contract for Board signature.

- e. **Community Rules..... Pages 94-112**
Management has updated the Community Rules. The last update was in 2009. Many of the amenities and policies have changed since then. The updated version is on pages 96-105 and the older version is on pages 106-118. None of the regulations in the proposed Community Rules are new, but are simply reorganized and collected together in one document intended for ease of use by the homeowners. Where possible, the date that the rule was adopted is included in the text.
Action Required: Board Resolution
Proposed resolution: The Board accepts the collected Community Rules as presented and instructs management to include the Rules on the website and to distribute to new owners upon moving into the community and existing owners upon request.

- f. **611 Dunbarton Solar installation- Advisement Item Pages 113-130**
Owner contracted with Sunrun in Fall 2016 for solar panels without obtaining approval from the Architectural Review Committee. Application was received from owner after receiving a violation notice. Owner asked for expedited approval due to the pending sale of her home. On advice of counsel, Board President Steve Huffman conditionally approved this project on

4/28/2017. Inverter and conduit are to be made less conspicuous and solar array on top level must be moved to allow for better access for roof and gutter cleaning. This has been completed by Sunrun. No action required.

g. Standards and Practices for Existing Landscape LightsPage 131

Per last month's report from the Ad Hoc Committee on Lighting, the enclosed Standards and Practices for Existing Landscape Lights has been prepared for Board adoption.

Action required: Board resolution

Proposed resolution: Board approves the Standards and Practices for Existing Landscape Lights and directs management and the Grounds Committee with its implementation and oversight respectively.

SPECIAL ORDER: Directors shall adjourn to the Annual Members Meeting and then reconvene this open session at the conclusion of the end of said Annual Members Meeting.

h. Extend voting period for the CC&R Amendment

If the required number of votes for the CC&R Amendment have not been received, the Board will consider whether to extend the voting period for another 30 days.

Action required: Board discussion and possible resolution.

Proposed resolution: As provided for in the Third Amended and Restated Bylaws of Nepenthe Association, Article II, Section (ii), the Board extends the voting period for 30 days in order to obtain a quorum.

X. HOMEOWNER FORUM

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

XI. NEXT MEETING: Wednesday, June 7, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN

Ad-Hoc Committee – Lighting

Final Report

Zone 7 Pole Lighting, Cameras & Signage

April 10, 2017

1. Overview

The charge to the Ad-Hoc Committee – Lighting includes the following item under **Scope**:

- Lighting on poles between Zone 7 and the levee with signs and video cameras. Final report due to the office August 6 or later.

Important considerations related to this item include:

- Prior to proceeding with detailed work, get input from Zone 7 residents regarding lighting on poles between Zone 7 and the levee with signs and video cameras.

The **final report** should include the following:

- Regarding proposed pole lighting in Zone 7:
 - A drawing showing the design of the pole, sign, light and camera
 - Power sources for lights and cameras
 - Specifications for each component of the assembly
 - A procedure for monitoring the cameras in the office
 - Locations on a map

2. Statement of Findings

We began our work by reviewing the American River Parkway Plan which contains the Zoning Codes and Regulations regarding fencing, signage and lighting on properties adjacent to the levee. (See Attachment A)

We were able to gain input from stakeholders living in Zone 7 in a couple ways. Three homeowners attended a committee meeting and shared their concerns about the levee access as well as the safety and security of the area. The attendees also shared input from the other neighbors in their alleyway representing a total of 10 homes. In addition, we received 6 responses to our email survey. This totals nearly half of the owner-occupied units in Zone 7. (See Attachment B.1 – B. 2)

3. Recommendations

We discovered adding fencing, lighting and signage would not be feasible given the various regulations restricting these items. In addition, it appears highly unlikely a conditional use permit would be granted to add free-standing pole lights with attached signage.

Given the idea to add poles, lights and cameras was not generated by a person living in Zone 7, after receiving stakeholder input, we are confident in our assessment to recommend the following:

- *Move forward with the approval of criteria and the recommended light fixture for placement on the exterior garage facade.*

Reasoning: This voluntary purchase and installation of an additional light fixture will augment the current free-standing pole lights in the alleyways; increasing safety and feelings of security.

- *In addition, as the free-standing pole lights are addressed, priority should be given to the relocation of existing light fixtures, as well as additional fixtures, to be located around the perimeter of Zone 7.*

ATTACHMENT A

LAND USE ADJACENT TO THE AMERICAN RIVER PARKWAY: LIGHTING, FENCING & SIGNS

Summary of Zoning Code and Policies for Nepenthe Board

Added lighting, fencing and signage along the levee side of Nepenthe Zone 7 will require a Conditional Use Permit and must comply with:

- City of Sacramento Chapter 17.332.070 Parkway Corridor (PC) Overlay Zone
- Sacramento County American River Parkway Plan (2008)

LIGHTING

- Fixture shielded at light source and directed away from parkway
- Fixture and pole colors are in earth tones
- Pole placement cannot be within 10 feet landward from the landside toe of the levee *or* landward boundary of the recorded levee maintenance easement, whichever is more landward
- Pole height cannot be more than 5 feet above the levee crown
- CA Title 24 requirement – not to exceed 6 hours of continuous lighting
- Plan additional guidelines – non-glare lighting, full cut off optics, short heights, timers, motion sensors, and adjacent native tree and shrubbery screening of visual impacts

FENCING

- Placement is the same as pole light above
- Six-foot masonry wall or six-foot woven wire fence shall be erected along the reference line in accordance with city standard specifications (installation of gates is allowed)
- Tree planting strip at least 10 feet wide adjacent to the landward side of the fence or masonry wall shall be established in accordance with the city landscape architect regulations and maintained by the property owner

SIGNAGE

- Free-standing signs are prohibited
- Signs can be placed on that portion of a building having public street frontage
- Sign colors are in earth tones

ATTACHMENT B.1

NEPENTHE AD HOC LIGHTING COMMITTEE MEETING

March 1, 2017 – Nepenthe Library

Minutes

Present:

Renee Mendez – Committee Chair
Bill Olmsted
Joel Weeden

Absent:

Cheryll Cochrane

Zone 7 owners in attendance:

Jan Summers
Ev Profita
Julie Lanocha

Minutes:

Renee thanked everyone for attending.

Zone 7 Homeowners Input

Homeowner Exterior Lighting – Garages/Outside Fenced Yards: University Avenue homeowners Jan Summers, Ev Profita, and Julie Lanocha offered suggestions for lighting criteria and possible fixture to be placed above garage house numbers (Lithonia Model #OLWP11PEBZM4). They liked the dusk-to-dawn control sensor and want brighter illumination that is also soft and even.

HOA Added Security (Lighting/Signs/Cameras) for Zone 7: Above homeowners want pathway post lighting where bulbs and globes cannot be stolen; overall brighter commons area with soft, even lighting; and reduction in pedestrian access from the river. In addition to lighting, they would also like increased security patrol of area and would consider fencing the area to restrict levee access.

ATTACHMENT B.2

Zone 7 homeowners received a 13 Mar 2017 email requesting their prioritized ideas and comments (due 28 Mar) for how Nepenthe could address security concerns related to levee access. The email was sent to 32 homeowners and responses were received from the following 6 Nepenthe members:

Margaret Clausen (16 Mar 2017)

As a resident at 1527 University Avenue, I frequently see what appear to be homeless persons both on the University Avenue sidewalk and in our driveway alley. Several of my immediate neighbors have suffered thefts from their garages. I believe that anything that will **increase lighting in an otherwise dark alley** will help deter break-ins.

Mary Whalen (19 Mar 2017)

1641 University

I live on University and was unaware that we have had problems with intruders. Please tell me the number of break-ins that have occurred. *Responded to Mary that Sac Police online database did not document any crime activity within the past year.*

Victoria Jones (24 Mar 2017)

1545 University

Strong opposition to levee boundary fencing

I sure appreciate having the opportunity to weigh in on something so important. Some have the urge to protect themselves by putting up fences. At first glance fences may be seen as the easiest path, but the unintended consequence would be keeping others out by hemming ourselves in.

I can't tell you the number of times I've looked out my window, seen unimaginable beauty, dropped everything and ran out the front door up to the top of the levee to see indescribable sunsets to the West and rainbows to the East. These natural phenomena are evanescent – quickly changing – and the only way to capture them is to move quickly. But if you are lucky enough to get there it feeds the soul. How many people have this priceless opportunity?

I'm guessing that pro-wall people make the assumption that, being close to the levee, people find us easy and accessible targets. Here are some considerations:

- **How much fencing would be enough? We can't completely be enclosed; we are not a gated community and we don't want to become one.**
- **Those with minds biased toward safety may tend to continue to feel insecure even if we did become a gated community.**

- The levee may not even be the chief threat; property crime rates may not be higher on University Avenue than in the interior of Nepenthe.
- Other solutions, such as security cameras, would give us the ability to actually catch and prosecute. I think they are affordable and effective and I'd go the distance to get some installed!
- The uncertainty of potentially being caught on camera could itself be a better deterrent than a visible fence.

Fences create complex problems with intended and unintended consequences. I have identified only a few of the hidden, non-monetary costs. I would urge us all to raise our horizons to the broader issues and frame security needs in terms of an ideal state where safety is paired with beauty and freedom.

Thank you for asking my input.

Rebecca Sessums (25 Mar 2017)

Hello from 1569 University Avenue. My husband and I have lived at this address for 3 years this month. We have not experienced any security problems. However, this past fall our parking lot had 2 car break ins, 2 days in a row. The car owner did not call our security or file a police report. I called our HOA and reported the break ins. I was told that our nightly security check would include the guard getting out of his car and shinning a light up the river bank. Lighting does make a difference. **Let's get more lights in the river bank area**, lights that cover a larger area than the lollipops. Thank you for your security efforts.

Charles Weigel (27 Mar 2017)

1455 University (entrance adjacent to levee)

I am responding (from outside the Sacramento area) to your E-mail of March 13th requesting suggestions from Nepenthe homeowners along University Avenue for improving security along the levee. For purposes of perspective, I live in one of the 13 houses immediately adjacent to the levee. I will begin my 33rd year there this August -- and the experience has been a thrill ride, to say the least. During this period, I have. . . .

- 1) had my garage burglarized (twice);
- 2) had my house burglarized (and TRASHED);
- 3) taken one shot through a bedroom window;
- 4) had someone in my large patio (facing the levee) one summer night while I WAS HOME with the patio doors open, the lights on and the television going;
- 5) had another patio visitor scrutinizing with a flashlight the dead bolts in my patio doors during the middle of the night;
- 6) heard numerous times car windows being smashed in the guest parking spaces behind my garage door during the night;

- 7) had a (supposedly) homeless woman and her possessions laying in front of my garage door when I returned from work after midnight, only to have her raise up on one elbow to inquire, as I raised my garage door, "Am I in your way?"
- 8) found assorted articles of clothing, electronics and liquor bottles in the bushes along my fence; and
- 9) witnessed one afternoon some sort of 4-wheel drive vehicle head up the side of the levee from the area between the corner of my garage and the redwood trees (and I have photographs of the tracks it left in the landscaping).

Fortunately you have not asked about damages incurred over the years from gardeners and construction personnel hired by Nepenthe. I have an equally impressive list of memories from those experiences, including having someone saw THROUGH the walls of my living room, or flooding my large patio with greenbelt watering, or taking away some of my outdoor property by relocating fences and so on.

In any event (as in "bygones should remain bygones?") I find it curious that there is suddenly an interest in improving security! Perhaps we could have started years ago by replacing (and/or repairing) greenbelt light bulbs and fixtures on a DAILY basis, instead of waiting in the darkness for weeks at a time?

While I personally would welcome improved fencing, signage and security cameras, I have no stomach whatsoever for any sermon from anyone about the security companies Nepenthe has hired over the years. For many of those years, I typically returned home from work between midnight and 3 am and am VERY familiar with the type of personnel we got for the money we all paid. . . such as officers routinely hanging out in Safeway during the middle of the night, back in the days when the store was open 24-hours a day.

It may seem cynical, but I have no room, either, for Nepenthe lectures about butterflies and pretty sunsets along with river, much less beside the Nepenthe pools, probably with wine and a little smooth jazz thrown in.

Instead, I'd suggest growing up. . . and facing reality; buy one or more guns, learn how to use them -- and keep plenty of ammunition handy.

Carolyn Ralston (29 Mar 2017)
1497 University

Although I don't feel threatened from the levee, I can suggest some measures that might make people feel safer:

1. Additional lights between the garages along the driveways.
2. Home alarm systems.

I'm opposed to attempts to light or fence off the levee. We have enough light with the existing lollipop lights that are quite bright. As to a fence, I think it would do no good unless we also put a fence along University.

I've looked out at the levee every day for almost three years during which I've **seen nothing alarming**. At least from my view out my bedroom window, very few people come down the levee onto Nepenthe property.

In reality, any burglar or drunk person can walk down the levee near the Howe overpass and come onto our property. Such people are **not likely to be deterred by private property signs or fences that don't totally surround zone 7**. Those who feel afraid my take whatever protection measures they wish to electronically arm their houses and patios.

Thank you for gathering our comments. I'm quite interested to hear what is being considered.

Betty Given (12 Apr 2017)
1461 University

I am for ALL the ideas to protect us from intruders. I work in the evenings and can't get to the meetings. I like any of the ideas: the lighting, fencing, signs etc. Thank you, Betty

Charles Wright (14 Apr 2017)
1551 University

Joel: have the following brief comments:

1. I **do not want to see fencing on the levee**. Such may prevent levee walker access, but restricts our access to the river walks. Gating would be too expensive.
2. **Better lighting in the alleys** by the garages is necessary. Too many light holes now.
3. **Levee pole lights may be ok, if conforming to code**. Signage is ok. Cameras probably too expensive and difficult to maintain.
4. **Increased security patrols with more visibility may provide some better sense of security**.

If you have any questions, please contact me.

**Ad-hoc Committee on Underground Utilities
Progress Report
May 10, 2017**

See attached - "Charge to the Ad-hoc Committee on Underground Utilities, February 1, 2017" page 4

Actions:

Nepenthe files have been searched for documents/drawings regarding sanitary and storm sewers. No information is available. Whatever information that was available historically has been lost or discarded.

Campus Commons

Contact Person: Cesar Hombrado

Contact Phone: 916-924-9555

Per Cesar Hombrado Campus Commons has no information regarding storm or sanitary sewer systems and to his knowledge none of the HOAs are doing anything with regard to these systems.

Teichert's former Risk Manager has been contacted and informed us that their document retention schedule does not go back to the construction period for Campus Commons and Nepenthe.

Contacts have been made with **Sacramento City and County offices** searching for relevant drawings but with no success to date.

Continuing Actions:

Information Sources:

1. A request for Nepenthe historic (2-5 years) expenses for sanitary or storm sewer repairs will be requested.
2. First Call Plumbing, Mike Brunson, 916-628-0053, has done work for Nepenthe historically. Mr. Brunson is to be contacted for historical information and possible technical assistance.
3. Efforts are continuing to gather information, maps, regulations, etc., from the following

Sacramento Area Sewer District (SASD)

<http://www.sacsewer.com/>

916-875-6730

Sewer Map & Location Questions

10060 Goethe Road

Sacramento, CA 95827

(916) 876-7526

See attached: SASD Service Area and Catalog of Enterprise Systems
(note: MAXIMO) Pages 5-6

How can I request SASD records?

The easiest way to request records is using our online request form:

[Online Public Records Request Form](#)

You may also request records from SASD via U.S. mail, e-mail, or hand delivery to our [main administrative office](#):

Sacramento Area Sewer District

10060 Goethe Rd.

Sacramento, CA 95827

Email: SDAPublicRecordsRequest@sacsewer.com

Please include all of the information that is requested on the [online form](#) in order to expedite your request. Make your request as specific as possible about the records you are seeking (e.g., a date range for the records you are requesting, the department or staff that created the requested records, and/or any helpful keywords.)

You may also indicate whether you would simply like to inspect the records or have copies made, which involves paying for the cost of copying (see “Are there any costs associated with records requests?” below).

City of Sacramento, Department of Utilities

<http://www.cityofsacramento.org/Utilities/Resources/Specs-and-Drawings>

916-808-5454

SPECS AND DRAWINGS STANDARD SPECIFICATIONS

- [Standard Specifications](#) (including Addendum #1)
- [Addendum #2](#)

STANDARD DRAWINGS

- [Transportation](#)
- [Street Lights/Signals](#)
- [Water](#)
- [Sewer and Drainage](#)
- [Water Quality](#)
- [Landscaping](#)

STORMWATER QUALITY DESIGN MANUAL FOR SACRAMENTO AND SOUTH PLACER REGIONS (MAY 2007)

DESIGN AND PROCEDURE MANUAL

Storm Drain Design Standard

- [Section 11](#)
- [Storm Water Management Model \(SSWMM96\)](#)
- [California Code of Regulations, Title 23 Waters, Section 1223](#)
- [Standard Specifications for Public Works Construction](#)
- [Attachment A- Design Requirements for Joint Use Park Drainage Facilities](#)

Storm Drainage Pump Station Design

- [Section 12](#)
- [Appendix A-D](#)

Nepenthe Association

Charge to the Ad-hoc Committee on Underground Utilities

February 1, 2017

One of the board's goals for this year is as follows:

Investigate the condition of the underground sewers we own and the long-term cost to replace them. Have a complete report by the November 1 meeting. Integrate the costs into the next Reserve Study.

The committee will be composed of interested members including those with an engineering background.

Scope:

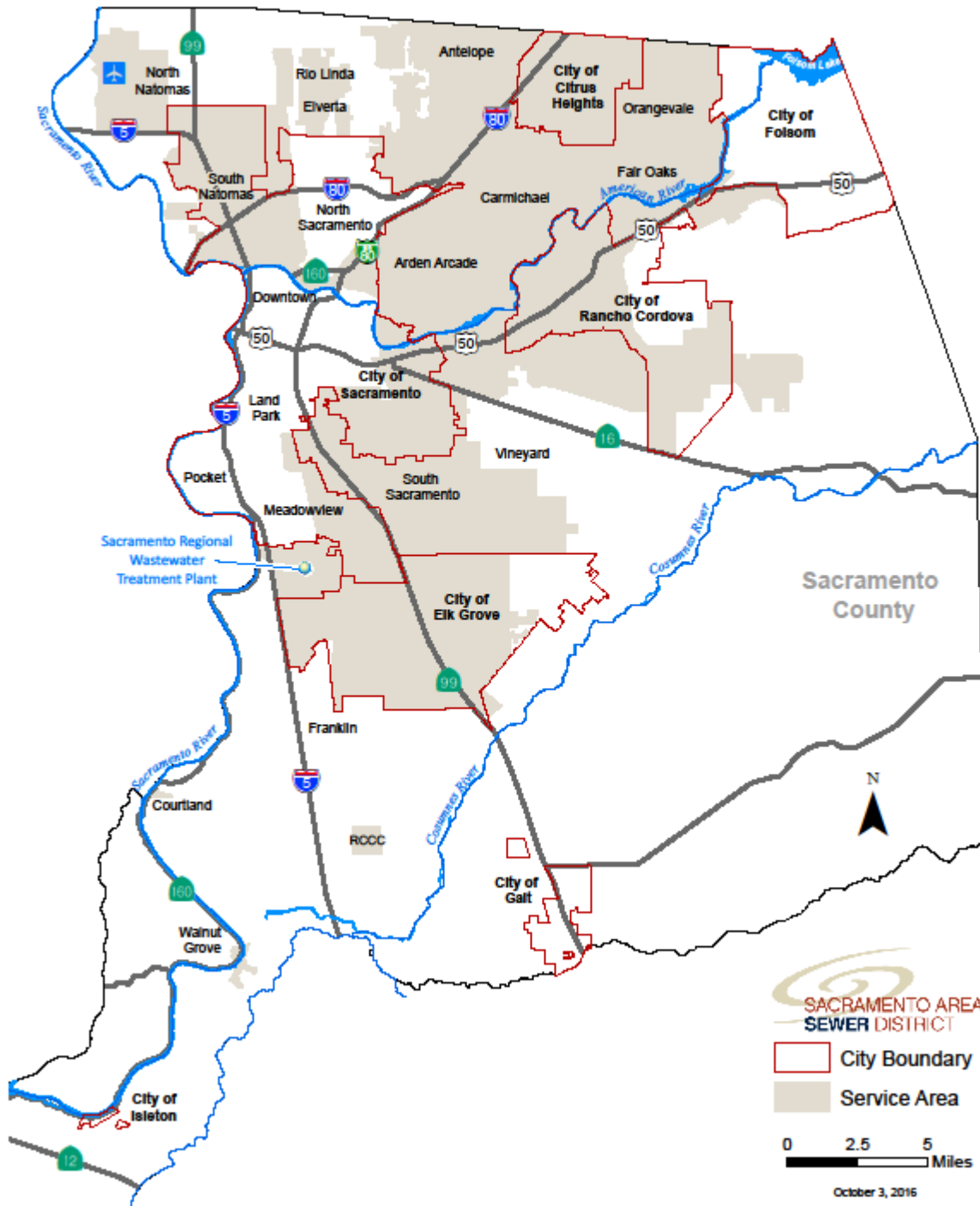
- Storm sewers
- Sanitary sewers

If the committee believes it needs expert help to do its work, it may ask the board to authorize expenditures from the operating budget. An excellent source of information is 1st Call Plumbing because they have been our contractor for sewer flushing and repair for several years.

The final report must include answers to the following questions:

- Which sewers do we own?
- Which sewers are owned by governmental entities?
- What is the expected life of the sewers we own by type: clay, cast iron, PVC, etc.
- What is the condition of the sewers we own?
- How much money should we reserve in future years for the flushing, repair, maintenance and replacement of the sewers we own?
- Would it be worth it to produce a map of all known sewer locations? If so, what would the costs and benefits be?

SASD SERVICE AREA



**Sacramento Area Sewer District
Catalog of Enterprise Systems (SB 272 Requirement)**

Publish Date: July 1, 2016



System Name	System Product	System Vendor	System Purpose	Types of Data	Primary Custodian	Frequency of Data Collection	Frequency Data Update
Purchase Request System	Purchase Request System	Agency System	Creates, manages and reports purchase requests	Financial information and purchase requests	Fiscal	As needed	As needed
Maximo	Maximo CMMS	IBM	Asset management, tracking, maintenance	Sewer lines, equipment, vendors, work orders, service requests	Maintenance & Operations	As needed	As needed
DCS	District Contract System	Agency System	Keeps track of District contracts	Contracts	Fiscal	As needed	As needed
CUES	GNET	Granite.Net	TVI inspections of underground assets	Video of sewer lines	Maintenance & Operations	As needed	As needed
SASD Plans	SQL Database	Agency System	Tracks development projects	Contact information for projects and advisories of new standards, specifications, ordinances, and other information	Engineering	As needed	As needed

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, April 11, 2017 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Alan Watters, Diane Vanderpot, Bill Henle, Jan Summers.

Absent: Cheryll Cochrane, Joel Weeden

Present: Bettisi Ledesma, Gen. Manager; Stephen Harris; Sylvia Ensinger; Matt Woltering, designer for applicant Steve Harrold.

A. Welcome and Opening Remarks. Introductions.

B.1. Homeowner requests not voted on:

1. **106 Dunbarton Circle** – Nancy Suzanne Miller – Windows replacement in this 5500 Model: 5 windows and 3 patio doors to be installed replacement by Northwest contractors using Anlin Window Systems’ Del Mar Series vinyl-framed dual-paned series sliding windows, having a “2 7/8” frame depth” (per web site), and Malibu Sliding Patio Doors, having “2 ½”-wide rails” (frames) (per web site), in a replacement retrofit installation. Exterior color to be Anlin’s bronze. No change in window configurations. (Note: foyer side light is glass-only replacement with tempered glass. The window in the stair hall will not be replaced.)

2. **514 Dunbarton Circle** – Malia and Scott Yang – Windows replacement in this 5500 Model: Install an Andersen 100 Series patio door to replace the patio sliding door in the kitchen. This model can be installed, because it is type new installation, acceptably.

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

3. **305 Dunbarton Circle** – Stephen L. Harris – Windows replacement: the living room window in this 5500 Model to be replaced by Northwest contractors with Anlin Window Systems’ Del Mar vinyl series dual-paned window in exterior color bronze. This is to match the other Del Mar windows installed in 2014. The configuration will change to ¼ - ½ - ¼. **Approval Recommended.**

4. **1390 Commons Drive** – Bill and Halle Henle – Install two awnings in this 5000G model: [In lieu of the trellis application approved in February, 2017] Two Durasol motorized retractable awnings, with Sunbrella fabric cover Linen color (a tan shade, the approved color), of dimensions 11’ wide x 10’2” projection and 12’6” wide x 10’ 2” projection, will be mounted via wood screws into header, to

shade the backyard patio. The contractor is Goodwin-Cole. (Committee member Bill Henle abstained from voting on his own application.) **Approval Recommended.**

5. **501 Elmhurst Circle** – Steve Harrold – Install two skylights in this 5500 model: install a Sunoptics 24” x 48 “skylight over the first-floor kitchen and over the second-floor master bathroom, with a flared tunnel to be constructed between ceiling and roof. Sunoptics Skylights is the contractor. (Three skylights were earlier installed on the front roof slope.) **Approval Recommended.**

6. **1473 University Drive** – Sylvia Ensinger – Install two Solatube-brand solar tubes in this 2200 model: install a 14-in. Solatube over the kitchen at the hall end and install a 10-in. Solatube over the master bedroom dressing area. Approval of a 14-in.-diameter solar tube is an exception to the Architectural Criteria’s limit of 12 inches in diameter. [See discussion below]. **Approval Recommended.**

7. **710 Elmhurst Circle** – Sharla Freeman – Handrail installation in this 5500 model. An “L”-shaped handrail attached to the garage siding was proposed, but the committee adheres to its policy of banning unnecessary installations on the siding. Rather, A “U”-shaped, freestanding rail was approved for installation next to the east edge of the driveway (712 Elmhurst side). The committee imposed the stipulation that in the future this handrail be removed whenever the house is sold or changes hands. **Approval Recommended: The committee decided to expedite approval, as the next Board meeting was five weeks away and the applicant urgently needs this to avoid falling again, and gave full approval despite not having formally been granted such authority by the Board.**

8. **29 Adelphi Court** – Mary Ann Pearson – Install an awning in this 1625 model: One Durasol “Regal” retractable awning, with Sunbrella fabric cover Linen fabric 4633 (a tan shade, the approved color), of dimensions 17’ wide x 10’2” projection, will be mounted via wood screws into the header, to shade the backyard patio. The contractor is Goodwin-Cole. **Approval Recommended.**

9. **1137 Vanderbilt Way** – Jennifer Boyer – HVAC system replacement in this 4000F model: Install Amana High-Efficiency Split System heat pump (AXZ160361) and air handler (ASPT37C14). Barnett Heating & Air is the contractor. Project completed before applied for – violation should be sent to office. Bill Henle inspected the installation, especially of the new compressor. **Approval Recommended.**

B.2.A. Homeowner Requests Already Approved:

10. **406 Elmhurst Circle** – Geraldine Gelfand – On an emergency basis, replace the HVAC system in this 2300 Model. Replace with a new heat pump system, with the outdoor compressor in the same location, and the existing line set and control wire reused. **Approval given on April 11, 2017.**

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:

Solar tubes, limit on size: For more than ten years, the Criteria have stated that the diameter of a solar tube can be no more than 12 inches. The standard diameter is 10 inches. The Solatube brand sells a larger model Solatube of diameter 14 inches. The Board has approved exceptions to permit this larger model in April 2015, for 1491 University, which installed 3 14-in. tubes, also with the “light kit,” the optional lamp inside.

In a brief bit of housekeeping, reviewed were procedural protocols for submitting emails to our chair, deadline for submitting agenda items, suggestions for effective meeting behavior.

- 1) Application Review Process: discussed internal process for handling reviewing application, in view of the confusing emails in March.
- 2) Deadline for Applications for ARC Review: the deadline remains the Thursday before the meeting. An application submitted after this cut-off can be considered, at the Chair’s discretion.
- 3) Satellite Dish document – Joel and Bill. Tabled until May.
- 4) Mail Box Plate Cover Criteria – Update ready? Tabled until May.
- 5) Criteria’s Section 28 on Pipes and Wiring draft. Tabled until May.

Project Updates: Of the ARC’s five ongoing projects, one was discussed.

- 1) Point of Sale/Estoppel or Variance Process – Jenny and Cheryl: It would be the responsibility and burden of the seller to disclose to the buyer any Architectural violations or problems. How to enforce?

H. Next meeting. Tuesday, May 9, 2017, 5:30 pm in the Clubhouse.

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

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, May 9, 2017 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Cheryll Cochrane, Alan Watters, Bill Henle, Joel Weeden, Jan Summers.

Present: Bettisi Ledesma, Gen. Manager; Karen Lowrey, Jan Wadsworth, Leo Masson, Sharon Koto-Bender, Sharla Freeman, John A. Cook, Chris Olson.

A. Welcome and Opening Remarks. Introductions.

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

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

1. **106 Dunbarton Circle** – Nancy Suzanne Miller – Windows replacement in this 5500 Model: 5 windows and 3 patio doors to be installed replacement by Northwest contractors using Anlin Window Systems' Del Mar Series vinyl-framed dual-paned series sliding windows, having a "2 7/8" frame depth" (per web site), and Malibu Sliding Patio Doors, having "2 1/2"-wide rails" (frames) (per web site), in a replacement retrofit installation. Exterior color to be Anlin's "Architectural Bronze." No change in window configurations. (Note: foyer side light is glass-only replacement with tempered glass. The window in the stair hall will not be replaced.) **Approval Recommended with Conditions: "Living room and mater bedroom window configuration needs to remain the same."**
2. **514 Dunbarton Circle** – Malia and Scott Yang – Windows replacement in this 5500 Model: Install an Milgard Sliding Glass (aluminum) patio door to replace the defective Blomberg patio sliding door in the kitchen. Color is to be "Bronze Anodized." Contractor is Dick's Rancho Glass. **Approval Recommended.**
3. **106 Dunbarton Circle** – Nancy Suzanne Miller – Replacement of patio hardscape in this 5500 Model: install new aggregate pad, as part of comprehensive re-landscaping plan. **Approval Recommended.**
4. **504 Elmhurst Circle** – Sharon Koto-Bender – Security camera installation in this 5500 Model. Install a motion-activated LaView

security system with three video cameras: mini Wifi network dome camera (patio), Turret camera (outside garage), and a Bullet camera, all connected to a network video recorder (NVR). It was determined that no wiring will be run on the exterior, so it will not interfere with the siding, and that the cameras' views will be circumscribed and limited so as to not intrude on any neighbors. The cases, housings and mounting equipment are to be painted the house color. **Approval Recommended.**

5. **812 Dunbarton Circle** – John Bloomer – Moving a downspout in this 2300 Model. In the front fenced-in yard, one downspout attached to the gutter on the north outer façade comes down at the edge of the concrete patio pad, delivering water right in the middle. It is to be moved north and reconnected at the far end of the same gutter segment; and where it meets the ground it will run under the fence to the common area. A small space at the bottom of the fence will be created. Contractor to be Capitol Mech. Gutter. **Approval Recommended.**

6. **1035 Commons Drive** – Chris Olson – Install a patio cover or trellis in the back yard in this 1625 Model. A 22' x 11' custom-designed trellis made of Duralum aluminum, painted a shade of color close to that of the house would be constructed, with rails across the top and attached to the structure via a ledger beam. The applicant had proposed that the 22' x 4' section abutting the siding be a solid panel rather of lathe. The ARC advised her that the criteria instead calls for 2" x 2" rails placed perpendicularly to the cross beams without any solid panel. The committee voted approval for the structure without the solid panel. The contractor is R.A.L. Builders. **Approval Recommended.**

7. **2314 Swarthmore Circle** – John A. Cook – Replacement of patio hardscape in this 4400 Model: replacing and enlarging the existing aggregate patio with paving stones, and leaving a 24" planting strip along the neighboring foundation for drainage. **Approval Recommended.**

8. **300 Dunbarton Circle** – Alfonso Ibarria – Windows replacement in this 3300 model: Replace via retrofit installation all windows and patio doors with Simonton Daylight Max Vinyl [-framed] Window Series 7300 windows and sliding doors: four windows and three patio doors, in exterior color "Bronze." Contractor is Calif. Energy Consultant Service (CECS). **Approval Recommended.**

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

B.3. Homeowner Requests Not Approved:

9. **710 Elmhurst Circle** – Sharla Freeman – Installation of partially permanent canopy tent 11' x 15' x 8', draped in tan canvas. The structure would be attached to the concrete patio; the canvas covering would be removed in winter. The upper part and pyramidal crown would rise above the fence 3 feet or more. The ARC voted unanimously to deny, believing the structure's crown and height not a good match with the simplicity of Nepenthe's design. The tent would be visible from University Avenue. The ARC did not measure the site to see if it could accommodate this tent and still have sufficient room (18") for maintenance of siding and fence. **Application denied.**

H. Next meeting. A make-up meeting on Tuesday, May 16, 2017, 5:30 pm in the Clubhouse. Next regular meeting on Tuesday, June 13, at 5:30 pm in the Clubhouse.

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

NEPENTHE GROUNDS COMMITTEE MEETING MINUTES

APRIL 13, 2017 – 3:00 pm at the Dunbarton Cabana

Present were:

Pam Livingston, Committee Chair
Joan Barrett, Secretary
Bettsi Ledesma, General Manager
George Procida, GP Landscape
Zone 1 - Diane Luttrell
Zone 2 - Elsa Morrison, Diana Vizzard
Zone 3 - Lisa Tafoya, Lyn Livingston
Zone 4 - Kay Chmielewski
Zone 5 - Pam Sechrist
Zone 6 - Diana Mortimore
Zone 7 - Renee Mendez

Not present:

Zone 1 - Grace Long
Zone 4 - Don Landsittel
Zone 6 - Kathy Waugh
Marty Henderson, Irrigation
Linda Cook, Board Liaison

The meeting was called to order by committee chair, Pam Livingston at 3:00PM.

Paul Dubois, Arborist and the committee discussed the March 27, 2017 Nepenthe Tree Walk Report.

REQUEST FOR BOARD ACTION

Motion - made by Pam Sechrist and Seconded by Liza Tafoya

The Grounds Committee recommends to the Nepenthe Board of Directors the remedies in the, March 27, 2017 Nepenthe Tree Walk Report by Paul Dubois, Arborist, with The Grove Total Tree Care.

The motion passed unanimously.

Pam Livingston lead the committee in welcoming the newest zone 4 steward, Kay Chmielewski.

George Procida, Grounds Report

In Marty's absence, George said that there will be a meeting scheduled for the City of Sacramento representatives to sign off on work completed so that Marty may proceed with applying for additional funds to convert turf watered with sprinklers to drip irrigation.

George reported that the ivy project is completed and the crews are currently pruning on box shrubs and readying the landscape for hard pruning to follow. The rain has had an impact on progress and with more rain expected next week it will put the crews further behind in the schedule.

George stated that if the plants are wilting it is appropriate to let Bettsi know there is a potential problem so that resolution can be scheduled.

Paul Dubois said that some deep watering of the Redwoods would be beneficial when the temperatures rise.

Bettsi Ledesma

Bettsi said that Dunbarton Circle and University Avenue buildings will be getting a second roof and gutter cleaning due to large Redwood populations in these areas. She reported that the Board had approved 20 roofs to experiment with a moss treatment called Wet and Forget, which is applied with a sprayer. She also asked that mossy sidewalks be reported to the office for safety issues.

The committee discussed alternative products to Roundup. George responded that he had used concentrated vinegar for weed control in the City of Davis and found that the crews were needed to deal with the weeds at a greater rate than with Round Up and ultimately the City of Davis used a product called Scythe with a lesser percentage of Round Up more effectively. There was a discussion about the safety of the products and it was pointed out that the herbicides were only used three times a year. Bettsi proposed setting up a test area to determine the effectiveness of the products and posting a notice in the newsletter, after reviewing with the Board.

Renee Mendez

Renee, as the chair of the Ad Hoc Lighting Committee thanked the zone stewards for the completed light maps. She submitted a report that outlines the goals and solutions for the lighting in the area and talked about the problems associated with the incorrect lighting on the residents' well-being.

REQUEST FOR BOARD ACTION

A motion - made by Diana Vizzard and Seconded by Elsa Morrison

The Grounds Committee recommends to the Nepenthe Board of Directors the April 13, 2017 Ad Hoc Committee – Lighting supply specifications for the free-standing pole light fixtures be approved.

The motion passed unanimously.

Nepenthe Grounds Committee Charter

Pam Livingston announced that the Nepenthe Grounds Committee Charter has been approved by the Board.

The meeting was adjourned at 4:21PM

REQUESTS FOR INFORMATION FROM THE BOARD - NONE

ANY OTHER INFORMATION FOR THE BOARD - NONE

Next Zone Walk – Friday, April 14 – Zone 7

Next Grounds Meeting – Thursday, May 11th - 3:00 pm – Dunbarton Cabana

Nepenthe Outreach-Social Committee Meeting
April 19, 2017 5:00PM
Nepenthe Clubhouse

In attendance:

Gerry Gelfand, Chair
Bill Olmsted
Kathleen Montgomery
Charles Schaffer
Joan Barrett

Members not in attendance: MJ Lindgren

Guest: Nancy Arndorfer

The meeting was called to order at 5:09PM by Gerry Gelfand, chair.

There were no corrections or additions to the previous minutes of 3/15/17.

Old Business

The committee's responsibilities and events this year consisted of 52 Saturday coffee gatherings, 12 happy hour get togethers, 2 residents' forums and a town hall with our councilman. Still to come this year is a Cinco de Mayo party, 3 jazz concerts, another town hall meeting, a parking lot sale, Holiday parties, one for children and a NY New Year's Eve party.

Take Back the Night

Bill reported that the event is August 5th this year. It was decided to inform people of the safety and social aspects of the evening and encourage them to get outdoors and mix with their neighbors.

Speaker Series

Charles said that there is an attorney scheduled to speak about estate planning soon. He will talk with Bettsi and Gerry about coordinating eBlasts to announce the event.

Cinco de Mayo

Gerry will contact MJ to confirm that she will head the project and with Linda Cook regarding the contact information for the vendors from last year. There is a pantry at the clubhouse that Gerry will inventory with MJ to create a shopping list for the party.

Motorcycle Officers meeting

Bill will follow up on the offer to meet with neighborhoods about traffic enforcement using information that Gerry will provide.

Volunteer Appreciation night- Gerry will contact management regarding procedure to recognize the volunteers of the Nepenthe committees.

The meeting was adjourned at 6:10PM

Joan Barrett

Next HOA Board Meeting - Wednesday, May 3rd- 5:30PM Clubhouse

Next Outreach-Social Committee Meeting- Wednesday, May 17th-5PM- Clubhouse



Nepenthe Association

Management Report – May 17, 2017

1 COMMUNICATION

The Nepenthe News was last published on May 5, 2017. The next newsletter will be published on June 9 2017. Topics to be covered are:

- Parking CC&R Vote Results
- Manager's Report
- President's Report

Website:

- Regular updates to contact pages have been completed.
- Web designer is actively improving website, including an interactive map and an A to Z index.

Community Rules have been re-formatted and updated. They are in the Board packet for review.

2 ADMINISTRATION

Follow up to the three insurance claims reported last month:

1. Water intrusion due to broken pipe in slab. Claims adjuster is expected to inspect and make a determination as to whether it is a covered claim. **5/11: No claim against Association's insurance. Covered by homeowner's policy.**
2. Water intrusion due to siding failure. Failure appears to be related to the Association's 2009/2010 siding contract. Claims adjuster is expected to inspect and make a determination as to whether it will be a covered claim. **5/11: Repairs are almost completed. Still awaiting final report from claims adjuster.**
3. Water intrusion due to siding failure. Failure appears to be related to a homeowner's planter built up against common wall, causing moisture in the adjoining unit. All three parties have filed claims. **5/11: Siding has been replaced. Claim against flood insurance has been paid out to the owners who suffered the water loss. Liability claim against the Association's policy is still awaiting adjuster's report.**

More information will be provided to the Directors as it comes available.

3 FACILITIES

The following are status updates on various facilities projects:

- Phase III Siding and Painting project is running ahead of schedule. It is approximately two-thirds completed.
- Roof and gutter cleanings are complete.
- The pools were serviced on schedule. Service occurs three to five days each week and includes all pools and spas. The pools are now being heated.
- Pool furniture is currently in the process of being distributed to the pool decks. Some replacement umbrellas may be needed. Management has prepared a report for the Board on this matter.
- The janitorial service performed all regular scheduled cleanings which include cleaning the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom five days per week.

4 GROUNDS

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

- 04/07/17, Zone 6. Attended by Kathy Waugh and Diana Mortimore, Zone Stewards.; George Procida, GP Landscape; Bettsi Ledesma, General Manager; and Pam Livingston, Grounds Chair, \$9,192.
- 04/14/17, Zone 7. Attended by Renee Mendez, Zone Steward; George Procida, GP Landscape; \$10,910.
- 04/21/17, Zone 1. Attended by George Procida, GP Landscape; Bettsi Ledesma, General Manager Pam Livingston, Grounds Chair; Diane Luttrell and Grace Long, Zone Stewards.
- 04/28/17, Zone 2. Attended by George Procida, GP Landscape; Pam Livingston, Grounds Chair and Elsa Morrison and Diana Vizzard, Zone Stewards.
- 05/05/17, Zone 3. Attended by Liza Tafoya and Lynn Livingston, Zone Stewards.; George Procida, GP Landscape; Bettsi Ledesma, General Manager; and Pam Livingston, Grounds Chair
- 05/12/17, Zone 4. Attended by Don Landsittel, Zone Steward; George Procida, GP Landscape and Pam Livingston, Grounds Chair

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

Tree Maintenance:

On March 28, 2017 and April 25, 2017, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for both of these walks will be on the June 7th Open Session Agenda.

Management, Grounds Steward Elsa Morrison and arborist Paul Dubois will continue the monthly practice of tree walks in the community. Owners with tree concerns are welcome to forward them to the office for inclusion on the walk list. The next tree walk is planned for Zone 2 on May 30th.

5 FINANCIAL

The March Financials were published on April 17, 2017. There is a current positive variance of \$90,129.26.

6 GOVERNANCE

- **Courtesy Patrol:** Since the last Board meeting, there were a total of 16 violation notices placed on vehicles in the community by the security patrol. There were 0 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- **Violations:** Since the last Board meeting, management sent 11 compliance notices 3 for landscape-trim trees in patio, 2 for pets not on leash, 1 for window coverings not allowed , 1 non-compliance, 1 unsightly item, 1 inappropriate behavior, 1 ARC modification-not approved and 1 vehicle-recreational.

Master Calendar Report

4/29	Candidates Forum 10:00 - Noon	4/29/2017
5/4	Star Wars Day	5/4/2017
5/5	Nepenthe News published- VOTE reminder	5/5/2017
5/8	ARC meeting 4:30 PM	5/9/2017
5/9	Insurance, Legal and Risk Management Committee Meeting 5pm	1/9/2017
5/11	Grounds Committee meeting 3:00 PM	5/11/2017
5/11	Deadline for committee applications	5/12/2017
5/11	Lock in agendas for Board meetings	5/12/2017
5/12	Manager posts agenda and distributes Board packets	5/12/2017
5/17	Board open session and 2017 Annual Meeting	
5/18	Post election results via E-blast and on outside bulletin board and websites	
5/22	Finance Committee meeting 3:00 PM	
5/29	Office closed for Memorial Day	
5/29	Committee Minutes due in management office	
5/31	Lock in agendas for Board meetings - 1) Board Liaisons 2) Committee Appointments 3) Minutes from Annual Meeting are approved for distribution 4) ILS to make recommendation to Board on whether to put insurance to bid	
6/2	Manager posts agenda and distributes Board packets	
6/3	Summer weekend hours begin (12-4)	
6/7	Board Meetings: Closed 3:30 PM, Open 5:30 PM	
6/8	Grounds Committee meeting 3:00 PM	
6/9	Nepenthe News published - election results	
6/12	Contract for Reserve Study update	
6/12	ARC meeting 4:30pm	
6/13	Insurance, Legal and Risk Management Committee Meeting 5pm	
6/21	Outreach Committee Meeting 5pm	
6/26	Committee minutes due to management office	
6/28	Finance Committee meeting 3:00 PM	
6/29	Lock in agendas for Board meetings	
6/30	Manager posts agenda and distributes Board packets	

Bettsi Ledesma

From: Cochrane, Nancy (DA) <CochraneN@sacda.org>
Sent: Monday, April 10, 2017 6:35 PM
To: Bettsi Ledesma; Steve Huffman; joanh3860@gmail.com; vizzardw@gmail.com; linda_cook@att.net
Cc: Ron Daschmans; Gordon, Joseph S.
Subject: April 2017 Newsletter: Voting Article and Parking Amendment to CC & Rs

Follow Up Flag: Follow up
Flag Status: Flagged

I have a number of issues with the above referenced topic and feel that conveying these by way of e-mail is my only way of reaching the Board.

I received the HOA newsletter via email and noted that the article on the front page was about voting for parking to be addressed by the board in an amendment to the CC & Rs.
I will address my concerns in each document.

NEWSLETTER ARTICLE:

The article begins by say “ My topic this time is parking.” Who is the author of this article?
The article states that the “90 cars and trucks do not represent 90 of our 590 residences.” This is a complete misstatement. You do not know how many of those cars belong to residents as you said yourself. You do not know this because you have not had input from 590 residents within the community. You have had input from only a small number. Do you even know how many people are signed up to receive the newsletter via email or how many RESIDENCES were represented in the surveys and town hall meetings?
You go on to say “it’s clear, based on those numbers that less than 10 percent of residents park on streets.” How do you make that assumption?
You say that “that number is corroborated by survey results.” In the parking survey results that I received at the January meeting you had received 225 responses. Do you know how many of those responses were from individual residents vs. multiple survey results from the same address?? You list in the survey results that “10% said they had three or more vehicles.” That is 10% of the 225 responses? Again, your numbers are flawed in that they do not correspond to the entire community of 590 residents.

Your article states that “Nepenthe Association will regulate parking on public streets...” . What does that mean? Is the board going to take over the ticketing of cars on public streets that do not move their vehicles after 72 hours? Is the Board taking over the duties of the Sacramento Police Department? However, as you note in the proposed amendment the HOA cannot TOW cars on public streets.

Your article goes on to say that “garage parking is expected, but it provides that the board may grant variances to those who can show garage parking causes them undue hardship.”
However, that is NOT exactly what your amendment states. Your amendment states that variances will be granted on a case by cases basis “based on whether enforcement will either cause an undue hardship to the affected owner OR fail to preserve the common plan and scheme of development contemplated by this section.”
Your article is misleading.

NOTICE OF MEETING TO COUNT BALLOTS ON MAY 17, 2017:

You include information in this document that again is misleading. You state that “surveys received over 250 responses each...”. You have no idea if there were multiple survey responses from ONE address. You go on to say that “member residents overwhelmingly supported a policy...”. How do you come to this conclusion? You have 250 responses and you are misconstruing those responses as 250 residences but you have no evidence to support that since it was a blind survey.

Further, you state “The board and many homeowners feel that excessive street parking adversely affects the value of the homes.” What evidence is there to support this statement? I do not like the cars that park in the community as though it was long term parking but to make this statement is incorrect. Did anyone do an analysis of property values within Nepenthe during the last 2 years? Or any analysis AT ALL to support this statement? In fact, it appears that property values are going up.

You mention on the second page of this document a reference to an unpublished California civil court case. Your attorneys must have told you that an unpublished case is not the law and carries no weight. And your attorney has told you that you cannot tow cars on public streets. Further, does the Board have a copy of that unpublished case or are you just using that one line of convenient language? In doing a Lexis search for that unpublished case it does not appear anywhere. In Googling the case it does not appear.

You state in the next paragraph that the amendment provides that homeowners and residents “with legitimate reasons for parking outside their garages will be able to apply for a waiver.” This language is a much softer sell than language that you have actually placed in the amendment.

BALLOT FOR THE APPROVAL OF THE FIRST AMENDMENT:

You have an interesting way of having members mark an envelope with their address number but not put any identifying information on the ballot.

Unfortunately, you do not indicate how many ballots per residence. If 5 people are living in a residence do they get 5 ballots??

If someone includes more than one ballot in their secret envelope how many will be counted?

Clearly, during the surveys that were done you accepted RESPONSES and did not count those from individual residences.

FIRST AMENDMENT TO THE THIRD AMENDED AND RESTATED CC&Rs:

“All variances will be granted on a case-by-case basis based on whether enforcement will either cause an undue hardship to the affected Owner or fail to preserve the common plan and scheme of development contemplated by this section.” What definition is the Board going to apply to “undue hardship”? And again, this line is soft peddled in the newsletter article. See above.

“Garages are to be used for the parking of standard passenger vehicles and trucks and shall not be converted..... or used for the storage of boats, campers or recreational vehicles.....”
What definition is the Board going to assign to “recreational vehicles”?

“The Association shall have the authority to tow..... any vehicle parked or stored in violation of this Section, other than on public streets.” (emphasis added).

So again – the Board understands that it cannot tow cars that are legally parked on public streets.

**Further, there is no mention in your amendment on how the Board thinks it is going to proceed with enforcing these parking rules. Are you going to fine homeowners? How will you know which cars to fine?
It seems to me that the Board is attempting to fix a community wide (590 homes) issue by utilizing information from a very small percentage of its members.**

Unfortunately, the Board has not made any other attempt to resolve this issue but instead has forcefully marched directly into creating an amendment to the CC&Rs to try and resolve the problem.

**Nancy Cochrane
1427 Commons Drive
916-204-1131**

SACRAMENTO COUNTY DISTRICT ATTORNEY'S EMAIL DISCLAIMER: This email and any attachments thereto may contain private, confidential, and privileged material for the sole use of the intended recipient. Any review, copying, or distribution of this email (or any attachments thereto) by other than the Sacramento County District Attorney's Office or the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

Bettsi Ledesma

From: Ray Baldock <baldockr@comcast.net>
Sent: Friday, April 07, 2017 5:30 PM
To: Bettsi Ledesma
Cc: CA - Nepenthe HOA; steve@huffmanstrategy.com; joanh3860@gmail.com; vizzardw@gmail.com; linda_cook@att.net
Subject: Parking Policy FAQ

Betsi, Steve and other parking committee members,

I have reviewed the notes about parking in the recent newsletters and the changes proposed to the CC&R's. Unfortunately I was unable to attend any of the in-person meetings. First as a president of a smaller HOA, I appreciate your service and dedication to improving and upholding standards for our community and I understand the difficulty associated with changes to CC&R's and getting the tone right and then the mechanics of implementation.

Please correct me if I have missed something, but the changes pretty much prohibit overnight parking of any type of vehicle without a waiver from the association. There has been little published of where the board stands on what might be approved within the guise of a "waiver due to hardship" or "exemption" from the overnight parking prohibition rule based on "hardship". Ditto for waivers based on vehicle type.

I expect that 3rd or 4th vehicles will be allowed as a waiver (though there is no indication of that in the materials). With the assumption that I have two vehicles parked in my garage, I believe I have a right to street parking for additional cars and it is not within the HOA's power to refuse me that option. To restrict that would devalue my home as I could not sell it with a family with 3 cars.... Is having 3 cars a hardship?

Where does the board stand on RV's being loaded or unloaded?

Practically, this is something that requires at least one or two overnights and needs to be addressed with some comments (FAQ) up front.

What period is a waiver issued for? For 3rd and 4th vehicles, I would hope that is for at least 12 months from issue and not a calendar year. (This works better for renters to coincide with their lease period.)

Assuming you do approve 3rd or 4th vehicles, I cannot tell you which of our vehicles may be outside on any night, so I would expect that all of them would have to be registered or have a sticker.

I also travel extensively and that may require a week or two of parking on the street without moving the vehicle. Is this to be accommodated within the policy change? I do not want to have to apply each time this might be needed but expect that once registered or stickered I will have unfettered access to street parking.

I am really against the inconvenience of guest parking passes, and frankly the city already has a guest parking placard provided for city residents. Are you suggesting that both the city issued guest placard is needed as well as Nepenthe guest registration? Will J permits still be required as well?

You mention in the newsletter that the guest pass process is to be available 24x7 – I expect that means that it will be a simple phone call and/or web based but assurance on this point as to where the board is headed would be great. I cannot imagine that towing guest cars is going to be met by with much excitement so understanding what the guidelines are for towing would also be welcome.

I appreciate the need for enforcement but am also concerned about that enthusiasm for enforcement as stated in Steve's candidate questionnaire and in some of the resident comments.

Are there any additional costs associated with the suggested enforcement – will Stonegate do this within their existing contract?

An FAQ that goes beyond the changes to the CC&R's and may include changes envisioned for the Association Rules would be very valuable and possibly needed to garner the support you are looking for.

At this point I will be voting NO because of the lack of clarity on these points. I look forward to your response to convince me otherwise. I imagine others might also benefit from making these public through an FAQ.

Ray Baldock
1095 Vanderbilt Way

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

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:30pm

Present	Board Member	Positon
x	Steve Huffman	President
x	Joan Haradon	Vice President
x	Linda Cook	Secretary
x	Will Vizzard	Treasurer
	Vacant	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 5, 2017 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.

Items of discussion included:

- Member Discipline
- Delinquencies
- Personnel Matters
- Contract Negotiation

- b. Board Announcements-None**

III. COMMITTEE REPORTS

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

IV. MANAGEMENT REPORTS

- a. Operations Report**
 - Three Insurance Claims in process:

- Water intrusion due to broken pipe in slab. Claims adjuster is expected to inspect and make a determination as to whether it is a covered claim.
- Water intrusion due to siding failure. Failure appears to be related to the Association's 2009/2010 siding contract. Claims adjuster is expected to inspect and make a determination as to whether it will be a covered claim.
- Water intrusion due to siding failure. Failure appears to be related to a homeowner's planter built up against common wall, causing moisture in the adjoining unit. All three parties have filed claims.
- Phase III Siding and Painting project is running ahead of schedule. It is approximately half completed.
- Roof and gutter cleanings are almost complete and going well with good coordination with the landscaper for the leaf clean up.
- Pool furniture is currently in the process of being distributed to the pool decks. Some replacement umbrellas may be needed. Management will bring proposals to next Board meeting.
- Community Rules: Currently under revision and update.

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

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

VII. **CONSENT CALENDAR**

Motion: Director Will Vizzard

Second: Director Joan Haradon

Vote: All in Favor

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

Begin Consent Calendar

a. Approval of Minutes March 1, 2017 Open Session

Resolution: The Open Session minutes dated March 1, 2017 are approved as presented.

b. Financial Statement: January and February 2017

Resolution: The Board accepted the January and February 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$74,613 and reserve funding of \$343,906 compared to the reserve funding budget of \$340,084. The reserves are funded through February 2016. The Association has \$378,598 in operating funds, which represents 1.36 months of budgeted expenses and reserve contributions. The Association has \$5,726,272 in reserve funds.

c. Accept 2016 Annual Financial Review by CPA Paula Hegner

Management and the Finance Committee have both read the review and recommend Board acceptance.

Resolution: The Board accepted the 2016 Annual Financial Review and directs management to mail the review to all owners as required by California Civil Code Section 5305.

d. Appoint Special Committee on Underground Utilities

These homeowners have applied to serve on this committee and have also agreed to abide by the Nepenthe Conflict of Interest Policy. They have all received their Scope of Work as agreed upon at the February 1, 2017 open session of the Board of Directors.

Resolution: The Board hereby appointed the following members in good standing to the Special Committee on Underground Utilities: Don Ellwanger, Bob Geiss and Don Landsittel as Chair.

e. Appoint Committee Member

Homeowner Kay Chmielewski has submitted her application to serve on the Grounds Committee. She has also agreed to abide by the Nepenthe Conflict of Interest Policy.

Resolution: The Board hereby appointed Kay Chmielewski, a member in good standing to the Grounds Committee.

f. Lien Resolution

Per the enclosed Resolution dated March 20, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
1957-01	\$938.00
2135-01	\$928.00
2312-01	\$938.00
2509-03	\$1,343.95
1963-02	\$932.00
1959-02	\$1,530.00

g. Architectural Applications

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

Resolution: The Board confirmed the recommendations of the committee.

Address	Application for	Recommendation
114 Dunbarton Circle	Gas Installation	Approval
1010 Dunbarton Circle	HVAC replacement	Emergency Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. Committee Charters

Action Item. In accordance with their adopted 2017 goals, the Directors have met with the committees and prepared revisions to the governing documents for the following committees. The Standards and Practices for Committees is also enclosed- no need for revision to this document has been identified.

i. Finance:

1. Charter

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Directors hereby approved and adopt the revised Charter for the Finance Committee with change referencing section 7.1 of Bylaws.

2. Standards & Practices for the Finance Committee

Motion: Director Linda Cook

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Directors hereby approve and adopt the revised Standards & Practices for Insurance

ii. Insurance, Legal & Safety Committee Charter

Motion: Director Joan Haradon

Second: Director Linda Cook

Move: All in favor

Resolution: The Directors hereby approved and adopt the revised Charter for the Insurance, Legal & Safety Committee with change referencing section 7.1 of Bylaws.

iii. Grounds Committee Charter

Motion: Director Joan Haradon

Second: Director Will Vizzard

Vote: All in favor

Resolution: The Directors hereby approved and adopt the revised Charter for the Grounds Committee with change referencing section 7.1 of Bylaws.

iv. Outreach Committee Charter

Motion: Director Linda Cook

Second: Director Joan Haradon

Vote: All in favor

Resolution: The Directors hereby approved and adopt the revised Charter for the Outreach Committee with changes as agreed upon.

v. Standards & Practices for the Nominating Committee

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

Resolution: The Directors hereby approved and adopt the revised Standards & Practices for the Nominating Committee with change referencing section 7.1 of Bylaws.

b. Parking Policy Update

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

Resolution: The Board approved the amendment to the Third Restated Covenants, Conditions and Restrictions and directs management to send out ballots for a vote of the ownership.

IX. NEW BUSINESS

a. Architectural Application not recommended for approval

No action taken. Therefore the application is not approved.

b. Abandon Use of “Nepenthe A to Z”

Motion: Director Joan Haradon

Second: Director Linda Cook

Vote: All in favor

c. Annual Risk Assessment Report by Nepenthe Insurance Agent

Review only. No action taken.

d. Revised Architectural Criteria for Solar Installations.

Motion: Director Joan Haradon

Second: Director Will Vizzard

Vote: All in favor

Resolution: The Board hereby approved the revised language for Architectural Criteria #24, Solar Installations and directs management to update the published Architectural Guidelines.

e. Proposals for Tree Work

Tree Species	Location	Qty	Service Description	Price
Zelkova	#1965 Next to 108 Elmhurst Cir.	1	Merit Injection	\$150.00
Tulip	#1953 Next to 200 Elmhurst Cir.	1	Tree Removal – Grind stump 6-8” below grade	\$680.00
Sweet Gum	#1963 106 Elmhurst Cir.	1	Tree Removal – leaving stump 2-3” above grade	\$1,280.00
Sweet Gum	# 1964 Next to 106 Elmhurst Cir.	1	Pruning for weight reduction	\$960.00
Deodar Cedar	#1956 next to 200 Elmhurst Cir.	1	Pruning for weight reduction	\$960.00
Redbud	#2291 next to 302 Elmhurst Cir.	1	Structural pruning	\$75.00
Deodar Cedar	#1956 next to 310 Elmhurst Cir.	1	Tree Removal – Grind stump 6-8” below grade	\$680.00
Birch	#1896 next to 310 Elmhurst Cir.	2	Separation pruning and clean out of deadwood	\$360.00
Tulip	#1892 next to 312 Elmhurst Cir.	1	Tree Removal – Grind stump 6-8” below grade	\$960.00
Japanese Snowball	#2295 next to 312 Elmhurst Cir.	1	Structural pruning to develop proper structure	\$75.00
Tulip	#1710 next to 808 Elmhurst Cir.	1	Pruning for weight reduction	\$960.00
Maple	#2299 next to 816 Elmhurst Cir.	1	Structural pruning to develop proper structure	\$75.00
Maple	#1698 next to 816 Elmhurst Cir.	1	Structural pruning to encourage proper development	\$75.00
CONTRACT PRICE				\$6,610.00

Motion: Director Linda Cook

Second: Director Will Vizzard

Vote: All in favor

Resolution: The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$6,610, payable from Reserves which has a remaining 2017 allocation for tree work of \$110,010.

Additionally, as noted in his report, Mr. Dubois recommended the removal of Tulip Tree #1737 at 702 Elmhurst Circle. The Grounds Committee is requesting that the Board not approve this removal and instead direct the Arborist to monitor the tree.

Tree Species	Location	Qty	Service Description	Price
Tulip	#1737 Next to 702 Elmhurst Cir.	1	Tree Removal – leaving stump 2-3” above grade	
			Stump Grinding – grind stump 6-12” below grade, rake grinding residue level with grade	
CONTRACT PRICE				\$2,800.00

Action: No action taken.

- X. **HOMEOWNER FORUM-** No comments were received.
- XI. **NEXT MEETING:** Wednesday, May 17, 2017 at 5:30 pm in the Nepenthe clubhouse
- XII. **ADJOURN 6:40pm**

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND THREE MONTH(S) ENDED
MARCH 31, 2017

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

PREPARED BY:



FirstService
RESIDENTIAL

NEPENTHE ASSOCIATION

FINANCIAL SUMMARY

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

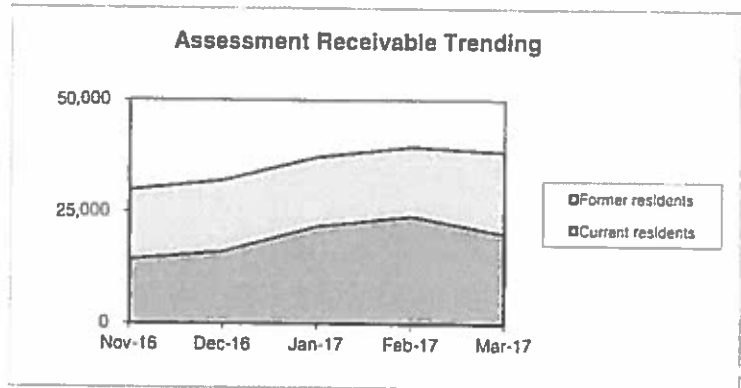
For the Month Ended: **March 31, 2017**

CASH SUMMARY

	<u>This month</u>	<u>Last Month</u>	<u>Change In Cash</u>	
Operating cash	393,954.44	378,748.43	Increase In Cash	15,206.01
Reserve Cash General Reserve	5,774,666.09	5,726,272.36	Increase In Cash	48,393.73
Adj Operating Cash (see note 1)	286,475.50	300,079.74	Decrease in Cash	(13,604.24)
Average budgeted expenses / month		278,914.00		
Average # of months of available cash		1.41		
Percent Funded Per 2016 Reserve Study		41%		

ASSESSMENT SUMMARY

Monthly Assessment Budget	276,709.00
Assessment Cash Received	306,681.38
<u>Total Assessments Receivable</u>	
0-30 days (see note 1)	0.00
31-60 days late	13,713.77
61-90 days late	3,758.00
<u>over 90 days late</u>	<u>20,968.85</u>
Total Assessments Due	38,440.62
<u>Other Receivable</u>	8,954.07
Total Owners Receivable	47,394.69
Past Residents Assessments Rec.	18,307.90
Prepaid Assessments	107,478.94



OPERATING SUMMARY

Category	March Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances >\$2500
Utilities	11,735	31,551	24,315	(7,236)	electricity
Landscape	57,134	85,701	86,331	630	
Common Area	18,289	41,712	33,063	(8,649)	gutter & downspout cleaning
Management/On-Site Admin	29,009	100,496	97,161	(3,335)	admin misc
Insurance	7,797	23,390	85,746	62,356	
Total Operating Expenses	123,964	282,850	326,616	43,766	Spending underbudget year-to-date

RESERVE SUMMARY

Contribution to Reserves this month:	170,042.00	Rsv Disbursement this month:	124,687.61
Contribution to Rsvs Year-to-Date:	510,126.00	Rsv Disbursement YTD:	294,808.32
Interest on reserve funds Year-to-Date:	6,860.85		

ITEMS OF NOTE

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

Nepenthe's Year To Date Cash Flow

Sources/Uses		Operations	Reserves
Beginning Balance 1/01/2017		303,773	5,552,488
	Prior year Due from Management	52	
	Prior year Due from Vendor	0	
Plus	Income	883,105.02	
	Reserve Investment Income		6,860.85
	Contributions to Reserves		510,126.00
	Pending Reserve Expense	0.00	
	Due From Vendor	0.00	
	Receivable from Mgmt	0.00	
	Processing Fees	0.00	
Less	Operating Expenses	(282,849.76)	
	Reserve Funding	(510,126.00)	
	Reserve Expenses		(294,808.32)
Ending Balance 3/31		393,954	5,774,666

Budget Report

Actual year-to-date income of \$883,105.02 versus year-to-date budgeted income of \$836,742 produced a positive year-to-date income variance of \$46,363.02.

Actual year-to-date operating expenses of \$282,849.76 versus year-to-date budgeted expenses of \$326,616 produced a positive year-to-date operating expenses variance of \$43,766.24.

The two combined variances produced a positive year-to-date variance of \$90,129.26.

Other Information

Unpaid assessments at Mar 31, 2017 were:	\$	38,441
Prepaid assessments at Mar 31, 2017 were:	\$	107,479

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
03/31/2017

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	CURRENT MONTH	PRIOR MONTH
<hr/>		
----- CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	393,804.44	378,598.43
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	5,774,666.09	5,726,272.36
	-----	-----
TOTAL CASH AND INVESTMENTS	6,168,620.53	6,105,020.79
 TOTAL ASSETS	 <u>6,168,620.53</u>	 <u>6,105,020.79</u>
 LIABILITIES		

PROCESSING FEES	0.00	310.00
	-----	-----
TOTAL LIABILITIES	0.00	310.00
 MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	5,774,666.09	5,726,272.36
OPERATING FUND BALANCE-BEG OF YEAR	303,825.18	303,825.18
CURRENT YEAR INCOME/(LOSS)	90,129.26	74,613.25
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	<u>6,168,620.53</u>	<u>6,105,020.79</u>

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine, CA 92618

As of date: 03/31/2017

Account	Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY PETTY CASH	PTYCSH ON-SITE (CLUBHOUSE)		150.00
11110	OPERATING CHECKING	USBANK US BANK	CKING 153495833060		238,501.97
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.45%	155,302.47
Total (Cash)					393,954.44
21138	RESERVE INVESTMENT	WELLS WELLS FARGO	INVSMT 66896148		5,393,948.90
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148		380,717.19
Total (Reserves)					5,774,666.09
Grand Total					6,168,620.53

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
03/31/2017

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
GENERAL RESERVES						
N23277 ROOF INSPECTIONS & REPAIR	(74.78)	74.78	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	25,317.56	(25,317.56)	0.00	(33,562.50)	(54,765.00)	(88,327.50)
N22911 UNDERGROUND UTILITY REPR RSV	(20,825.00)	20,825.00	0.00	(3,800.00)	(7,975.00)	(11,775.00)
N23017 CLUBHOUSE INTERIOR RENOVATION	92,839.23	(15,273.38)	10,581.00	0.00	0.00	88,146.85
N23130 MISCELLANEOUS RSV	47,876.66	(3,992.20)	5,712.00	(4,618.28)	(482.61)	44,495.57
23103 INTEREST ON RESERVE FUNDING	39,725.21	(39,725.21)	6,860.85	0.00	0.00	6,860.85
23130 CONTIGENCY RESERVES	0.00	0.00	0.00	0.00	(600.00)	(600.00)
N23270 UNIT EXTERIOR RESERVE	4,883,894.20	(328,850.09)	382,539.00	(79,660.26)	(89,373.05)	4,768,549.80
N23271 MAIN CLUBHOUSE AREA RSV	106,365.55	39,696.82	16,620.00	(1,095.00)	(1,900.00)	159,687.37
N23275 GROUNDS RESERVE	375,423.92	352,780.77	94,134.00	(1,951.57)	(15,025.05)	805,362.07
N23276 ADMINISTRATIVE RESERVE	1,945.01	(218.93)	540.00	0.00	0.00	2,266.08
	-----	-----	-----	-----	-----	-----
TOTAL GENERAL RESERVES	5,552,487.56	0.00	516,986.85	(124,687.61)	(170,120.71)	5,774,666.09

NEPENTHE ASSOCIATION
INCOME STATEMENT
03/31/2017

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
306,681.38	276,709	29,972.38	14000	HOMEOWNER ASSESSMENT REVENUE	852,563.85	830,127	22,436.85	3,320,508	2,467,944.15
1,815.80	1,430	385.80	14087	EASEMENT AGREEMENT	3,605.68	4,290	(684.32)	17,160	13,554.32
610.55	0	610.55	14101	INTEREST ON PAST DUE ASSESSMENTS	639.60	0	639.60	0	(639.60)
85.00	75	10.00	14110	KEY REVENUE	105.00	225	(120.00)	900	795.00
270.00	700	(430.00)	14113	CLUBHOUSE RENTAL	1,020.00	2,100	(1,080.00)	8,400	7,380.00
59.33	0	59.33	14162	OPERATING INTEREST REVENUE	170.89	0	170.89	0	(170.89)
3,039.34	0	3,039.34	14163	RESERVE INTEREST REVENUE	6,860.85	0	6,860.85	0	(6,860.85)
0.00	0	0.00	14194	LANDSCAPE REVENUE	25,000.00	0	25,000.00	0	(25,000.00)
312,561.40	278,914	33,647.40		TOTAL REVENUE	889,965.87	836,742	53,223.87	3,346,968	2,457,002.13
RESERVE CONTRIBUTION									
170,042.00	170,042	0.00	19758	GENERAL RESERVES	510,126.00	510,126	0.00	2,040,504	1,530,378.00
3,039.34	0	(3,039.34)	19803	GENERAL RESERVE INTEREST	6,860.85	0	(6,860.85)	0	(6,860.85)
173,081.34	170,042	(3,039.34)		TOTAL RESERVE CONTRIBUTION	516,986.85	510,126	(6,860.85)	2,040,504	1,523,517.15
139,480.06	108,872	30,608.06		AVAILABLE OPERATING REVENUE	372,979.02	326,616	46,363.02	1,306,464	933,484.98
OPERATING EXPENSES									
UTILITIES									
6,117.36	2,725	(3,392.36)	15101	ELECTRICITY	11,965.08	8,175	(3,790.08)	32,700	20,734.92
1,723.64	1,200	(523.64)	15102	GAS	5,925.59	3,600	(2,325.59)	14,400	8,474.41
0.00	350	350.00	15103	REFUSE COLLECTION	565.73	1,050	484.27	4,200	3,634.27
260.65	430	169.35	15105	TELEPHONE EXPENSE	1,330.22	1,290	(40.22)	5,160	3,829.78
3,633.48	3,400	(233.48)	15106	WATER	11,764.12	10,200	(1,564.12)	40,800	29,035.88
11,735.13	8,105	(3,630.13)		TOTAL UTILITIES	31,550.74	24,315	(7,235.74)	97,260	65,709.26
LAND MAINTENANCE									
57,134.00	28,567	(28,567.00)	15500	CONTRACT LANDSCAPE SERVICE	85,701.00	85,701	0.00	342,804	257,103.00
0.00	185	185.00	15511	BACKFLOW DEVICE TEST	0.00	555	555.00	2,220	2,220.00
0.00	25	25.00	15597	COMMON AREA IMPROVEMENT	0.00	75	75.00	300	300.00
57,134.00	28,777	(28,357.00)		TOTAL LAND MAINTENANCE	85,701.00	86,331	630.00	345,324	259,623.00
COMMON AREA									
1,350.00	1,350	0.00	16020	CONTRACT POOL/SPA SERVICE	4,050.00	4,050	0.00	16,200	12,150.00
0.00	25	25.00	16022	POOL EQUIPMENT REPAIR	0.00	75	75.00	300	300.00
490.00	115	(375.00)	16027	POOL INSPECTION	490.00	345	(145.00)	1,380	890.00
0.00	25	25.00	18510	ROOF MAINTENANCE	0.00	75	75.00	300	300.00
194.06	279	84.94	18524	MATERIAL SUPPLIES	1,958.46	837	(1,121.46)	3,348	1,389.54

NEPENTHE ASSOCIATION
INCOME STATEMENT
03/31/2017

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	190	190.00	18526	PEST CONTROL	145.00	570	425.00	2,280	2,135.00
1,525.00	1,525	0.00	18531	JANITORIAL SERVICE	4,575.00	4,575	0.00	18,300	13,725.00
0.00	247	247.00	18532	JANITORIAL SUPPLIES	230.05	741	510.95	2,964	2,733.95
0.00	10	10.00	18534	FIRE EXTINGUISHER	0.00	30	30.00	120	120.00
0.00	25	25.00	18544	LIGHT REPAIRS	0.00	75	75.00	300	300.00
0.00	125	125.00	18564	SPECIAL SECURITY	98.75	375	276.25	1,500	1,401.25
2,000.00	1,200	(800.00)	18579	PATROL SERVICE	4,000.00	3,600	(400.00)	14,400	10,400.00
12,153.20	4,993	(7,160.20)	18736	GUTTER & DOWNSPOUT CLEANING	24,702.40	14,979	(9,723.40)	59,916	35,213.60
0.00	400	400.00	18767	REPAIR & MAINTENANCE	545.85	1,200	654.15	4,800	4,254.15
371.52	172	(199.52)	18905	KITCHEN SUPPLIES	471.44	516	44.56	2,064	1,592.56
120.00	300	180.00	18957	JANITORIAL EXTRA	120.00	900	780.00	3,600	3,480.00
85.00	40	(45.00)	18986	FITNESS CONTRACT	324.78	120	(204.78)	480	155.22
18,288.78	11,021	(7,267.78)		TOTAL COMMON AREA	41,711.73	33,063	(8,648.73)	132,252	90,540.27
				MANAGEMENT/ON-SITE ADMIN EXP					
0.00	150	150.00	18001	COMMUNITY WEBSITE	228.00	450	222.00	1,800	1,572.00
155.49	75	(80.49)	18003	COMMUNITY EVENTS/PROGRAMS	794.32	225	(569.32)	900	105.68
0.00	75	75.00	18008	VOLUNTEER RECOGNITION	0.00	225	225.00	900	900.00
0.00	75	75.00	18092	EDUCATION/ADULT PROGRAM	98.91	225	126.09	900	801.09
7,159.31	6,970	(189.31)	19109	CONTRACT MANAGEMENT	21,477.93	20,910	(567.93)	83,640	62,162.07
1,895.00	160	(1,735.00)	19101	CPA SERVICES	1,895.00	480	(1,415.00)	1,920	25.00
0.00	650	650.00	19104	FEDERAL TAX EXPENSE	0.00	1,950	1,950.00	7,800	7,800.00
0.00	375	375.00	19105	FRANCHISE TAX BOARD	0.00	1,125	1,125.00	4,500	4,500.00
0.00	175	175.00	19106	TAXES & LICENSES	30.00	525	495.00	2,100	2,070.00
0.00	500	500.00	19108	GENERAL COUNSEL SERVICE	3,478.69	1,500	(1,978.69)	6,000	2,521.31
1,082.49	2,100	1,017.51	19111	MANAGEMENT REIMBURSABLE	7,811.62	6,300	(1,511.62)	25,200	17,388.38
0.00	50	50.00	19112	POSTAGE, ON-SITE	213.12	150	(63.12)	600	386.88
0.00	0	0.00	19116	ADMINISTRATIVE MISC	3,500.00	0	(3,500.00)	0	(3,500.00)
0.00	40	40.00	19117	DUES & PUBLICATIONS	0.00	120	120.00	480	480.00
35.00	35	0.00	19119	BANK FEES	105.00	105	0.00	420	315.00
13,083.94	14,000	916.06	19124	ON-SITE STAFF	41,121.43	42,000	878.57	168,000	126,878.57
(1,031.62)	60	1,091.62	19126	DELINQUENCY MONITORING	(571.62)	180	751.62	720	1,291.62
0.00	182	182.00	19132	OPERATING CONTINGENCY	0.00	546	546.00	2,184	2,184.00
0.00	100	100.00	19143	LEGAL-COLLECTIONS	0.00	300	300.00	1,200	1,200.00
371.65	100	(271.65)	19172	ACCOUNTING REIMBURSABLES	754.70	300	(454.70)	1,200	445.30
(325.00)	135	460.00	19174	AMS COLLECTION EXPENSE	429.57	405	(24.57)	1,620	1,190.43
0.00	75	75.00	19178	PROPERTY TAX	0.00	225	225.00	900	900.00
5,645.86	5,300	(345.86)	19247	PAYROLL TAXES & BENEFITS	17,067.74	15,900	(1,167.74)	63,600	46,532.26
0.00	5	5.00	19281	WEBSITE MONTHLY FEE	0.00	15	15.00	60	60.00
550.56	150	(400.56)	19295	ON-SITE OFFICE SUPPLIES	692.24	450	(242.24)	1,800	1,107.76
386.72	400	13.28	19382	COPIER LEASE	1,369.42	1,200	(169.42)	4,800	3,430.58
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	150	150.00	600	600.00
0.00	400	400.00	19505	CC&R REVISION	0.00	1,200	1,200.00	4,800	4,800.00

NEPENTHE ASSOCIATION
INCOME STATEMENT
03/31/2017

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
29,009.40	32,387	3,377.60		TOTAL MANAGEMENT/ON-SITE ADMIN E	100,496.07	97,161	(3,335.07)	388,644	288,147.93
				INSURANCE					
7,796.74	7,801	4.26	19107	INSURANCE	23,390.22	23,403	12.78	93,612	70,221.78
0.00	20,781	20,781.00	DC19307	FLOOD INSURANCE	0.00	62,343	62,343.00	249,372	249,372.00
7,796.74	28,582	20,785.26		TOTAL INSURANCE	23,390.22	85,746	62,355.78	342,984	319,593.78
123,964.05	108,872	(15,092.05)		TOTAL OPERATING EXPENSES	282,849.76	326,616	43,766.24	1,306,464	1,023,614.24
15,516.01	0	15,516.01		<i>NET INCOME/(LOSS)</i>	90,129.26	0	90,129.26	0	(90,129.26)

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
03/31/2017

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	245009	268857	281783	258370	280916	278859	257374	256396	281848	278952	266931	306681	3261975
14087 EASEMENT AGREEMENT	1456	1479	1461	1467	1458	1836	1826	721	29782	0	1790	1816	45094
14101 INTEREST ON PAST DUE ASSESMEN	121	14	481	9	27	67	387	73	81	5	24	611	1900
14110 KEY REVENUE	0	80	200	105	90	40	15	10	75	40	-20	85	720
14113 CLUBHOUSE RENTAL	425	450	605	105	295	140	1060	435	1625	240	510	270	6160
14132 MISCELLANEOUS REVENUE	0	120	0	0	0	0	0	0	0	0	0	0	120
14162 OPERATING INTEREST REVENUE	25	27	25	25	28	25	26	25	25	15	97	59	403
14163 RESERVE INTEREST REVENUE	2290	1473	11382	1023	1403	3330	2174	1757	9407	2089	1733	3039	41101
14194 LANDSCAPE REVENUE	0	0	0	0	0	0	0	0	0	0	25000	0	25000
14372 PAST OWNERS REVENUE	0	0	6	0	0	0	0	0	0	0	0	0	6
TOTAL REVENUE	249326	272501	295944	261104	284217	284297	262862	259417	322844	281341	296064	312561	3382478
RESERVE CONTRIBUTION													
19758 GENERAL RESERVES	163766	163766	163766	163766	163766	163766	163766	163766	163766	170042	170042	170042	1984020
19803 GENERAL RESERVE INTEREST	2290	1473	11382	1023	1403	3330	2174	1757	9407	2089	1733	3039	41101
TOTAL RESERVE CONTRIBUTION	166056	165239	175148	164789	165169	167096	165940	165523	173173	172131	171775	173081	2025121
AVAILABLE OPERATING REVENUE	83270	107262	120796	96315	119048	117202	96922	93894	149671	109210	124289	139480	1357357
OPERATING EXPENSES													
UTILITIES													
15101 ELECTRICITY	2627	2579	2725	2562	0	5498	2661	0	2669	5848	0	6117	33287
15102 GAS	1671	2010	1619	228	1168	790	1926	1603	2688	1804	2398	1724	19630
15103 REFUSE COLLECTION	347	1588	9	181	168	273	286	216	269	144	422	0	3904
15105 TELEPHONE EXPENSE	525	-24	489	492	495	492	364	570	559	126	943	261	5292
15106 WATER	4299	3348	4022	2554	3027	3658	4609	3315	3430	4137	3994	3633	44027
TOTAL UTILITIES	9470	9502	8864	6017	4858	10711	9846	5704	9616	12059	7757	11735	106140
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	26823	26823	26823	26823	26823	26823	26823	26823	26823	0	28567	57134	327108
15504 TREE MAINTENANCE	0	0	210	0	0	0	180	0	0	0	0	0	390
15511 BACKFLOW DEVICE TEST	0	0	2695	0	0	0	0	0	0	0	0	0	2695
15597 COMMON AREA IMPROVEMENT	0	0	92	0	0	0	0	0	0	0	0	0	92
TOTAL LAND MAINTENANCE	26823	26823	29820	26823	26823	26823	27003	26823	26823	0	28567	57134	330285
COMMON AREA													
16020 CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	16200

NEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 03/31/2017

c/o FirstService Residential
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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
16022 POOL EQUIPMENT REPAIR	0	0	0	1465	0	0	0	0	0	0	0	0	1465
16027 POOL INSPECTION	490	0	0	159	1529	0	0	793	0	0	0	490	3461
18457 PLUMBING REPAIR	0	0	0	0	0	0	0	0	200	0	0	0	200
18510 ROOF MAINTENANCE	0	0	0	0	0	0	0	520	0	0	0	0	520
18524 MATERIAL SUPPLIES	145	0	166	435	380	437	54	453	222	1372	392	194	4250
18526 PEST CONTROL	0	0	0	350	0	0	0	0	1750	145	0	0	2245
18531 JANITORIAL SERVICE	1575	1525	1525	1670	1573	1525	1525	1525	1525	1525	1525	1525	18543
18532 JANITORIAL SUPPLIES	0	296	84	298	0	224	343	33	440	0	230	0	1949
18534 FIRE EXTINGUISHER	0	0	0	0	0	245	0	0	0	0	0	0	245
18544 LIGHT REPAIRS	195	0	0	0	0	0	0	0	0	0	0	0	195
18564 SPECIAL SECURITY	0	1079	0	0	0	354	0	40	59	99	0	0	1631
18579 PATROL SERVICE	1000	0	1000	1000	1000	1000	1000	1000	1000	1000	1000	2000	12000
18736 GUTTER & DOWNSPOUT CLEANING	267	0	0	0	149	0	289	12153	24306	12153	396	12153	61867
18767 REPAIR & MAINTENANCE	407	1985	503	0	1249	681	309	0	133	346	200	0	5813
18905 KITCHEN SUPPLIES	180	168	145	149	103	173	90	233	110	100	0	372	1823
18957 JANITORIAL EXTRA	0	0	3800	0	0	140	0	0	0	0	0	120	4060
18986 FITNESS CONTRACT	0	0	193	0	0	85	0	0	85	0	240	85	687
TOTAL COMMON AREA	5609	6404	8766	6876	7332	6215	4960	18100	31181	18090	5333	18289	137155
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	0	0	0	0	0	-1188	0	225	0	0	228	0	-735
18003 COMMUNITY EVENTS/PROGRAMS	40	166	42	10	111	-2271	-105	93	571	0	639	155	-550
18092 EDUCATION/ADULT PROGRAM	27	0	32	-53	66	330	0	0	98	0	99	0	599
19109 CONTRACT MANAGEMENT	6818	6818	6818	6818	6818	6818	6818	6818	6818	7159	7159	7159	82843
19101 CPA SERVICES	0	0	0	0	0	0	0	0	0	0	0	1895	1895
19104 FEDERAL TAX EXPENSE	1800	0	1800	1232	0	1800	0	0	1800	0	0	0	8432
19105 FRANCHISE TAX BOARD	0	0	1725	0	0	0	0	0	1322	0	0	0	3047
19106 TAXES & LICENSES	30	0	0	0	0	0	0	0	0	0	30	0	60
19108 GENERAL COUNSEL SERVICE	1398	1087	0	698	316	2763	514	0	313	2489	990	0	10567
19111 MANAGEMENT REIMBURSABLE	1134	1136	5201	1090	1060	963	1304	1015	1040	5245	1484	1082	21753
19112 POSTAGE, ON-SITE	0	139	113	31	0	96	0	73	0	0	213	0	666
19116 ADMINISTRATIVE MISC	0	0	0	0	0	0	0	0	0	3500	0	0	3500
19117 DUES & PUBLICATIONS	26	0	0	0	0	0	440	0	590	0	0	0	1056
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	12478	12879	19020	12662	12769	12553	12630	12688	18859	15237	12800	13084	167660
19126 DELINQUENCY MONITORING	73	202	-171	235	9	27	-120	79	116	93	367	-1032	-123
19132 OPERATING CONTINGENCY	0	263	0	0	0	380	0	0	0	0	0	0	643
19143 LEGAL-COLLECTIONS	250	0	0	0	0	0	0	0	0	0	0	0	250
19172 ACCOUNTING REIMBURSABLES	106	49	78	27	53	47	81	46	89	31	352	372	1330
19174 AMS COLLECTION EXPENSE	685	65	-920	175	230	665	-390	-141	420	365	390	-325	1219
19178 PROPERTY TAX	0	0	0	282	0	0	949	0	0	0	0	0	1231
19247 PAYROLL TAXES & BENEFITS	4964	5143	7463	5019	4521	4987	5008	5029	7440	5565	5857	5646	66642
19281 WEBSITE MONTHLY FEE	0	0	1200	0	107	0	0	0	0	0	0	0	1307

NEPENTHE ASSOCIATION
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 03/31/2017

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
19295 ON-SITE OFFICE SUPPLIES	213	67	59	131	123	76	152	213	192	98	44	551	1918
19382 COPIER LEASE	438	0	656	734	328	328	902	336	0	328	655	387	5090
TOTAL MANAGEMENT/ON-SITE ADM	30515	28049	43151	29125	26547	28410	28218	26509	39702	40145	31341	29009	380722
INSURANCE													
19107 INSURANCE	7982	8498	7982	7982	7982	15779	7797	0	7797	7797	7797	7797	95190
DC1930 FLOOD INSURANCE	0	-173	0	0	173	0	0	298846	0	0	0	0	298846
TOTAL INSURANCE	7982	8325	7982	7982	8155	15779	7797	298846	7797	7797	7797	7797	394036
TOTAL OPERATING EXPENSES	80400	79103	98583	76824	73716	87938	77823	375983	115119	78091	80795	123964	1348337
<i>NET INCOME/(LOSS)</i>	<i>2870</i>	<i>28159</i>	<i>22212</i>	<i>19491</i>	<i>45332</i>	<i>29264</i>	<i>19099</i>	<i>-282088</i>	<i>34552</i>	<i>31119</i>	<i>43494</i>	<i>15516</i>	9020

NEPENTHE

April 14, 2017

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

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 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>
4/14/17	2415-01	\$962.69	\$938.00			
4/14/17	2432-02	\$947.93	\$938.00			
4/14/17	2135-01	\$1,407.00	\$1,451.17			
2/15/17	1963-02	\$1,270.00	\$1,595.98			

Deferred Items from prior meeting

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

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

rec'd 3/13/17



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

HOME IMPROVEMENT APPLICATION

Date: March 13, 2017
Name: Stephen L. Harris
Address: 305 Dunbarton Circle

Phone: 916-929-8671
Email: stephenharris6801e sbcglobal.net
House Model: 5500

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

These items can be approved in management office:

These items require ARC & Board approval:

<input type="checkbox"/> Front door per criteria	<input type="checkbox"/> Air Conditioner / Heat Pump Replacement
<input type="checkbox"/> Screen door from approved styles	<input type="checkbox"/> Check if emergency approval is needed
<input type="checkbox"/> Garage exterior man door per criteria	<input checked="" type="checkbox"/> Window or Patio Slider Replacement <i>Bronze frame living room window to match other Del Mar windows installed in 2014</i>
<input type="checkbox"/> Garage vehicle door per criteria	<input type="checkbox"/> Window - new construction
<input type="checkbox"/> Cable/Satellite Dish installations	<input type="checkbox"/> Window - Security Features/Bars
<input type="checkbox"/> Mail Box from approved styles	<input type="checkbox"/> Window - Sun Screens
<input type="checkbox"/> Mail Slot, if replacing or approved by Postmaster	<input type="checkbox"/> Skylights or Solar Tubes
<input type="checkbox"/> Chimney Cap	<input type="checkbox"/> Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	<input type="checkbox"/> Gas Line and Meter
	<input type="checkbox"/> Shade Structure - Trellis, Awnings, Sails, Etc.
	<input type="checkbox"/> Trellis - Floral Support / Garden Feature
	<input type="checkbox"/> Patio Hardscape / Planter Boxes
	<input type="checkbox"/> Patio Pool / Spa and Equipment
	<input type="checkbox"/> Attic Fans
	<input type="checkbox"/> Vents - Installations and/or Relocations
	<input type="checkbox"/> Security Camera and/or Lighting
	<input type="checkbox"/> Hand Rail
	<input type="checkbox"/> Fence Relocation
	<input type="checkbox"/> Outbuilding / Shed

Attach the following items to your application:

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

Please read and sign below:

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

Stephen L. Harris
Signature

March 13, 2017
Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: George M. Curtis Date: 4/11/17

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



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

HOME IMPROVEMENT APPLICATION

Date: April 2, 2017	Phone: 916.900.8996
Name: Bill & Hallie Henle	Email: wfhlenle@henleassociates.com
Address: 1390 Commons Drive	House Model: 5000

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

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

Attach the following items to your application:

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

Please read and sign below:

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

W. J. Henle 4/2/2017
 Signature Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: [Signature] Date: 4/11/17

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



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

HOME IMPROVEMENT APPLICATION

Date: 3/21/17
Name: STEVE HARROW
Address: 501 ELMHURST CIR.

Phone: 916 837-6169
Email: HARROW@SACDA.ORG
House Model: 5500

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

These items can be approved in management office:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items require ARC & Board approval:

- Air Conditioner / Heat Pump Replacement
- Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window - new construction
- Window - Security Features/Bars
- Window - Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure - Trellis, Awnings, Sails, Etc.
- Trellis - Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents - Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

If you have an improvement not listed, describe it here:

2 24" x 48" skylights

Attach the following items to your application:

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

Please read and sign below:

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

Signature Date: 3/21/17

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: _____ Date: 4/11/17

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

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 Sylvia Enninger SIGNATURE *Sylvia Enninger*
 ADDRESS 1473 University Ave DATE 3/16/17
 PHONE: 916-333-4022 ALT. PHONE 415-307-5682

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

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

PROJECTS BEING SUBMITTED: Please review Nepenthe Architectural Criteria.

DOORS

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

POOL

- Patio Pool & Equipment

PATIO STRUCTURES

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

ROOF

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

UTILITIES

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

WINDOWS

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

SMALL EXTERIOR INSTALLATION

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

OTHER Please describe in detail

install a 14" dia. solatube in kitchen near hallway and a 10-in. in master bed dressing area.

*automatic approval from office if following Nepenthe criteria

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

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

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

- Approved Approved With Conditions Disapproved as Submitted

ARC Chair *[Signature]* Date 4/11/17

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

COMMENTS:

Final Inspection Required: Yes No

From: **Sharla Freeman** sharlfreem@gmail.com
Subject:
Date: **April 4, 2017 at 1:01 PM**
To:



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
916.929.5380 / www.nepenthe.com

HOME IMPROVEMENT APPLICATION

916-804-9701 cell

Date: 4/4/17
Name: Sharla Freeman
Address: 710 Elmhurst Circle

Phone: 916-999-0372 hm.
Email: sharlfreem@gmail.com
House Model:

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

These items can be approved in management office:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items require ARC & Board approval:

- Air Conditioner / Heat Pump Replacement
- Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window - new construction
- Window - Security Features/Bars
- Window - Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure - Trellis, Awnings, Sails, Etc.
- Trellis - Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents - Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

If you have an improvement not listed, describe it here:

Attach the following items to your application:

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

Please read and sign below:

I have read the Architectural Guidelines (available at clubhouse or www.nepenthe.com) and understand that the approval timeline can take up to 90 days.

Sharla Freeman 4/4/17
Signature Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: Jenny McVey Date: 4/11/17

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

HOME IMPROVEMENT APPLICATION

Date: 3/31/17
Name: Jennifer Boyer
Address: 1137 Vanderbilt Way

Phone: (916) 467 5743
Email: Jennifer.grace.boyer@gmail.com
House Model: 4000 F/6

What improvement are you applying for? One improvement per application, please.
These items require ARC & Board approval:

- These items can be approved in management office:
 - Front door per criteria
 - Screen door from approved styles
 - Garage exterior man door per criteria
 - Garage vehicle door per criteria
 - Cable/Satellite Dish installations
 - Mail Box from approved styles
 - Mail Slot, if replacing or approved by Postmaster
 - Chimney Cap

- These items require ARC & Board approval:
 - Air Conditioner / Heat Pump Replacement
 - Check if emergency approval is needed
 - Window or Patio Slider Replacement
 - Window - new construction
 - Window - Security Features/Bars
 - Window - Sun Screens
 - Skylights or Solar Tubes
 - Solar Roof Panels (Thermal or Electric)
 - Gas Line and Meter
 - Shade Structure - Trellis, Awnings, Sails, Etc.
 - Trellis - Floral Support / Garden Feature
 - Patio Hardscape / Planter Boxes
 - Patio Pool / Spa and Equipment
 - Attic Fans
 - Vents - Installations and/or Relocations
 - Security Camera and/or Lighting
 - Hand Rail
 - Fence Relocation
 - Outbuilding / Shed

If you have an improvement not listed, describe it here:

Attach the following items to your application:

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

Please read and sign below:

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

Signature: [Signature] Date: 3/31/17

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: [Signature] Date: 4/11/17

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

rec'd 3-16-17 BS



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

HOME IMPROVEMENT APPLICATION

Date:	Phone: 916 9004613
Name: Geraldine Gelfand	Email: gerisg@pacbell.net
Address: 406 Elmhurst	House Model: # 2300

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

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

Attach the following items to your application:

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

Please read and sign below:

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


 Signature _____ Date 3/16/17

The Architectural Review Committee recommends:

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

Chair:  Date: 4/11/17

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



HOME IMPROVEMENT APPLICATION

Date: April 29, 2017
Name: Sharon Koto-Bender
Address: 504 Elmhurst Circle

Phone: 559-696-1827
Email: demmarr@gmail.com
House Model: 5500

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

These items can be approved in management office:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items require ARC & Board approval:

- Air Conditioner / Heat Pump Replacement
- ___ Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window – new construction
- Window – Security Features/Bars
- Window – Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure – Trellis, Awnings, Sails, Etc.
- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

If you have an improvement not listed, describe it here:

Item below:

#3. will be self installed by owner

Attach the following items to your application:

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

Please read and sign below:

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

Sharon Koto-Bender 5/2/2017

Signature

Date

The Architectural Review Committee recommends:

Approval

Approval with Conditions

Disapproval

Chair:

[Signature]

Date:

5/9/17

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



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

HOME IMPROVEMENT APPLICATION

Date: 4/14/17 Phone: 916-568-9357
 Name: John Bloomer Email: Melissanet@comcast.net
 Address: 812 Duvalton Circle House Model:

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

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

Attach the following items to your application:

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

Please read and sign below:

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

John Bloomer 4/14/17
 Signature Date

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: [Signature] Date: 5/9/17

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

Rec'd 5/5/17 SF



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

HOME IMPROVEMENT APPLICATION

Date:

Phone:

Name:

CRIS OLSON

Email:

CRIS OLSON4@AOL.COM

Address:

1035 Commons Dr
925-200-5804

House Model:

1625

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

These items can be approved in management office:

These items require ARC & Board approval:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

- Air Conditioner / Heat Pump Replacement
- ___ Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window – new construction
- Window – Security Features/Bars
- Window – Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure – Trellis, Awnings, Sails, Etc.
- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

If you have an improvement not listed, describe it here:

Attach the following items to your application:

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

Please read and sign below:

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

CRIS OLSON
Signature

5-4-17
Date

The Architectural Review Committee recommends:

Approval ___ Approval with Conditions ___ Disapproval

Chair: [Signature] Date: 5/9/17

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

Rec'd 5/4/17

BS



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

HOME IMPROVEMENT APPLICATION

Date: <u>May 4, 2017</u>	Phone: <u>(916) 761-8828</u>
Name: <u>John A. Cook</u>	Email: <u>jcook@eldoradosavings.com</u>
Address: <u>2314 Swarthmore Dr.</u>	House Model: <u>4400</u>

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

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

Attach the following items to your application:

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

Please read and sign below:

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

Signature Date

The Architectural Review Committee recommends:

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

Chair: [Signature] Date: 5/9/17

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



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

HOME IMPROVEMENT APPLICATION

Date: May 8, 2017
Name: Alfonso Ibarria
Address: 300 Dombarton Circle

Phone: 916-599-9788
Email: oorsjoarn@ad.com
House Model: 3300

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

These items can be approved in management office:

- Front door per criteria
- Screen door from approved styles
- Garage exterior man door per criteria
- Garage vehicle door per criteria
- Cable/Satellite Dish installations
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items require ARC & Board approval:

- Air Conditioner / Heat Pump Replacement
- Check if emergency approval is needed
- Window or Patio Slider Replacement
- Window - new construction
- Window - Security Features/Bars
- Window - Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure - Trellis, Awnings, Sails, Etc.
- Trellis - Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents - Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

If you have an improvement not listed, describe it here:

Attach the following items to your application:

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

Please read and sign below:

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

Corey Macintyre
Signature

May 8, 2017
Date

corey.macintyre@ygha.com
Cel. 916-709-6787

The Architectural Review Committee recommends:

Approval Approval with Conditions Disapproval

Chair: [Signature] Date: 5/9/17

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

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 Skarla Freeman SIGNATURE Skarla Freeman
ADDRESS 710 Elmhurst Circle DATE 4/11/17
PHONE: (916) 999-0372 ALT. PHONE cell (916) 804-9701

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

Cabana 15' x 11' x 8' Frame same color as house, Canvas light brown.

*automatic approval from office if following Nepenthe criteria

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

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

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

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

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

COMMENTS:

Final Inspection Required: Yes No

NEPENTHE IMPACTED NEIGHBOR STATEMENT *if required.*

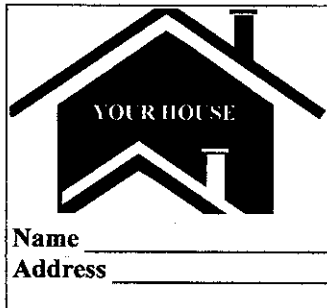
The attached plans were made available to the following neighbors for review:

Impacted Neighbor	
Name	
Address	
Signature	Date

Impacted Neighbor	
Name	Joseph Guga
Address	714 Elmhurst Cr.
Signature	Sac Co 95825
Signature	Date Jan A. 5-3-17

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	
Name	
Address	
Signature	Date



Adjacent Neighbor	
Name	Roberta DWORKIS
Address	712 Elmhurst Cir
Signature	Sac, CA 95825
Signature	Date Roberta Dworkis 5-4-17

Your Street - Front of Home

Facing Neighbor	
Name	JAN BEALE
Address	708 ELMHURST
Signature	Date Jan Beale 5/4/17

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	Date

My neighbors have seen the plans I am submitting for the Committee review (see above verification). I as the Owner certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor's objections do not in themselves cause denial of the plans.

SUBMITTED BY:

Name: Sharla Freeman
Date: _____
Address: 710 Elmhurst Circle









- Color of Canvas lighter (see sample)
- Size 15' x 11' x 8'
- Top off in winter for the wind, etc.
- Original cost was \$6,999⁰⁰.
- attached by bolts to cement.

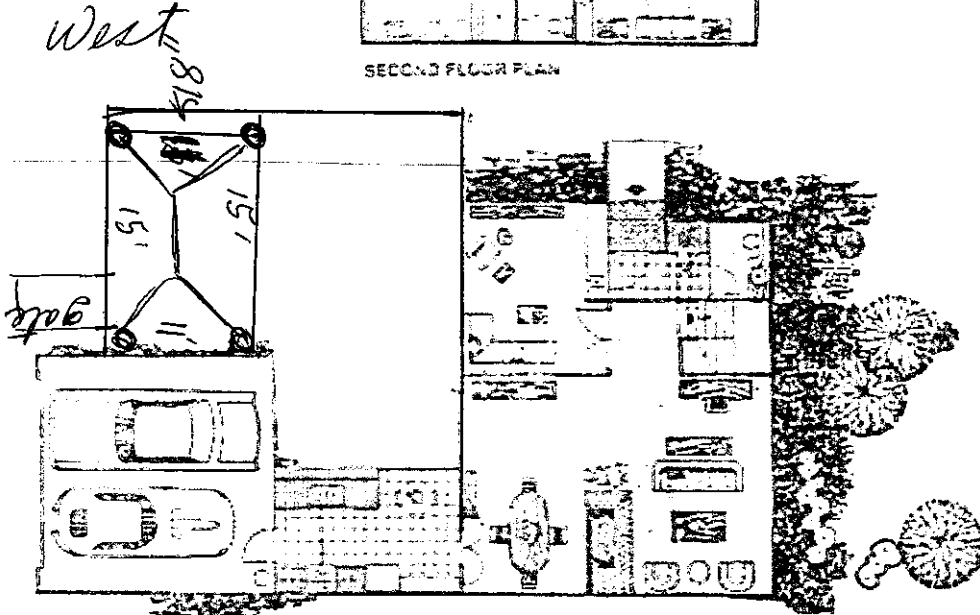
To: **Sharla Freeman** shartreem@gmail.com
 Date: **May 2, 2017 at 10:18 AM**
 From:

5500

Quality and space-efficient are the
 highlights of the 5500 Plan. From a
 separate foyer through double doors,
 you may enter a cozy den with wet
 bar or slide on into the large living
 room. The dining room beyond, with
 no-wash expense of glass, looks out
 onto an enclosed garden patio. Up-
 stairs features a large master bed
 room suite with en-suite dressing
 room, double vanity, and private
 bath. There are two other large bed
 rooms plus a convenient utility room
 and second bath.



SECOND FLOOR PLAN



FIRST FLOOR PLAN

My house is reversed

5500

Floor plan details and features subject to change without notice. Patio side may vary with location.

NEPENTHE ASSOCIATION

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

May 2, 2017

Dear Vendor:

Nepenthe Association is seeking proposals for concrete walkway replacement 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 through 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 5:00 pm, May 11, 2017. 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). You can also direct questions to Roger Work, Nepenthe's Facility Coordinator at (916) 205-6591.

GENERAL REQUIREMENTS

All work shall be completed in compliance with the attached Standards and Practices. All work shall include daily cleanup. Schedule to be mutually agreed upon between contractor and management prior to signing of contract. Path of travel to be provided to management at least 7 days in advance to allow notice to the residents when necessary.

Work will take place Monday through Friday only and no work may commence before 8:30 am. Care must be taken to prevent damage to landscaping, sprinklers, underground utilities, and buildings.

Contractor shall obtain any necessary permits and will be reimbursed the actual cost of permits upon submitting evidence of payment. 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

Concrete walkway replacement to include the following:

- Remove existing concrete designated for replacement and dispose.
- Install forms as needed for concrete replacement.
- Installation of 6 sack concrete with lamp black coloring.
- Concrete finish to be exposed aggregate with 3 ½" bands of smooth concrete to resemble existing aggregate.

NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380 FAX: 916.929.1773

nepenthe@fsresidential.com

- All old concrete must be removed and hauled away daily.
- All debris must be removed daily.
- All irrigation line breaks must be reported to the landscaper immediately for repair before concrete is poured.
- Any and all plumbing or electrical lines broken during the concrete replacement must be repaired, at the cost of the contractor, before new concrete is installed.
- Any tree roots, causing concrete walkway to lift, must be cut back and a root deterrent added to minimize reoccurrence.
- All open holes in walkways must be marked with caution tape and barriers.
- All wet concrete must be marked with caution tape and barriers.
- All forms used will be removed promptly.

SCHEDULE, TERMS AND FEES

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

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 on the following two pages of this packet:

TOTAL BID = \$ _____

POTENTIAL ADDITIONAL WORK, SHOW LUMP SUM PRICE FOR EACH:

Re-configure walkway and stairs at 502 Dunbarton = \$ _____

Re-configure walkway and stairs at 614 Elmhurst = \$ _____

List of locations for Remove/Replace = \$ _____

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

Contractor Name:

Address:

City, Zip:

Contractor License No.:

Classification(s):

Signature of Authorized Party:

Signature

Date signed

Print name & title

List of locations for Remove/Replace

Nepenthe Association
2017 Concrete Project

Street	Unit #	Zone	Elevation	Location Type	Square Footage			Notes	
			N, E, S, W		Feet	by	Feet		Total SQ FT
Vanderbilt	1005	6	N	Walkway	30	X	4	120	Need steps
Elmhurst	708	6	W	porch	2	X	4	8	Remove first course of bricks and replace with aggregate concrete to match walkway.
Dunbarton	511	3	W	Walkway	-	X	-	-	Install handrail at steps. See attached Criteria.
Dunbarton	812	4	N	Driveway	16	X	5	80	Driveway is lifting where it joins garage floor.
Elmhurst	810	6	N	Driveway	16	X	5	80	
Dunbarton	1018	4	E	Walkway	2	X	4	8	Remove first course of bricks and replace with aggregate concrete to match walkway.
Dunbarton	506	3	N	Walkway	0.33	X	4	1.32	Broom finish spacer
Commons	1417-1423	4	W	City Sidewalk	3	X	4	12	Broom finish to match existing.
Commons	1366	2	E	City Sidewalk	3	X	4	12	Broom finish to match existing. At SMUD box.
Dunbarton	700	4	E	Curb	1	X	3	3	Rebuild Curb
Dunbarton	800	4	N	Walkway	3	X	10	30	
Dunbarton	500	4	N	Bench Pad	12	X	5	60	Aggregate finish
Vanderbilt	1236	2	N	Bench Pad	12	X	5	60	In greenbelt- between 1236 Vanderbilt and 2242 Swarthmore. Aggregate finish
Elmhurst	104	6	N	Driveway	16	X	5	80	
Elmhurst	106	6	N	Driveway	16	X	5	80	
Vanderbilt	1218	2	W	Walkway	3	X	20	60	
Vanderbilt	1106-1182	2	S	City Sidewalk	4	X	100	400	Broom finish to match existing.
Vanderbilt	1106	2	S	Walkway	3	X	8	24	
Vanderbilt	1006	2	S	City Sidewalk	4	X	10	40	Just west of alley
Commons	1390	2	W	Walkway	3	X	10	30	

1188.32 Total Square Feet

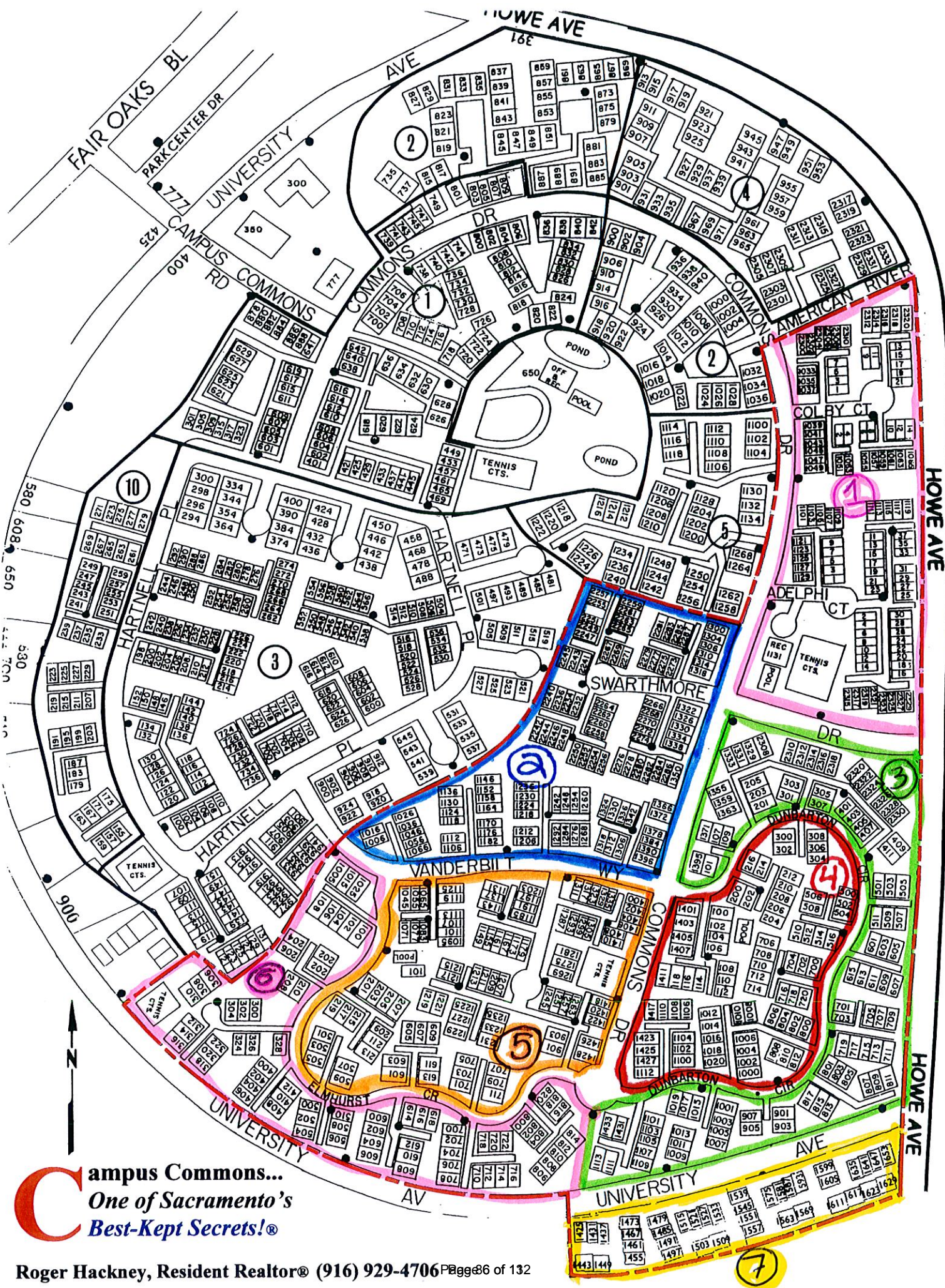
Please provided separate prices for these two items:

502 Dunbarton, 3'x15'



614 Elmhurst, 3'x20'





Campus Commons...
*One of Sacramento's
 Best-Kept Secrets!®*

Roger Hackney, Resident Realtor® (916) 929-4706 Page 86 of 132



NEPENTHE ASSOCIATION

STANDARDS & PRACTICES FOR CONCRETE WALKWAYS

Walkways which are not part of the City of Sacramento public streets are constructed of exposed aggregate concrete no less than 3-5/8 inch thickness, with contrasting crack control pattern joints at intervals of about 10 feet (actually ranging from 8 to 11 feet). These pattern joints are generally 3-5/8 inch wide and were originally constructed with flat redwood 2 X 4's. These wood strips are now constructed with concrete, without exposed aggregate or lampblack in order to contrast with the walkway panels. Primary walkways are five feet wide; secondary walkways to doorways, patios and alleys are 4 feet, 3.5 feet and 3 feet wide.

Some previous repairs have constructed new butted walkway panels without pattern joints. This contributes to tripping hazards, since even a very small displacement of the walkway on one side of the joint produces a tripping hazard. The pattern joint gives an opportunity to transition between small vertical displacements over the width of the joint. The pattern joint also controls crack location, and preserves the original decorative pattern.

Walkways whose joints have become displaced vertically due to tree roots or other causes must be repaired in order to minimize tripping hazards. The maximum permitted vertical displacement is 3/4 inch. The pattern joints can serve as a transition between adjacent walkway panels where the vertical displacement is within acceptable limits. This permits eliminating the vertical lip between displaced walkway panels for possibly less cost than replacing an entire panel. Alternate methods of repair are described below.

Alt.1. chip out the existing pattern joint material, fill in the pattern joint with plain concrete with a broom finish and tooled edges, 3 inch minimum depth.

Where one side of the pattern joint is higher than the other side, fill in the joint with concrete even with the edges of the concrete slab on each side, warping the concrete as necessary for a smooth transition. The difference in elevation on each side should not exceed 1 inch for this method. If the difference is greater, the high side must either be ground first or the walkway panel must be replaced.

Alt. 2. Grind or cut the surface of the higher slab at the joint to match the adjacent low edge. Grinding or cutting should not exceed 3/4 inch in depth in order to not weaken the concrete slab. At butted joints without a pattern joint, vertical displacements exceeding 1/4 inch must either be ground, or a pattern joint installed.

Alt. 3. Replace one or more panels of walkway between joints with new exposed aggregate concrete walkway. Contrasting pattern joints should always be included in the repair. Be certain that crack control pattern joints should always be included in the repair. Be certain that crack control pattern joints are installed at intervals not exceeding 11 feet.



NEPENTHE ASSOCIATION

Alt 4. Where there is a butted joint without a pattern strip that is displaced, and grinding is not adequate, saw cut 4-inch strip from the slab on the high side of the joint, and create a pattern joint which can take up the displacement as described above.

Alt. 5. Moving the replacement walkway horizontally to give greater clearance to nearby trees is another alternative, although an expensive one, since a considerable amount of walkway would need to be replaced to produce an acceptable alignment.

Alt 6. Replacing the walkway with narrowed sections to give greater clearance to nearby trees is an alternative only where the narrowing would not exceed 12 inches. Minimum width must not be less than 3.5 feet in order to meet ADA requirements.

New exposed aggregate concrete for walkways should conform to the following specifications:

Minimum 28-day compressive strength: 25 MPa

Minimum cement, sacks per cubic yard: 6

Maximum water/cement ratio by weight: 0.45

Slump, Inches: 2 to 4

Air entrainment, % by volume: 5.5-8%

Lampblack admixture per cubic yard: 3/4 lb. to 1 lb., to best match existing exposed aggregate walk (except none in pattern strip concrete)

Subgrade shall be free of exposed roots, and native soil compacted to 90% relative compaction. Forms for sides and pattern joints shall be depth and well braced. Edges shall be rounded with an edging tool. Cross slope shall be between 1/8 inch and 1/2 inch per foot to provide drainage. Where exposed tree roots have encroached into the walkway, they shall be sawn to a depth of 14 inches at the edge of the form, removed to a depth of 6 inches below subgrade, and a 12 inch deep by 4 foot long plastic root barrier installed in the cut on the tree side.

There may be locations where optimum walkway repair is not advisable without removal of one or more trees. In such a case, report the tree number and nearest home address and location to the manager for instructions. In locations where walkway panel replacement is necessary due to tree roots, check with the manager to see if the tree causing the problem is scheduled for removal in the tree management plan. If the tree is scheduled for removal within three years, it may be advisable to delay walkway panel replacement until after tree removal, since the removal may damage the walkway. In the event that the displacement is too severe for a pattern joint transitions, a temporary tapered using epoxy cement can be installed at the point to address the tripping hazard in the interim.

Bids should be solicited for this work on a unit price basis, giving bidders an approximate number of locations each for pattern joint replacement, for grinding, and for saw cutting, and per square foot of



NEPENTHE ASSOCIATION

walkway removal and replacement. It frequently happens that additional locations are discovered after bidding, and unit price bids permit adjusting qualities.

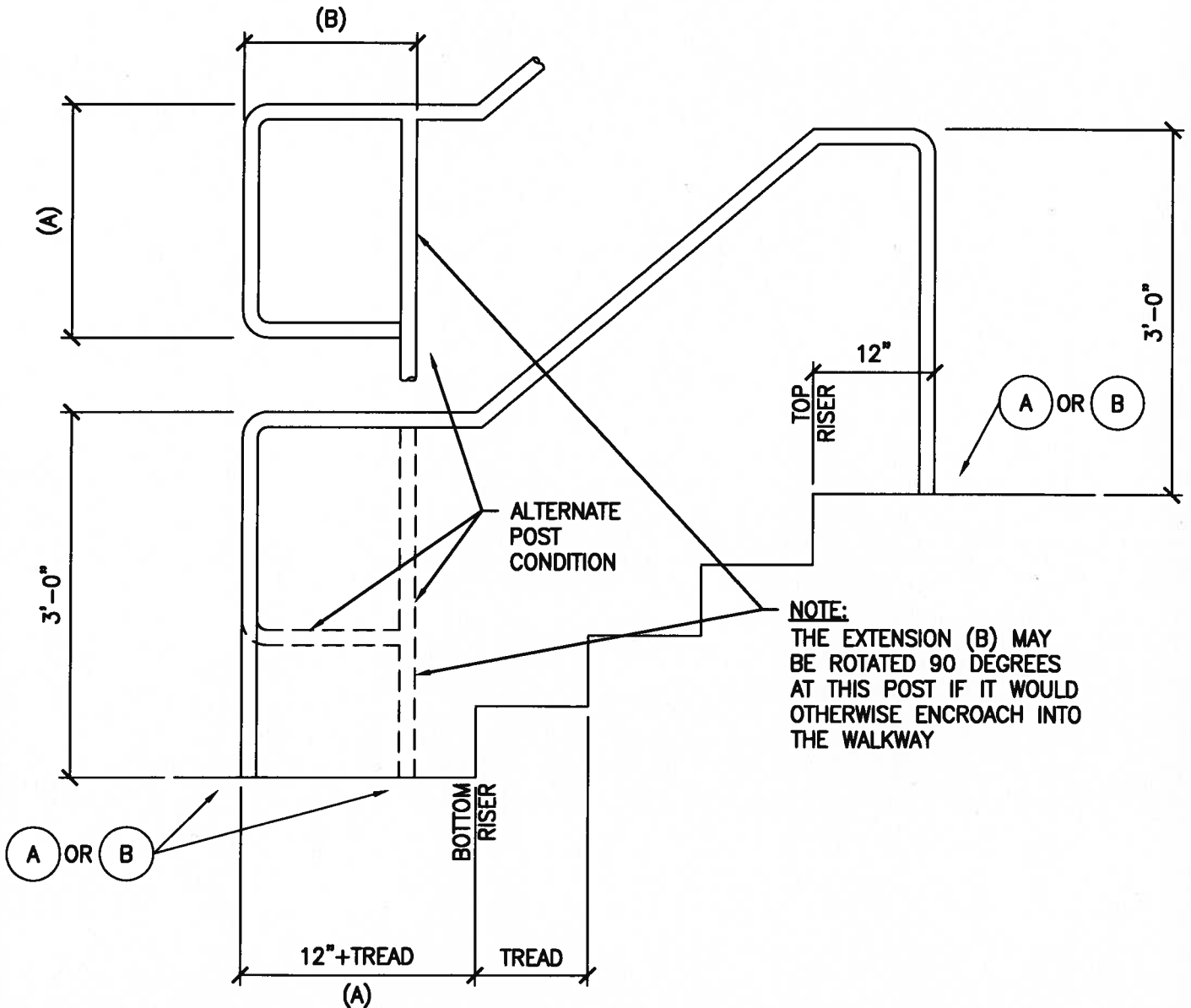
Nepenthe is also responsible for controlling tripping hazards in sidewalks on public streets within Nepenthe. Generally, this will consist of grinding or cutting the high side of the joint to bring the difference in elevation across the joint to less than 1/4 inch. Where concrete curb, gutter or sidewalk must be replaced, conform to City Of Sacramento specifications, with the addition of lampblack as described above in order to better match the color of existing concrete.

Any homeowner that chooses to contract for a solid concrete walkway (for example- from the alley to a patio gate) must choose an exposed aggregate finish installed in compliance with these Standards and Practices.

HANDRAIL CRITERIA

HANDRAIL CRITERIA

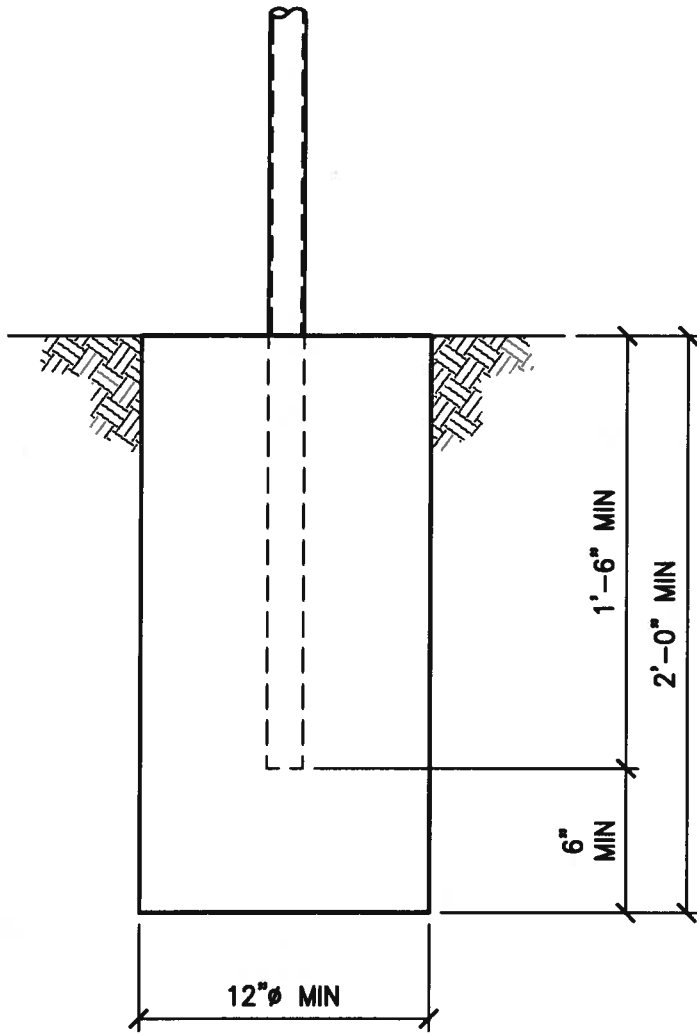
THE HANDRAIL SHALL BE MADE OF ROUND STEEL $1\frac{1}{2}$ " MINIMUM IN DIAMETER. IF THERE ARE STEPS, THE TOP OF THE HANDRAIL SHALL EXTEND 12" BEYOND THE RISER OF THE TOP STEP AND 12" PLUS ONE TREAD BEYOND THE RISER OF THE BOTTOM STEP. THE VERTICAL TUBULAR POST SHALL BE WELDED INTO THE RAIL AT THE ENDS. THE HANDRAIL SHALL BE AT A 36" HEIGHT FROM THE STEPS OR WALKWAY. THE POSTS SHALL BE PLACED TO THE SIDE OF THE STEPS OR WALKWAY BY WAY OF CONCRETE FOOTINGS.



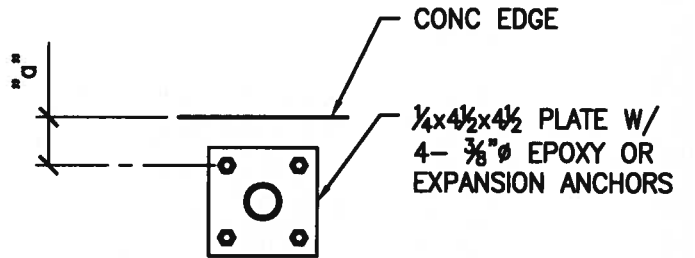
SHEET TITLE: EXAMPLE FOR ADA COMPLIANT HANDRAILS

Date: 10/21/2013
Page: 1 of 2

HANDRAIL CRITERIA

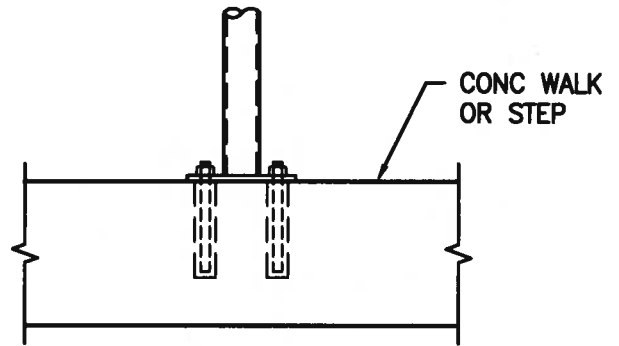


BASE DETAIL A



"d" MINIMUM
 2" FOR EPOXY ANCHORS
 3" FOR EXPANSION ANCHORS

PLAN VIEW



BASE DETAIL B

Red Leaf Developments, Inc.

Office: 1.800.324.9056, Fax: 916.900.8963
5717 Manzanita Ave
Carmichael CA 95608
Email: info@redleafdevelopments.com
www.redleafdeveelopments.com
CSLB: 900817

Estimate And Proposal

Date: May 11, 2017

From:
, Red Leaf Developments, Inc.

Estimate Submitted To:
Bettsi Ledesma,
1131 Commons Drive
Sacramento, CA 95825

For Work At:
1131 Commons Drive
Sacramento, CA 95825

Red Leaf propose to furnish all materials and perform all labor necessary to complete the following work:

Description

Remove and Replace Concrete

Remove and Replace all concrete as outlined in RFP provided by First Service.

Removal of Concrete includes saw cutting of all concrete for removal.

All saw cutting will be done wet and includes removal of all concrete cutting slurry.

All new concrete will be 6 sack mix with rebar 24" o.c using #3 rebar.

No Base Rock will be installed below concrete that is being removed and replaced.

All slurry from washing exposed aggregate will be removed from site and cleaned up in pricing.

The concrete replacement and demo will be done in the following process:

3 days of demo and removal of concrete

1 day of set up for concrete work

3 days of pouring concrete- roughly 7 locations will be poured each day.

Square footage: 1293

Description

Finish: Exposed Aggregate to match existing and light gray broom finish concrete * as outlined in scope of work

Color (s): Lamp Black Intergral Color

Linear feet of step(s): 18

*RLD has final say in location of break joints installed in concrete and is not responsible for any cracking or breaking of concrete unless it is determined that the proper compaction was not provided by RLD. *

	\$30,668
Hand Rail	
Install new Hand Rail as shown in RFP	\$2,310
Job Total	\$32,978

All work is to be completed in a substantial and workman-like manner for the sum of **Thirty Two Thousand Nine Hundred Seventy Eight Dollars and No Cents (\$32,978)**. Payment is to be made as follows:

Any alterations or deviation from the above specifications that require additional cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned above for this contract. All agreements must be made in writing.

This Simple Estimate Proposal is good for 30 days. Please give me a call if you have any questions: Office: 1.800.324.9056, Cell: .

Red Leaf Developments, Inc.

Date

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 on the following two pages of this packet:

TOTAL BID = \$ 39,600.00

POTENTIAL ADDITIONAL WORK, SHOW LUMP SUM PRICE FOR EACH:

Re-configure walkway and stairs at 502 Dunbarton = \$ _____

Re-configure walkway and stairs at 614 Elmhurst = \$ _____

List of locations for Remove/Replace = \$ _____

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

Contractor Name: NORCAL ASPHALT


Address: 8434 24th AVE

City, Zip: SACRAMENTO CA 95825

Contractor License No.: #863765

Classification(s):

Signature of Authorized Party:


Signature

MAY 11-17
Date signed

MATT ROSE - SALESMAN
Print name & title



NEPENTHE ASSOCIATION COMMUNITY RULES



This is the third revision of the Nepenthe Association Community Rules, effective April 2017.

Using the authority granted to it in Section 6.6. (a)(ii)(E) of the CC&Rs, the Board of Directors may, from time to time, adopt new or revised rules and regulations that change these Community Rules.

All new or revised rules will be incorporated into this document as soon as possible. Members will be notified when a revision of these rules is adopted and will be provided a link to the latest revision on the website. Members who prefer to receive the latest revision of these rules as a printed document may request a printed copy from the Club-house front desk.

The latest version of these rules is always available on the Association's website, shown below. A printed copy of the latest version is available for viewing at the front desk.

<http://NepentheHOA.com>

Adopted by the Board of Directors on _____, 2017.

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Section 1. Introduction

The beauty, tranquility and harmony of design of our community were principle elements in the decision we each made to invest here and make Nepenthe our home. This inspiration also was the focus in creating and revising our Community Rules. It is hoped that these proven standards will preclude problems and enhance our community spirit.

While not all activities and situations are identified herein, these rules provide a simple, reasonable, and effective guideline from which everyone can benefit. Common courtesy, sensible behavior and respect for others remain the best practices in any social environment.

The Nepenthe Association is organized as a common interest development under the laws of the State of California. Owning a home within a common interest development is different from owning a standalone dwelling. The Nepenthe Association owns common property, such as our two private streets, the Clubhouse and various amenities.

Years of experience in common interest developments have shown that it is necessary for the owners of common property to come to an agreement, in writing, on how the jointly owned property should be managed and used. These Community Rules are that agreement. The goals of this document are:

- To enhance each member's enjoyment of their personal residence and the Common Areas and Facilities of the Association.
- To highlight or clarify certain portions of our *Covenants, Conditions, and Restrictions* (CC&Rs).
- To help protect, maintain and enhance the value of our shared assets.
- To maintain reasonable order and peace within our organization and community.

The *Declaration of Covenants, Conditions, and Restrictions for Nepenthe Association* (CC&Rs), and the *Bylaws of the Nepenthe Association* (Bylaws), are the two legal documents that provide the basis for the creation of "Community Rules". This document is intended to implement applicable provisions from the CC&Rs and the Bylaws as well as additional rules and regulations created by the Nepenthe Association Board of Directors using the authority granted to the Board in CC&R, Sec. 6.6. (a)(ii)(E), and in the Bylaws. If any disagreement is discovered among these Community Rules and Regulations, the CC&Rs, and the Bylaws, the language of the CC&Rs and/or the Bylaws prevails.

References given throughout this document in brackets, e.g. {Sec. 6.6. (a)(ii)(E)}, refer to an Article or Section of the Covenants, Conditions, and Restrictions, or CC&Rs. Often, the CC&Rs provide more extensive information on a given subject and should be consulted for complete understanding of a topic.

Section 2. Occupancy & Use of Property

2.1. Occupancy {CC&Rs Sections 2.1.(a)}

No more than two (2) persons per bedroom, plus one (1) additional person per residence, not including temporary guests, may reside in any Lot. In no event shall a Lot be occupied by more individuals than permitted by applicable zoning laws.

2.2. Residence Rental and Leasing {CC&Rs Sections 2.4 & 2.5}

Residences within Nepenthe may be rented or leased. The following conditions apply to all rentals and leases:

2.2.1. Lease or Rental Agreement

A lease or rental agreement must be in writing, must be for a term of not less than 180 days, and is subject to the Community's governing documents. An Owner is responsible for providing a copy of the CC&Rs, By-laws and these Community Rules to his/her tenants at the Owner's sole cost. Additionally, an Owner is required to notify management of the names of their tenants.

2.2.2. No Short-Term Leases/Rentals/Time Sharing and No Hotel Services

Any agreement, plan or arrangement under which the right to use/occupy the Lot that rotates among various persons which includes providing the occupants with customary hotel services, such as room service, maid service or laundry and linen service is prohibited. No subleasing of any Lot shall be permitted except with the written approval of the Board. {Sec. 3.2.(b)}

2.2.3. Voting and Use Rights

An Owner who leases his/her home retains his/her voting right in the Community Association and is also permitted usage rights of all Common Areas and Facilities while owner of the home. The lessee assumes the privileges and responsibilities of Community Association membership, but does not gain a voting right. The vote remains with the Residence's owner. Owners that do not reside in Nepenthe are still permitted to use the Common Area Facilities as are their tenants living in the Development. {Sec. 2.4.(a)(iii)}

2.3. Restrictions on Businesses {CC&R Section 3.1(b)}

No business of any kind shall be established, maintained, operated, permitted or conducted in Nepenthe without written approval from the Board, except home offices and/or such professional or administrative businesses as may be permitted by applicable statutes and/or ordinances provided, however, that:

- No external evidence of such business/home office.
- No employees coming and going
- No published advertising of the unit address
- Business will not increase Nepenthe's insurance obligations and/or premiums

2.4. Resident Registration

To insure good communication between the Association and the Residents, all owners and tenants are asked to provide their telephone numbers, email addresses and emergency contacts to Management.

Section 3. Common Area Rules

3.1. General

All real property that is owned, controlled, or maintained by Nepenthe Association is for the common use and enjoyment of the Owners and Residents.

Common Areas include the Common Facilities located thereon. Examples of Common Areas and Common Facilities are:

- Green spaces
- Landscaping outside of the residential units except for fenced patios.
- Clubhouse and Dunbarton Cabana and attendant facilities, parking lots, and landscaping.
- Sports Courts
- Swimming Pools and Spas
- Driveways and Alleys

3.1.1. Use of Common Areas

The Common Area and Common Facilities are to be used only for purposes originally planned and intended by the builder, except for events approved by Nepenthe. The Clubhouse and other Common Areas cannot be used for any commercial purpose.

3.1.2. Obstruction of Common Areas

There can be no obstruction of the Common Area nor shall anything be stored by Residents in or upon the Common Area without the written consent of the Community Association.

3.1.3. Alterations to Common Areas

No person(s) other than the authorized agents of the Community Association can introduce, remove, or alter any Common Area without written consent of management. This includes planting in the shrub beds around the Residences. Portable toilets are not allowed on the Common Areas, except as approved by the management.

3.1.4. Damage to Common Areas

Residents are responsible for payment of the cost of repairs for all damage to the Community Association's property caused by themselves, members of their families or their Guests.

3.1.5. Risk and Liability

Residents and Guests use the Common Areas at their own risk.

3.2. Parking, Streets and Driveways

3.2.1. Overnight Parking

All residents are to park their vehicles in their garage overnight. If special circumstances exist which prevent the resident from parking in their garage, they may apply in writing to the Board of Directors for a variance from the requirement. Variances will be granted on a case-by-case basis. Permits for overnight parking by guests may be obtained from the office during business hours or call the courtesy patrol service after business hours.

3.2.2. Vehicle Codes and Regulations

All City of Sacramento and State of California vehicle codes apply within Nepenthe.

3.2.3. Speed Limit

The maximum speed limit within the confines of Nepenthe is 25 miles per hour and 10 miles per hour on the two private streets: Dunbarton and Elmhurst Circles.

3.2.4. Clubhouse Parking Lot and Fire Lanes

Handicapped spaces are to be used only by those who possess a handicap placard. Cars and other motor vehicles must park in designated spaces only.

3.2.5. Fire Lanes

Alleys are considered fire lanes. There is no parking permitted in fire lanes (alleys).

3.3. Swimming Pools and Spas

There are three swim centers. The main Clubhouse pool area contains a heated junior Olympic lap pool, a square, shallow pool and a spa. The Dunbarton pool area has a heated pool and spa. A third stand-alone pool is located on Elmhurst Circle. The pools can be accessed with the electronic key card that is available to all residents for a \$10 check deposit. If the key card is lost, the replacement is \$25.

3.3.1. Hours

Pools are open from 7:00 am to 10:00 pm.

Pools are heated after seven consecutive days of daytime high temperatures over 70 degrees and the heat is turned off after seven consecutive days of nighttime low temperatures below 45 degrees or no later than October 31.

3.3.2. Rules

- Pools, spas and pool areas are restricted to Nepenthe residents and their guests.
- Nepenthe residents must accompany their guests in and around the pool areas. Residents are limited to four (4) guests per residence in a pool area at one time.
- Children under 6 are not permitted in the spa. While in the spa, children aged 6-12 should be closely supervised.
- Pregnant women, people with health problems and people using alcohol, narcotics and other drugs that cause drowsiness should not use the spa without first consulting a doctor. Long exposure to hot temperatures can cause dehydration, dizziness and nausea.
- Quiet hours are from 7:00 pm to 10:00 pm to minimize disturbing residents who live near the pools.
- Lap pool is for swimming laps only.
- For guests who require swim pants or swim diapers, please use best practices which include checking the pants/diapers every 30-60 minutes and changing pants/diapers in the restrooms to allow for hand-washing afterwards.
- Food is permitted in plastic containers only and waste is to be disposed of in the provided trash receptacles. Food is only permitted on the pool deck and not in the pool.
- Beverages are allowed in plastic containers only.
- Masks, goggles, swim fins, safety rings and small plastic inner tubes for infants are allowed. All other items, including lap boards, snorkels, bikes, toys, balls, and pool games are prohibited.
- Pets are not allowed in the pools or pool area.
- Running, rough housing and obnoxious behavior are prohibited.
- Acceptable swimming attire only – cutoffs, non-swimming shorts, etc. are not permitted.
- Smoking and “vaping” are not permitted.

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

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

3.4. Sport Courts

Nepenthe has three tennis and pickleball centers and a regulation ping pong table on the Clubhouse pool deck; the following procedures and rules pertain to their use. All sports courts are to be used only for their intended purpose. Any other use is prohibited. The Clubhouse courts can be accessed with the electronic key card available at the management office for a small deposit. The sports courts near Commons & Vanderbilt and Elmhurst/University use a brass key, also available to residents at the management office.

3.4.1. Permitted Use

The sports courts are for the exclusive use of Nepenthe Residents and their Guests. Guests using a sports court must be accompanied by a Resident at all times. Pets are not permitted on any of the courts.

3.4.2. Hours of Use

Courts are open from dawn until dusk.

3.4.3. Sports Equipment

Check in at the Clubhouse Front Desk to obtain sports equipment. The sports equipment is limited to a few pickleball paddles, ping pong paddles and ping pong balls.

3.4.4. Apparel

Appropriate apparel is required and shirts must be worn at all times.

3.4.5. Beverages

Only non-alcoholic beverages in unbreakable containers can be consumed on the courts.

3.4.6. Special Events

On occasion, courts will be reserved for club activities or special events. Please consult Management staff to determine court availability.

3.5. Clubhouse and Cabana

3.5.1. Locations and Hours

The main Nepenthe Clubhouse is located at 1131 Commons Drive and the Dunbarton Cabana is located at 150 Dunbarton Circle. Operating hours of the Main Clubhouse and the names and positions of staff members can be obtained in the community newsletter and on the website at www.NepentheHOA.com. The Clubhouse phone number is (916) 929-8380. Currently, the Clubhouse is open Monday through Friday from 9:00 am to 1:00 pm and 2:00 pm to 6:00 pm. Saturday and Sunday, the hours are 9:00 am to 1:00 pm October through May and 12:00 pm to 4:00 pm June through September.

3.5.2. Description of Facilities

The Clubhouse is equipped with a full service kitchen, including an electric range, warming drawer, microwave, two refrigerators and an ice maker. There is large projection screen and blu-ray disc player available. The main lounge is also equipped with a microphone system with 7 standard microphones and 1 headset/belt clip microphone

The main lounge can accommodate up to 88 people standing and up to 50 seated at tables. The small, adjacent library is equipped with four square tables and 16 chairs. The clubhouse can be rented for private events. See section 3.5.4 below.

There is a gym at the Clubhouse available to all residents. It is accessible from 7:00 am to 10:00 pm daily by use of the electronic access key, which can be obtained by a \$10 check deposit. The gym has a universal weight machine, two treadmills, two recumbent cycling machines, one upright cycling machine, an elliptical and one stair stepper. A television with remote is also available, as are sanitary wipes for the machines. Further rules are posted in the gym.

The Dunbarton Cabana is not staffed. It has a main room that can accommodate 25 people, a full kitchen and restrooms. It is used for committee meetings and can be rented for private events. See section 4.5.4 below.

3.5.3. Facility Use Procedures, adopted by the Board of Directors on October 7, 2015

The hierarchy of use for Clubhouse or Cabana is as follows:

1. Board of Directors' Monthly Open Session or other Board business
2. Association sponsored events, including the weekly coffee on Saturday mornings
3. Residents with an executed Rental Agreement
4. Resident groups and committees
5. Approved classes or presentations
6. "Drop in" residents and guests

The website calendar is used for all events at both facilities. Management administers this website. Any resident can access it at www.NepentheHOA.com/event-calendar. Resident groups and committees who meet regularly are required to complete a Facility Use Proposal Form. This form provides management with the information they need to populate the calendar.

From time to time, a special interest group or vendor may approach Management to hold a function or class that may be of interest to the residents of Nepenthe. The requestor will be provided with a Facility Use Proposal Form. Should the manager find that the requested event does not conflict with previously scheduled events and will appeal to a broad range of residents, the event will be placed on the calendar with the understanding that insurance requirements must met.

3.5.4. Private Rentals

Renting the Clubhouse or Dunbarton Cabana is a privilege reserved only for Nepenthe residents. **If a resident chooses to rent one of the facilities on behalf of a friend, the resident is assuming responsibility and must remain at the event the entire time of the rental.**

The Clubhouse can be rented for \$40 per hour. Excluded from the rental are the lobby, management offices, gym and pool deck. The rental includes the use of six 3'x6' banquet tables and 40 stacking chairs. To reserve the date, a \$100 holding/cleaning deposit is required. This cleaning deposit will be refunded after the event provided no portion of it is required to restore the facility to its "pre-event" standard. Payment for the rental is due at least seven days prior to your event. A One-Day Special Event Certificate of Insurance is required for all rentals. The Rental Agreement can be found at www.NepentheHOA.com... or obtained from the office.

3.6. Grounds and Landscaping

Nepenthe is responsible for all landscaping in the Common Area. The landscape contractor's employees are required to wear uniforms, but they have been instructed to only take direction from Management. Homeowners may not plant anything in the Common Area without Board approval. Nor may homeowners mow, prune, water (except as necessitated by drought with instruction from the Association), fertilize or otherwise cultivate in the Common Area, even if the homeowner planted there with Association approval.

There are a number of Standards & Practices for the Grounds collected under the title of the Grounds Vision

Document. This Document was adopted by the Board of Directors on December 3, 2014. The Grounds Vision Document is available for your review at www.NepentheHOA.com or in the Clubhouse Library.

If you would like to discuss landscape improvements at your address, please fill out a work request form, available at the front desk or on the website, using the “contact us” form. Your request will be forwarded to the Grounds Committee. You will be contacted by your zone steward or Management. A decision will be agreed upon and the work order placed with the landscape contractor.

It’s important to remember that all landscaping outside of your patio is Common Area and comes under the purview of the association, but we can work together to beautify the Common Area in a way that pleases all parties. This is much better than taking it upon yourself to plant in the Common Area and then having it removed because it did not adhere to the Association’s plant palette or standards or worse, to damage the irrigation system by your actions.

If you note malfunctioning sprinklers or non-functioning light posts in the Common Area, please report them to the Management Office.

Section 4. Owner and Resident Obligations

4.1. Maintenance of Lots and Residences

The shared maintenance agreement between the Association and the homeowners is very clear. To see what the CC&Rs specifically say, read Article V, Section 5.2. The list below is intended to be a handy reference. Please note that while it is the homeowner's obligation to maintain these items, there are architectural criteria for many of them that need to be adhered to. See Section 5 of this document to read what the Association maintains for each unit.

The Homeowner maintains:

Building or Framing Components	Brick Chimney, Fireplace, Chimney Cap and all components
Doors, Jambs and Hardware	Exterior Paint Touch Ups
Interior Patio	Gate Hardware
Windows, Sliders, Frames, Skylights, Screens, etc.	Mail box or mail slot
Patio Covers, Trellises	Homeowner added Rain Gutters
Homeowner Improvements	Plumbing servicing the Unit, including exterior spigots
Pest & Insect Related Problems	Electrical Lines & Fixtures specific to the residence
Gas Lines, Valves, Meters	Cable TV, Telephone, Antennae, Dish Installations

4.2. Home Improvements – Architectural Review Process

The following improvements do not require approval, but do have criteria governing their appearance:

- Window coverings
- Front porch light fixture
- Door hardware
- Front door paint color

These items also have specific criteria, but can be approved by the office staff:

- Front door per criteria
- Screen door from approved styles
- Garage person door per criteria
- Garage vehicle door per criteria
- Cable/satellite dish installations (See also Section 4.4.7 of this Document below)
- Mail Box from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items also have specific criteria and must be reviewed by the Architectural Review Committee who will make a recommendation to the Board of Directors for approval or denial. Please allow up to two months for the approval process:

- Air Conditioner / Heat Pump Replacement (requires a secondary application, available from staff)
- Window or Patio Slider Replacement
- Window – new construction
- Window – Security Features/Bars
- Window – Sun Screens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric) (requires a secondary application, available from staff)
- Gas Line and Meter
- Shade Structure – Trellis, Awnings, Sails, Etc.

- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

The criteria, titled Architectural Guidelines, can be obtained from the office staff or viewed online at <http://nepenthehoa.com/wp-content/uploads/2016/04/NEP-Approved-ARC-Criteria.pdf>. The Architectural Review Committee meets monthly to review the applications. {CC&R Article IV: Architectural Review and Approval}

4.3. Insurance

Homeowners are responsible to insure the improvements and contents of their individual units. When you speak to your agent about your homeowner’s policy, also known as an HO-6 Policy, these are the Association’s coverage recommendations:

- Personal Property: \$200,000
- Loss of Use: \$80,000
- Personal Liability: \$500,000
- Guest Medical: \$2,000
- Building Property: \$147,000 (based on 1,840 square feet)
- Loss Assessment: \$25,00

Of course, your needs may be different, so you are encouraged to work with a professional agent.

The Association insures the outside of your unit and also purchases a Flood Policy on your behalf. See Section 5 of this document for more specific information about the Association’s insurance policies.

4.4. Use Restrictions

These use restrictions have developed over the years as a means of setting clear expectations to help all residents enjoy a pleasant lifestyle in Nepenthe. Some can be found in Article III: Restrictions & Use of Property in the CC&Rs and others have developed by way of Board adopted rules.

4.4.1. Signs

Reasonably sized signs as required by legal proceedings or “For Sale”, “For Rent” or a security service identification sign may be placed in a window.

4.4.2. Pets

Dogs are not allowed in the Common Area except while on a leash which is held by a person capable of controlling it. Owners are responsible for the immediate cleanup of their pet’s waste. No pets may be kept within the Development that result in annoyance or nuisance to other owners.

4.4.3. Trash

Trash and recyclables are to be kept only in covered City of Sacramento containers. Containers shall be stored in an out-of-sight location on the owner’s lot

Green waste (yard clippings) is to be put out in a trash bag or wrapped in a tarp, at the intersection of the alley and street no earlier than Sunday afternoon for Monday morning pickup by the Association’s landscape contractor.

4.4.4. Telecommunication Devices and Wiring

The CC&Rs, Section 3.11 require that you seek approval for the installation of cable TV or satellite dishes from the Association's management office. A letter will be provided to you as your authorization to schedule the installation.

INSTALLATION CRITERIA

1. All old, obsolete cables, wires, dishes, and antennae must be removed at the time of new installation.
2. Cables or wires may not be strung over a roof or gutter, but must run along the edges of a home's trim boards as inconspicuously as possible.
3. Installer may drill a small hole in the siding to create an access for the wiring, while properly caulking/sealing area.
4. Dish/antenna can be no more than one meter (39.37 inches) in diameter.
5. Dish/antenna mast must not be more than 12 feet above the roofline.
6. Dish/antenna hardware may not be attached to roof or siding, unless it is the only place a stud can be located. Attaching to the roof fascia or trim board **is** permitted as long as there is framing beneath to support the mounting hardware.
7. Dish/antenna/mast may not be placed in or above any Common Area, which includes, but is not restricted to, walkways, sidewalk, alleys or other fence lines.
8. Dish/antenna should be located at the highest point on the roofline to minimize visibility.
9. Homeowner is responsible to paint the cables/wire to match the color of the home.

4.4.5. Resident Sales

Garage sales are not permitted, but one-day estate sales are. In the case of estate sales, all contents must remain in the confines of the garage, residence and patio. Doors are to remain closed during the estate sale. Signage for estate sales must be printed, not handwritten and must be removed at the end of the day.

Individuals must not directly solicit other residents regarding any business with which they are associated. There is a bulletin board in the Clubhouse to advertise business services.

4.4.6. Window Coverings

The portion of the window coverings facing the exterior must be white or cream or natural wood and must be kept in good condition. Makeshift coverings of any type are not permitted.

4.4.7. Holiday Décor (Adopted by the Board of Directors September 25, 2012)

Members may place seasonal holiday decorations (from the weekend before Thanksgiving until January 7) on the immediate front entrance, garage door surrounds, gutters, alley ways, including shrubs, bushes, and trees immediately adjoining a Member's property to a maximum height of fifteen feet.

Decorations may not interfere with health or safety of the public or create a risk of injury or damage to persons or property by encroaching upon alleys or walkways or present a trip hazard in areas normally

traveled by pedestrians. Decorations may not obscure address plaques or Common Area lighting. No electrical seasonal decorations shall be placed on or in any Common Area or Common Facility light fixture.

Members are unrestricted in placing holiday decorations in the interior of their property visible to the exterior.

Decorations may not be placed upon roofs, and no person shall access the roof for installation.

Decorations may be installed on exterior walls and fences by plastic or metal clips so long as they do not cause damage to the Common Area or Common Facilities. Clips may be left in place for use seasonally. Any such clips that are not made of clear plastic will be painted the same color as the siding. The Association is not responsible for maintenance or removal of said clips, except that the Association may remove the clips to perform maintenance on any fence or building and will not be responsible for damage to or loss of clips, nor for replacing or reinstalling the clips.

Sound effects and flashing lights, twinkling lights and inflatable decorations in the Common Area are prohibited. Decorations or electrical connections which pose a safety hazard or which expose the Association to increased insurance costs are prohibited. Electrical decorations shall be installed pursuant to manufacturer's recommendations.

Compliance is determined exclusively reserved by the Association. Association reserves the right to disconnect, relocate or remove Holiday Decorations not in compliance with this policy. Association will make reasonable efforts to notify a member and request compliance. Association will not be responsible for damage to any Holiday Decoration it disconnects, relocates or removes.

4.4.8. Nuisance

Residents shall not allow any condition to exist upon their lot or within their household which will negatively impact their neighbors' quiet enjoyment of their property or impede the Association in discharging its maintenance obligations.

4.5. Guests

Guests must adhere to all rules applicable to Owners and Residents plus the following rules that pertain specifically to them.

- Guests must be accompanied by resident when using the amenities.
- Long term guests, such as house sitters, may use the amenities independently if the resident provides a note to management in advance.
- No more than four (4) guests per household in any of the pool areas at once.

4.6 Monthly Assessments

The monthly assessment is what makes everything run at Nepenthe. You will receive a monthly statement towards the end of the month, but even if you don't receive it, it's important to know that Assessments are due the first of each month and are late after the 15th.

There are several ways to pay your assessments.

1. Set up Auto Bill Pay. This is an ACH agreement that permits Nepenthe to pull the assessment from your checking account each month. The enrollment form for this service is available from the Clubhouse.
2. Make a payment online: <https://www.fsr-california.com/homeowners/login.aspx>

3. Mail a check to “Nepenthe Association, PO Box 512989, Los Angeles, CA 90051-0989”. Please make sure your Nepenthe address is written in the memo line of the check, or you can write your account number. If you don’t know the account number, call the Nepenthe office at (916) 929-8380 or FirstService Residential at (800) 428-5588.

What does the monthly assessment pay for?

Each Nepenthe homeowner pays assessments for the maintenance of the common areas of the association and services or costs associated with your particular home.

All homeowners pay for:

- Common area landscaping
- Security patrol
- Siding maintenance and repair
- Roof maintenance and repair
- Amenities – pools, tennis courts, and clubhouse
- Insurance

Section 5. Association Obligations

5.1. Maintenance

Your monthly assessment to the Association pays for much of the maintenance of your home's exterior surfaces. To see what the CC&Rs specifically say, read Article V, Section 5.1. The list below is intended to be a handy reference.

When a resident allows a condition to exist which negatively effects the condition of one of the below components, the owner will be held financially responsible for the repair or restoration. {Section 5.3}

See Section 4.1 of this document to read what the Homeowner maintains for each unit.

The Association maintains:

Roof Shingles and Flashing	Exterior Siding and Trim
Overhead Garage Door Siding on original tilt up garage doors	Exterior Paint on Siding, Trim and Fences
Patio Fences	Rain gutters and downspouts
Roof and gutter clearing	Mail box posts
Cement Driveway	Cement walkways
Landscaping around the unit, front and back	

5.2. Insurance

The complete insurance requirements can be found in the CC&Rs, Article X. The Association maintains policies that are compliant with the CC&Rs. A summary of the policies is mailed to all homeowners every fall as part of the annual budget disclosure packet.

Here is a quick reference list of the policies owned by the Association:

- Property Insurance, Policy Limits: \$88M, Deductible: \$10,0000
- General Liability Insurance, Policy Limits: \$1M per occurrence, \$2M aggregate
- Directors & Officers Liability, Policy Limits: \$2M
- Fidelity Bond, Policy Limits: \$1M
- Commercial Auto Liability: Policy Limits: \$1M
- Umbrella Liability, Policy Limits: \$10M
- Workers Compensation, Policy Limits: \$1M
- Flood Insurance for each unit, Policy Limits: Building \$250K, Contents \$100K, Deductible: Building \$1,250, Contents \$1,250
- Flood Insurance for each of the clubhouses similar to above.

5.3. Governance

Nepenthe is governed by a homeowner volunteer Board of Directors comprised of a President, Vice President, Treasurer, Secretary and Member at Large. The Board is assisted by the following committees: Architectural Review; Elections; Finance; Insurance, Legal & Safety; Grounds; Nominating and Outreach. The Board hires a management company to oversee the day to day operations of the Association.

Section 6. Rights & Remedies

6.1. How are these obligations enforced?

In the matter of enforcement of the provisions of this and the other Governing Documents, the Association and individual Residents have rights and obligations that are prescribed in law and in equity and are encapsulated in our Governing Documents. The Board has the duty to enforce the provisions of our Governing Documents; Residents are obligated to adhere to their provisions. In its enforcement activities, the Board must adopt policies that provide for due process.

The Board has a range of enforcement tools designed to encourage compliance. Suspension of Association voting rights, exclusion from Common Area Facilities, legal remedies, and the imposition of monetary fines are some of the actions that the Board can take. Generally, no sanction will be imposed without the due process procedures of Section 16.6. of the CC&Rs. Notification of an infraction, referral to hearings, and alternate dispute resolution procedures may be employed, singly or in some combination, before a punitive action is taken by the Board. The Board has adopted a Fines Policy for use when the non-punitive measures mentioned above fail to elicit cooperation.

6.2. Fine Schedule (Adopted by the Board of Directors March 2, 2016)

1. Violations related to Architectural Rules as set forth in CC&Rs, Article IV [Requirement for Member's Prior Application and Approval Before making certain improvements].
 - a. An owner making an improvement to their property requiring prior application to the Architectural Review Committee (herein "ARC") and approval of the Board of Directors who fails to apply for and acquire such approval prior to construction may be assessed a fine up to \$100.00 per occurrence.
 - b. An owner making an improvement to their property requiring prior application to the ARC and approval of the Board who fails to apply for and obtain approval of the Board of Directors and who fails to obtain subsequent approval of the Board for such improvement may be required to remove or remedy the noncomplying improvement, pay legal costs of any proceeding brought and fined a sum reasonably related to the cost of obtaining member's compliance.
2. Nuisance violations, including those involving excessive noise, vehicles, pets, trash and yard waste may be assessed a fine of \$50/day up to a maximum of \$1,000 for the first offense and \$50 per day of violation up to a maximum for \$1,000 for repeated, similar offenses.

CC&R References:

- Section 3.3 states rules regarding parking, Section 3.4 for household pets and animals, Section 3.6 for garbage and trash, and Section 3.12 for offensive conduct, nuisance, obstructions, hazards and drilling.
- Section 3.20 addresses the enforcement of property use restrictions.
- Article IV, ARCHITECTURAL REVIEW AND APPROVAL gives examples of owner improvements that require the approval of the Architectural Review Committee (ARC), what the owner must furnish with their application, how the ARC operates, rules governing proceeding with the work, inspecting the completed work, emergency improvements and the appeals process available to owners if they do not receive ARC approval.

- Section 4.12 describes remedies the Association has in cases in which an owner undertakes improvements not authorized or approved by the ARC and Board.
- Section 5.3 allows the Association to recover the costs of certain repairs and maintenance.
- Section 8.4 describes actions the Association can take to enforce the CC&Rs via fines and otherwise.
- Section 16.6(b) gives the Board the authority to implement a schedule of fines.
- Section 16.6(f) provides for a hearing when an owner receives a penalty or suspension of his or her rights under the CC&Rs.

6.3. Your Rights

Anytime you have a concern or issue that needs to be resolved, your first point of contact should be with the General Manager. Call or email to arrange a meeting to discuss your concerns.

If you are still unsatisfied, you may reach out to a Board member. Their contact numbers are published each month on the back of the monthly newsletter. If this does not take care of the matter, please request ADR, which stands for Alternative Dispute Resolution. The Board will assign one or two Directors to meet with you and review your concerns.



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

HOME IMPROVEMENT APPLICATION

Date: 4/20/2017

Phone: 916-612-8218

Name: Marianne Stoll

Email: mariannes68@icloud.com

Address: 611 Dunbarton Cir, Sacramento CA 95825

House Model:

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

These items can be approved in management office:

These items require ARC & Board approval:

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

Attach the following items to your application:

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

Please read and sign below:

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

Marianne Stoll 4-21-17
 Signature Date

The Architectural Review Committee recommends:

Approval

Approval with Conditions

Disapproval

Chair:

Date:

President, Nepenthe Assn

4/28/17

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

see April 27 letter from Manager and response from Sunrun, Inc

ROOFTOP SOLAR SYSTEMS APPLICATION

24. Solar Energy Roof Systems (Thermal & Photovoltaic)

Please meet with the ARC before developing plans or submitting an application for approval.

Thermal solar systems and Photovoltaic (PV) panels must be installed by a registered contractor as determined by the California Solar Energy Industries Association and the California Energy Commission.

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

Photovoltaic systems must meet these requirements:

1. The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof panels shall be located in an area that will minimize the visual and aesthetic impact on the community. The first locations to be considered shall be the interior walls of the garage or inside the patio fence line.
2. Supports for the solar panels shall not impose a dead weight concentrated load exceeding 150 lbs. anywhere on the supporting roof.
3. Continuous supports for the solar panels shall not impose a dead load exceeding 75 lbs. per ft. on the supporting roof.
4. Continuous supports for the solar panels that are installed perpendicular to the roof slope shall have a drainage gap at 10 ft. maximum.
5. A building permit shall be secured prior to submission of the application to the Nepenthe HOA. The homeowner or the solar system contractor shall submit a permit application to the City Building Department and include evidence of the approved permit in the application to the Nepenthe HOA.

Homeowner's Responsibilities for Rooftop Solar Systems

1. The homeowner 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 homeowner 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 homeowner 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 panels.

IMPORTANT NOTICE: Please have your contractor sign acknowledgement of HOA Architectural Rules regarding the installation of rooftop solar systems

ROOFTOP SOLAR SYSTEMS APPLICATION

Contractor's Name Sunrun

License# 750184

Phone# (916) 872-2165

Email Address melissa.lawrence@sunrun.com

Signature Melissa Lawrence Date 4/20/17

I, the homeowner, understand that even though my contractor has signed this form, I am solely responsible for these improvements meeting the HOA's Architectural rules.

Homeowner Name Marianne Stoll

Address 611 Dunbarton Cir, Sacramento CA 95825

Phone# (916) 612-8218

Email Address marianne68@icloud.com

Signature Marianne Stoll Date 4-21-17



SUNRUN

CA CL #750184

1227 STRIKER AVENUE, SUITE 260, SACRAMENTO, CA
95834
PHONE 916.649.7685
FAX 916.283.9154

CUSTOMER RESIDENCE:
MARIANNE STOLL
611 DUNBARTON CIR,
SACRAMENTO, CA, 95825

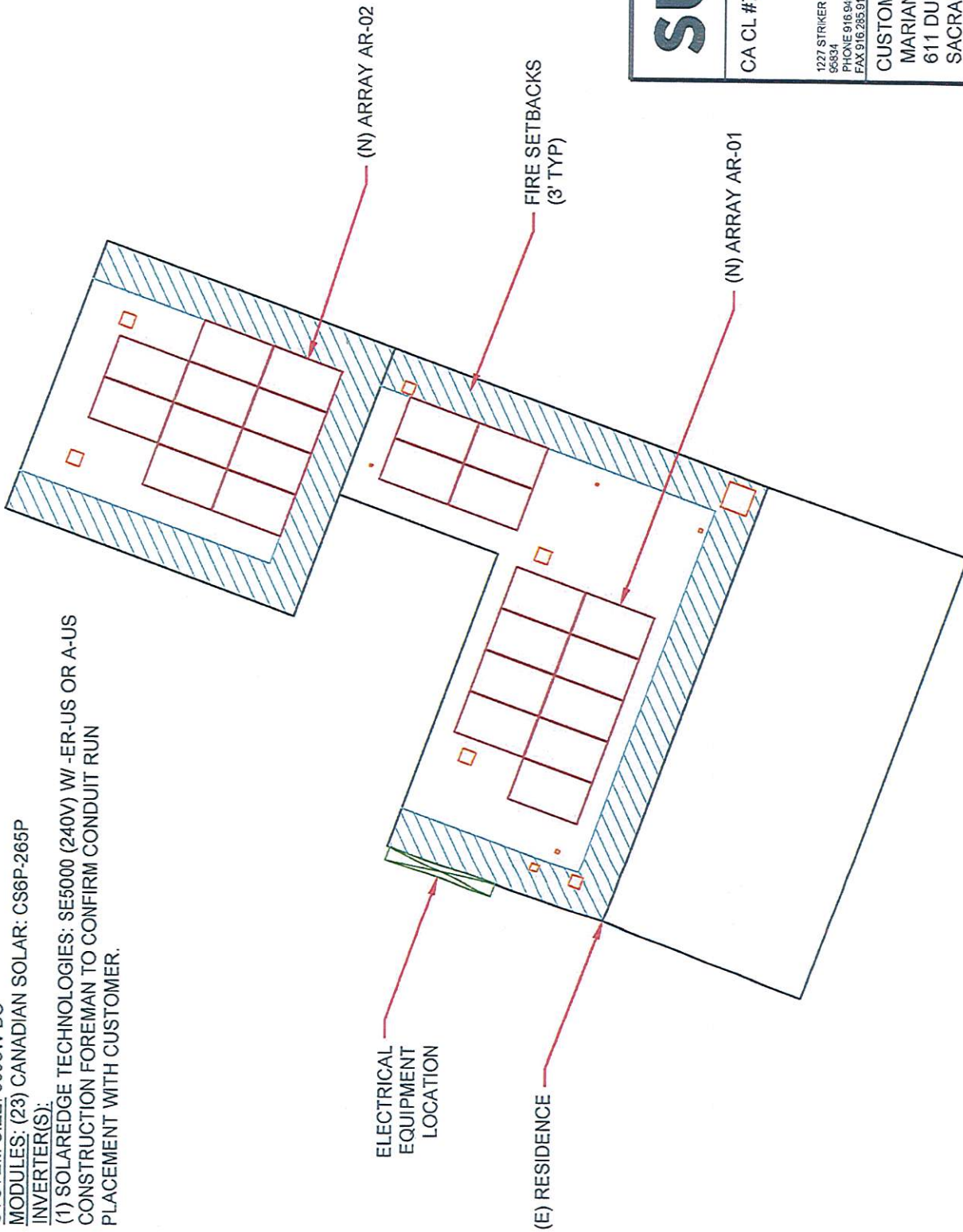
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105R-611STOL

REV: A 9/29/2016

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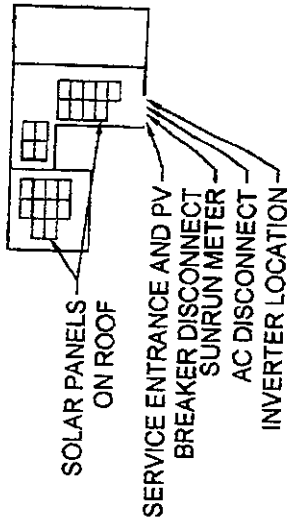
SCOPE OF WORK:

- SYSTEM SIZE: 6095W DC
- MODULES: (23) CANADIAN SOLAR: CS6P-265P
- INVERTER(S):
- (1) SOLAREGE TECHNOLOGIES: SE5000 (240V) W/ -ER-US OR A-US
- CONSTRUCTION FOREMAN TO CONFIRM CONDUIT RUN PLACEMENT WITH CUSTOMER.



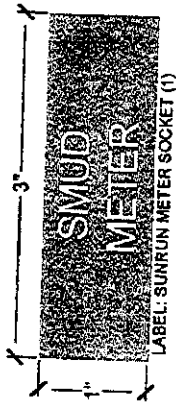
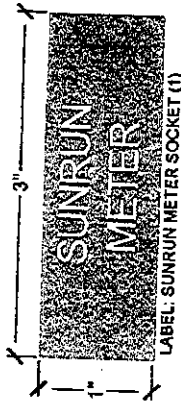
CAUTION:

POWER TO THIS BUILDING IS ALSO SUPPLIED FROM THE FOLLOWING SOURCES WITH DISCONNECTS AS SHOWN



611 DUNBARTON CIR, SACRAMENTO, CA, 95825

MARIANNE STOLL (105R-611STOL)
611 DUNBARTON CIR, SACRAMENTO, CA, 95825



LABELING FORMAT
LABELS SHALL BE RED PLASTIC MATERIAL WITH ENGRAVED WHITE LETTERS
MADE OF DURABLE ADHESIVE, WEATHER RESISTANT MATERIAL SUITABLE FOR
THE ENVIRONMENT. LETTERS SHALL BE MINIMUM 3/64" IN SIZE

SUNRUN

GILBERT CORREIA, CTO, C&E
CA CL #760184

1232 PARTNER BLVD SUITE 500 SACRAMENTO, CA
95834
PHONE 916 9427868
FAX 916 9427876

CUSTOMER RESIDENCE:
MARIANNE STOLL
811 DUNBARTON CIR,
SACRAMENTO, CA, 95825

TEL: 916 942 8218 Apt # 2601409720000
PROJECT NUMBER:
105R-611STOL

DESIGNER: 805.540.7657
CARLO JUNIO

DRAFTER:
CARLO JUNIO

SHEET

REV: A 9/29/2016
PAGE

WARNING
ELECTRIC SHOCK HAZARD
 THE DC CONDUCTORS OF THIS PHOTOVOLTAIC SYSTEM ARE UNGROUNDING AND MAY BE ENERGIZED

LABEL LOCATION:
 DC DISCONNECT, INVERTER
 (PER CODE: CEC 690.35(F))
 To be used when inverter is ungrounded

WARNING
ELECTRIC SHOCK HAZARD
 DO NOT TOUCH TERMINALS TERMINALS ON BOTH LINE AND LOAD SIDES MAY BE ENERGIZED IN THE OPEN POSITION

DC VOLTAGE IS ALWAYS PRESENT WHEN SOLAR MODULES ARE EXPOSED TO SUNLIGHT

LABEL LOCATION:
 AC DISCONNECT, POINT OF INTERCONNECTION
 (PER CODE: CEC 690.17(E))

WARNING
ELECTRIC SHOCK HAZARD
 DO NOT TOUCH TERMINALS TERMINALS ON BOTH LINE AND LOAD SIDES MAY BE ENERGIZED IN THE OPEN POSITION

LABEL LOCATION:
 AC DISCONNECT, POINT OF INTERCONNECTION
 (PER CODE: CEC 690.17(E), CS)

WARNING - Electric Shock Hazard
 No live serviceable parts inside Contact authorized service provider for assistance

WARNING: PHOTOVOLTAIC POWER SOURCE

LABEL LOCATION:
 INVERTER, CONDUIT, COVERNER BOX
 (PER CODE: CEC 690.31(G)(3)(1) & CEC 690.13(G)(4))
 INVERTER 1

RATED MAXIMUM POWER-POINT CURRENT (I _{mp})	17.4 A
RATED MAXIMUM POWER-POINT VOLTAGE (V _{mp})	350 V
MAXIMUM SYSTEM VOLTAGE (V _{oc})	13 V
MAXIMUM CIRCUIT CURRENT (I _{sc})	30 A

LABEL LOCATION:
 DC DISCONNECT, INVERTER
 (PER CODE: CEC 690.63)

ADHESIVE FASTENED SIGNS:
 • WHERE FASTENED FOR THE ENVIRONMENT WHERE IT IS INSTALLED.
 • WHERE REQUIRED ELSEWHERE IN THIS CODE, ALL FIELD APPLIED LABELS, WARNINGS, AND MARKINGS SHOULD COMPLY WITH ANSI Z39.4 (NFC 110 21(B) FIELD MARKING).
 • ADHESIVE FASTENED SIGNS MAY BE ACCEPTABLE IF PROPERLY ADHERED. VINYL SIGNS SHALL BE WEATHER RESISTANT (IPC 605.11.1.3)

PHOTOVOLTAIC SYSTEM AC DISCONNECT
 RATED AC OPERATING CURRENT 20.83 AMPS
 AC NOMINAL OPERATING VOLTAGE 240 VOLTS

LABEL LOCATION:
 AC DISCONNECT, POINT OF INTERCONNECTION
 (PER CODE: CEC 690.54)

WARNING
INVERTER OUTPUT CONNECTION DO NOT RELOCATE: THIS OVERCURRENT DEVICE

CAUTION: SOLAR CIRCUIT
 MARKINGS PLACED ON ALL INTERIOR AND EXTERIOR DC CONDUIT, RACEWAYS, ENCLOSURES, AND CABLE ASSEMBLIES AT LEAST EVERY 10 FT. AT TURNS AND ABOVE/BELOW PENETRATIONS AND ALL COMBINATION BOXES. (PER CODE: IFC 605.11.1.4)

SOLAR DISCONNECT
LABEL LOCATION:
 DISCONNECT, POINT OF INTERCONNECTION
 (PER CODE: CEC 690.13(B))

WARNING DUAL POWER SOURCE
 SECOND SOURCE IS PHOTOVOLTAIC SYSTEM

CAUTION: SOLAR ELECTRIC SYSTEM CONNECTED

LABEL LOCATION:
 WEATHER RESISTANT MATERIAL, DURABLE ADHESIVE UL 969 AS STANDARD TO WEATHER RATING (UL LISTING OF MARKINGS NOT REQUIRED), MIN 1/2" LETTER HEIGHT ARIAL OR SIMILAR FONT NON-BOLD, PLACED WITHIN THE MAIN SERVICE DISCONNECT, PLACED ON THE OUTSIDE OF THE COVER WHEN DISCONNECT IS OPEN AND VISIBLE. (PER CODE: CEC 690.15, 690.15(B))

Project: 105R-6115101 **Photovoltaic System Electrical Calculations**
System Information:
 6095 1W DC Photovoltaic System
 (2) Canadian Solar CSP-26SP, SolarEdge Technologies: 555000 (200V) w/ FR-US or A-US

Adjustable Backfeed:
 Allowable Backfeed = (Main Panel Rating) x 1.2 - (Main Breaker Rating) =
 200A x 1.2 - 200A = 40A
 30A < 40A → Interconnection meets 205.12(D)(2) requirements.

DC Wire Sizing:
 Max Circuit Current = (Optimizer Max Power) x (Continuous Load)_{1,2,3,4,5,6,7,8,9,10,11,12}
 15A x 1.25 = 18.75A
 Adjusted Conductor Ampacity = (High Temp)_{1,2,3,4,5,6,7,8,9,10,11,12} x (Conduit Fill)_{1,2,3,4,5,6,7,8,9,10,11,12} x (Conductor Ampacity)_{1,2,3,4,5,6,7,8,9,10,11,12}
 0.71 x 0.8 x 40A = 22.72A
 Terminal Rating_{1,2,3,4,5,6,7,8,9,10,11,12}
 10 AWG, 60°C Rated = 30A
 22.72A < 30A → Adjusted conductor ampacity governs conductor sizing.
 Therefore 10 AWG is sufficient.

AC Wire Sizing:
 Max AC Output Current = (Max Inverter Output) x (Continuous Load)_{1,2,3,4,5,6,7,8,9,10,11,12}
 21 A x 1.25 = 26.25 A
 Adjusted Conductor Ampacity = (High Temp)_{1,2,3,4,5,6,7,8,9,10,11,12} x (Conduit Fill)_{1,2,3,4,5,6,7,8,9,10,11,12} x (Conductor Ampacity)_{1,2,3,4,5,6,7,8,9,10,11,12}
 0.81 x 1 x 40A = 36.4A
 Terminal Rating_{1,2,3,4,5,6,7,8,9,10,11,12}
 10 AWG, 60°C Rated = 30A
 26.25A < 30A → Terminal rating governs conductor sizing.
 Therefore 10 AWG is sufficient.

Inverter Overcurrent Protection:
 (Inverter Max Current) x (Continuous Load) =
 21 A x 1.25 = 26.25 A → 30 A Overcurrent Protection

System Characteristics:
 V_{in} = Inverter Fixed String Voltage = 350V
 V_{oc} = Max Inverter System Voltage = 500V
 Operating Current = (DC System Size) / 350V = 6095W / 350V = 17.41 A
 Short Circuit Current = (Optimizer Max Current) x (# Strings) = 15A x 2 = 30A

ASSUMPTIONS:
 Max Ambient Temperature = 35°C
 Low Temperature = 3°C
 All conductors are 60°C rated copper
 Roof top temperature = 40°C → 2°C
 Altitude temperature = 20°C → 7°C

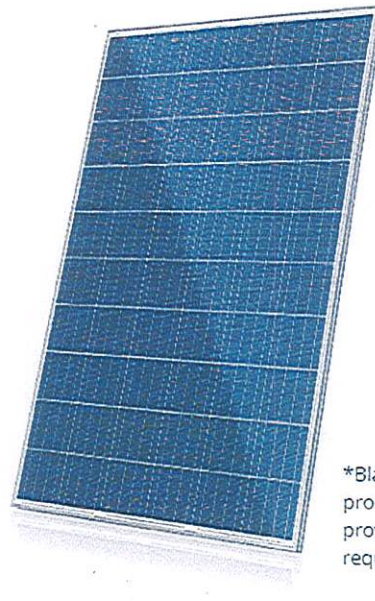
SUNRUN
 GILBERT CORREA, CIO, C46
 CA CL #750184
 1037 SHIPPER AVENUE, SUITE 200, SACRAMENTO, CA 95834
 PHONE 916 497 8855
 FAX 916 333 5214

CUSTOMER RESIDENCE:
 MARIANNE STOLL
 611 DUNBARTON CIR
 SACRAMENTO, CA, 95825

TEL: (916) 412-2218 APN # 285014003-707
 PROJECT NUMBER:
 105R-6115101
 DESIGNER:
 CARLO JUNIO
 DRAFTER:
 CARLO JUNIO
 SHEET
 SIGNAGE
 REV: A 9/29/20
 PAGE PV-5.0

QUARTECH CS6P-260 | 265 | 270P

Canadian Solar's new Quartech modules have significantly raised the standard of module efficiency in the solar industry. They introduced innovative four busbar cell technology, which demonstrates higher power output and higher system reliability. Worldwide, our customers have embraced this next generation of modules for their excellent performance, superior reliability and enhanced value.



*Black frame product can be provided upon request.

NEW TECHNOLOGY

- Reduces cell series resistance
- Reduces stress between cell interconnectors
- Improves module conversion efficiency
- Improves product reliability

25
years

linear power output warranty

10
years

product warranty on materials and workmanship

KEY FEATURES



Higher energy yield

- Outstanding performance at low irradiance
- Maximum energy yield at low NOCT
- Improved energy production through reduced cell series resistance



Increased system reliability

- Long-term system reliability with IP67 junction box
- Enhanced system reliability in extreme temperature environment with special cell level stress release technology



Extra value to customers

- Positive power tolerance of up to 5 W
- Stronger 40 mm robust frame to hold snow load up to 5400 Pa and wind load up to 2400 Pa
- Anti-glare project evaluation
- Salt mist, ammonia and blowing sand resistance apply to seaside, farm and desert environments*

MANAGEMENT SYSTEM CERTIFICATES*

ISO 9001:2008 / Quality management system
 ISO/TS 16949:2009 / The automotive industry quality management system
 ISO 14001:2004 / Standards for environmental management system
 OHSAS 18001:2007 / International standards for occupational health & safety

PRODUCT CERTIFICATES*

IEC 61215 / IEC 61730: VDE / MCS / CE / JET / SII / CEC AU / INMETRO / CQC
 UL 1703 / IEC 61215 performance: CEC listed (US) / FSEC (US Florida)
 UL 1703: CSA / IEC 61701 ED2: VDE / IEC 62716: VDE / IEC 60068-2-68: SGS
 Take-e-way / UNI 9177 Reaction to Fire: Class 1

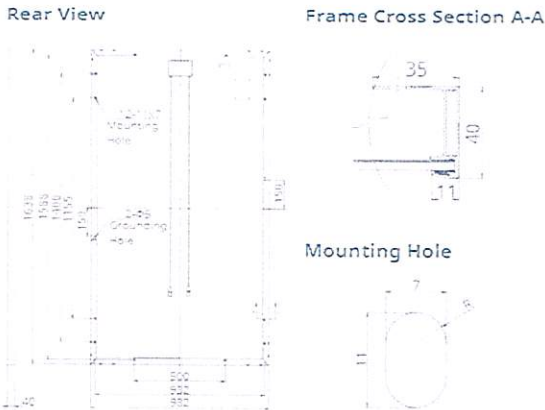


CANADIAN SOLAR INC. is committed to providing high quality solar products, solar system solutions and services to customers around the world. As a leading manufacturer of solar modules and PV project developer with over 14 GW of premium quality modules deployed around the world since 2001, Canadian Solar Inc. (NASDAQ: CSIQ) is one of the most bankable solar companies worldwide.

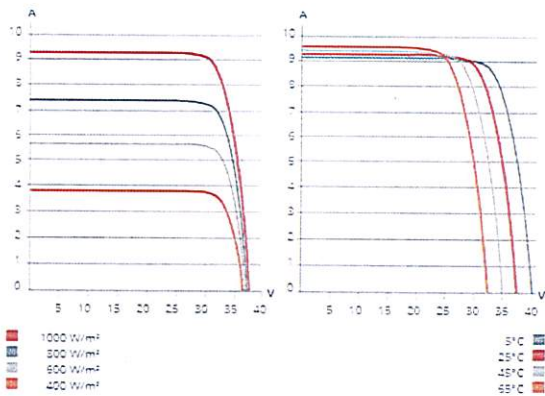
CANADIAN SOLAR INC.

545 Speedvale Avenue West, Guelph, Ontario N1K 1E6, Canada, www.canadiansolar.com, support@canadiansolar.com

ENGINEERING DRAWING (mm)



CS6P-265P / I-V CURVES



ELECTRICAL DATA / STC*

CS6P	260P	265P	270P
Nominal Max. Power (Pmax)	260 W	265 W	270 W
Opt. Operating Voltage (Vmp)	30.4 V	30.6 V	30.8 V
Opt. Operating Current (Imp)	8.56 A	8.66 A	8.75 A
Open Circuit Voltage (Voc)	37.5 V	37.7 V	37.9 V
Short Circuit Current (Isc)	9.12 A	9.23 A	9.32 A
Module Efficiency	16.16 %	16.47 %	16.79 %
Operating Temperature	-40°C ~ +85°C		
Max. System Voltage	1000 V (IEC) or 1000 V (UL)		
Module Fire Performance	TYPE 1 (UL 1703) or CLASS C (IEC61730)		
Max. Series Fuse Rating	15 A		
Application Classification	Class A		
Power Tolerance	0 ~ + 5 W		

* Under Standard Test Conditions (STC) of irradiance of 1000 W/m², spectrum AM 1.5 and cell temperature of 25°C.

ELECTRICAL DATA / NOCT*

CS6P	260P	265P	270P
Nominal Max. Power (Pmax)	189 W	192 W	196 W
Opt. Operating Voltage (Vmp)	27.7 V	27.9 V	28.1 V
Opt. Operating Current (Imp)	6.80 A	6.88 A	6.97 A
Open Circuit Voltage (Voc)	34.5 V	34.7 V	34.8 V
Short Circuit Current (Isc)	7.39 A	7.48 A	7.55 A

* Under Nominal Operating Cell Temperature (NOCT), irradiance of 800 W/m², spectrum AM 1.5, ambient temperature 20°C, wind speed 1 m/s.

PERFORMANCE AT LOW IRRADIANCE

Industry leading performance at low irradiance, average relative efficiency of 96.5 % from an irradiance of 1000 W/m² to 200 W/m² (AM 1.5, 25°C).

The specification and key features described in this datasheet may deviate slightly and are not guaranteed. Due to on-going innovation, research and product enhancement, Canadian Solar Inc. reserves the right to make any adjustment to the information described herein at any time without notice. Please always obtain the most recent version of the datasheet which shall be duly incorporated into the binding contract made by the parties governing all transactions related to the purchase and sale of the products described herein.

Caution: For professional use only. The installation and handling of PV modules requires professional skills and should only be performed by qualified professionals. Please read the safety and installation instructions before using the modules.

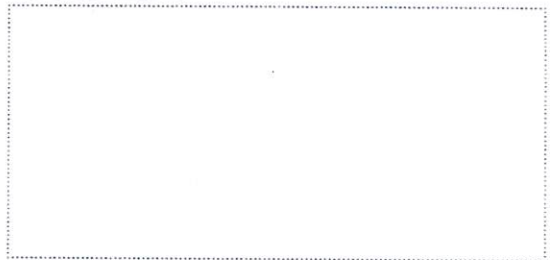
MECHANICAL DATA

Specification	Data
Cell Type	Poly-crystalline, 6 inch
Cell Arrangement	60 (6×10)
Dimensions	1638×982×40 mm (64.5×38.7×1.57 in)
Weight	18 kg (39.7 lbs)
Front Cover	3.2 mm tempered glass
Frame Material	Anodized aluminium alloy
J-Box	IP67, 3 diodes
Cable	4 mm ² (IEC) or 4 mm ² & 12AWG 1000 V (UL), 1000 mm (39.4 in) (650 mm (25.6 in) is optional)
Connectors	Friends PV2a (IEC), Friends PV2b (IEC / UL)
Standard	26 pieces, 515 kg (1135.4 lbs)
Packaging	(quantity & weight per pallet)
Module Pieces per Container	728 pieces (40' HQ)

TEMPERATURE CHARACTERISTICS

Specification	Data
Temperature Coefficient (Pmax)	-0.41 % / °C
Temperature Coefficient (Voc)	-0.31 % / °C
Temperature Coefficient (Isc)	0.053 % / °C
Nominal Operating Cell Temperature	45±2 °C

PARTNER SECTION



Scan this QR-code to discover solar projects built with this module





INVERTERS

SolarEdge Single Phase Inverters

For North America

SE3000A-US / SE3800A-US / SE5000A-US / SE6000A-US /
SE7600A-US / SE10000A-US / SE11400A-US



The best choice for SolarEdge enabled systems

- Integrated arc fault protection (Type 1) for NEC 2011 690.11 compliance
- Superior efficiency (98%)
- Small, lightweight and easy to install on provided bracket
- Built-in module-level monitoring
- Internet connection through Ethernet or Wireless
- Outdoor and indoor installation
- Fixed voltage inverter, DC/AC conversion only
- Pre-assembled Safety Switch for faster installation
- Optional – revenue grade data, ANSI C12.1

USA - GERMANY - ITALY - FRANCE - JAPAN - CHINA - AUSTRALIA - THE NETHERLANDS - ISRAEL

www.solaredge.us



Single Phase Inverters for North America

SE3000A-US / SE3800A-US / SE5000A-US / SE6000A-US /
SE7600A-US / SE10000A-US / SE11400A-US

	SE3000A-US	SE3800A-US	SE5000A-US	SE6000A-US	SE7600A-US	SE10000A-US	SE11400A-US		
OUTPUT									
Nominal AC Power Output	3000	3800	5000	6000	7600	9980 @ 208V 10000 @ 240V	11400	VA	
Max. AC Power Output	3300	4150	5400 @ 208V 5450 @ 240V	6000	8350	10800 @ 208V 10950 @ 240V	12000	VA	
AC Output Voltage Min.-Nom.-Max. ⁽¹⁾ 183 - 208 - 229 Vac	-	-	✓	-	-	✓	-		
AC Output Voltage Min.-Nom.-Max. ⁽²⁾ 211 - 240 - 264 Vac	✓	✓	✓	✓	✓	✓	✓		
AC Frequency Min.-Nom.-Max. ⁽³⁾	59.3 - 60 - 60.5 (with HI country setting 57 - 60 - 60.5)							Hz	
Max. Continuous Output Current	12.5	16	24 @ 208V 21 @ 240V	25	32	48 @ 208V 42 @ 240V	47.5	A	
GFDI	1							A	
Utility Monitoring, Islanding Protection, Country Configurable Thresholds	Yes							Yes	
INPUT									
Recommended Max. DC Power ⁽²⁾ (STC)	3750	4750	6250	7500	9500	12400	14250	W	
Transformer-less, Ungrounded	Yes								
Max. Input Voltage	500							Vdc	
Nom. DC Input Voltage	325 @ 208V / 350 @ 240V							Vdc	
Max. Input Current ⁽³⁾	9.5	13	16.5 @ 208V 15.5 @ 240V	18	23	33 @ 208V 30.5 @ 240V	34.5	Adc	
Max. Input Short Circuit Current	45							Adc	
Reverse-Polarity Protection	Yes								
Ground-Fault Isolation Detection	600ka Sensitivity								
Maximum Inverter Efficiency	97.7	98.2	98.3	98.3	98	98	98	%	
CEC Weighted Efficiency	97.5	98	97.5 @ 208V 98 @ 240V	97.5	97.5	97 @ 208V 97.5 @ 240V	97.5	%	
Nighttime Power Consumption	< 2.5				< 4			W	
ADDITIONAL FEATURES									
Supported Communication Interfaces	RS485, RS232, Ethernet, ZigBee (optional)								
Revenue Grade Data, ANSI C12.1	Optional ⁽⁴⁾								
Rapid Shutdown – NEC 2014 690.12	Functionality enabled when SolarEdge rapid shutdown kit is installed ⁽⁵⁾								
STANDARD COMPLIANCE									
Safety	UL1741, UL1699B, UL1998, CSA 22.2								
Grid Connection Standards	IEEE1547								
Emissions	FCC part15 class B								
INSTALLATION SPECIFICATIONS									
AC output conduit size / AWG range	3/4" minimum / 16-6 AWG				3/4" minimum / 8-3 AWG				
DC input conduit size / # of strings / AWG range	3/4" minimum / 1-2 strings / 16-6 AWG				3/4" minimum / 1-2 strings / 14-6 AWG				
Dimensions with Safety Switch (HxWxD)	30.5 x 12.5 x 7 / 775 x 315 x 172		30.5 x 12.5 x 7.5 / 775 x 315 x 191		30.5 x 12.5 x 10.5 / 775 x 315 x 260			in / mm	
Weight with Safety Switch	51.2 / 23.2		54.7 / 24.7		88.4 / 40.1			lb / kg	
Cooling	Natural Convection				Fans (user replaceable)				
Noise	< 25				< 50				dBA
Min.-Max. Operating Temperature Range	-13 to +140 / -25 to +60 (-40 to +60 version available ⁽⁶⁾)							°F / °C	
Protection Rating	NEMA 3R								

⁽¹⁾ For other regional settings, please contact SolarEdge support.

⁽²⁾ Limited to 125% for locations where the yearly average high temperature is above 77°F/25°C and to 135% for locations where it is below 77°F/25°C. For detailed information, refer to http://www.solaredge.us/files/pdfs/inverter_dc_oversizing_guide.pdf.

⁽³⁾ A higher current source may be used; the inverter will limit its input current to the values stated.

⁽⁴⁾ Revenue grade inverter P/N: SExxxxA-US000NRR2

⁽⁵⁾ Rapid shutdown kit P/N: SE1000-RSD-S1

⁽⁶⁾ -40 version P/N: SExxxxA-US000NNU4



RoHS

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THIS INSTALLATION IS CONTINGENTIAL AND NOT TO BE USED FOR ANY OTHER APPLICATION WITHOUT THE WRITTEN PERMISSION OF DIVERSITY ENERGY CORPORATION.

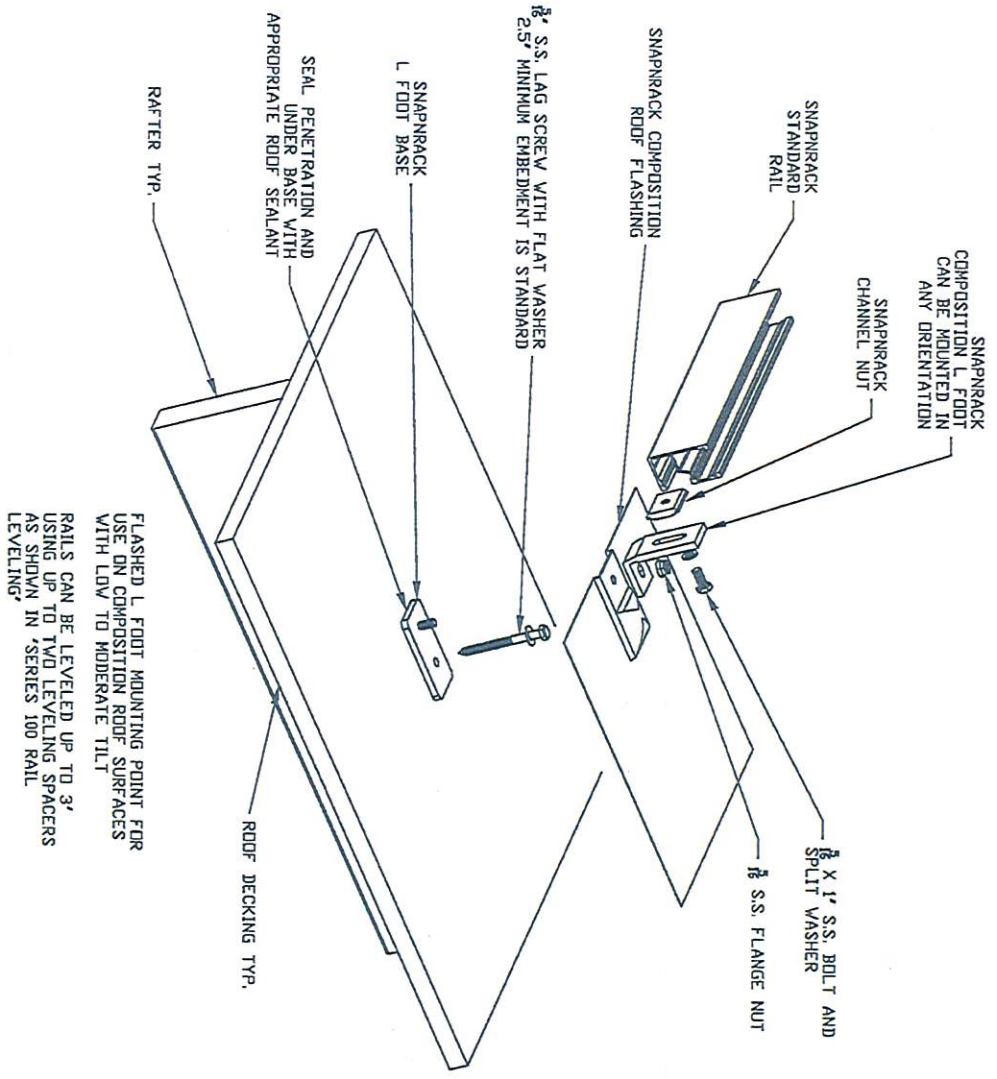
DESIGNER: G. MCPHEETERS
DRAFTER: G. MCPHEETERS

SCALE: DNS
DATE: 120111

PART #
PEN-D01

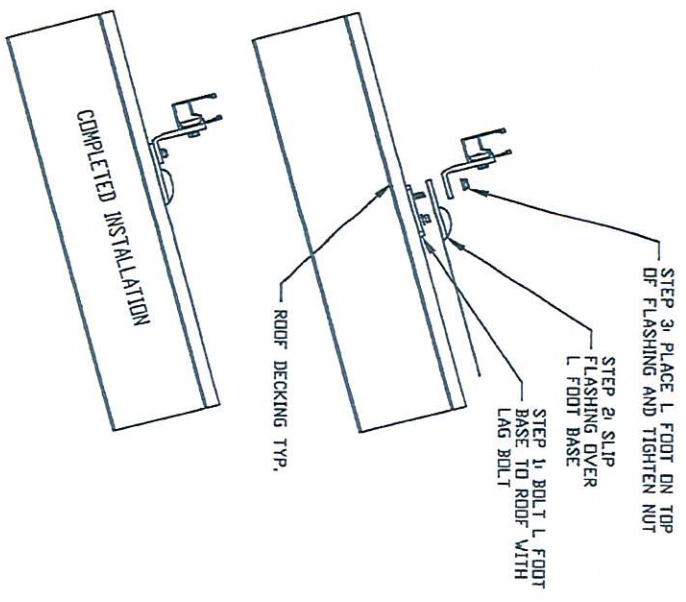
PEN DETAIL 01 FLASHED L FOOT

REV: E



FLASHED L FOOT MOUNTING POINT FOR USE ON COMPOSITION ROOF SURFACES WITH LOW TO MODERATE TILT.
RAILS CAN BE LEVELED UP TO 3' USING UP TO TWO LEVELING SPACERS AS SHOWN IN SERIES 100 RAIL LEVELING.

- NOTES:
- 5/16" LAG BOLTS MUST EMBED 2.5" INTO ROOF STRUCTURAL MEMBERS/RAFTERS
 - TORQUE ALL 5/16" HARDWARE TO THE FOLLOWING:
 - SILVER S.S. 10-16 FT-LBS
 - BLACK S.S. 7-9 FT-LBS
 - RAILS CAN MOUNT TO EITHER SIDE OF L FOOT (UP/SLOPE VS DOWNSLOPE)



REVISION:



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380 FAX: 916.929.1773

nepenthe@fsresidential.com

April 27, 2017

Ms. Marianne Stoll
611 Dunbarton Circle
Sacramento, CA 95825
VIA Email and US Mail

RE: Solar Panel installation at 611 Dunbarton Circle

Dear Ms. Stoll:

Last fall you entered into a leasing agreement with Sunrun, Inc. The installation of Solar Panels require approval from the Association. No application was submitted.

Earlier this month, our rain gutter cleaning service informed us that the solar panels on your roof were installed too close to the rain gutter for it to be serviced safely.

On April 11, 2017 this office mailed you a notice of non-compliance. You submitted your Home Improvement Application late Friday afternoon on April 21st. On Monday, the application was forwarded to the Architectural Review Committee (ARC). Their next regular meeting is May 9th, but they agreed to review it in an effort to help you meet your escrow close date.

It was noted upon reviewing your application that in addition to the panels being installed too close to the rain gutter, the inverter and its associated conduit is in full view as one approaches the front door of the home which conflicts with the Criteria for Solar Panels.

Your application will be approved by the Board of Directors on May 17th if you can provide written confirmation from Sunrun, Inc. that they will:

1. Move Array AR-01 further away from the rain gutter to allow for a 2 to 3 foot clearance for servicing the rain gutter, and
2. Move the inverter lower on the wall so that it is not visible from the walkway and enclose the conduit in a rectangular metal chase painted to match the exterior wall.

Thank you in advance for your cooperation.

Sincerely,

Bettsi Ledesma, CMCA
General Manager

CC: Joseph Concepcion, Senior Manager, Sunrun, Inc.

Bettsi Ledesma

From: Brian Harrison <brian.harrison@sunrunhome.com>
Sent: Friday, April 28, 2017 6:32 AM
To: Bettsi Ledesma
Cc: Brian Harrison
Subject: Re: FW: 611 Dunbarton Circle- action required

Bettsi

I read the letter that you provided ,Speaking for Sunrun we will comply with the requirements that the Association is requesting .
Pleas accept this as a compliance letter .

Thank you
Brian Harrison



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On Thu, Apr 27, 2017 at 5:35 PM, Bettsi Ledesma <Bettsi.Ledesma@fsresidential.com> wrote:

Dear Mr. Harrison:

Please see email below and the attached letter.

Thank you,



Betsi Ledesma, CMCA

General Manager

Nepenthe Association

1131 Commons Drive, Sacramento, CA 95825

[916.929.8380](tel:916.929.8380)

Email: betsi.ledesma@fsresidential.com

www.NepentheHOA.com

2016 Management Company of the Year – CAI California North Chapter

From: Betsi Ledesma
Sent: Thursday, April 27, 2017 5:30 PM
To: marianne68@icloud.com; joseph concepcion <joe.concepcion@sunrun.com>
Subject: 611 Dunbarton Circle- action required
Importance: High

Dear Ms. Stoll and Mr. Concepcion,

Thank you for your efforts to work with the Association to bring the Solar Panel installation into compliance with the Association's criteria. Please read the attached letter and let me know if you can comply. If so, please prepare a letter or email as soon as possible stipulating that you will comply with the requested items.

Please let me know if you have any questions.

Thank you,



Bettsi Ledesma, CMCA

General Manager

Nepenthe Association

1131 Commons Drive, Sacramento, CA 95825

[916.929.8380](tel:916.929.8380)

Email: bettsi.ledesma@fsresidential.com

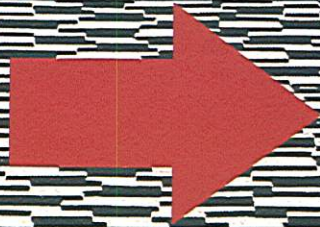
www.NepentheHOA.com

2016 Management Company of the Year – CAI California North Chapter

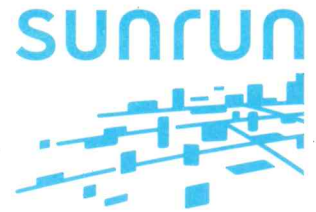
Inverter's
Conduit
completely
visible

611

WELCOME



**2nd Floor
Array**



Sunrun Inc.
595 Market Street, 29th Floor
San Francisco, CA 94105

1.855.4SUNRUN
sunrun.com

Ms. Bettsi Ledesma
1131 Commons Drive
Sacramento, Ca. 95825

RE: Solar Panel Installation at 611 Dunbarton Circle

Dear Ms. Ledesma,

Please accept this letter as confirmation that the following were completed on May 8, 2017 by Sunrun:

1. Moved Array AR-01 further away from the rain gutter to allow for a 2 to 3 foot clearance for servicing the rain gutter
2. Moved the inverter lower on the wall so that it is not visible from the walkway and the conduit was painted to match he exterior wall.

Warm regards,

A handwritten signature in black ink, appearing to read "Joseph Concepción". The signature is fluid and somewhat abstract, with several overlapping loops and a long horizontal stroke at the end.

Joseph Concepción
Senior Manager, Branch Operations
Sunrun, Inc.
P 916.949.7885 F 916.285.0197
www.sunrun.com

CC: Marianne Stoll



NEPENTHE ASSOCIATION

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

Standards and Practices for Current Landscape Lampposts: Light Bulbs

Adopted by the Board of Directors: _____

Regarding the free-standing pole light fixtures, the following light bulb specifications shall be purchased and utilized going forward.

Opaque Globe =

CFL: 2700 Kelvin (warm white light) + 550 Lumens (9 watts/40 watt equivalent)

or

LED: 2700 Kelvin + 350-450 Lumens (5.5-6 watts/40W equivalent)

Clear Globe =

CFL: 2700 Kelvin + 250 Lumens (5 watts/25 watt equivalent)

LED: 2700 Kelvin + 200 Lumens (4 watts/25 watt equivalent)

In addition, there's no good solution to avoid glare when using the current clear globes. We'd also like to recommend:

-- All future replacement globes be opaque rather than clear, and

-- Allow owners to replace those clear globes currently in use at their own expense. (The white acrylic globes currently cost approximately \$15.)